



DeKalb County, Georgia
Michael Thurmond, CEO

BOARD OF COMMISSIONERS

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2019 Human Services Grant Program
Application Instructions and Program Guidelines

Application Release Date: May 22, 2019

APPLICATION DEADLINE: June 21, 2019 at 5:00 p.m.
Absolutely no applications will be accepted after this time.

Applications Must Be Delivered to:

DeKalb County Human Services Department
Office of Grants & Human Services Administration
30 Warren Street- 2nd floor
Atlanta, Georgia 30317
Contact: (404) 270-1180

Program Guidelines

Purpose:

The purpose of the Human Services Grant Program is to provide opportunities for community partnership to local organizations that can successfully address identified needs of the citizens of DeKalb County, Georgia.

The Human Services Grant Program is competitive, and the total amount of awards allotted each year is based on the availability of funds. Funding from this grant program is designed to supplement existing programs and activities.

Goal:

The primary goal of the Human Services Grant Program is to provide resources to local non-profits that can be used to benefit DeKalb citizens. Our mission is to build and maintain sustainable communities and to improve public safety for all who live, work and play in DeKalb. To achieve this goal, the DeKalb Office of Grants & Human Services Administration seeks applicants with demonstrated experience in implementing projects and programs that address the following:

DeKalb County 2019 Priority Areas: (grant applications MUST address at least one priority area)

___ Enhance Public Safety

___ Facilitate Jobs & Economic Development

___ Develop & Maintain Viable, Sustainable Neighborhoods & Communities

Enhance Public Safety - the proposed program/project to be funded improves the general safety and well-being of the target population and/or the community.

Facilitate Jobs & Economic Development - the proposed program/project to be funded helps the target population obtain a job or helps the target population to become more job ready; program/project increases the availability of jobs within the local community.

Develop & Maintain Viable, Sustainable Neighborhoods & Communities - the proposed program/project to be funded assists with the growth or conservation of local neighborhoods and communities.

DeKalb County 2019 Service Areas: (grant applications must address a minimum of one service area)

Youth Development/ Early Childhood Education/ Youth Education Programs
Senior Services/ Services for Individuals with Disabilities and Special Needs
Domestic Violence and Family Intervention / Substance Abuse Treatment and Prevention
Mental and Behavioral Health/ Health & Wellness / Nutrition and Hunger Prevention
Legal Counseling and Advocacy/ Family Economics and Money Management/ Job Training
Refugee Services and Advocacy/ Diversity Training
Homelessness/ Family Transition/ Emergency Utility Support

Office of Grants & Administration 2019 Priorities:

Youth Services/Youth Development
Disability Services
Veteran Affairs
Adults (ages 25-50 years) and Families

Application Instructions:

Grant funding for this program is limited, and as a result, the DeKalb County Office of Grants & Human Services Administration will only accept one (1) application per organization.

All applications must be completed using the **2019 Human Services Grant Application Form** which is an Excel document that can be found online at: <https://www.dekalbcountyga.gov/human-development/human-services>

The Cover Sheet and the Checklist inside of the Human Services Grant Application must be used as the guide to complete the entire application. Please pay careful attention to all items listed on the Cover Sheet and the Checklist - as failure to address all items may disqualify your application.

The organization of the application is critical. The order of the information provided in your application should follow the Checklist. Applicants are strongly encouraged to use labels and tabs so that all requested items are easily identifiable. Tabs should be secured and clearly labeled. Helpful hint: We find pre-printed numbered tabs work best. A copy of the completed Cover Sheet and Checklist should be placed on top of each required copy of your application.

Note: Within the Application Form, some of the boxes are inserted word text boxes and some are merged Excel data cells. These boxes and tables will allow for **limited** text. Therefore, when completing the application and before printing, make sure your entire answer fits completely and is visible in the boxes. If the answer is too long, it will be partially hidden and only the portion visible in the boxes will print. If you know how to adjust text areas without reconfiguring the page, feel free to do so.

A complete application packet will include:

One (1) original

Three (3) hard copies

One (1) flash drive which contains an electronic version of the application including all required appendices securely bounded.

The entire application packet should be delivered to:

DeKalb County Human Services Department
Office of Grants & Human Services Administration
30 Warren Street - 2nd floor
Atlanta, Georgia 30317

Contact and Submittal Information:

For technical assistance, please call Ms. Lisa Thomas, Grants Coordinator at 404-270-1180 or write to her via email at lmthomas@dekalbcountyga.gov.

All Applications must be received by the deadline: June 21, 2019 at 5:00 p.m.

Range of Awards:

Historical funding trends from the Office of Grants & Human Services Administration indicate an average award of **\$10,000 to \$20,000 per organization**. In order to make the most impact with limited resources, the County requires that funding requests for this grant program are within this range.

Expenses:

Un-allowable expenses are items that cannot be funded by this Human Services Grant Program.

DeKalb County funds may not be used to fund:

- Capital Projects
- Fundraising Campaigns/ Endowment Funds
- Debt Reduction or Feasibility Studies
- Furniture, Fixtures or Equipment
- Out-of-State Travel
- Cell phones
- 100% of administrative costs or any other activities/items determined to be ineligible
- No more than 50% of the total award amount may be used for salary costs
- No more than 50% of the total award amount may be used for consultant costs

Human Services Grant Application Review Process:

Phase 1: Review for Minimum Threshold Requirements

The first phase of the review process consists of an evaluation by the Human Services staff to determine if the minimum threshold requirements have been met. *Applications that do not meet the minimum threshold requirements will be disqualified and will not proceed to the next review phase.*

Minimum Threshold Requirements:

- A complete typewritten application submitted by the *deadline date and time*.
- Proposed Service(s) must include a *measurable number* of DeKalb County residents to be served.
- Application must *demonstrate experience in a minimum of one of the Service Areas:* youth development, early childhood education, youth education programs, senior services, services for individuals with disabilities and special needs, domestic violence and family intervention, substance abuse treatment and prevention, mental and behavioral health, health and wellness, nutrition and hunger prevention, legal counseling and advocacy, family economics and money management, job training, refugee services and advocacy, diversity training, homelessness, family transition, and emergency utility support.
- Youth services should focus on violence prevention, education, mental health, safety/risky behaviors, homelessness and economic well-being.
- Application must demonstrate that the applicant has *at least two (2) years proven track record* of acceptable performance in providing services in DeKalb County.
- Application must demonstrate that the agency is a *Georgia non-profit corporation*.
- Application must demonstrate that the agency must have a *501(c)(3) tax exempt status*.
- Agency must demonstrate that it has an active governing body that meets at least quarterly.
- Agency must have a complete *Independent Audit* conducted by a licensed Certified Public Accountant, on the auditor's letterhead, that is current as of 2017 or 2018.
- The 2019 Human Services Grant funding *request must not exceed 50% of the proposed budget* for the overall Agency.
- Agency applying for Victim Assistance Funds must have a Victim Assistance Certification from the State of Georgia Criminal Justice Coordinating Council.
- Must submit Attachments with assigned Appendix number as identified in the Application form and described in the Application Guidelines.

Phase 2: Human Services Coordinating Committee (HSCC) Review

The second phase of the review process consists of an evaluation by the Human Services Coordinating Committee. Applications reaching the Phase 2 review stage will undergo two independent reviews:

- One review by specified teams
- One review by the entire Human Services Coordinating Committee

All applicants recommended for funding must meet minimum threshold requirements and have a composite score of 80 or above on their application.

Phase 3: Review & Recommendation by the DeKalb County Chief Executive Officer

Phase 4: Review & Adoption by DeKalb County Board of Commissioners

Human Services Coordinating Committee (HSCC) Review Criteria:

Each application will be scored on a 100-point rating system with an option to receive bonus points in the following categories: [Sections A-H]

A. Organizational Capacity, Staffing and Administrative Management (18 Points)

Agency demonstrates capacity to provide services and lists accomplishments that benefit DeKalb County residents. Agency demonstrates staff qualifications and proves capacity to effectively manage and implement the program or project to be funded.

Application demonstrates staff knowledge, expertise and experience to sufficiently manage the agency and provide direct services.

Does the Organizational Chart show how the proposed program/project to be funded fits into the organization?

Application shows that the organization is appropriately staffed, the Board of Directors is engaged, and the Agency is administratively sound.

The Agency has provided evidence of an established long-range plan (at least 3 years) for programmatic stability to include projected outcomes for the proposed program/project to be funded.

B. Budget, Funding and Resource Development (18 Points)

Application presents a strong case for the amount of funding requested and makes it clear how grant monies are to be used to support program plans and objectives.

The proposed budget for grant funding appears reasonable, proposed expenses are justified and allowable; amount of funding and proposed number of people to be served is proportionate to amount requested.

Organization has a sustainability/fundraising plan to increase funds in order to become more independent of County funds; proposed budget indicates how County funds will be leveraged.

Organization budget shows diversity in funding streams, including individual donors, foundations, corporations, Board of Directors, in-kind support; application includes proof of two (2) current funding sources for the program.

Application demonstrates a commitment of resources by Board Members shown by percentage or dollar amount.

Most recent Independent Auditor's Report/Letter and its findings raise minimal concerns; deficiencies, if any have been reviewed and rectified.

C. Coordination and Collaboration (12 Points)

The organization clearly demonstrates an effective effort to coordinate or partner with other agencies, individuals, and/or the community.

Application includes a detailed description of collaboration efforts from each identified agency detailing their roles in implementing the proposed program/project to be funded.

Application includes detailed description demonstrating long range (at least 3 years) program plans that includes sustainability efforts and targeted outcomes.

Application shows the applicant's ability to integrate coordination activities with other non-profit agencies.

D. Program/Project Design (30 Points)

The Program Narrative in the application is well written and clearly describes the program/project to be funded.

The Program Narrative in the application clearly addresses DeKalb County's identified Priority Areas; Program Narrative demonstrates how the proposed program/project to be funded will meet the County's needs.

The proposed program/project to be funded will serve an appropriate and/ or reasonable number of DeKalb residents relative to the total dollar amount requested; Application demonstrates a plan to reach DeKalb residents to be served.

The Program Narrative as written in the application allows access to services for a reasonable number of low and moderate-income participants; fees charged to clients who participate in the program are reasonable and/or based on a sliding scale.

The program/project design as written in the application demonstrates awareness of other similar services being offered to the same population/demographic and describes how proposed services enhance or differ from other programs.

Program Narrative demonstrates that services are accessible to DeKalb County clients.

Program/Project design as written in the application incorporates best practices or evidence-based research for addressing the target population and its needs.

Program Narrative demonstrates that proposed program/project to be funded adds value through number served and cost of program administration to DeKalb residents.

The services to be provided to the target population are attainable and meet their critical needs.

The Grant Application in its entirety is complete as stated in the Program Guidelines and does not contain unanswered questions.

E. Logic Model-Outcomes (14 Points)

The Logic Model in the application expresses in detail planned program activities and includes a set of tasks that can be measured in units of service provided.

The "Program Activities & Set of Tasks" listed in the proposed Logic Model are relevant to the program/project design as outlined in the Program Narrative.

The "Projected Outcomes" listed in the proposed Logic Model are measurable and appear to be thorough, realistic and achievable.

The proposed Logic Model is easy to understand and does not leave any significant unanswered strategic, programming or budgeting questions.

The Outcomes as listed in the proposed Logic Model will benefit DeKalb County residents.

F. Organization of Application (8 Points)

The Application as submitted utilizes the Application Cover Sheet and Check List; the application is organized and easy to follow.

Application Program Narrative meets the five-page (or less) requirement as noted in the Application Cover Sheet and Check List.

Application as submitted includes attachments that are separated by color paper, dividers or tabs as noted in the Program Guidelines.

All required Attachments are provided pursuant to Application Cover Sheet and Check List.

The entire Application packet as submitted is secure and neatly packaged as noted in the Program Guidelines.

The Sections within the Application as submitted are clearly labeled so that all requested items are easily identifiable as noted in the Program Guidelines.

G. Community Impact (6 bonus points)

The Agency demonstrates a relevant history of service to DeKalb residents (5 years or more).

The Agency's proposed program/ project to be funded demonstrates positive changes in the lives of their clients as a result of the services provided.

Application's proposed number of DeKalb clients to be served through the grant award is substantial to the current community need.

The Agency has a demonstrated history of serving a significant amount of people with limited resources.

H. Office of Grants & Administration Priorities (4 bonus points)

The Agency's proposed program/project to be funded addresses the Office of Grants & Administrations identified priority areas: youth services, disability services, veteran affairs, adults (ages 25-50 years) and families.

Using the Program Logic Model:

Use the logic model to project outcomes to the list of tasks you choose to detail as basic categories of program activities. You will continue to use this standard logic model in submitting quarterly reports.

The table will be filled with data as your program advances through the year. To **start out, you will have to complete all the following columns that reflect your projections** (Planned Program Activities and Set of Tasks, and Projected Outcomes). *The other "quarterly" columns are for "actual" numbers.* Carefully review the explanations for each of the columns of the logic model.

1. Planned Program Activities and Set of Tasks: Activities and Set of Tasks that can be measured as units of service (i.e. assessments, tutorials, referrals, evaluations, placements, counseling sessions, meals, field trips, productive projects, phone screenings, deliveries, interventions, home visits, etc.). You may want to think about grouping tasks into general categories to keep this process simple.

2. Number of Units of Service Provided and Number of Clients Impacted by this Service: For each quarter please enter the actual number of units of service/clients served for each listed activity/set of tasks. In many cases some of these tasks will be performed several times in group settings or in individual settings.

The form will also ask you to enter the number of clients that benefit from, are served, or impacted by each of these performed tasks or units of service. This number of clients served may often be duplicated. You will not be able to avoid this duplication in that many of your DeKalb clients will benefit from a set of services in repeated and different scenarios.

The running total number of impacted clients who are DeKalb residents will be recorded in Form 3 of the Quarterly Reports and will give us your best estimate of the unduplicated number of DeKalb residents served by your Human Services Grant funded program. This unduplicated number should come close to your projection in answer to the Application question number 23-B.

Actual Totals for each column: Actual totals will calculate in the table. The table will also calculate the year-end total for each **row** of these quarterly totals.

Projected Outcomes and Year End Totals: For each listed activity/set of tasks listed in the first column, please describe a projected measurable outcome using whole numbers. As you may find it necessary, these projected outcomes can be revised at any time during the program year.

Example:

(1) **Activity:** Provide peer assistance models in which learners support each other

Outcome: 25 groups used peer models that were provided

(2) **Activity:** Provide free, online training program: Passing your GED Exam

Outcome: 25 learners used the online training program and passed their GED to gain high-school diploma

Percentage of Outcome Accomplished to Date: This is the **actual** percentage of your listed outcome that you successfully reach. The “TO DATE” tracking of the accomplishment of that projected outcome might show that 25% was accomplished by the end of the first quarter, and an accumulated 50% was accomplished by the end of the second quarter. The idea is to reach 100% of that projected outcome by the end of the program year.

Grant Award Terms:

Each approved Agreement of Services will be issued for a twelve-month period. This document contains the guidelines for the funding year 2019.

The Human Services Grant Program makes payments on a reimbursement basis only. Reimbursement for any services performed must be requested quarterly.