



**PUEBLO COUNTY & CITY OF PUEBLO PARTNERSHIP**

**2024 RFA INSTRUCTIONS**

**Community Services Advisory Commission (CSAC)**

**Funding Application & Attachments Must Be Submitted By**  
**5:00 p.m. on Friday, August 25<sup>th</sup>, 2023**  
**Funding will be reduced by submitting an incomplete or late application**

**For the 2024 funding year all applications need to be submitted electronically. Please email your application to:**  
[csac@pueblocounty.us](mailto:csac@pueblocounty.us)

**You will receive a confirmation email one the application is received.**

Pueblo County and the City of Pueblo have entered into a Partnership for the Joint Allocation, Funding, and Monitoring of Community Service Agencies. The Pueblo County Office of Budget & Finance has the responsibility of preparing the RFA forms and collecting them for evaluation by the Community Services Advisory Commission (CSAC). Use of taxpayer funds for government grants to nonprofits requires extensive accountability to government officials and citizens.

Please be advised that once you submit the application and accompanying documents, they will become public record subject to disclosure under the Colorado Open Records Act. If you believe any attachments contain confidential information, please clearly separate them from the application and other attachments and provide a justification for their confidentiality. Please be aware that Pueblo County is not bound by your justification but instead must follow the provisions of the Colorado Open Records Act. Still, Pueblo County will assume that no application attachments are confidential if they are not separately identified with a justification.

**PUEBLO COUNTY AND CITY OF PUEBLO PARTNERSHIP  
TERMS AND CONDITIONS OF THE REQUEST FOR APPLICATION**

**GRANT POLICIES**

1. No grants are made to individuals.
2. Faith-based organizations are encouraged to apply for funding. Grants will not be made, however, to organizations which limit services to any one religious group or members of a specific sectarian perspective or engage in inherently religious activities such as religious worship, instruction, or proselytization as part of the service delivery.
3. No grants may be used for any political campaign or to support attempts to influence the legislature or any governmental body other than through making available the results of nonpartisan analysis, study and research.
4. Organizations acknowledge and agree that no person shall, on the grounds of race, color, national origin, handicap, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the Organization's programs or activities receiving Local Government financial assistance hereunder.
5. All applications become the property of the Pueblo County & City of Pueblo Partnership.
6. The Partnership accepts applications which fall into the following categories:
  - Early Childhood Education
  - Health Services
  - Senior Services
  - Youth Services
  - Homeless Services
  - Education
  - Disability Services
  - Housing
  - Cultural Programs
  - Arts & Music
  - Environmental/Conservation
  - Recreation
  - Economic Development
7. The Partnership encourages organizations that demonstrate solid fiscal and management practices, receive a broad base of funding support, and actively engage in fundraising activities to apply.
8. Issuance of the RFA does not constitute a commitment by the Pueblo County and City of Pueblo Partnership to fund and award a contract. The Partnership reserves the right to accept or reject any or all applications received in response to this RFA, to negotiate with any applicant, to waive any irregularities or informalities, as they deem fit or necessary, or to cancel this RFA if it is in the best interest of the Partnership to do so.

9. Final funding decisions are contingent upon the approval of the Pueblo County Board of County Commissioners and the Pueblo City Council.
10. Funding is limited; therefore, not all requests can be funded nor can all requests be funded at the requested amounts. Prior funding does not guarantee that funding will be made for this cycle or that funding will be at the same level. Funding is contingent upon available funds.
11. If a funding award is made, it is done so with the understanding that the Partnership has no obligation or commitment to provide any additional or future support to the grantee.
12. Funding awards, if made, are done so with the understanding that the grantee will be required to enter into a funding contract which describes the services that will be provided as well as other obligations required of the grantee.
13. Agencies cannot change scope of service after the RFA submission deadline. The terms of an executed funding contract shall be binding.
14. Agencies that do not meet contract deadline date set by Pueblo County Office of Budget & Finance may risk CSAC funding.
15. Successful applicants must confirm that any individual natural person eighteen years of age or older is lawfully present in the United States pursuant to C.R.S. 24-76.5-103(4) if such individual applies for public benefits provided under this grant. Additionally, organizations that receive funding must demonstrate compliance with C.R.S. 8-17.5-101 and 24-76.5-101 et seq. by certifying that it does not knowingly employ or contract with an illegal alien to perform work under this grant through participation in either the "E-Verify Program" administered by the United States Department of Homeland Security or the "Department Program" administered by the Colorado Department of Labor and Employment. Any contract with an applicant that fails to comply with this provision may be terminated for breach and the applicant shall be liable for actual and consequential damages to the City and County.
16. Grantees will be required to submit quarterly reports; describing progress of program goals as well as budget and financial data that has been reviewed and signed by the Board President or Officer.
17. Grantees will be monitored through verification of information on their quarterly reports and reviews.
18. Funding awards will be paid in accordance with the Agency's Contract.

## **RFA CRITERIA**

### **FUNDING REQUESTS WILL BE REVIEWED AND EVALUATED BY THE COMMUNITY SERVICES ADVISORY COMMISSION (CSAC) IN ACCORDANCE WITH THE FOLLOWING GENERAL CRITERIA:**

#### **Community Impact**

- Funding will increase services provided or number served
- Funding the project has potential for a positive economic impact in community
- Contribution to the quality of life for community residents
- Funding is for a new/innovative program that addresses a critical community need
- Are services duplicated by other organizations, agencies, or entities
- Applicant has UNIQUE qualities that benefit the community
- The NEED is a priority within the community or meets an Unmet Need
- TARGET POPULATION includes “at risk” individuals
- Substantial number of individuals in need are served
- High demand for services as evidenced by waiting lists

#### **Financial Viability**

- Dollars are used to Match/Leverage other funding resources
- Operational reserves are adequate in providing needed financial safeguards
- Board’s Policy regarding use of reserves is stated and reasonable
- Engages in fundraising events or activities to increase revenues
- Consistent grant writing efforts
- Revenues are diversified without reliance on any one funding source
- Unit costs are reasonable and well defined
- Total agency budget is complete with miscellaneous revenues and expenses, professional fees, memberships & future designations fully accounted for
- Funding request is an acceptable % of the total budget without an over reliance on local government funding
- Reasonable explanations for revenue & expense differences provided
- Full program budgets relating to the request are provided
- Program funding requests are an acceptable percentage of each program budget
- Line item descriptions provided of how the funds will be used by program
- Balance Sheet is complete and balanced
- Revenue Sources are clearly identified and generally correlate with stated figures in the total agency budget
- Salary schedule complete with ranges only used for same positions.
- Salary changes are consistent within the organization.
- Restricted Funds are clearly identified and described

### **Organizational Capacity & Implementation**

- Organizational ability to carry out their mission effectively and efficiently (strong leadership, sound infrastructure, qualified staff, positive service history)
- Positive Organizational Accomplishments over the last 12 months
- Demonstrates the ability to turn challenges into opportunities
- Board of Directors participates in training/workshops that improve organizational capacity
- Board of Directors is active & balanced
- Board of Directors financially support the organization
- The program/programs for which funding is requested addresses an identified NEED
- TARGET POPULATION and # of individuals to be served is fully defined
- 2024 OUTCOMES / IMPACTS clearly stated and related to identified need
- 2024 OUTCOMES / IMPACTS are reasonable and achievable
- Sufficient methods to EVALUATE AND MEASURE success
- Successful in meeting outcomes/impacts that include # of individuals and units served as evidenced per past quarterly reports

### **Community Collaboration / Support**

- Agency engages in significant COLLABORATION to implement mission
- COLLABORATION AND COOPERATION with other agencies that goes beyond simple referrals is documented
- VOLUNTEERS effectively used or explained why they are not used
- Significant use of VOLUNTEERS and Volunteer Hours

### **Quality of RFA Submitted**

- Meeting the RFA deadline. Funding Recommendations will be reduced by submitting an incomplete and/or late application
- Directions followed by Applicant
- RFA is readable and complete
- RFA Narrative sections clearly and succinctly support the need for funding
- RFA Budget sections are complete and calculations accurate
- Applicant submits timely reports
- Applicant submits complete and accurate reports

**All Agencies are required to provide the following completed Information by the Due Date to be considered for CSAC funding for the calendar year 2024.**

- 1- Letter of Intent (A summary describing the agency, why funding is needed and how funds will be used.) Please use your own template
- 2- Scope of Services CSAC Document – this is a two-page document, please be sure to complete both pages for each program. PDF **OR** Excel completion is acceptable.
- 3- Executive Summary Sheet (listing of Board of Directors, 2023 financial highlights expected, 2024 fiscal planning or projects.) Please use our own template.
- 4- 990 or last completed audit
- 5- Certificate of Good Standing from the Secretary of State of Colorado  
<http://county.pueblo.org/community-service-csac-funded-programs>