

**COMMUNITY SERVICES
ADMINISTRATION
WASHINGTON, D. C. 20506**

Type of Issuance		Number
CSA INSTRUCTION		6005-2
Subject	Date	
Citizen Participation Grant Program - FY 78	August 4, 1978	
	Office of Primary Responsibility	
	O/CA	
Supersedes	Distribution	
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EFFECTIVE DATE: August 9, 1978

APPLICABILITY: This Instruction is applicable to Community Action Agencies funded under Title II, Section 221 of the Economic Opportunity Act of 1964 as amended, if the assistance is administered by the Community Services Administration.

REFERENCES: (1) Section 221 of the Economic Opportunity Act of 1964 as amended.

(2) OEO Instruction 6005-1, Participation of the Poor in the Planning, Conduct and Evaluation of Community Action Programs.

(3) OEO Instruction 6710-1, Applying for a CAP Grant.

(4) CSA Instruction 7850-1a, Standards for Evaluating the Effectiveness of CSA-Administered Programs and Projects.

(5) CSA Instruction 6710-3a, CSA Procedures for the Federal Project Notification and Review System (PNRS).

(6) CSA Instruction 6800-8, Financial Reporting Requirements.

(7) CSA Instruction 6800-9, Monitoring and Reporting Program Performance.

1. PURPOSE OF THIS INSTRUCTION

This Instruction describes the Fiscal Year 1978 Citizen Participation Grant Program to be funded to Community Action Agencies. It discusses the purpose of the program, conditions of the program, categories of projects eligible for funding, criteria for review of proposals, financial policies and application procedures.

2. BACKGROUND

The Economic Opportunity Act of 1964, as amended, states as a purpose of Title II "...the development and implementation of all programs and projects designed to serve the poor or low-income areas with the maximum feasible participation of residents of the areas and members of the groups served...."

To this end CSA requires that there be extensive and intensive participation of the poor and residents in the planning, conduct, and evaluation of programs which affect their lives. Within Community Action Program projects funded by CSA, this is a continuing and ongoing process and is carried out in many ways, e.g. membership on the governing and project advisory boards, employment in the project, participation in the development of all parts of the grant application, etc.

However, the EOA requirement should not be interpreted as a mandate restricted to activities carried out by CAAs only under projects funded by CSA. Rather it should be regarded as a mandate to the CAA that it assure that the poor have an opportunity to participate in and impact on community-wide decisions that affect their lives. In this area, CSA strongly supports efforts to encourage other agencies, organizations and groups at the national, state, and local levels to adopt policies requiring participation of the poor in programs which affect them.

3. POLICY

Clearly, the quality of participation and continuing improvement of the process of involving the poor are the common goals of CSA and its grantees.¹

Therefore, in an effort both to reinforce its commitment to involvement of the poor and to assist in the continuing improvement of the process of involving the poor, CSA is undertaking a specific Citizen Participation Grant Program designed to fund approaches, activities, and techniques that will strengthen the CAA's ability

¹ OEO Instruction 6005-1, Participation of the Poor in the Planning Conduct and Evaluation of Community Action Programs.

to impact on the quality of the involvement of the poor in community activities.

4. ELIGIBLE APPLICANTS

Only Community Action Agencies (CAAs) may apply for funds under this program.

5. CONDITIONS OF THE PROGRAM

The activities to be considered for funding must be in addition to, not a substitute for, the minimum requirements for involvement of the poor contained in OEO Instruction 6005-1, Participation of the Poor in the Planning, Conduct and Evaluation of Community Action programs. Therefore:

- a. proposals to use CSA funds only to supplement existing activities previously approved in a current grant will not be eligible for funding;
- b. proposals to use CSA funds for operating costs of service programs will not be eligible for funding; and
- c. preference will be given to applications whose projects are aimed at producing a specific outcome (e.g. passage of a local ordinance benefitting the poor) or a specific product.

6. FUNDING POLICIES

- a. \$1,500,000 are available for the funding of 60 citizen participation grants.
- b. Each Regional Office will receive a base allocation based on the percentage of local initiative funds it is awarded annually.
- c. Grants will be made on a one-time basis in Fiscal Year 1978 for a period not to exceed 12 months.
- d. No grant will be funded in an amount that exceeds \$25,000.
- e. Non-Federal share is not required for this program. Since the nature of this program is process oriented and is not designed to deliver services, the Director of CSA has determined that the non-Federal share requirement is waived for this program.

7. ACTIVITIES ELIGIBLE FOR FUNDING

- a. Developing and implementing innovative techniques for involving the poor in the administrative process of local government. Such techniques should, in most cases, be in addition to the

four usual mechanisms: advisory boards, planning boards with defined authority, use of published materials to secure public comment and public meetings and hearings.

- b. Planning, organizing and conducting evaluations of the citizen participation process in federally funded programs, locally-operated programs, or of organizations, commissions, etc. whose activities and/or decisions impact the lives of the poor. Such projects shall involve the poor in both project development and in the actual conduct of any evaluation.
- c. Providing administrative support e.g. community organizers, for building coalitions between the poor and other groups that focus on specific anti-poverty issues within the community and result in an ongoing involvement of the poor.
- d. Developing and implementing innovative techniques for involving the poor in the formal processes of other public and private agencies, organizations and institutions within the community.
- e. Developing and conducting or providing administrative support for leadership development programs to enhance the planning, analyzing, negotiating and evaluation skills of low-income community representatives; and to increase the understanding of low-income individuals of the processes of government at all levels particularly those directly impacting their daily lives and to provide them with better skills to deal with these governmental processes. Such projects shall be in addition to board training projects for the low-income sector of a community action board.
- f. Developing and implementing techniques for strengthening a community-wide planning process that formally involves the poor and other individuals and groups in needs analysis and action plans which result in a redirection of priorities and resources to anti-poverty concerns that focus on specific anti-poverty issues within the community.

8. APPLICATION REQUIREMENTS

- a. Where to apply: Applications should be submitted to the appropriate Regional Office of CSA.

b. Required Forms

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| (1) | OEO Form 419 | Summary of Work Program and Budget. (See OEO Instruction 6710-1.) (Note: Goals and activities must be consistent with the specific Standards of Effectiveness for local initiative and the General Standards for Title II Programs outlined in CSA Instruction 7850-1a and the Form 419 must reflect these Standards.) |
| (2) | OEO Form 25 | Program Account Budget (See OEO Instruction 6710-1.) |
| (3) | OEO Form 25a | Program Account Budget Support Sheet (See OEO Instruction 6710-1) |
| (4) | SF-424 (Complete Sections I and II.) | Federal Assistance (See CSA Instruction 6710-3a) |

c. Narrative Supplement

Only required for those grantees whose recent planning process does not contain the items listed below.

- (1) Description of the present mechanisms for involving the poor in the area of the proposed project.
- (2) Assessment of the strengths and weaknesses of the present community mechanisms that deal with the problem to be addressed by this project.
- (3) Past efforts, if any, in this proposed project area.

d. Clearinghouse Review (A-95)

Applicants are reminded that applications for citizen participation grant funds must be submitted to appropriate clearinghouses in accordance with the provisions of OMB Circular A-95. (See CSA Instruction 6710-3a.) Applicants are encouraged to submit their notifications of intent to apply as soon as such a determination is made. Although applications may be reviewed

and ranked by Regional Offices, no decisions regarding award will be made until prospective grantees submit the results of clearinghouse reviews to the appropriate Regional Office.

9. REVIEW AND APPROVAL OF APPLICATIONS

a. Conduct of Review

Review and recommendations for final approval will be conducted in each of the 10 Regional Offices of CSA. Review of grants competing for funds within each Region will be based exclusively on the criteria outlined in b. below.

b. Criteria for Reviewing Proposals

Grant applications within each CSA Regional Office will be reviewed and assessed against the following criteria:

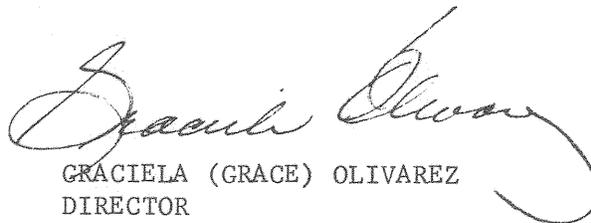
	<u>Max. Points Allowable</u>
(1) Completeness and feasibility of the proposed project design with carefully formulated measurable objectives and logical methods for meeting these objectives.	15
(2) Plans for continuance of activities, mechanisms, processes or procedures generated by the proposed project, if any, beyond the termination of financial support under the Citizen Participation Program.	25
(3) Commitment from collaborating agencies and organizations where they could be expected to contribute to the value or success of the project.	20
<u>OR</u>	
Project aimed at producing specific outcome or product and has good potential for success.	20
(4) Extent to which the proposed project implements CSA General Standard of Effectiveness III, maximum feasible participation of the poor. (See CSA Instruction 7850-1a, Standards for Evaluating the Effectiveness of CSA-Administered Programs and Projects.)	15
(5) Extent to which the project will affect community willingness and ability to continue involvement of the poor.	<u>25</u>
Total -	100

10. TIME TABLE

August 15	Receipt of formal funding requests from eligible applicants by appropriate Regional Office.
September 1	Conduct of review process within Regional Offices.
Week of September 4	Signing of OEO Form 314 by Assistant Director for Community Action.

11. REPORTING REQUIREMENTS

Grantees will follow the financial and project reporting requirements outlined in CSA Instructions 6800-8, Financial Reporting Requirements and 6800-9, Monitoring and Reporting Program Performance.



GRACIELA (GRACE) OLIVAREZ
DIRECTOR

