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ROUTING COVER SHEET

Document Details	
Document Type	Grant Application
Parties	
County Contact Information	
Boulder County Legal Entity	Boulder County
Department	Community Services Department
Division/Program	Community Action Program, CAP
Mailing Address	P.O. Box 471, Boulder, CO 80306
Contract Contact – <i>Name, email</i>	Maciel Leon, mleon@bouldercounty.gov
Invoice Contact – <i>Name, email</i>	Donelda Mason, dmason@bouldercoounty.gov
Other Party Contact Information	
Name	DOLA
Mailing Address	1313 Sherman Street. Room 521 Denver, CO 80203
Contact 1 – <i>Name, title, email</i>	Alex Diaz, alex.diaz@state.co.us
Term	
Start Date	1/1/2024
Expiration Date	12/31/2024
Brief Description of Work/Services Provided	
CAP Community Services provides programming for low-income and BIPOC community that is interested in building an asset, leadership, and or civic engagement.	
Revenue Contract/Lease Details	
Amount	\$344,421
Fixed Price or Not-to-Exceed?	Not-to-Exceed
Grant Details	
Award # (if any)	N/A
Signature Deadline	9/19/2023
Project/Program Name	Community Service Block (CSBG)
Project/Program Start Date	1/1/2024
Project/Program End Date	12/31/2026
Capital or Operating?	Operating
Grant Funding	
Amount: Federal Funds	\$344,421
Amount: State Funds	
Amount: Other (specify)	
Amount: Match (dollars)	
Amount: Match (in-kind)	
Total Project Budget	
Account String	
Federally Funded Grants	
Federal Program Name	Community Service Block (CSBG)
CFDA #	
Subrecipients	
Name(s)	N/A
Services to be Provided	

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Subaward Amount	
Subcontractors	
Name(s)	N/A
Services to be Provided	
Subcontract Amount	
File Net Contract Details - Details should precisely match search variables in File Net (Only required where Original Agreement is stored in File Net)	
Other Party Name	
Start Date	
End Date	
Amount	
Notes Additional information not included above	

DocuSign Approvals (Initials): Drop **initial tags** for each of the required approvers below

_____ **Paralegal** [ONLY FOR: Revenue Contracts]

Use email: CAParalegalsDTC@bouldercounty.org

APG _____ **County Attorney** [ONLY FOR: Revenue Contracts, Leases, Grant Documents]

Use email: ca@bouldercounty.org

_____ **Risk Management** [ONLY FOR: Leases]

Use email: mtusinski@bouldercounty.org

BM _____ **Finance** [ONLY FOR: Leases, Grant Documents]

Use email: bmccarthy@bouldercounty.org

RB _____ **EO/DH** [ONLY FOR: BOCC-Signed Documents]



Community Services Department

Sundquist Building • 3482 N. Broadway • Boulder, Colorado 80304 • Tel: 303.441.3560 • Fax: 303.441.4550
Mailing Address: P.O. Box 471 • Boulder, Colorado 80306 • www.bouldercountycommunityservices.org



TO: Boulder County Board of County Commissioners

FROM: Maciel Leon, CAP Division Manager

CC: Robin Bohannon, Director Boulder County Community Services

DATE: September 8, 2023

Subject: Official Chief Elected Official Authorization

The Community Services Block Grant (CSBG) is a federally funded program that provides grants to address causes and conditions of poverty in communities. CAP Community Services has been a recipient of this grant for many years and has used CSBG funding to support CAP’s programming (current and past), such as Personal Investment Enterprise (PIE) and People Engaged in Raising Leaders (PERL), Bridges out of Poverty, Circles Campaign, and the Cultural Brokers program.

While most Community Action Programs in the state use CSBG funding for safety net services (food, financial assistance, employment, and training support) CAP has historically used funding that supports asset building, civic engagement and community involvement given the amount of safety net programs that exist in Boulder County and are funded by Boulder County.

Attached is a copy of CAP's budget. We are not requesting additional funding from the county (other than continuing what is currently provided through our grant subsidy).

The Community Service Block Grant (CSBG) application process for 2024-2026 funding has begun and closes on September 29, 2023. CAP is asking for funding to continue our existing programs including Cultural Brokers for the budget amount of \$344,421.00. The budget hasn’t changed and the state will determine and finalize the grant amount.

As part of the application process, a signed authorization form by the applicant’s governing board authorizing application for these funds is required. I am asking for your approval of CAP’s submission for CSBG 2024-2026 funding using the attached form.

Claire Levy, Chair Boulder County Commissioners Date

Attest: Cecilia Lacey, Clerk to the Board Date

Official Chief Elected Official Authorization Form Board Action taken on

Date

Submission of this form indicates official action by the applicant's governing board authorizing application for these funds.

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To the best of my knowledge and belief, statements and data in this application, including the attached tables and other documentation, are true and correct and the submission of same has been duly authorized by the governing body of the applicant/lead jurisdiction and other participating jurisdictions, if any.

Public Entities/Counties:

Signature, Chief Elected Official

Claire Levy

Name (typed or printed)

Title

Date

Private Entities/COG's:

Signature, Governing Board
President/Chairperson

Name (typed or printed)

Title

Date

Agency Name:	Boulder County Community Action Program	
Budget Information for 2024 (Program Year 4): Budget Detail Explanation		
A. Direct Personnel Salary/Wages and Fringe Benefits		
Under Item, list the position for which salary and fringe benefits are requested. If the position(s) is (are) not filled, record "To Hire." If there are multiple positions of the same type/title being funded through CSBG, record the number of positions under Item as well. Be sure to show under Computation, the annual salary for positions already funded and the percentage of time devoted to the program. Only time spent on the CSBG program is allowable.		
Item	Computation	Federal Funds
Division Manager-65%	Monthly Salary and fringe benefits x 12 months	\$ 104,839.00
Bilingual PSII-65%-PIE program	Monthly Salary and fringe benefits x 12 months	\$ 76,492.00
Bilingual PSII-65%-PERL program-to hire	Monthly Salary and fringe benefits x 12 months	\$ 30,802.00
Bilingual PSII-65%-Project Specialist-to hire	Monthly Salary and fringe benefits x 12 months	\$ 61,604.00
Bilingual PSI-65%-PIE case management-to hire	Monthly Salary and fringe benefits x 12 months	\$ 53,192.00
Personnel (Salary/Wages) Total		\$ 326,929.00
B. Direct Operating - Travel and Training		
Under Item, indicate the type of travel and training requested. Include the number of individuals if known. Show under computation how amount was determined, including training registration costs, airfare or mileage, accommodations and per diem or meals/expenses.		
Item	Computation	Federal Funds
Mileage	Estimated Mileage costs at \$58/month	\$ 700.00
Registration Tuition Fees	Training/Conference registration, airfare, hotel and per diem for all staff	\$ 3,782.00
Membership Dues	Latino Chamber, CCAA	\$ 1,300.00
Travel and Training Total		\$ 5,782.00
C. Direct Operating - Supplies		
Under Item, indicate the type of supplies to be purchased, as is reasonable to predict. Only supplies should be listed here. Rent, utilities, IT costs, and other expenses should be included in the Direct Operating - Facilities and Administration section. Show under computation how determined. Estimates may be based on prior year's budget or projections for planned activities.		
Item	Computation	Federal Funds
Subscriptions	Financial Health Institute	\$ 2,495.00
YLA-Participant Supplies	Supplies for Young Leaders Academy participants	\$ 600.00
Printing	Brochures, Program Materials	\$ 800.00
Operating Supplies	Estimated cost for operation supplies at approx \$83/month	\$ 1,000.00
Office Supplies	Based on historical spending trends of \$25/month	\$ 300.00
Supplies Total		\$ 5,195.00
D. Direct Operating - Facilities and Administration		
Under Item, indicate the Facilities and Administration costs related to the CSBG program your organization will incur. This category includes rent, utilities, IT costs, maintenance costs, and other administrative costs necessary for the operations of the grant.		
Item	Computation	Federal Funds
Telephone	Average of \$280/month in cell phone costs	\$ 3,360.00
Data Base	Vista Share Outcome Tracker	\$ 6,600.00
Facilities and Administration Total		\$ 9,960.00

E. Direct Operating -Services		
Under Item, indicate the services (such as Emergency Services, Employment Services, Nutrition Services, etc.) to be provided. Show under computation the detail of services provided (rent/mortgage assistance, bus passes, food boxes, etc.). This section is ONLY for services performed by your agency and does not include sub-awards.		
Item	Computation	Federal Funds
Services Total		\$ -

F. Direct Operating Costs-Other		
Under Item, indicate any other direct expenses that do not fit in the above categories and any capital expenditures planned for the program year. Include the quantity or number of items. Show under computation how determined. This section is for costs to your agency and does not include sub-awards.		
Item	Computation	Federal Funds
Other Total		\$0

G. Total Direct Charges (Sections A-F)		Federal Funds
Total Direct Charges	Add Sections A-F to total direct costs.	\$347,866

H. Sub-Awards (Includes both subrecipients and sub-contractors.)		
Under Item, indicate the name of the sub-awardee. Show under description of services whether the recipient is a subrecipient or sub-contractor, the federal objective(s) addressed and primary use(s) of funds. Please include any supporting documentation such as board minutes showing sub-awardees approved, and/or contracts/IGAs/MOUs with sub-awardees.		
Item	Description of Services	Federal Funds
Sub-Awards Total		\$ -

I. Sub-Awards allowable for Indirect Expenses (Limited to first \$25,000 of each sub-award).			
a. Total dollar amount of sub-awards less than \$25,000 each =		100% of sub-awards that are less than \$25,000 may be included in calculations for indirect cost rate.	\$ -
b. Number of sub-awards more than \$25,000		The first \$25,000 of each sub-award exceeding the \$25,000 limit may be included in calculations for indirect cost rate.	
c. # from 2b X \$25,000 limit =			
<i>The sub-awardee total allowable for indirect expenses will calculate in the box to the right (a+c). You will add this amount to the total direct charges to calculate indirect cost rate in the next section.</i>			

J. Indirect Cost Rate			Federal Funds
1. ___ Federal negotiated indirect cost rate of ___% (Please attach supporting documentation.) Enter ___% in green cell here:			
2. ___ De minimus indirect cost rate of 10%. Enter 10% in green cell here:			
3. ___ Not claiming an indirect cost rate. (May include administrative costs allocated in Sections A-F.)			
Total Direct Charges (Section G):	\$ 347,866.00		
Allowable Sub-Award Total (Section I):	\$ -		
Total Costs eligible for indirect rate:	\$ 347,866.00		
<i>The indirect cost rate indicated multiplied by total costs eligible will calculate in the box to the right.</i>			\$ -

K. Total Program Budget		Federal Funds
Subtotal Direct Charges (Section G)		\$347,866
Subtotal Sub-Awards (Section H)	\$ -	-
Subtotal Indirect Cost Rate (Section J, if applicable)	\$ -	-
TOTAL Grant Award (Must match projected allocation.)		\$347,866

Certificate Of Completion

Envelope Id: B5352E89D0324653A23EE917EA293703
 Subject: DOLA-CAP Grant application, 2024, \$344,421
 Type of Document:
 Grant Application
 Department/Office: Community Services
 Source Envelope:
 Document Pages: 6
 Certificate Pages: 3
 AutoNav: Enabled
 Enveloped Stamping: Enabled
 Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Status: Sent
 Envelope Originator:
 Candice Long
 2025 14th St
 Boulder, CO 80302
 clong@bouldercounty.org
 IP Address: 8.44.156.126

Record Tracking

Status: Original
 9/13/2023 11:21:22 AM
 Holder: Candice Long
 clong@bouldercounty.org
 Location: DocuSign

Signer Events

Signature	Timestamp
April P Gatesman ca@bouldercounty.org County Attorney Boulder County Security Level: Email, Account Authentication (None)	Sent: 9/13/2023 11:35:29 AM Viewed: 9/13/2023 11:57:36 AM Signed: 9/13/2023 11:58:31 AM
Signature Adoption: Pre-selected Style Using IP Address: 97.107.70.37	

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Bridgette McCarthy bmccarthy@bouldercounty.gov Security Level: Email, Account Authentication (None)	Sent: 9/13/2023 11:35:29 AM Viewed: 9/13/2023 11:47:54 AM Signed: 9/13/2023 11:48:44 AM
Signature Adoption: Pre-selected Style Using IP Address: 174.63.13.254	

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Robin Bohannon rbohannon@bouldercounty.gov Director, Community Services Security Level: Email, Account Authentication (None)	Sent: 9/13/2023 11:35:29 AM Viewed: 9/13/2023 11:38:42 AM Signed: 9/13/2023 11:39:13 AM
Signature Adoption: Pre-selected Style Using IP Address: 24.8.103.116	

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Cecilia Lacey clacey@bouldercounty.gov Clerk to the Board Security Level: Email, Account Authentication (None)	Sent: 9/13/2023 11:59:09 AM
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Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Signer Events	Signature	Timestamp
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Claire Levy
clevy@bouldercounty.gov
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Cecilia Lacey
clacey@bouldercounty.gov
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Candice Long
clong@bouldercounty.gov
Security Level: Email, Account Authentication (None)



Sent: 9/13/2023 11:58:33 AM
Viewed: 9/13/2023 11:59:08 AM

Using IP Address: 8.44.156.126

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
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Alex Diaz
alex.diaz@state.co.us
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Donelda Mason
dmason@bouldercounty.gov
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Maciel Leon
mleon@bouldercounty.gov
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	9/13/2023 11:35:29 AM
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Payment Events	Status	Timestamps
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