



**\*DRAFT\***

## **Community Assistance Initiative (CAI) Program Information and Guidance**

### **Program Overview**

The Community Assistance Initiative (CAI) Program awards funding on a competitive basis to **501(c)(3) non-profit agencies** who demonstrate an ability to provide greater assistance to an existing community need and align with the County's CAI focus areas. CAI focus areas will be reviewed annually, and as a result, the focus areas may be updated from year-to-year.

### **Eligible Applicants**

Any non-profit organization with an **IRS 501(c)(3) tax-exempt designation** providing services to Putnam County residents.

### **Funding**

- The CAI Program has an estimated combined availability of **\$250,000**. Funds are available on a reimbursement basis.
- **Minimum Request: \$ 10,000**
- It is the County's intent to fund multiple projects, that don't otherwise receive County funding. The CAI Review Committee (as defined on page 4 of this guidance) will be selective in their recommendations. Therefore, organizations should take this into consideration when submitting their funding request amount.

### **Eligible Activities**

Proposed activities must demonstrate an ability to fulfill one of the identified CAI community needs. Program activities must include measurable, evidence-based outcomes that can be tracked over the term of the program. For organizations that implement programs that address multiple needs, please choose the primary need addressed by the program. Secondary needs can be discussed throughout the application in the project description.

We support the following types of projects that promote community impact, capacity building and development:

- Capital Projects – including large scale capital campaigns, repairs and replacements, technology upgrades, and equipment/ furnishing purchases.
- Program – support for new and innovative programs, or the expansion of proven existing programs that address our community's most pressing needs.

### **Ineligible Expenses**

- Recurring operational expenses, unless you can demonstrate that reimbursement of said expenses are critical to ensuring the ongoing implementation of a vital multi-jurisdictional service, and without funding, it would not be able to sustain itself;
- Repairs and deferred maintenance expenses;
- Recurring payroll expenses, benefits, and overtime;
- Seminars/Conferences;
- Travel expenses;
- Endowments;
- Those relating to religious purposes;
- Loans or assistance to individuals;
- Medical or academic research; and
- Activities that occurred before the grant award date.

### **CAI Program Focus Areas**

- Aligns with the principles in the County Mission Statement.
- Aligns with County budget initiatives and priorities as laid out by the County Executive and Legislature.
- Aligns with Putnam County Department of Health's 2022-2024 Community Health Assessment and Community Health Improvement Plan.
- Facility improvements that incorporate a sensory component to support special needs populations and encourage ADA compliance.

\*\*The CAI Review Committee and the County Executive may recommend additional focus areas in the future.

### **What Makes a Successful Proposal**

#### **The Organization**

- Establishes why it is the appropriate organization to implement the proposed project.
- Clearly demonstrates an ability to accomplish the proposed activities.
- Fosters collaborative approaches and diverse civic participation in conducting its work.
- Promotes mutual trust and reciprocity amongst the various stakeholders in its work.
- Is in good fiscal condition.

#### **The Project**

- Demonstrates a vital community need and shared support for the proposed approach to the problem.
- Will have a significant, sustainable impact on the community need.
- Has a clearly outlined project plan and accompanying activities.
- Identifies achievable, measurable outcomes and includes a deliberate plan for evaluating them.
- Secures other sources of financial and in-kind support.
- Is viable in the long term and shows a plan for acquiring future funds.

### **Timeline**

March 11	Application Released
April 1	CAI Application Workshop and Q & A. Written questions and inquiries concerning this grant can be submitted via email to <a href="mailto:planning@putnamcountyny.gov">planning@putnamcountyny.gov</a> .
May 1	Applications Due
May- June	CAI Committee review
July 31	County Executive Announcement of Awards
October 1	Program Year Term Start

### **Program Year**

Generally, projects should be completed within one (1) year. The initial grant term will be October 1, 2024, to September 30, 2025. Contracts may be eligible for an extension.

### **Policies and Procedures**

All expenditures are subject to Putnam County policies and procedures surrounding contracting services and the County’s procurement policies. Please review this prior to submitting your application to ensure the proposed activity can meet the requirements. **Failure to comply with these policies may affect your ability to be reimbursed.**

**\*\*All public work projects are subject to the provisions contained in the New York State Labor Law, including prevailing wage. Please keep this in mind when preparing your project budget and funding request.\*\***

### **Contract Agreement**

Please review the CAI contract template to ensure your organization and proposed activity can meet the County’s requirements prior to submitting your application.

### **How to Apply**

The CAI Application and all required forms can be obtained by contacting the Putnam County Department of Planning at (845) 878-3480 or [planning@putnamcountyny.gov](mailto:planning@putnamcountyny.gov), or the Planning Department website at [Planning & Transportation - Putnam County, New York \(putnamcountyny.com\)](http://Planning & Transportation - Putnam County, New York (putnamcountyny.com)). You will be able to download each required form, save it to your computer, and upload the completed document. Prospective applicants are strongly encouraged to discuss their request with our staff before beginning the application process. Please call our office at (845) 878-3480 to set up an appointment.

The CAI application must be submitted via email to [Planning@putnamcountyny.gov](mailto:Planning@putnamcountyny.gov) by May 1, 2024, at 4pm. No exceptions.

Only one (1) application per entity can be submitted.

Applications should be submitted by the Chief Elected Official/President/Chairperson, or a representative authorized to submit on behalf of the CEO/President/Chairperson. Submit a well thought-out, thorough, and concise application that addresses one of the identified focus areas. Letters of support and any supporting documentation must be submitted as a separate attachment(s) to the application.

### **Application Review**

The CAI Review Committee will review the applications based on the quality of the work plan, while considering the priorities that have been identified previously in these instructions.

The committee will review applications and make preliminary recommendations to the County Executive for final review and approval. The CAI Review Committee will consist of a designated representative from: Department of Social Services; Department of Health; Planning Department; Purchasing Department; Finance Department; Auditing Department; the Chair of Legislature or designee; and the Senior Minority Member of Legislature or designee.

Applicants will be officially notified of approval or declination. An unsuccessful application does not reflect an opinion on the worthiness of a particular project. We expect to receive more requests than we can fund.

### **Reporting Requirements**

Organizations awarded funding will be required to submit regular progress reports as outlined in a stated agreement.

For more information on this opportunity, contact:

Putnam County Department of  
Planning, Development and Public Transportation  
841 Fair Street, Carmel, NY 10512  
(845) 878-3480

Email: [Planning@putnamcountyny.gov](mailto:Planning@putnamcountyny.gov)

Website: [Planning & Transportation - Putnam County, New York \(putnamcountyny.com\)](http://Planning & Transportation - Putnam County, New York (putnamcountyny.com))