
2016-2017

Federal / Local Grant Application Workshops

Livermore: Tuesday, December 1, 2015

Pleasanton: Tuesday, December 8, 2015



Today's Agenda

- ▶ Review of Livermore and Pleasanton Housing & Human Services (HHS) Grant Application Process for FY 2016-17
 - ▶ Local and Federal Funding Allocations
 - ▶ Grant Program Policies
 - ▶ Revised Application for 2016-17
 - ▶ Important Reminders!
- ▶ Review of Pleasanton Community Grant Application Process (Youth / Civic Arts)
- ▶ Review of Dublin Community Service Grant



City of Livermore
and
City of Pleasanton

Housing and Human Services (HHS) Grant Programs

Jean Prasher, City of Livermore
Scott Erickson, City of Pleasanton



2016-17 Allocations

- ▶ **Estimated federal funding allocations:**

- ▶ Public Service Projects:

- ▶ Livermore - \$55,000 - \$60,000
 - ▶ Pleasanton - \$40,000 - \$45,000

- ▶ Capital Projects:

- Livermore - \$300,000
 - Pleasanton - \$180,000

- ▶ **Estimated local funding allocations:**

- ▶ Public Service Projects

- ▶ Livermore - \$40,000
 - ▶ Pleasanton - \$160,000+

- ▶ Capital Projects:

- Livermore - \$150,000+



Grant Program Policies

- ▶ All programs applying for funding must meet the following minimum requirements:
 - ▶ One of HUD's Strategic Goals
 - ▶ One of the applicable City's Consolidated Plan Goals
 - ▶ At least 70% of participants must be low-income
 - ▶ Cannot discriminate in selection of clients
 - ▶ Cannot proselytize when providing services

Grant Program Policies

- ▶ **Amount to Request?**
 - ▶ Minimum request is \$5,000 in Pleasanton and Livermore
 - ▶ No maximum
- ▶ **Other eligible or ineligible requests?**
 - ▶ Refer to applicable City's Policy and Procedure Manual

***Deadline for technical assistance is
Friday, January 15, 2016***

- ▶ Questions? Ask City staff!



Grant Program Policies

- ▶ **All Applications must include:**
 - ▶ Federal DUNS number
 - ▶ www.hud.gov/offices/adm/grants/duns.cfm
 - ▶ System for Award Management (SAM) registration (formerly CCR / “Cage Code”)
 - ▶ www.sam.gov/portal/public/SAM

- ▶ **If your application is awarded funding**
 - ▶ Must obtain a City Business License

Grant Program Policies

- ▶ Pleasanton Human Services Commission priorities:
 - ▶ Projects that prioritize at least one of the following “Priority Needs”:
 - ▶ Disability services and access
 - ▶ Food/nutrition
 - ▶ Health care and behavioral health
 - ▶ Senior services
 - ▶ Workforce development / job training
 - ▶ Youth services
 - ▶ Projects that prioritize at least one of the following “Service Delivery” areas:
 - ▶ Coordination and collaboration with other service providers
 - ▶ Prevention (activities that help prevent a problem from emerging)
 - ▶ Self-Sufficiency (activities that promote self-reliance and are aimed at reducing dependency on assistance programs and services)
 - ▶ **Transportation consideration (applications that incorporate or anticipate how clients will access the proposed programs or activities) NEW**
 - ▶ If a proposal does not address at least one priority need and one service delivery area, applicants should provide justification as to why the project should still be funded.
 - ▶ Agencies must register with Alameda County 2-1-1 and Ptownlife.org



2016-17 Grant Application Process

- ▶ **Application Deadline**

- ▶ **Pleasanton:** Monday, **January 25, 2016**, @ midnight
- ▶ **Livermore:** Friday, **January 29, 2016**, @ midnight

- ▶ **How to Apply?**

- ▶ Online submission through Zoom Grants™
(same as last year)
- ▶ NO hard copy, email, or fax submissions will be accepted

Revision to FY 2016-17 Application

▶ **Good News:**

- ▶ There are fewer questions
- ▶ Removed HUD policy questions to streamline application
- ▶ Revised the order of questions (improved flow)

▶ **Bad News:**

- ▶ Reworded questions to obtain additional information
- ▶ Clarifying project/program funding sources in Budget pages

New Questions for FY 2016-17 Application

▶ Section I – Organization Information:

- ▶ Briefly describe the opportunities and challenges currently facing your organization.
- ▶ Please list the number of clients your agency served in the prior fiscal year and how many are from Livermore/Pleasanton.
 - ▶ Income categories, disabled, female head of household, youth, homeless
- ▶ List the total number of clients your agency serves in the prior fiscal year in race/ethnicity categories
 - ▶ In previous years we asked you to forecast this data

Revised Questions for 2016-17 Application

- ▶ **Section 2 – Program Application:**
 - ▶ Describe the challenges, needs or service gaps in Livermore/Pleasanton that your program addresses.
 - ▶ Note if you outreached to clients or public to develop this program.
 - ▶ Explain how your agency will implement this project and what staff will administer the activities.
 - ▶ If you received funding for this program in a previous year
 - ▶ Describe if the program is different
 - ▶ Describe how has the program has evolved based on the lessons learned from previous year's implementation?

Revised Questions for 2016-17 Application

- ▶ Section 2 – Program Application (cont):
 - ▶ Describe how you will measure the effectiveness of this project.
 - ▶ Describe your criteria for success.
 - ▶ What results do you expect to have achieved at the end of this grant?
 - ▶ Identify the organizations that your agency collaborates with **and** their role in this project.

Revision to FY 2016-17 Application

- ▶ Section 3 – Capital Projects:
 - ▶ No Changes
- ▶ Section 4 - Policy:
 - ▶ Removed questions for HUD performance measures
- ▶ Section 5 – Documents:
 - ▶ **All** applicants must submit the following documents
 - ▶ Current annual budget for the agency
 - ▶ List of Board of Directors
 - ▶ Copy of last audit, financial review by CPA or IRS 990
 - ▶ Resume or vita of Executive Director, Fiscal Officer and relevant Program Staff.

Revision to FY 2016-17 Application

▶ Other Funding Sources/Revenue:

- ▶ List the other funding sources and their level of commitment
 - ▶ **Committed** – you have already received commitment for this funding amount
 - ▶ **Requested/Pending** – you have asked for this amount but not received formal commitment
 - ▶ **Planned Request** – you are planning on making a request for this funding but not submitted the request as of this application.
 - ▶ **Total** – Add the three figures listed above for each line item

Revision to FY 2016-17 Application

▶ Example

- ▶ Hot Lips Houlihan's Homeless Veterans Drop-In Center
- ▶ Requesting \$10,000 grant from Livermore.

Other Funding Source/Revenue	Amount Committed	Requested/Pending	Planned Request	TOTAL
City of Pleasanton-HHS		\$10,000		\$10,000
City of Dublin-Community Grant		\$10,000		\$10,000
City of Pleasanton-Arts		\$5,000		\$5,000
East Bay Community Foundation	\$15,000			\$15,000
San Francisco Foundation			\$15,000	\$15,000
Silicon Valley Foundation			\$20,000	\$20,000
TOTAL	\$15,000	\$25,000	\$35,000	\$75,000

Important Reminders!

- ▶ **Livermore**: Two application meetings with Human Services Commission.
 - ▶ On **February 9, 2016**, all applicants **must** attend Commission meeting and make a 3 minute presentation regarding application.
 - ▶ On **March 8, 2016**, the Commission will make funding recommendations to City Council. (*not mandatory, but you are welcome to attend*)
- ▶ **Pleasanton**: Human Services Commission priorities have been updated (*evaluation criteria and application questions modified accordingly*); emphasis on transportation consideration.
- ▶ Budget and financial information integrated into application



Technical Assistance

- ▶ All agencies applying for HHSF funds may request technical assistance.
- ▶ Last day to ask for technical assistance is **January 15, 2016**
 - ▶ Provide sufficient time to complete the application prior to the deadline.
- ▶ Goal is to ensure that the application is complete and does not risk being rejected, etc.
- ▶ Contact:
 - ▶ Jean Prasher/Livermore (925-960-4586 or via email)
 - ▶ Scott Erickson/Pleasanton (925-931-5007 or via email).



2016-17 Grant Application Process - **RECAP**

- ▶ **Must** apply through ZoomGrants™ again this year:
 - ▶ Create a ZoomGrants™ account (“**My Account**” tab) if you don’t already have one
 - ▶ Click the “**Apply**” button next to the grant you want to apply for (*Livermore, Pleasanton, etc.*)
 - ▶ Provide the summary information and additional contact information in the “**Pre-Application**” tab
 - ▶ Answer the detailed questions in the “**Proposal Questions**” tab (*all questions must be answered*)
 - ▶ Upload all requested documents (“**Documents**” tab)
 - ▶ Submit your proposal!
- ▶ **Hard copy, email, or faxed applications will not be accepted**



Application Tips

- ▶ Read through the application to ensure that you answer the new questions.
- ▶ The application should be clear & concise.
 - ▶ Do not use jargon
 - ▶ Explain acronyms
- ▶ The 2012 Tri-Valley Human Service Needs Assessment is available for reference.
- ▶ Clients must be income eligible to be compliant with HUD & HHS Grant requirements.

Final Thoughts

- ▶ Future funding allocations from federal and local sources are unpredictable.
- ▶ The process for local (city) grant funds is highly competitive.
- ▶ Do not assume – call staff if you have questions or request technical assistance.
- ▶ Agencies should always seek additional funding sources.

City of Pleasanton
Community Grant Program
(Youth Grants / Civic Arts Grants)

Mike Patrick



Important Information

- ▶ Application information available online at:
<http://www.cityofpleasantonca.gov/gov/depts/cs/about/grants.asp>
- ▶ Applications due **Monday, January 25, 2016, at 3:00 pm**
- ▶ Submit through ZoomGrants™
- ▶ Project start up: after July 1, 2016
- ▶ Project completion: by June 30, 2017
- ▶ Optional individual training/consultation on Zoomgrants/Grant application by appointment only; January 12 thru 14, 2016.
- ▶ Optional Group training/consultation on Zoomgrants/Grant application December 16, 2015 from 6:00 p.m. to 7:00 p.m.

Mandatory Meetings

- ▶ There are **three mandatory meetings** that all Grant applicants will be required to attend (in previous years there were four). These meetings are:
 1. **Grant Workshop**: December 1, 2015, in Livermore or December 8, 2015, in Pleasanton.
 2. **Group Training on ZoomGrants**: December 16, 2015, at 6:00 p.m. in Pleasanton.
 3. **Commission Meeting**: Attend the funding meeting before the appropriate City Commission (Youth or Civic Arts) and may be asked to present your Grant request to the Commission (to be held in March 2016).
 4. **Contract Signing**: All grant recipients must attend the contract signing meeting to sign off on the Grant Contract, as well as provide to City Staff, the agency's Certificate of Insurance, Insurance Endorsement, and valid City of Pleasanton Business License.

Commission's Funding Priorities

Civic Arts Commission

- ▶ Total Available Funding: \$45,011.81
- ▶ Maximum Project Award: \$7,500

Youth Commission

- ▶ Total Available Funding: \$43,140.09
- ▶ Maximum Project Award: \$7,500

Community Grant Funds may be requested for:

- ▶ Seed Funding
- ▶ Capital Projects
- ▶ Operational Expenses

Funding Categories & Priorities

Civic Arts Category

In evaluating applications, the Civic Arts Commission will primarily consider projects that:

1. Engage new and diverse participants, and/or new audience members for the arts in Pleasanton.
2. Target a specific community need or a gap in art services; and/or
3. Involve co-production and collaboration with other local organizations.



Youth Category

In evaluating applications, the Youth Commission will consider programs designed to encourage and promote services that benefit the Pleasanton Youth community.

Applicants should include within their application information on how the project will meet Goals and Strategies outlined in the Youth Master Plan and how they will accomplish these goals.



Grant Program Requirements

1. General Funding Priority will be given to those applications requesting one-time only or matching funds, and that serve a large number of Pleasanton residents, meet identified needs, and address specific goals/strategies in the Pleasanton Cultural Plan and Youth Master Plan.
2. Must have non-profit status, 501(c)3 State identification number, and current City of Pleasanton Business License.
3. Community-based organization providing direct services to Pleasanton residents.
4. Must have a Pleasanton resident on its governing board

Grant Program Requirements *(cont'd.)*

5. Funds **cannot** be used as pass-through dollars for scholarships or agency administration services. Funds must be used for a product or service provided by the grant recipient's organization and not 'passed through' to another organization.
6. Funds **cannot** be used to reimburse travel expenses, or any other costs associated with competitions or exhibits.
7. Grant funds **cannot** be used to cover administrative staff and overhead expenses, including staff leave (sick, vacation). Only direct costs will be reimbursed that specifically relate to and can be documented for the purpose of the project.
8. **Non-reimbursable costs** include: workers compensation, payroll taxes, medical insurance, travel expenses, telephone, software/hardware maintenance expenses, utilities etc.

Grant Program Requirements *(cont'd.)*

9. All applicants are required to submit ALL the Required Application Attachments. If you have applied before online please note that you will have to submit all documents requested this year.
10. Collaborations require a separate Affidavit Form completed by each supporting agency.
11. Agencies are required to submit two reports (**Midterm and Final**) during the year for each project funded.
12. The **Midterm Report** is due November 23, 2016 and the **Final Report** is due July 22, 2017. These reports are submitted via Zoomgrants.

Application Timeline

- ▶ Application information available online at:
www.cityofpleasantonca.gov/gov/depts/cs/about/grants.asp
- ▶ Read all questions carefully, select the appropriate indicator to measure (audience, spectator, client, participants)
- ▶ Application Deadline: **Monday, January 25, 2016 at 3:00 pm**
- ▶ Applicant Presentations to Commissions:
 - ▶ March 7 (Civic Arts Commission)
 - ▶ March 09 (Youth Commission)
- ▶ City Council Approval: April 2016
- ▶ Funds Available: July 1, 2016
- ▶ Civic Art Grant Process/Priorities - what the Civic Arts Commission is looking for - available on either of these two websites:
www.youtube.com/playlist?list=UUVRfjlv4p_tYtUdGaBybM5A
www.cityofpleasantonca.gov/gov/depts/cs/grants.asp

City of Dublin
**Community Grants
Program**

Rhonda Franklin



City of Dublin

- ▶ The City of Dublin Human Services Grants Program is also accepting applications online only through ZoomGrants™.
- ▶ The application period opened November 12, 2015, and two mandatory application workshops were held in November.
- ▶ Instructions and a link to the ZoomGrants™ application can be found at www.dublin.ca.gov/grants.
- ▶ Applications must be submitted through ZoomGrants™ before 5:00 p.m., Friday, December 11, 2015. Hard copies, faxes, email, or late submissions will not be accepted.



Questions



Thank you for attending!

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