
FY 2022/23

Federal / Local Grant Application Workshops

via Zoom

Thursday, December 9, 2021 - 10am



Workshop Agenda

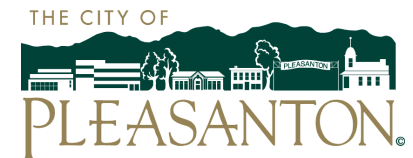
- ▶ **Review of Grant Application Processes for:**
 - ▶ Dublin Human Services Grants
 - ▶ Livermore and Pleasanton Housing & Human Services Grants
 - ▶ Pleasanton Community Grants (Youth / Civic Arts)
- ▶ **Discuss:**
 - ▶ Local and Federal Funding Allocations
 - ▶ Grant Program Policies
 - ▶ Application Changes
 - ▶ Important Reminders!
- ▶ **Dublin's 2nd Virtual Workshop:**
 - ▶ Tuesday, 12/14 @ 10am



City of Dublin

Human Services Grant Program

Shaun Chilkotowsky & Judy Miller, City of Dublin



City of Livermore
and
City of Pleasanton

Housing & Human Services Grant Programs

Eric Uranga & Josh Thurman, City of Livermore
Steve Hernandez & Jay Ingram, City of Pleasanton



2022-2023 Estimated Allocations

▶ *Estimated **federal** funding allocations:*

▶ Public Service Projects:

- ▶ Dublin - \$92,000*
- ▶ Livermore - ~\$65,000
- ▶ Pleasanton - ~\$47,000

Capital Projects:

- Dublin - \$ - TBD
- Livermore - ~\$280,000
- Pleasanton - ~\$206,000

▶ *Estimated **local** funding allocations:*

▶ Public Service Projects

- ▶ Dublin - \$258,000*
- ▶ Livermore - \$80,000
- ▶ Pleasanton - \$190,000



Grant Program Policies (cont'd)

- ▶ **Amount to Request?**
 - ▶ Minimum request is \$5,000.
 - ▶ \$25k maximum for Dublin. No maximum for Livermore and Pleasanton.
- ▶ **Other eligible or ineligible requests?**
 - ▶ Refer to applicable City's Policy and Procedure Manual
 - ▶ Dublin:
<https://dublin.ca.gov/159/Community-Grants-Program>
 - ▶ Livermore:
<https://www.cityoflivermore.net/home/showpublisheddocument/6909/637586764816030000>
 - ▶ Pleasanton:
<http://www.cityofpleasantonca.gov/civicax/filebank/blobdload.aspx?BlobID=23153>
 - ▶ Questions? Ask City staff!



Grant Program Policies

- ▶ **All Applications must include:**
 - ▶ Federal DUNS number
 - ▶ <https://fedgov.dnb.com/webform/index.jsp>
 - ▶ System for Award Management (SAM) registration (formerly CCR / “Cage Code”)
 - ▶ <https://SAM.gov>
- ▶ **If your application is awarded funding**
 - ▶ **Must obtain a City Business License**



Grant Program Priorities (Dublin)

▶ Dublin Human Services Priorities:

- ▶ Projects that prioritize the 14 areas of concern as outlined in the 2011 Tri-Valley Needs Assessment.
- ▶ Further more, direction from the Dublin City Council is to focus of critical, or essential needs and services such as food, shelter, health care, etc. Less priority on recreation and enrichment programs.



Grant Program Priorities (Livermore)

▶ Livermore Human Services Commission priorities:

- ▶ Projects that prioritize at least one of the following “Priority Needs”:

1) Public Health

- ▶ Navigation of mental health services & substance use programs for low-income and unsheltered community members
- ▶ Support Services for people with disabilities, seniors, low-income families
- ▶ Medical & dental services

2) Housing

- ▶ Affordable housing units for low-income families, people experiencing homelessness, and seniors
- ▶ Rental assistance
- ▶ Housing Services to keep low-income families, people with disabilities, and seniors housed

3) Homeless

- ▶ Emergency Shelter and Temporary/Transitional Housing
- ▶ Basic needs such as showers/restrooms and storage
- ▶ Employment Services
- ▶ Supportive Services such as service navigation and counseling

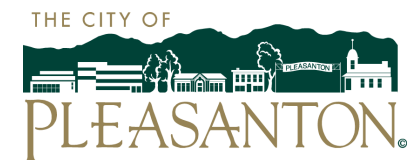
4) Safety Net Access

- ▶ Access Critical Safety net Services for non-English speakers, people with disabilities, seniors, low-income families, and youth. Access and Navigation to social services such as but not limited to Cal-Fresh & Medi-Cal
- ▶ Food Security
- ▶ Transportation

- ▶ Projects that prioritize at least one of the following “Service Delivery” areas:

- ▶ Coordination and collaboration with other service providers, local nonprofits, and Tri-Valley Cities
- ▶ 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)

- ▶ Language Access



Grant Program Priorities (Pleasanton)

▶ 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
- ▶ Homelessness in the Tri-Valley
- ▶ Senior services
- ▶ Service provider critical initiatives
- ▶ Workforce development / unemployment
- ▶ Youth services

▶ Projects that prioritize at least one of the following “Service Delivery” areas:

- ▶ Coordination and collaboration with other service providers, local nonprofits, and Tri-Valley Cities
- ▶ 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)

▶ 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, Ptownlife.org (Pleasanton only), and CityServe of the Tri-Valley



2022-2023 Grant Application Process

- ▶ Application Deadline

- ▶ **Dublin, Livermore, and Pleasanton**

- Wednesday, **January 19, 2022**, @ 11:59pm

- ▶ How to Apply?

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



2022-2023 Grant Application Process (cont'd)

- ▶ How to Apply online through ZoomGrants™ :
 - ▶ Access the Cities' Grant applications:
Dublin: <https://www.zoomgrants.com/zgf/dublin22-23>
Livermore: https://www.zoomgrants.com/zgf/Livermore_HHSG_2022
Pleasanton: <https://www.zoomgrants.com/zgf/Pleasanton/FY22-23HHSGApplication>
 - ▶ 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.
 - ▶ Provide organization information and contact information in the “Summary” tab
 - ▶ Answer the detailed questions in the “Application Questions” tab (*answer all questions*)
 - ▶ Complete the “Budget” tab
 - ▶ Upload all requested documents (“Documents” tab)
 - ▶ Submit your application!
- ▶ **Hard copy, email, or faxed applications will not be accepted**



2022-2023 Grant Application Process (cont'd)

▶ Dublin:

- ▶ **February 2022**, the HSC will review applications and compile clarifying questions.
- ▶ On **March 24, 2022**, the HSC will recommend funding allocations to City Council
- ▶ **April 2022**, the City Council will approve funding allocations.
- ▶ **May 2022**, minor adjustments made to allocations based off Urban County CDBG allocations (if necessary)
- ▶ **June 2022**, the Fiscal Year budget adopted by the City Council



2022-2023 Grant Application Process (cont'd)

▶ Livermore:

- ▶ On **February 8, 2022**, the HSC will review applications and ask questions of applicants (*Attendance is mandatory*).
 - ▶ On **March 8, 2022**, the HSC will review and approve funding recommendations (*Not mandatory, but you are welcome to attend*).
- ▶ Funding recommendations are forwarded to City Council for final approval on April 25, 2022.



2022-2023 Grant Application Process (cont'd)

▶ Pleasanton:

Applications will be reviewed by the Human Services Commission (HSC) or Housing Commission (HC) based on funding source.

- ▶ On **March 2, 2022**, the HSC will review applications. New projects required to attend to make a 3 minute presentation regarding application.
 - ▶ On **March 17, 2022**, the HC will review applications for housing-related projects. All housing-related applicants are required to attend.
- ▶ Funding recommendations are forwarded to City Council for approval in April 2022.



Revisions to Pleasanton FY 2022-2023 Application

- ▶ **This year's application:**
 - ▶ has 28 questions compared to 31 questions in last year's application
 - ▶ provides 50 days to complete (same as last year's)

- ▶ **The following questions have been deleted:**
 - ▶ Question #9 (Indicator to track clients)
 - ▶ Question #27 (program/project access via public transportation)

- ▶ **The following questions have been revised:**
 - ▶ Questions #9 & #10 ("New" in Pleasanton Clients is removed)
 - ▶ Question #11 (Combined last year's Questions #12 and 14)

Application Tips

- ▶ Use “generic” email in case of staff changes/turnovers.
- ▶ Read through the application to ensure that you answer the questions and upload all necessary documents.
- ▶ The application should be clear & concise.
 - ▶ Do not use jargon
 - ▶ Explain acronyms
- ▶ The Eastern Alameda County 2011 Human Services Needs Assessment and other forms and documents are available for reference on Cities’ websites.
 - ▶ Livermore’s 2020 Human Services Grant Priorities
 - ▶ Pleasanton’s Human Services Needs Assessment Strategic Plan 14-16
 - ▶ Pleasanton’s Human Services Needs Assessment Updated Strategic Plan 2018-2022
- ▶ To comply with HUD & HHSG requirements, clients are income-eligible.



Application Tips (cont'd) – Pleasanton only

▶ Program Application section:

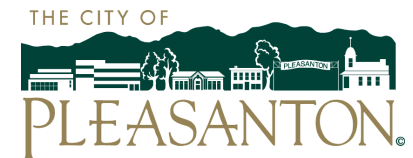
- ▶ Input and describe your income-eligible clients.
- ▶ Summarize your program.
- ▶ Describe the challenges, needs or service gaps your program addresses.
 - ▶ Note if you outreached to clients or public to develop this program.
- ▶ Explain which staff will administer the activities.
 - ▶ Upload the resume of key staff implementing programs.
- ▶ 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.



Application Tips (cont'd) – Pleasanton only

▶ Capital Projects section:

- ▶ Provide a detailed narrative and scope of work.
- ▶ Describe site control.
- ▶ Is relocation required?
- ▶ Identify the project team.
- ▶ Has a market study been completed to support the proposed project?
- ▶ How will the project comply with federal Davis-Bacon/Fair Labor Standards?



Application Tips (cont'd) – Pleasanton only

▶ Documents section:

- ▶ **All** applicants must submit the following documents:
 - ▶ Agency's current annual budget
 - ▶ List of Board of Directors
 - ▶ Resume of Executive Director, Program Manager, and Fiscal Officer
 - ▶ Personnel policies (affirmative action plan and grievance procedure)
 - ▶ Copy of last audit
 - ▶ Insurance
 - ▶ Article of Incorporation/Bylaws
 - ▶ Conflict of Interest Statement
 - ▶ Organization chart
 - ▶ Board of Directors' authorization to request HHSF funding
 - ▶ Board of Director's designation of authorized official
 - ▶ Business License



Application Tips (cont'd)

▶ 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 have 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.



Application Tips (cont'd)

▶ Example

- ▶ Nonprofit 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



Technical Assistance

- ▶ All agencies applying for HHSG funds may request technical assistance.
 - ▶ Provide sufficient time to complete the application prior to the deadline.
- ▶ Goal: ensure application is complete / not at risk of being rejected.
- ▶ Contacts:
 - ▶ Shaun Chilkotowsky or Judy Miller - Dublin
 - ▶ Amy Walker or Josh Thurman - Livermore
 - ▶ Steve Hernandez/Jay Ingram or Zachary Reda - Pleasanton



Final Thoughts

- ▶ Federal and local funding allocations are unpredictable.
- ▶ The process for local (city) grant funds is highly competitive.
- ▶ Contact staff for questions/technical assistance. (Don't assume.)
- ▶ Start your application early.
- ▶ Agencies should always seek additional funding sources.



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

Zachary Reda



Important Information

- ▶ Application information available online at:
<https://www.cityofpleasantonca.gov/gov/depts/cs/grants.asp>
- ▶ FY 2022/23 Community Grant seekers access to ZoomGrants™ begins December 1, 2021.
- ▶ Applications due Wednesday, January 19, 2022: by 11:59 pm.
- ▶ Submit through ZoomGrants™.
- ▶ Project start up: July 1, 2022.
- ▶ Project completion: by June 30, 2023.
- ▶ For Zoomgrants assistance, please contact Zachary Reda at (925) 931-5349 or zreda@cityofpleasantonca.gov.



Mandatory Meetings

- ▶ There are **two mandatory meetings** that all Grant applicants will be required to attend. These meetings are:
 1. **Grant Workshop:**
 - December 9, 2021 via Zoom – 10am – 12noon
 2. **Commission Meeting:** All applicants must attend the funding meeting before the appropriate City Commission (Civic Arts or Youth) and may be asked to present your Grant request to the Commission.
 - ▶ Civic Arts Commission Meeting - Monday, March 7, 2022
 - ▶ Youth Commission Meeting – Wednesday, March 9, 2022



Commission's Funding Priorities

Civic Arts Commission

- ▶ Total Available Funding: \$41,000
- ▶ Maximum Project Award: \$7,500

Youth Commission

- ▶ Total Available Funding: \$40,000
- ▶ Maximum Project Award: \$7,500

Community Grant Funds may be requested for:

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



Funding Categories & Priorities

Civic Arts Category

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 local organizations.

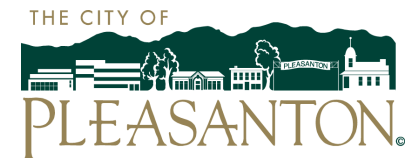
Youth Category

1. Programs designed to encourage and promote services that benefit the Pleasanton Youth community.
2. Projects that will meet Goals and Strategies outlined in the Youth Master Plan.



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 15, 2022 and the **Final Report** is due July 15, 2023. These reports are submitted via ZoomGrants.



Application Timeline

- ▶ Application information available online at:
<https://www.cityofpleasantonca.gov/gov/depts/cs/grants.asp>
- ▶ Read all questions carefully, select the appropriate indicator to measure (audience, spectator, client, participants)
- ▶ Application Deadline: **Wednesday, January 19, 2022: by 11:59 pm**
- ▶ Applicant Presentations to Commissions:
 - ▶ March 7, 2022 (Civic Arts Commission)
 - ▶ March 9, 2022 (Youth Commission)
- ▶ City Council Approval: April/May 2022
- ▶ Funds Available: July 1, 2022.
- ▶ **While you may apply for both a Civic Art and Youth grant, the commissions are aware of the agencies that do apply for both and have tended to not allocate full funding for both requests.**



Questions



Dublin

<https://www.dublin.ca.gov/159/Community-Grants-Program>

Livermore

www.cityoflivermore.net/hhsgrants

Pleasanton

<http://www.cityofpleasantonca.gov/resident/housing/default.asp>

<https://www.cityofpleasantonca.gov/gov/depts/cs/grants.asp>



Thank you for attending!

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