
FY 2024/25

Federal / Local Grant Application Workshops

via Zoom

Wednesday, December 6, 2023 - 10am



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

Zachary Reda
(925) 931-5349
zreda@cityofpleasantonca.gov

Grant Application Video:

<https://www.cityofpleasantonca.gov/wp-content/uploads/2023/11/FY-2024-25-Community-Grant-Video.mp4>



Workshop Agenda

- ▶ **Review of Grant Application Processes for:**
 - ▶ Dublin Human Services Grants
 - ▶ Livermore Housing & Human Services Grants
 - ▶ Pleasanton Housing & Human Services Grants

- ▶ **Discuss:**
 - ▶ Local and Federal Funding Allocations
 - ▶ Grant Program Policies
 - ▶ Application Changes
 - ▶ Important Reminders!



City of Dublin

Human Services Grant Program

Shaun Chilkotowsky & Brad Olson, City of Dublin



City of Livermore
and
City of Pleasanton

Housing & Human Services Grant Programs

Amy Walker & Josh Thurman, City of Livermore
Steve Hernandez & Jay Ingram, City of Pleasanton



2024/25 Estimated Allocations

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

▶ Public Service Projects:

- ▶ Dublin - ~\$60,000
- ▶ Livermore - ~\$60,000
- ▶ Pleasanton - ~\$76,000

Capital Projects:

- Dublin - TBD
- Livermore - ~\$263,000
- Pleasanton - ~\$689,000

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

▶ Public Service Projects

- ▶ Dublin - \$262,000 (\$99,000 General Fund + \$163,000 ARPA)*
- ▶ Livermore - TBD
- ▶ Pleasanton - \$257,000



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.livermoreca.gov/home/showpublisheddocument/10927/638355689750930000>

- ▶ Pleasanton

- [hhsg-policy-manual.pdf \(cityofpleasantonca.gov\)](https://www.cityofpleasantonca.gov/files/assets/pdf/hhsg-policy-manual.pdf)

- ▶ Questions? Ask City staff!



Grant Program Policies

- ▶ All Applications must include:
 - ▶ System for Award Management (SAM) registration
 - ▶ <https://SAM.gov>
 - ▶ Effective April 4, 2022, DUNS Number changed to **Unique Entity ID (EID)**

- ▶ 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.
- ▶ Furthermore, direction from the Dublin City Council is to focus on 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) Housing Services

- ▶ 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) Public Health

- ▶ 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

2) Homeless Services

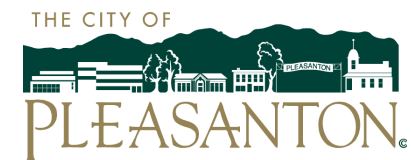
- ▶ Emergency Shelter and Temporary/Transitional Housing
- ▶ Basic needs such as showers/restrooms and storage
- ▶ Employment Services
- ▶ Supportive Services such as service navigation and counseling

4) Safety Net Access

- ▶ Access Critical Safety net Services for non-English speakers, people with disabilities, seniors, low-income families, and youth. Access to and Navigation of social services and government sponsored programs
- ▶ 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)



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 and Nutrition
 - ▶ Healthcare 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 and CityServe of the Tri-Valley



2024/25 Grant Application Process

- ▶ Application Deadline

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

- Friday, **January 19, 2024**, @ 11:59pm

- ▶ How to Apply?

- ▶ Online submission through ZoomGrants™ (same as last year)

- ▶ NO hard copy, email, or fax submissions will be accepted



2024/25 Grant Application Process (cont'd)

▶ How to Apply online through ZoomGrants™ :

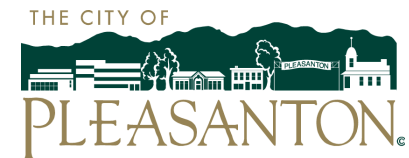
- ▶ Access the Cities' Grant applications:

Dublin: <https://www.zoomgrants.com/zgf/DublinHSG2425>

Livermore: https://www.zoomgrants.com/zgf/Livermore_HHSG_2024

Pleasanton: <https://zoomgrants.com/zgf/CityofPleasanton/FY2024/25HHSApplication>

- ▶ 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**



2024/25 Grant Application Process (cont'd)

▶ Dublin:

- ▶ **February 2024**, the HSC will review applications and compile clarifying questions.
- ▶ On **March 28, 2024**, the HSC will recommend funding allocations to City Council
- ▶ **April 2024**, the City Council will approve funding allocations.
- ▶ **May 2024**, minor adjustments made to allocations based off Urban County CDBG allocations (if necessary)
- ▶ **June 2024**, the Fiscal Year budget adopted by the City Council



2024/25 Grant Application Process (cont'd)

▶ Livermore:

- ▶ On **February 13, 2024**, the HSC will review applications and ask questions of applicants (*Attendance is mandatory*).
 - ▶ On **March 12, 2024**, 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 15, 2024.



2024/25 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 6, 2024**, the HSC will review applications. New projects required to attend to make a 3 minute presentation regarding application.
 - ▶ On **March 21, 2024**, 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 2024.



Revisions to Pleasanton FY 2024/25 Application

- ▶ **This year's application:**
 - ▶ 25 questions (one fewer question than last year's application)
 - ▶ provides 50 days to complete (same as last year's)

- ▶ **The following question have been deleted:**
 - ▶ Question #12 (Measuring program/project effectiveness)

- ▶ **The following question have been revised:**
 - ▶ Questions #13 (Specifics of collaborative efforts)

ZoomGrants Applications

▶ Section 84308 - "Pay-to-Play" Limits and Prohibitions

- ▶ SB 1439 took effect on January 1, 2023
- ▶ *Prohibits councilmembers from making a decision on your organization's grant application if the councilmember has received a contribution exceeding \$250 from your organization or some of its members in the prior 12 months.*
- ▶ California Fair Political Practices Commission (FPPC) provides more information about this new law:

<https://www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html>

Application Tips

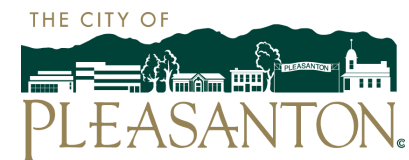
- ▶ Use “generic” email in case of staff changes/turnovers.
- ▶ Read through the application to ensure that you answer the questions and upload all necessary documents.
- ▶ The application should be clear & concise.
 - ▶ Do not use jargon
 - ▶ Explain acronyms
- ▶ The Eastern Alameda County 2011 Human Services Needs Assessment and other forms and documents are available for reference on Cities’ websites.
 - ▶ Livermore’s 2024-25 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~~ (*Will be required upon contract signing*)
 - ▶ 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.

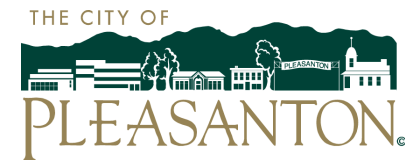


Application Tips (cont'd)

▶ 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 Brad Olson - Dublin
 - ▶ Amy Walker or Josh Thurman - Livermore
 - ▶ Steve Hernandez or Jay Ingram - 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.



Questions



Dublin

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

Livermore

www.livermoreca.gov/hhsgrants

Pleasanton

<https://www.cityofpleasantonca.gov/our-government/housing/housing-human-services-grant/>



Thank you for attending!

Shaun Chilkotowsky
City of Dublin
925-833-6645

Shaun.Chilkotowsky@Dublin.ca.gov

Amy Walker
City of Livermore
925-960-4591

aiwalker@livermoreca.gov

Jay Ingram
City of Pleasanton
925-931-5346

jingram@cityofpleasantonca.gov

Brad Olson
City of Dublin
925-556-4575

Brad.Olson@Dublin.ca.gov

Josh Thurman
City of Livermore
925-960-4592

jjthurman@livermoreca.gov

Steve Hernandez
City of Pleasanton
925-931-5007

shernandez@cityofpleasantonca.gov

