Housing and Human Services Grants Workshop
Fiscal Years 2025/26 and 2026/27

Wednesday, December 4, 2024

10:00 a.m.

Held via Zoom

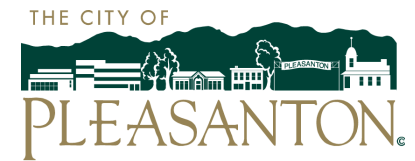# Workshop Agenda

Tri-Valley Grant Application – Opened November 25, 2024

▸ Housing & Human Services Grant Program Overview
▸ Application Requirements and Changes
▸ Application Process
▸ Political Reform Act
▸ Application Instructions
▸ Important Reminders
▸ Wrap-up and Q&A

OVERVIEW

Housing & Human Services Grant Programs - Staff

Brad Olson & Shaun Chilkotowsky, City of Dublin
Amy Walker & Josh Thurman, City of Livermore
Steve Hernandez & Lia Bushong, City of Pleasanton

Estimated Allocations for FY 2025/26 (& 2026-27*)

Federal funding allocations (estimated):

<u>Public Service Projects:</u>

- Dublin - ~$60,000
- Livermore - ~$57,000
- Pleasanton - ~$57,000

<u>Capital Projects:</u>

- Dublin – TBD
- Livermore - ~$247,000 CDBG and ~$110,000 HOME
- Pleasanton - ~$223,000 CDBG and ~$100,000 HOME

Local funding allocations (estimated):

<u>Public Service Projects</u>

- Dublin - $262,000 ($99,000 General Fund + $163,000 ARPA[1])[2]
- Livermore - $80,000[2]
- Pleasanton - TBD

[1]Dublin: FY25/26 Last Year of ARPA

[2]Dublin and Livermore: Two-Year Grant Cycle

Grant Program Guidelines

Amount to Request:

▸ Minimum request is $5,000 for Dublin, Livermore and Pleasanton

▸ $25,000 maximum for Dublin (No maximum for Livermore and Pleasanton).

Eligible and 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/12141

▸ Pleasanton: https://www.cityofpleasantonca.gov/assets/our-government/housing/community-development-block-grant/hhsg-packet-fy26-final.pdf?_t=1732725055

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Grant Program Priorities: Dublin

Dublin Human Services Priorities:

▶ Focus on critical, or essential needs and services such as food, shelter, health care and less priority on recreation and enrichment programs.

▶ Findings from the <u>2024 Eastern Alameda County Human Services Needs Assessment</u>:

    ▸ Housing Services

    ▸ Health Care Services

    ▸ Mental Health Services

    ▸ Services Provision, Awareness, and Navigation

    ▸ Racial/Linguistic/Cultural Responsiveness

    ▸ Substance Abuse Services

    ▸ Safety

    ▸ Transportation

    ▸ Youth Services
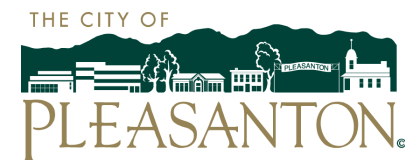
Grant Program Priorities: Livermore

Projects that prioritize at least one of the following "Priority Needs":

1) Housing Services

▸ Affordable housing units for low-income families, people experiencing homelessness, people with disabilities, and seniors

▸ Rental assistance

▸ Housing services to keep low-income families, people with disabilities, and seniors housed

3) Health Care Services

▸ Navigation of mental health services and substance use programs for low-income people, people experiencing homelessness, youth and seniors

▸ Support services for people with disabilities, seniors, low-income families, and survivors of domestic violence

▸ Medical and dental services

2) Homeless Services

▸ Emergency shelter and temporary/transitional housing

▸ Basic needs such as food services, showers/restrooms and storage

▸ Employment services

▸ Supportive services such as service navigation and counseling

4) Service Provision, Awareness, and Navigation

▸ Food Security

▸ Access to 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

▸ Transportation Services

▸ Access to programs that promote and support economic stability
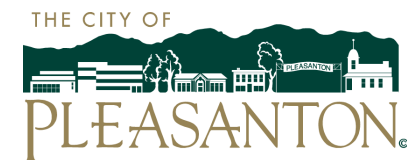
Grant Program Priorities: Pleasanton

1) Statement of Priorities: Human Services Commission

Needs:
Disability Services and Access
Food and Nutrition
Health Care and Behavioral Health
Homelessness in the Tri-Valley
Senior Services
Service Provider Critical Initiatives
Workforce Development/Unemployment
Youth Services

Service Delivery:
Coordination and collaboration
Prevention
Self-sufficiency
Transportation and access to services

2) Plans and Policies: City of Pleasanton / U.S. Department of Housing and Urban Development (HUD)

- *City of Pleasanton Consolidated Plan*
- *ONE Pleasanton Strategic Plan 2023-2028*
- *HUD 2022-2026 Strategic Plan Goals*
- *HUD Policy Priorities*

3) Findings from the *2024 Eastern Alameda County Human Services Needs Assessment*

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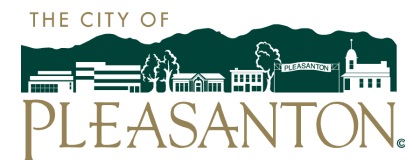
Grant Application Process

Application Deadline:

▸ **Friday, January 17, 2025, @ 4:00pm**

How to Apply:

▸ Online submission through ZoomGrants™ (same as last year)

▸ One Application!

▸ *No hard copy, email, or fax submissions will be accepted.*

▸ https://www.zoomgrants.com/zgf/TVHSG2526

Grant Application Process

▸ How to Apply online through ZoomGrants™

1. Access the Grant Application (<u>One </u>application for all three cities): https://www.zoomgrants.com/zgf/TVHSG2526

2. Create a ZoomGrants™ account (Select the "My Account" tab), if you don't already have one.

3. Click the "Apply" button next to the Grant you are applying for.

4. Click the "Summary" tab to provide organization and contact information.

5. Select the "Application Questions" tab to provide detailed information.

6. **Complete the "Budget" tab.**

7. Upload documents by clicking on the "Documents" tab.

8. Submit your application!

*Hard copy, email, or faxed applications will **<u>not </u>**be accepted.*
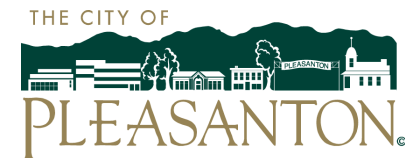
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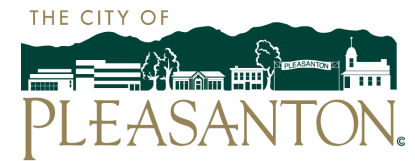
Grant Application Requirements

- **Timelines:**
  - **<u>Grant Submission Deadline: Friday, January 17th at 4:00 p.m.</u>**
  - 54 Days to Complete – Tip: Do Not Wait Until 3:59 p.m.!

- **New for this Year:**
  - One application for all three cities!
  - Fewer questions for most applications (*Additional questions for Capital Projects)
  - Two-Year application for Dublin and Livermore (FY 2025/26 and 2026/27), Pleasanton Application for FY 2025/26

- **Supporting Documents:**
  - Financial Audit
  - Annual Budget
  - Insurance, Business License are still required but will be collected during the agreement execution phase, if grant is awarded.
  - System for Award Management (SAM) registration
    - https://SAM.gov
    - DUNS Now **Unique Entity ID (EID)**

- 13

Grant Application Form

Tri-Valley Grant Application

- City of Dublin because Dublin is the "host account"

Grant Application Form

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested.

If you are not requesting funding from one or more of the cities below, please include "0" in the appropriate field(s). Dublin: Minimur

Their Answer	FY 2025-2026 Dublin
Their Answer	FY 2026-2027 Dublin SUBTOTAL
	FY 2025-2026 Livermore
Their Answer	FY 2026-2027 Livermore SUBTOTAL
Their Answer	FY 2025-2026 Pleasanton SUBTOTAL
	TOTAL
Their Answer	

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in

Their Answer	Dublin: Extremely Low Income (< 30%)
Their Answer	Dublin: Very Low Income (30-50% AMI)
nswer	Dublin: Low Income (50-80% AMI)
	Dublin: Moderate Income (80-120% AMI)
nswer	Dublin: Above Moderate Income (>120% AMI) SUBTOTAL
	Livermore: Extremely Low Income (< 30%)
nswer	Livermore: Very Low Income (30-50% AMI)
	Livermore: Low Income (50-80% AMI)
nswer	Livermore: Moderate Income (80-120% AMI)
	Livermore: Above Moderate Income (>120% AMI) SUBTOTAL
nswer	Pleasanton: Extremely Low Income (< 30%)
	Pleasanton: Very Low Income (30-50% AMI)
nswer	Pleasanton: Low Income (50-80% AMI)
	Pleasanton: Moderate Income (80-120% AMI)
nswer	Pleasanton: Above Moderate Income (>120% AMI) SUBTOTAL

5. How does this project align with your organization's annual goals?
Please include qualitative and quantitative metrics in your response.

Their Answer (limit 3000 characters)

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will

Their Answer (limit 3000 characters)

7. Describe how your organization will measure the effectiveness of this project?
Please include qualitative and quantitative metrics in your response.

Their Answer

15

Grant Application Process: Dublin

▸ **February 11, 2025:** Joint Human Services Commission Meeting – Mandatory for All Applicants

▸ **March 27, 2025:** HSC Review and Funding Recommendations

▸ **April 2025:** City Council Approval of Funding Allocations

▸ **May 2025:** Minor Adjustments to Grant Allocations *(if necessary)*

▸ **June 2025:** Fiscal Year Budget Adopted by the City Council

▸ **July 2025:** Agreements Become Effective

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Grant Application Process: Livermore

▸ **February 11, 2025:** Joint Human Services Commission Meeting – Mandatory for All Applicants

▸ **February 25, 2025 @ 7:00 PM:** Human Services Commission will reveal the grant application scoring results

▸ **March 11, 2025 @ 7:00 PM:** Human Services Commission will review and approve funding recommendations

▸ **April 28, 2025 @ 7:00 PM**: City Council Meeting to approve the Grant funding recommendations

Grant Application Process: Pleasanton

▸ **February 11, 2025:** Joint Human Services Commission Meeting – Mandatory for All Applicants

▸ **March 5, 2025 @ 6:00 pm:** Human Services Commission reviews and votes on funding recommendations

▸ **April 2025 @ 7:00 pm**: City Council reviews and approves grant funding recommendations

▸ **June 2025:** City Council Meeting reviews and approves City of Pleasanton FY 2025/26 Budget

Political Reform Act

▸ 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

Grant Applications: Capital Projects

▸ For Capital Projects: **Talk with Staff before Applying!!!**

- ▸ Provide a detailed narrative and scope of work.

- ▸ Describe site control.

- ▸ Consider whether relocation is required.

- ▸ Identify the project team.

- ▸ Consider whether a market study been completed to support the proposed project.

- ▸ Explain how the project will comply with federal Davis-Bacon/Fair Labor Standards.

- ▸ Consider the Build America, Buy America (BABA) Act Requirement to utilize American-made construction materials.
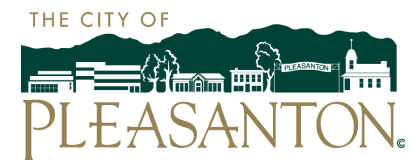
Grant Applications: Required Documents

▸ **Required Documents Section:**

  ▸ Current Annual Budget for Agency

  ▸ Copy of Last Audit for Agency

Grant Applications: Other Funding Sources

▸ "Other Funding Sources/Revenue":

  ▸ List the other funding sources and their level of commitment.

    ▸ *Amount Committed* – This is the funding amount you have already received.

    ▸ *Amount Pending* – You have asked for this amount but have not received formal commitment.

    ▸ *Amount Planned* – 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.

Grant Application: Sample Funding Revenue

▸ Other Funding Sources/Revenue Budget Example:

Sample nonprofit requesting $10,000 grant from each City

FY 2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	TOTAL*
City of Dublin		$10,000		**$10,000**
City of Livermore		$10,000		**$10,000**
City of Pleasanton		$10,000		**$10,000**
East Bay Foundation	$15,000			**$15,000**
San Francisco Foundation			$15,000	**$15,000**
Silicon Valley Foundation			$20,000	**$20,000**
TOTAL	**$15,000**	**$30,000**	**$35,000**	**$80,000**

Total column will be automatically calculated and can be viewed by clicking 'Print Preview' button.

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Grant Application: Funding Use Categories

▸ Funding Uses/Expenses:
  ▸ Please include PROJECT-SPECIFIC Expenses in the following categories:

   ▸ ***Personnel Cost*** – Salaries and Benefits
   ▸ ***Operating Cost*** – Rent, Utilities, Marketing, etc...
   ▸ ***Administrative Cost*** – Administrative Staff Salaries, Legal Cost, Accounting/Auditing, etc...
   ▸ ***Capital Cost (Pre-Development)***- Design, Permits, Engineering, Acquistion Cost
   ▸ ***Capital Cost (Construction)***- Construction or Rehabilitation Cost
   ▸ ***Other (Please Define)***- Please list any other cost-related to the program

Grant Application: Sample Funding Expenses

▸ Other Funding Uses/Expenses Budget Example:

Sample nonprofit requesting $10,000 grant from each City

FY 2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	TOTAL*
Personnel Costs	$8,000	$5,000	$9,000	$30,000	**$52,000**
Operating Costs	$1,000	$1,000		$10,000	**$12,000**
Administrative Costs	$1,000	$1,000	$1,000	$5,000	**$8,000**
Capital Cost (Pre-Development)					**$0**
Capital Cost (Construction)					**$0**
Other: Rental Assistance		$3,000		$5,000	**$8,000**
TOTAL	**$10,000**	**$10,000**	**$10,000**	**$50,000**	**$80,000**

Total column will be automatically calculated and can be viewed by clicking 'Print Preview' button.

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Grant Applications: Technical Assistance

▸ All applicants may request technical assistance to ensure the application is complete and is not at risk of being rejected.

▸ Applicants are advised to allow sufficient time to complete the application prior to the deadline.

▸ Contacts:
  ▸ Brad Olson or Shaun Chilkotowsky - Dublin
  ▸ Amy Walker or Josh Thurman - Livermore
  ▸ Steve Hernandez or Lia Bushong - Pleasanton

Grant Applications: Common Errors & Fixes

▸ Cities may contact your agency throughout the process. Use a "generic" email in case of staffing changes.

▸ Questions and documents can be easily missed while applying. Read through the application carefully to ensure that you answer all questions and upload each required document.

▸ Applications will be read by multiple reviewers. Writing must be clear, concise and easy to understand. Explain any acronyms used and avoid the use of jargon.

▸ To comply with grant requirements, ensure your clients are income-eligible.

Wrap-Up: Final Thoughts

▸ Start your grant application early.

▸ Contact staff for questions/technical assistance. (Do not make assumptions in your application.)

▸ The process for local (City) grant funds is highly competitive and funds are limited.

▸ Grant program funding allocations are subject to change.

▸ Agencies are advised to seek additional funding sources.

▸ **Reminder** - Invoicing and reporting will still be City-specific.

Learn More...

Dublin
https://www.dublin.ca.gov/grants

Livermore
www.livermoreca.gov/hhsgrants

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

We're here to help!

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Brad Olson **City of Dublin** 925-556-4575 *Brad.Olson@Dublin.ca.gov*	Amy Walker **City of Livermore** 925-960-4591 *aiwalker@livermoreca.gov*	Steve Hernandez **City of Pleasanton** 925-931-5007 *shernandez@cityofpleasantonca.gov*

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Q&A