



Community Service Grant & Community Development Block Grant Program

February 12, 2019

Community Service Grant Basic Information

- Awarded annually by the City Council
- Nonprofits and governmental agencies are eligible
- Activities must benefit Elk Grove residents
- Flexible funding source
 - Ongoing program costs (staffing, supplies, etc.)
 - Equipment purchases
 - Capital improvements to facilities

Community Service Grant Basic Information

- Maximum award: \$100,000
- Fundraising and one-time events are not eligible (see the Event Sponsorship Program)
- Funds should expand capacity, not replace another funding source

CDBG Basic Information

- City receives an annual grant from the US Department of Housing and Urban Development
- Some funds may be passed through to nonprofits and governmental entities for:
 - Ongoing program costs (staffing, supplies, etc.)
 - Capital improvements to facilities

CDBG Goals

- Provide decent, safe, and sanitary housing
- Provide a suitable living environment
- Expand economic opportunities
- All programs must primarily benefit low-income households
 - One-person household: \$44,900 annually
 - Four-person household: \$64,100 annually

Estimated 2019-2020 Budget

- Community Service Grant: up to \$400,000
 - Final amount determined during City budget process
- CDBG: \$950,000
 - Public services \$142,500 (15% of award maximum)
 - Capital projects \$687,500
 - Administration \$120,000
 - Additional funding may be available for capital projects

Survey

- We are collecting feedback on community needs and priorities
- Please complete a survey!
 - Copies at the back of the room
 - Responses anonymous



General Application Information

Grant Applications

- Same application for Community Service Grant and CDBG
- Applicants can apply for either or both grants
- Different activities must have different applications
 - Service activity and facility improvement: 2 applications

Eligible Organizations

- City departments
- Governmental agencies that are independent of the City of Elk Grove's government (such as Elk Grove Unified School District)
- Nonprofits that are corporations, associations, agencies, or faith-based organizations with nonprofit status under the Internal Revenue Code

Types of Eligible Activities (incomplete list)

- Services for youth, seniors, disabled, homeless, etc.
- Food assistance programs
- Job training/education
- Recreation and sports programs
- Public safety and crime prevention
- Housing assistance programs
- Improvements to existing facilities
- Acquisition (purchase) of new facilities

CSG, CDBG, or Both?

- Most organizations should apply for CSG
- Apply for CDBG if:
 - You have data on the number of low-income persons you serve, or can realistically estimate this
 - You are willing to collect income and demographic data from every person you serve
- Applying for both will not hurt your chances of getting a grant – City will determine which is the best funding source

Budget: Eligible Costs (incomplete list)

- Personnel/staff (salary and benefits)
- Office/facility lease and utility costs
- Materials and supplies
- Communications (phone and Internet)
- Local travel/mileage
- Contractual services
 - Financial, IT, janitorial support, etc.
- Indirect costs at no more than 10% of direct costs

Budget: Ineligible Costs (incomplete list)

- Programs or services that promote religion
- Political activities
- Marketing, incentives, or fundraising
- Payment of debt or expenses incurred prior to July 1, 2019
- Entertainment, furnishings, or personal property
- Costs not directly related to providing service to Elk Grove residents

Finance and Budget

- There is a lot of flexibility in costs the City can cover...but we need proof for all of it
 - All costs need to be clearly related to the activity the City funds
 - Acceptable documentation includes payroll summaries, invoices or receipts, mileage logs, etc.
 - Keep this in mind as you think about your budget
- If you serve non-Elk Grove residents, you need to have acceptable accounting methods to allocate or separate the costs

Funding Requests

- If you are not going to provide increased service or help more people, you must explain why your current funds are insufficient
- If you serve non-Elk Grove residents, please find the percentage of time spent on Elk Grove participants and request no more than that percentage for any one budget item
- More detailed budgets are strongly recommended for requests over \$5,000



Application Process ZoomGrants

Applications due: February 22, 2019 at 11:59 pm

Late applications will not be accepted

ZoomGrants Online Application

- All applications must be completed and submitted on ZoomGrants.com
 - Linked from City website
 - Paper applications will not be accepted
- Applicants must create an account to apply
- Multiple applications (for different projects) are allowed

ZoomGrants Tips

- Make sure you have the right application: CDBG & CSG Funding – 2019-20
- You must answer every question or you will not be able to submit
- Application saves automatically when you click between questions
- You may not see all question numbers depending on the funding sources you select

ZoomGrants Tips

- First row of tabs shows general grant information, link to email City, etc.
 - Click on tab to show text, click again to hide text
- Entering text
 - Narrative categories have text limits of 3,000 characters (about one page)
 - Only plain text allowed - fancy formatting will not show up
 - Separate paragraphs with a blank line

Application Summary Tab

- Fairly self-explanatory
- Information on your organization should fill in automatically
- All applicants requesting CDBG funds must have a DUNS number
 - Obtain at <http://fedgov.dnb.com/webform>
 - No cost to obtain

Application Questions Tab

- Project Description (Q3)
 - Describe specifics of activity proposed for City funding
 - Indicate how you plan to spend City funds, if awarded
- Project Beneficiaries (Q7)
 - You can select multiple populations
 - If your project/activity is open to anyone, please only check the “All” box
- Persons/Households Served (Q9)
 - Estimate for 2019-20
 - Include only people who receive service, not all people who could use the service if desired
 - Do not count the same person/household more than once, even if they receive service every day
 - Be realistic – you will be held to these goals!

Application Questions Tab (CDBG-only)

- Project Beneficiaries – Income Level (Q12)
 - Must have the same total as Q9
- Proposed Goal (Q14)
 - Broad in scope, general statement on program's purpose
 - Observable and measurable end result
- Proposed Objectives (Q15)
 - Specific, measurable, action-oriented, realistic, time-bound
 - Specific result achieved within time frame of grant
- Proposed Outcomes – performance measures (Q16)
 - Measurement and evaluation of activity's results
 - Short- and long-term benefits

Example

- Goal

- XYZ Organization will provide free child care to low-income households in Elk Grove.

- Objectives

- Work with 10 local service organizations to educate 200 low-income Elk Grove households on available resource by December 31, 2019.
- Register 30 low-income Elk Grove households in the free child care program by June 30, 2020.

- Outcomes

- Direct outcome: provide 20 hours of child care each week for low-income households in Elk Grove
- Short-term benefit: parent finds employment
- Long-term benefit: child is better prepared for school
- Outcome measure: number of parents employed at beginning and end of project

Application Questions Tab

- Insurance (Q22)
 - All grantees need to have general liability insurance
 - Grantees that transport people as a part of their activity will need auto liability
 - Grantees with any employees must have workers compensation
- No contracts will be signed without verified insurance

Application Questions Tab

- Assets (Q23)

- Total assets - amount can often be found in annual audit
- Liquid assets
 - This includes cash or assets that could be easily converted to cash, such as stocks
 - Real property, materials/supplies, etc. are NOT liquid assets
- Restricted assets – these are formally limited to a specific use, such as a building purchase fund

- Other Grants (Q25)

- List other grants applied for in the past 2 years
- This is important—Council indicated in past years that grantees should be actively looking to reduce their reliance on City funding

Application Questions Tab

- Registration – CA Secretary of State (Q27)
 - Check at <https://businesssearch.sos.ca.gov/>
 - If status is not “active,” need to contact Secretary of State to correct
- Registration – CA Attorney General (Q28)
 - Check at <http://rct.doj.ca.gov/MyLicenseVerification/Search.aspx?facility=Y>
 - If charity status is not “current,” contact the CA Attorney General
 - You may provide an explanation if your organization is not listed or not current

Budget Tab

- Budget Summary
 - Common categories of expenditure pre-filled
 - Categories can be changed or added consistent with your organization's budget
- Personnel Expenses
 - Show all relevant personnel, even if not proposed for City funding
 - Start with the example row, changing the position title as needed

Required Documents Tab

- Documents tab includes a list of required documents
 - You must upload a document for every required document or you will not be able to submit
 - If your organization doesn't have a certain document, please contact Alicia
- Check document requirements early
- Secretary of State Certificate of Status
 - May order actual Certificate of Status or submit printout from website
- Supporting materials
 - Add anything else you would like the City to have

Application Disclosure

- Applications are subject to disclosure via the Public Records Act
 - Sensitive information, like bank account numbers or client names, should not be included
 - For required docs, black out any sensitive info before uploading
- Requesting parties may be given read-only access to applications

Submitting Your Application

- Applicants must be submitted on ZoomGrants
 - ZoomGrants will send an email confirming submittal
 - Please do NOT submit any paper copies
- Once submitted, applications may not be edited
- ZoomGrants will automatically close application period at deadline



ZoomGrants Technical Assistance

866.323.5404

questions@zoomgrants.com

Application Review Criteria

- Project feasibility
- Budget reasonableness
- Agency capacity
- Impact on priority needs
- New or increased service
- Leveraged funds
- Self-support plans

Application Review

- City sends follow-up questions to most applicants
 - February 25 - March 10
 - Questions sent through ZoomGrants – there will be a new tab called “Extra”
 - Please respond so we can fairly evaluate your application
- Council will consider allocations at their March 27 meeting



Leadership Elk Grove

Elk Grove Chamber of Commerce

LEADERSHIP
DEVELOP CONNECT EXPLORE ANALYZE NETWORK ENGAGE

Leadership Elk Grove

LEADERSHIP ELK GROVE

A circular logo featuring a stylized elk head with antlers, positioned between the letters 'O' and 'V' of the word 'GROVE'.

PRESENTED BY THE ELK GROVE CHAMBER OF COMMERCE

WHY **LEADERSHIP** ELK GROVE?

The Elk Grove Chamber of Commerce proudly presents its Leadership Elk Grove Program. The program was created in 2006 to encourage community involvement and leadership and to develop future leaders to improve the local economy and business climate in Elk Grove. Participants will have the opportunity to learn from some of the City's most influential leaders and gain personal insight and knowledge to help guide them through their careers. With the help of many local civic, business and community organization leaders, this program continues to be invaluable to leaders and employees of all Elk Grove industry clusters.

Past Projects





Leadership Elk Grove Contact

Tiffany Agrusa

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Grant Policies

Agreement dates:

July 1, 2019 to June 30, 2020

Basic Information

- You will receive one or more grant agreements based on your funding source
 - All agreements have a detailed scope of work and a budget
 - Read carefully before signing!
- Insurance coverage is required
 - Types and amounts vary based on activity
 - City will not sign the agreement until the insurance requirements are met

Payment Policies

- Payment requests submitted on ZoomGrants
 - Reimbursement only
 - City can pay some large expenses directly to vendor
 - All requests must have adequate back-up documentation
 - If a report is required it must be submitted and approved before your payment request will be paid
- If you are not meeting your goals, City may reduce or terminate funding

Required Reporting

- Quarterly and/or mid-year reports to show persons served
- CDBG recipients must collect info on demographic characteristics and usually income
- Annual report describing persons served and accomplishments
- Financial reporting depends on amount of grant
- Reports submitted on ZoomGrants in reporting section

Technical Assistance

- We are available to help you to understand our forms and requirements
 - On-site assistance for reporting and invoicing in Zoom Grants available
- Periodically, we will complete a monitoring visit where we look at your financial and program information
- All grant-related files must be maintained for five years



Thank you for coming!
Questions?

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