

**CITY OF SANTA BARBARA
HUMAN SERVICES AND
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS**

FREQUENTLY ASKED QUESTIONS

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Additional Questions?

 (805) 564-5461

 estotts@santabarbaraca.gov or drandolph@santabarbaraca.gov

WHAT IS THE DIFFERENCE BETWEEN HUMAN SERVICES AND CDBG FUNDS?

Human Services grant funds are City General Funds made available by the Santa Barbara City Council. Community Development Block Grant dollars are allocated to the City by the U.S Department of Housing and Urban Development. Both Human Services and CDBG funds are granted during a combined application process.

Funds are awarded under two categories: 1. Human/Public Services, which is made up of Human Services and CDBG Public Service funds; and 2. Capital/Economic Development, which consists strictly of CDBG funds.

WHAT ARE THE MAXIMUM GRANT AWARDS?

There is no set maximum or minimum grant award. Generally past Human/Public Service grant amounts have ranged from \$5,000 to \$50,000. Capital/Economic Development grants have ranged from \$7,000 to \$150,000.

WHAT ARE THE CITY'S GENERAL REQUIREMENTS FOR GRANT RECIPIENTS?

- A. Grant recipients must provide at minimum, combined single limit comprehensive general liability insurance in the amount of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate, and Worker's Compensation as required by law, and any other applicable insurance as required by law. **Applicants not familiar with City insurance requirements are strongly encouraged to review the complete insurance requirement documents prior to applying.** See page 6 for detailed information.
- B. Grant recipients will agree to comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and will be required to execute a **Handicapped Nondiscrimination Statement**.
- C. Grant recipients must agree to abide by the City's **Non-Discriminatory Employment Certificate**.
- D. Grant recipients must meet specific **Financial Management and Accounting Standards**.

WHAT ARE THE CRITERIA THAT APPLY TO APPLICANTS?

The following criteria apply to programs applying for Community Development Block Grant and/or Human Services funds:

- a. Proposed programs/projects should primarily benefit low and moderate-income residents.
- b. Applicants must be tax-exempt 501(c)(3) organizations or local units of government whose proposals directly benefit low- and moderate-income City of Santa Barbara residents.
- c. Proposals must address specific social or physical needs and conditions of the people they propose to serve. Documentation could include social indicators, demographic data, surveys, community plans and need as perceived by potential consumers.
- d. Proposals must present a marketing strategy, which includes specific efforts to reach ethnic

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communities.

- e. Proposals must demonstrate support from the people for which the program is proposed.
- f. Applicants must clearly identify all funding sources and justify their proposal if services are available through another source.
- g. Applicants shall seek funding, or demonstrate funding support from other public/private sources. The City shall not be committed to total support of a program, nor shall the City be committed to continue funding in the case where other support is withdrawn.
- h. City HS/CDBG funds shall support only those services that directly benefit residents of the City of Santa Barbara. Programs operated on a countywide or regional basis must demonstrate that: (a) services benefit City residents, and (b) sufficient funds are available to support non-city residents.
- i. Administrative costs shall be held to a minimum and will be scrutinized during the application-review process.
- j. Proposals shall identify geographical areas where they propose to provide services.
- k. Proposals that pay the local minimum wage (as described in Chapter 9.128 of the City of Santa Barbara Municipal Code) to all staff for which CDBG/HS funds are requested shall receive an extra point in the rating process.

WHAT ARE THE CDBG ELIGIBILITY REQUIREMENTS?

An applicant for CDBG funds must be eligible under the Federal Register, Department of Housing and Urban Development, **24 Code of Federal Regulations, Part 570**, Community Development Block Grants. If you question your eligibility, **you must contact** Liz Stotts, Community Development Programs Specialist, or Deirdre Randolph, Community Development Programs Supervisor to discuss your proposal and the basic eligible activities.

WHAT ARE THE PUBLIC/HUMAN SERVICES FUNDING PRIORITIES?

City Human Services funds and 15% of the City's allotment of CDBG funds can be used for direct services to low and moderate income persons, which are awarded under a single "Public/Human Services" category. Public/Human Services funds shall not be used for capital improvements, equipment purchases or mortgage payments.

The priorities are:

1st - Services that help meet basic human needs **and/or** reduce the community impact of homelessness **and/or** reduce the community impact of gang violence via a formal collaboration with the South Coast Task Force on Youth Gangs;

2nd - Programs that are preventative in nature and/or promote the highest degree of functioning the individual is capable of achieving.

WHAT ARE THE FUNDING PRIORITIES FOR THE CDBG PROGRAM?

In addition to the funding priorities described above. The CDBG program has specific priorities that were identified to HUD in the City's 5-year Consolidated Plan.

- Homeless Assistance – Support of programs that provide services to homeless individuals and families, and victims of domestic violence.
- Decent Housing – Support of local housing partners to enable them to rehabilitate affordable multi-family rental housing.
- Public Facilities and Infrastructure – Support capital projects that improve facilities of organizations that serve low and moderate income residents, and public infrastructure and parks improvements in low and moderate income neighborhoods.
- Economic Development – Support of programs that provide self employment training and small business loans.

WHAT ARE MEASURABLE OUTCOMES AND HOW IMPORTANT ARE THEY TO MY GRANT APPLICATION?

The City Council has placed strong emphasis on Measurable Outcomes in order for grant applicants to receive funding. Due diligence should be undertaken in developing solid Measurable Outcomes.

Measurable Outcomes are specific and realistic *results or changes* that your client will experience from being in your program or receiving your service.

Measurable Outcomes have four components:

1. The service that the clients will receive must be identified:

- *The program case manager will develop a housing plan...*

2. The number of clients that will be receiving the aforementioned service during a set period:

- *The program case manager will develop a housing plan **with 50 of our clients** during the grant year ...*

3. The number and percent of all the clients that will *achieve* the outcome:

- *The program case manager will develop a housing plan with 50 of our clients during the grant year, **of those clients 90%, or 45 of the 50 served, will...***

4. The expected result or change in condition that the clients will experience as a direct result of the aforementioned service during a set period.

- *The program case manager will develop a housing plan with 50 of our clients during the grant year, of those clients 90%, or 45 of the 50 served, will **obtain permanent housing upon completion of the program.***

You will also be required to explain your methods used to document and track that your outcomes were achieved, i.e. surveys used, screening tools, etc.

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The following are examples of **measurable outcomes**:

- “By completion of this program 60 out of 100 (60%) of students receiving after-school tutoring will show improvements in their grade point average. Your annual goal would be 60% of 100 targeted students.”
- “Out of 260 persons graduating from our detox program, 85% or 220, will successfully engage in ongoing aftercare (defined as: enrolled in outpatient treatment, residential treatment/sober living, or attending 12-step groups) within 14 days following graduation.”
- “Of 97 clients receiving life skills classes, 65 (or 67%), will attain placement in employment or post-secondary education within 6 months of entering the program.”

IMPORTANT: Do not confuse “Outcomes” with “Outputs”. An **Output**, is simply a unit of service or statement of process, e.g. “Provide case management for 500 unduplicated homeless people.” This is not an acceptable measurable outcome as it does not state a *result* your client will experience. If awarded a grant, you will be asked to identify at least one program Output during development of the grant agreement, but for the application you must identify Measurable Outcomes.

Also, be aware of confusing program outcomes with program efficiency or effectiveness, e.g. “increase recruitment of volunteers or improved client satisfaction results.” While these are important factors for an agency to evaluate as part of its ongoing effort to improve itself, the measurable outcomes section of the application is focused solely on the client.

The following are *unacceptable* outcomes

- "To provide after-school activities to 35 children."
- "To provide transportation to 50% of our senior citizen clients."
- "To provide child care to 65 unduplicated children."

These are not measurable because while they are stating the units of service your program will provide, they do not show results or behavior changes or benefit that your client will experience.

Improperly completed or stated outcomes may affect your funding request. If you have questions, call OR email Community Development Programs Staff.

HOW DO I APPLY FOR A GRANT?

In order to submit an application, interested applicants must attend a mandatory application workshop, which is normally held in November. To be added to the notification list please submit your contact information to estotts@santabarbaraca.gov.

Applications are submitted electronically via Zoomgrants, a web-based grants management program, which can be accessed through the City Website. The application is only available during the application cycle. The City will not accept hardcopy, faxed, or emailed applications or attachments.

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CAN I SUBMIT MORE THAN ONE APPLICATION?

Yes. A separate application must be submitted for each program for which you are seeking funding. You may also submit both a Public Service and Capital Grant application.

WHAT IS YOUR FUNDING SCHEDULE?

Below is the general funding schedule. Exact dates are determined annually.

MONTH	EVENT
OCTOBER	Council Approves Application Process, Establishes Funding Criteria and Priorities, and Commits Human Services Funding Funding Notice Issued
NOVEMBER	Mandatory Application Orientation and Technical Assistance Workshop David Gebhard Meeting Room - Community Development, 630 Garden Street Application Available On-line
DECEMBER	Applications Due Second Week of the Month
JANUARY- FEBRUARY	Applicant Interviews – Tuesdays and Thursdays from 4 p.m. to 9 p.m.
FEBRUARY	Review Committee Discusses Applications Review Committee Votes on Recommendations
MARCH	Funding Recommendations Announced City Council Public Hearing on Committee Recommendations and Possible Council Action – City Hall Council Chambers, 735 Anacapa St.
JUNE	Execution of Contracts
JULY	Contract Period: July 1 – June 30

WHAT ARE THE CITY'S AUDIT REQUIREMENTS?

The City requires that each applicant submit financial reports. There are four levels that determine the type of financial report required:

- INDEPENDENT AUDIT – For Applicants with budgets over \$1 million
- REVIEW - \$1 million - \$100,000
- COMPILATION - \$100,000 - \$10,000
- FINANCIAL STATEMENT & BALANCE SHEET - \$10,000 or less

You must provide information that is current as of the most recently completed year, as instructed in the funding announcement. If your required financial statement is not finalized before the

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application due date, you may submit a *draft* audit, or unaudited financial statement *AND* balance sheet.

WHAT ARE THE CITY'S INSURANCE REQUIREMENTS?

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

A. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations with limits of no less than One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If a general aggregate limit applies, either the aggregate limit shall apply separately to this project or the general aggregate limit shall be twice the required occurrence limit.

B. Automobile Liability: Insurance Services Office Form Number CA 0001 covering Code 1 (any auto), or if Grantee has no owned autos, Code 8 (hired) and Code 9 (non-owned), with limits of no less than One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.

C. Workers' Compensation: In accordance with the provisions of the California Labor Code, Grantee is required to be insured against liability for Workers' Compensation or to undertake self-insurance. Statutory Workers' Compensation and Employers' Liability of at least \$1,000,000 shall cover all Grantee's staff while performing any work incidental to the performance of this agreement.

For the full requirements, [click here](#). You are strongly advised to read the requirements in their entirety. You do not need to have this coverage in place in order to submit an application, but if you are awarded a grant, your agency will have to submit evidence of coverage prior to contract execution.

ARE GRANT RECIPIENTS REQUIRED TO PAY THE CITY'S LIVING WAGE?

Non-profit organizations are not required to pay a living wage in order to receive a grant from the City, but applicants that pay the Living Wage will receive an extra point in the rating process. In order to receive the extra credit point, all employees whose salary is **assisted with CDBG/HS funds** must be paid the current Living Wage.

The City's Living Wage rates are adjusted each July 1st by the percentage corresponding to the previous year's change (January to January) in the Consumer Price Index for Urban Wage Earners and Clerical Workers.

LIVING WAGE RATES for JULY 1, 2014 to June 30, 2015:

- \$16.70 with no benefits;
- \$14.32 with compensated time off and basic medical insurance provided at no cost to the employee; and
- \$13.12 with compensated time off, basic medical insurance provided at no cost to the employee, and a supplemental benefit.

[Click here](#) for definitions of Basic Medical Insurance, Compensated Time Off, and Supplemental Benefit.

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WHAT HAPPENS AFTER THE APPLICATION DEADLINE?

The Community Development and Human Services Committee, a thirteen-member committee appointed by the City Council will review applications, interview applicants and make funding recommendations to the City Council. The City Council makes final decisions on funding.

HOW IS MY APPLICATION EVALUATED?

Each applicant will be scored based on the written application and the interview. Each application will be scored on the following categories, from which a total score of 100 can be achieved:

- **Agency:** Track record/past performance, salaries too high or too low, large wage disparity between management staff and program staff;
- **Board:** Composition, role, diversity, and level of involvement;
- **Program:** Bi-cultural/bi-lingual staff, quality of service, staff capacity (training/experience), program corresponds with the agency's mission, level of program monitoring;
- **Measurable Outcomes:** Programs must identify realistic, measurable results or changes that a client will experience from receiving the service;
- **Need:** Duplication of service, collaboration with other Applicants, composition/diversity of clients, target population, funding request corresponds to the number of clients served; and
- **Finances:** Agency revenue/expenses, percentage of funding sources secured, diversity of funding sources, overreliance on City funds, high amount of year-end excess or deficit funds, significant increase or decrease in request from prior year, assets and financial stability of the organization.

For Capital proposals, these additional categories are evaluated:

- **Project Need:** Whom will benefit from the project; clear identification of need; will project satisfy demonstrated need, does the project align with the mission.
- **Project Cost:** Itemized cost estimate from a contractor; reasonableness; can project be completed without full City funding; leveraging of other funding.

WHAT HAPPENS AFTER THE COMMITTEE COMPLETES THE APPLICATION REVIEW PROCESS?

Applicants will be notified of their recommended funding amount in writing. A public hearing will then be held before the City Council to review the Community Development and Human Services Committee's recommendations. Council will take comments from agencies and the public at this meeting before taking final action. This will be the only public hearing on these recommendations. Please see the schedule on page 5 of this document.

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WE WERE AWARDED A GRANT, WHAT HAPPENS NEXT?

Prior to the start of the fiscal year, you will receive a Grant Agreement, which incorporates the Program Goals and Measurable Outcomes that were proposed in your application. The Agreement must be signed by your Agency's Executive Director and Board President. In addition, you will be required to submit additional information and/or documentation, which will be identified in your Grant Agreement letter. Once you submit the completed Grant Agreement and requested documents to City staff the agreement will be routed to City officials for signatures. A copy of the fully executed agreement will be mailed to you.

You may NOT commit or expend grant funds until you have received a fully executed copy of the Grant Agreement. In addition, recipients of CDBG funds cannot commit or expend funds until the City has received its grant agreement from HUD and an Environmental Review has been completed. CDBG recipients will be notified in writing when these additional steps are completed.

HOW ARE GRANT FUNDS DISBURSED?

The Grant Agreement will specify the fund disbursement schedule. Generally Human/Public Service funds are disbursed in periodic installments throughout the year. Lump sums will not be distributed. Capital funds are disbursed on a reimbursement basis.

MY CAPITAL GRANT APPLICATION WAS AWARDED, ARE THERE SPECIAL REQUIREMENTS?

There are numerous special requirements for Capital grants, such as procurement and labor standards. You will be required to follow the guidelines identified in the Construction Projects Guide, available of the "Documents" section of the CDBG webpage, and you are strongly advised to understand the requirements for Capital funds *before* submitting an application.

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