City of Santa Barbara
Human Services and CDBG Program
Frequently Asked Questions

Contents

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ABOUT THE PROGRAM

WHAT TYPES OF GRANTS ARE AVAILABLE?

There are two types of grants available: Public/Human Services and Capital.

Public/Human Services - Grants under this category can be used to support direct social services that are provided to low or moderate-income persons residing within the City of Santa Barbara. Grant funds can be used to support program expenses such as staff salaries/benefits, program supplies, facility rent/leasing costs, etc. These funds shall not be used for capital improvements, equipment purchases or mortgage payments.

Capital – Grants under this category can be used to support a wide variety of activities such as acquisition of property, rehabilitation, infrastructure improvements, and economic development.

WHAT ARE THE AVAILABLE FUNDS UNDER EACH CATEGORY?

In Public/Human Services funds the anticipated amount available is $861,490 $726,150 City Human Services Funds + $135,340 CDBG Public Service Funds .

In Capital funds the anticipated amount is estimated at $649,768 in CDBG funds.

The available funds are currently estimated as the City will not receive confirmation of its actual FY 2021-2022 CDBG allocation from HUD until at the earliest, May 2021. For this application process, the available grant funds are based on anticipated level funding from the City's FY 2020-2021 allocation, plus an additional $63,000 in prior-year unexpended funds.

The Santa Barbara City Council has committed $726,150 in City General Funds for the Human Services Grant program for Fiscal Year 2020-21.

WHAT IS THE GRANT PERIOD?

The grant-award period is from July 1, 2021 to June 30, 2022. All grant funds must be expended within the grant period.

WHAT ARE THE CITY'S FUNDING PRIORITIES?

Applicants must present a clear and compelling argument for funding under the priorities as described.

For Public/Human Services grants the priorities are as follows:

First Priority: Programs that help meet basic human needs - specifically food, shelter/housing, medical physical and mental ; and

Second Priority: Proposals that reduce the impact of violence and/or are preventative in nature and/or promote the highest degree of functioning the individual is capable of achieving.

For CDBG funds the City's priorities are as follows:

Homeless Assistance — Programs that provide services to homeless individuals and families, and victims of domestic violence;

Public Facilities and Infrastructure — 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; and

Economic Development — Support of programs that provide self-employment training and small business loans.

IS THERE A MINIMUM GRANT AMOUNT?

The minimum grant award amount in Public/Human Services is $9,000. If an application for less than $9,000 is submitted it will not be considered for funding. Capital project applications must be discussed with CD Programs staff prior to applying, see Capital applications further down this document.

ELIGIBILITY

WHAT IS THE CITY'S 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, as defined by the U.S. Department of Housing and Urban Development.

b. Applicants must be tax-exempt 501 c 3 non-profit organizations incorporated or organized in the State of California or another state of the United States, 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 identify at least one and no more than three Measureable Outcomes, which are defined as: Specific and realistic results or changes that a client will experience from participating in the applicant's program or receiving the applicant's service.

e.   Proposals must present a strategy, which includes specific efforts to reach underserved minority groups, including racial and/or ethnic communities.

f.   Proposals must demonstrate support from the people for which the program is proposed.

g.   Applicants must clearly identify all funding sources and justify their proposal if services are available through another source.

h.   Applicants shall demonstrate financial stability. Applicants shall seek funding, or demonstrate funding support from diverse public/private sources. The City shall not be committed to total support of a program, nor shall the City be committed to continuing funding in the case that other support is withdrawn. Administrative/overhead costs shall be held to reasonable levels. Additionally, applicants shall demonstrate sufficient net assets or operating reserves to cover the organization's liabilities, operating deficits, or debt.

i.   City Human Services/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 show documentation that: a services benefit City residents, and b sufficient funds are available to support non-city residents.

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 Human Services/CDBG 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 Community Development CD Programs staff to discuss your proposal and the basic eligible activities.

DOES OUR ORGANIZATION HAVE TO PAY THE CITY'S LIVING WAGE?

Non-profit organizations are not required to pay the City's living wage in order to receive a Human Services/CDBG grant. To incentivize paying the living wage, applicants that do so will receive an extra point in their score.

In order to receive the extra credit point, **all** employees whose salary is **assisted with** Human Services/CDBG funds must be paid the current City living wage of $19.38 per hour. If it does not apply, enter N/A in the application.

DOES OUR ORGANIZATION HAVE TO SUBMIT AN AUDIT?

The City requires that each applicant submit financial reports. The financial reports are for the year ending June 30, 2020, or calendar year ending Dec. 31, 2019. If your organization has a different year-end date, you must contact CD Programs Staff.

There are three levels that determine the type of financial report required:

- AUDIT – For Organizations with revenues over $2 million

- REVIEW - Revenues of $500,000 to $1.99 million

- COMPILATION - Revenues of $499,999 or less

A financial statement & balance sheet may be submitted on a temporary basis *only if* a draft version of the above is not available and must include:

- Letter explaining why report is not available; and

- Estimated completion date

Applicants must provide information that is current as of the dates stated above. If your organization's required financial report is not finalized before the application due date, you may submit a *draft* audit. On a case by case basis, with prior CD Programs staff approval, exceptions may be granted to first time applicants who may not have had a financial audit, review or compilation previously prepared. Applicants that receive a Human Services/CDBG grant will be required to satisfy the above-stated financial reporting conditions during the grant year.

DOES OUR ORGANIZATION HAVE TO SUBMIT A TAX RETURN?

Federal Tax Return form 990 for the year ending June 30, 2020 shall be submitted with your application, or calendar year ending Dec. 31, 2019. If your 990 is not complete at the time the application is due you must submit a copy of your organization's EXTENSION Form 8868 that was submitted to the IRS. On a case by case basis, with prior CD Programs staff approval, exceptions may be granted to first time applicants who may not

have been required to submit a tax return during the aforementioned period. Applicants that receive a Human Services/CDBG grant will be required to satisfy this condition during the grant year.

RECEIVING A GRANT

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

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. Organizations not familiar with City insurance requirements are strongly encouraged to review the complete insurance requirement documents prior to applying. See Insurance section below.

Organizations that receive CDBG funds will be subject to the regulations of 24 CFR Part 570, including all non-discrimination provisions outlined in Subpart K. Organizations must also agree to abide by the City's *Non-Discriminatory Employment Provisions for All Contracts of the City* - SBMC 9.126 see appendix .

Organizations must meet specific *Financial Management and Accounting Standards* see appendix .

WILL OUR ORGANIZATION BE REQUIRED TO HAVE INSURANCE?

All recipients of City of Santa Barbara Human Services/CDBG grants will be required to purchase and maintain at their sole cost and expense during the entirety of the grant period insurance coverage with the following minimum coverage:

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.

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 or this agreement.

Builders' Risk Insurance for Capital grants : During the course of construction, Grantee shall secure insurance to include protection against direct physical loss or damage, including fire and theft, in an amount sufficient to cover replacement value of all Improvements.

For the full requirements, see appendix. You are strongly advised to read the requirements in their entirety prior to applying.

WILL WE HAVE TO SUBMIT PERFORMANCE REPORTS?

Yes. All recipients of a City of Santa Barbara Human Services/CDBG grant will have to submit quarterly performance reports outlining accomplishments relative to program goals, client demographic data and verification of expenses.

HOW ARE GRANT FUNDS DISBURSED?

Grant funds are disbursed on a quarterly basis. The first payment is disbursed upon execution of a grant agreement and subsequent payments are issued after the City has received and approved the performance report.

Capital grants are paid on a reimbursement basis upon review and approval of documented expenses.

HOW TO APPLY

HOW DO I APPLY FOR A GRANT?

Applications will be submitted electronically via Zoomgrants, a web-based grants management program. To access the application you must *first* visit the City website at www.SantaBarbaraCA.gov. A link to the Human Services/CDBG program will be posted on the homepage from which you will be able to access ZoomGrants and create your application.

Once you've created an application you will be able to access your own application directly through Zoomgrants at www.ZoomGrants.com. The City will not accept hardcopy, faxed, or emailed applications or attachments.

CAN I SUBMIT MORE THAN ONE APPLICATION?

Yes. A separate application must be submitted for each program for which you are seeking funding. Also, you may submit both a Human/Public Services and Capital Grant application.

WHAT ARE MEASURABLE OUTCOMES?

This is the single most important item of your application and due emphasis should be placed in developing solid Measurable Outcomes.
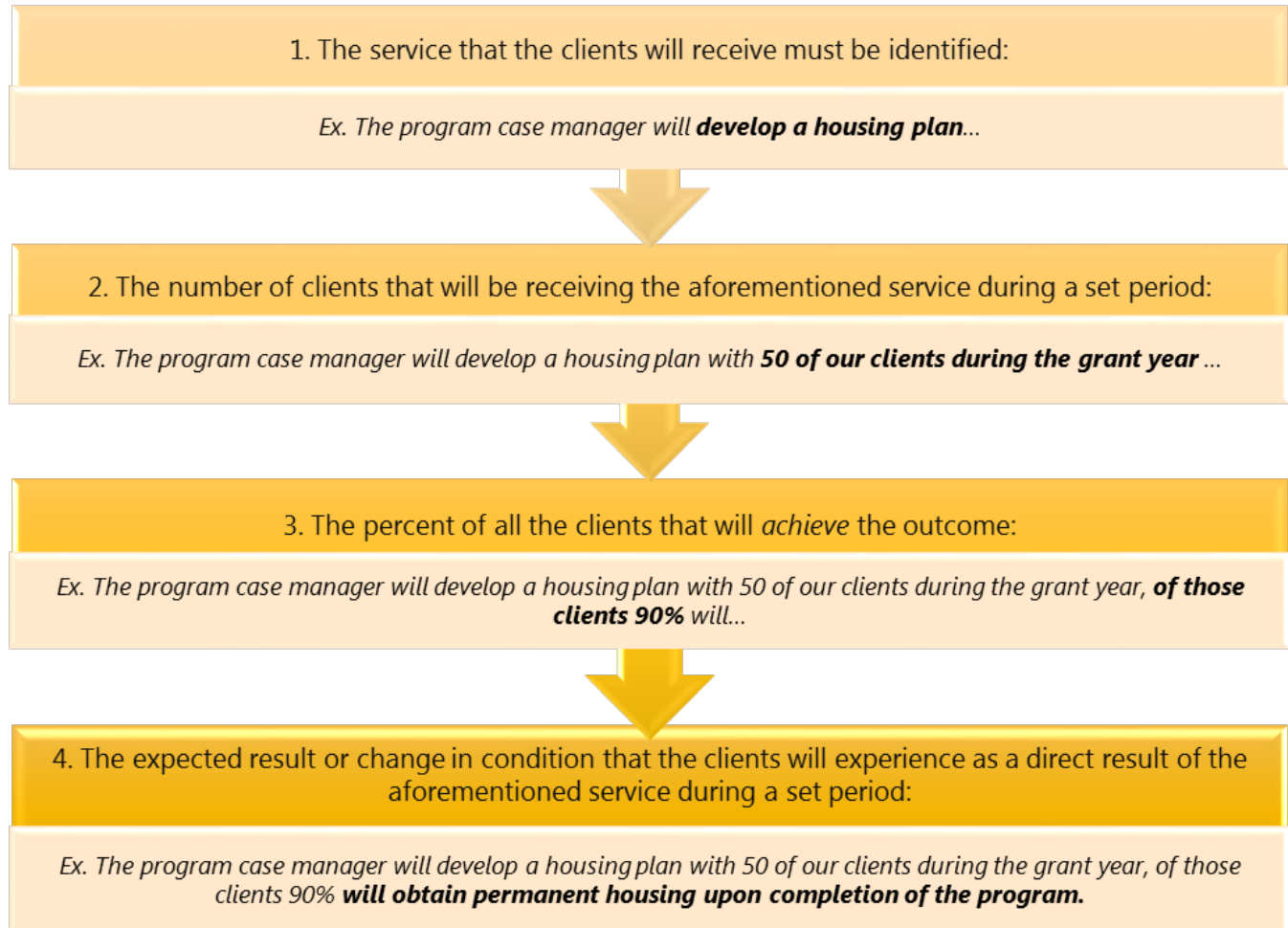
Measurable Outcomes are specific and realistic *results or changes* that your client will experience from being in your program or receiving your service.

Measureable Outcomes have four components:

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

Ex. 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:

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

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

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

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

Examples of acceptable measurable outcomes:

✓ By completion of this program 60% out of 100 students receiving after-school tutoring will show improvements in their grade point average.

✓ Out of 260 persons graduating from our detox program, 85% 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, 67% will attain placement in employment or post-secondary education within 6 months of entering the program.

WHAT ARE UNACCEPTABLE MEASURABLE OUTCOMES?

Do not confuse "Outcomes" with "Outputs". An **Output**, is simply a unit of service or statement of process.

An example of an output is to "provide case management for 500 unduplicated homeless people". This is not an acceptable measurable outcome because it does not state the *result* that the client will experience from receiving case management.

Also, be aware of confusing program outcomes with program efficiency or effectiveness, i.e. increase recruitment of volunteers or improved client satisfaction results. While these are important factors for an organization to evaluate as part of its ongoing effort to improve itself, the measurable outcomes section of this 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 outcomes because, while they are stating the units of service the program will provide, they do not show the results or behavior changes or benefit that the client will experience.

Improperly completed or stated outcomes may affect your funding request. If you have questions, <u>call</u> OR <u>email</u> CD Programs staff.

ARE THERE ATTACHMENTS REQUIRED AS PART OF OUR APPLICATION?

The following attachments are required to be submitted as part of your application:

• Organization Budget

• Program Budget if different from Org. Budget

• Organizational Chart

• Fee Donation Schedule – If applicable

- Board of Directors Roster

- Board of Directors Meeting Minutes

- Application Approval and Declaration

- Financial Reports

- IRS 990 tax return

- IRS Tax-Exempt Status letter*

- California Franchise Tax Board letter*

- Articles Of Incorporation*

*Not required if organization is a current recipient of City HS/CDBG grant funds. Upload memo stating documents are already on file with the City.

HOW DO I SUBMIT REQUIRED ATTACHMENTS TO THE APPLICATION?

Attachments that require the use of a City-provided template are as follows:

- Program and Organization Budget

- Board of Director's Roster

- Application Approval and Declaration

The required templates are available through ZoomGrants in the "Documents" section. To download the required template from ZoomGrants, click on the "Download Template" link, which is located immediately below the name of the form. You will need Adobe Reader in order to fill in the templates.

You must save a copy of each template directly to your computer before filling it in. Name the file in such a manner that identifies your organization and/or program, ex: Organization-Board-Directors-Roster.pdf . Once you have entered your information you can upload the completed attachment into ZoomGrants by clicking on the "Upload" button.

After you have successfully uploaded your file and REFRESHED your browser, you will see your file listed in the Uploaded Documents column on the ZoomGrants page.

Documents that do not require use of a template may be uploaded in any format Word, Excel, pdf, jpg, etc. .

If any documents are not available before the application due date ex. Board Minutes , you must upload a memo explaining the delay and provide an estimated submission date.

If your audit or Form 990 Tax Return are incomplete at time of submission, see the audit and tax return Requirements section of this FAQ.

MULTIPLE APPLICATIONS: DO WE SUBMIT MULTIPLE COPIES OF THE REQUIRED ATTACHMENTS?

Applicants may submit *one* copy per organization for the following:

- Board of Director's Roster Sheet.

- Financial Audit Report.

- IRS 990 Tax Return.

- IRS Federal Tax Exempt status letter.

- State of California Franchise Tax Board letter attesting exempt status.

- Articles of Incorporation stamped by CA. Secretary of State .

Additional applications must include a memo stating with which application the aforementioned attachments can be located. All other attachments are mandatory for EACH application, i.e. Organization and Program Budget.

A SPECIFIC ATTACHMENT DOES NOT APPLY TO MY APPLICATION. WHAT SHOULD I DO?

Upload a memo referencing the attachment name and provide a brief explanation as to why the attachment will not be submitted. A memo submitted in lieu of the required document is subject to CD Programs staff approval.

Memorandums may not be submitted in lieu of audit/tax return requirements. If your organization's audit/tax return is not complete before the application due date, please see the Audit Requirements section of this FAQ. **Do not submit outdated prior year audits/tax returns, otherwise your application will be considered incomplete and your score could be affected.**

WHAT TIME PERIODS DO I REPORT ON WHEN COMPLETING THE APPLICATION?

The chart below explains the time periods covered by the application. Prior Year data must be *actual*, i.e. financial data corresponds to Prior Year audited actual financials, as opposed to budgeted data. Any client data must correspond to your final report submitted to the City during the prior fiscal year for previous Human Services/CDBG grant recipients .

Current Year data should be what your organization projected for the current fiscal year ending June 2020 If you are a current grant recipient, your information should correspond to your grant agreement with the City.

PRIOR YEAR: July 1, 2019 – June 30, 2020 or your Organization's prior Fiscal Year
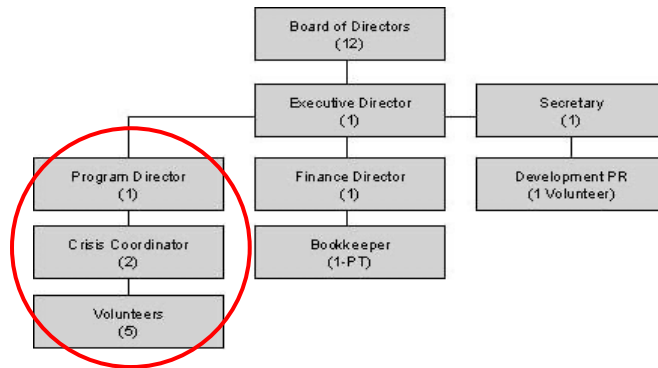
CURRENT YEAR: July 1, 2020 – June 30, 2021

PROPOSED YEAR: July 1, 2021 – June 30, 2022

WHAT SHOULD THE ORGANIZATION CHART SHOW?

It should show all positions within your organization and circle the proposed program as it relates to the whole organization.

Insert the number of persons within each position. For example:

WHEN ARE APPLICATIONS DUE?

You may submit applications until 4:30 p.m. December 18, 2020.

The Zoomgrants program will close at exactly 4:30 p.m. and no further submittals or edits will be allowed. If you have not submitted the application by then it will not be accepted.

Got more questions?

📞 (805) 564-5461

✉ ldrewes@santabarbaraca.gov or estotts@santabarbaraca.gov

For technical assistance call Zoomgrants Customer Service: 1-866-323-5404

CAN I SUBMIT MY APPLICATION EARLY?

Applicants are highly encouraged to submit applications early. As a courtesy, CD Programs staff will make every effort to review early submittals and provide feedback. You may edit your submitted proposal until the deadline.

If you submit the application too close to the deadline, CD Programs staff cannot guarantee that they will have time to provide feedback. You are still encouraged to submit your proposal early, however, as there will be heavy user volume on Dec. 18 that could delay your ability to submit before the Zoomgrants system closes.

I SUBMITTED MY APPLICATION EARLY AND MADE EDITS, DO I HAVE TO RESUBMIT THE APPLICATION?

No, once you have hit the "Submit Now" button your application has been submitted. Any changes you make to the application until 4:30 p.m. on Dec. 18 will be saved. Once the deadline has passed you will be unable to make any further edits.

APPLICATION REVIEW

WHAT HAPPENS AFTER THE APPLICATION DEADLINE?

The Community Development and Human Services Committee CDHSC , a City Council appointed committee will review the applications, interview organizations and make funding recommendations to the City Council. The City Council makes final decisions on funding.

WHAT IS THE SCHEDULE FOR REVIEW, INTERVIEWS AND APPROVAL?

CD Programs Staff Reviews Applications	Upon Submission
Applications Reviewed by CDHSC	January 2021
Additional Information may be Requested	Late January – early February 2021
CDHSC Meeting to Rank Applications	February 13*, 2021
CDHSC Final Vote on Recommendations	February 25, 2021
Recommendations Made Public	February 28, 2021*
City Council Public Hearing on Committee Recommendations	Tuesday, March 24*, 2021 6:00 P.M., Council Chambers

Got more questions?

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✉️ ldrewes@santabarbaraca.gov or estotts@santabarbaraca.gov

For technical assistance call Zoomgrants Customer Service: 1-866-323-5404

Dates marked with an asterisk * are tentative and may be adjusted based on the number of applications submitted and Council's meeting availability.

WILL THERE BE APPLICANT INTERVIEWS THIS YEAR?

Normally the CDHSC interviews applicants in late January and early February. Due to COVID-19 requirements prohibiting large gatherings, which will likely still be in place in this time, an alternative format to applicant interviews will take place for this year.

In place of meeting to conduct the interviews, the committee will meet virtually to state any questions they would have posed to applicants during an in-person interview. Applicants may view the meeting virtually, but attendance will not be mandatory. Staff will relay the questions to the applicants in Zoomgrants and will allow applicants to respond in Zoomgrants prior to the committee's deliberation meeting of February 13, 20210. All applications are public record, and any additional questions and responses will be part of that public record.

HOW IS MY APPLICATION EVALUATED?

Each applicant will be scored based on the written application. 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 e.g. racial, ethnic, socioeconomic, etc. , and level of involvement;

- **Program**: Bi-cultural/bi-lingual staff, quality of service, staff capacity training/experience , program corresponds with the organization's mission, level of program monitoring, outreach strategy;

- **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 organizations, client data provided, composition/diversity of clients, target population, funding request corresponds to the number of clients served; and

- **Finances**: Submittal of budget information/audit/tax return, organization revenue/expenses, percentage of funding sources secured, diversity of funding sources, overreliance on City funds, high amount of year-end excess or deficit funds, justifiable increase or decrease in request from prior year, assets and financial stability of the organization.

For Capital proposals, these additional categories are evaluated:

- **Project Description:** Project is clearly defined, project meets federal/state/local requirements, project is feasible;
- **Project Need**: Whom will benefit from the project; clear identification of need; will project satisfy demonstrated need, does the project align with the mission; and
- **Project Cost:** Itemized cost estimate from a contractor; reasonableness; can project be completed without full City funding; leveraging of other funding.

CAPITAL GRANTS

WHAT TYPES OF PROJECTS ARE ELIGIBLE?

Grants under this category can be used to support a wide variety of activities such as acquisition, rehabilitation, infrastructure improvements, and economic development.

Proposed projects must meet the City's funding priorities for CDBG funds: Activities that improve facilities of organizations that serve low- and moderate-income residents; public infrastructure and parks improvements in low- and moderate-income neighborhoods; and economic development activities that provide self-employment training and small business loans to low- and moderate-income persons.

ARE WE REQUIRED TO DISCUSS OUR PROPOSED CAPITAL APPLICATION WITH CITY STAFF?

Yes. CDBG capital projects have numerous requirements that you should be aware of prior to applying. Prior to submitting an application, contact CD Programs staff to discuss your proposal.

DO I NEED TO SUBMIT 3 BIDS FOR CAPITAL GRANT APPLICATIONS?

No. Only one completed cost estimate for your proposed CDBG project will need to be submitted as part of the application packet.

The completed cost estimate must be from a licensed contractor that includes applicable Davis-Bacon federal wage rates in the determination of the total project budget. Your organization will need to let the contractor know that providing the cost estimate doesn't guarantee they will get the work.

If funded, you will be required to follow federally-mandated formal procurement processes during the grant award year. City CD Programs staff will provide you with guidance through this process.

IF MY CAPITAL GRANT APPLICATION IS AWARDED, WHEN MUST THE PROJECT BE COMPETED?

Recipients of CDBG Capital funds are required to have expended 95 percent of project costs that are to be reimbursed with CDBG funds on or before March 25, 2022. In addition, a "Notice of Completion" must be recorded in the Office of the Santa Barbara County Recorder by this date. On or before April 30, 2022, 100 percent of Project costs that are to be reimbursed with CDBG funds shall be expended.

If a determination is made that the project will not be completed and all CDBG funds will not be expended by grantee and disbursed by City on or before April 30, 2022, the grantee will be required to submit to CD Programs staff its written, formal request for an extension of the Project Completion Date to June 30, 2022.

The Community Development Director, or his designee, shall review each written request for extension of the Project Completion Date on a case-by-case basis.

DEFINITIONS

TERMINOLOGY:

1. Family - All persons living in the same household who are related by birth, marriage or adoption.

2. Household - All persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

3. Income - Entitlement grantees may select any one of the following three definitions of income:

    i Annual income as defined at 24 CFR 5.609;

    ii Annual income as reported under the Census long-form for the most recent available decennial Census; or

    iii Adjusted gross income as defined for the purpose of reporting under Internal Revenue Service IRS Form 1040 for individual Federal annual income tax purposes.

4. Income Limits –

Maximum Income for Various Income Categories 2020

Area Median Income = $87,800

		Family Size*							
		1	2	3	4	5	6	7	8
Median	100%				$87,800				
Very Low	0 - 30%	$25,000	$28,600	$32,150	$35,700	$38,600	$41,450	$44,300	$47,150
Low	31 - 50%	$41,650	$47,600	$53,550	$59,500	$64,300	$69,050	$73,800	$78,550
Moderate	51%-80%	$66,750	$76,250	$85,800	$95,300	$102,950	$110,550	$118,200	$125,800

(rounded to nearest $50.00)

*NOTE: Family size adjustments in each category are based on the percentages below, with family of 4 as the base

Number of persons:	1	2	3	4	5	6	7	8
Adjustment:	70%	80%	90%	Base	108%	116%	124%	132%

For families above 8 add 8% to the adjustment, for example for a family of 9 the adjustment is 140% (132% + 8%)

5. Unduplicated Clients - Clients are defined as recipients of actual services, persons for whom you would maintain a case file. Do not include casual contacts or "facility users" for whom no direct services are provided. An individual who receives assistance is only counted once, regardless of the frequency of visits or the number of times a client accesses program services. For example, a person who receives emergency food each month is only counted as one unduplicated client.

A blank line under Other Characteristics is available for clients not already listed, such as Non-English speaking, Pregnant, HIV-Positive, etc.

Prior Year Client Data must represent the actual should match quarterly reports submitted number of unduplicated people served. Current Year Client Data is a projection of the number of unduplicated people to be served during the current year if you have a Human Services or CDBG contract this year you must use the objective numbers from your contract . Proposed Year Client Data is an estimate of number of unduplicated people to be served during the proposed contract period.

6. Fees/Donations - Payments by clients for receipt of program services be they voluntary or mandatory, are considered program income. Upload a copy of your fee/donation schedule.

7. Homeless - An individual who lacks a fixed, regular, and adequate nighttime residence; as well an individual who has a primary nighttime residence that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations, an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

8. Chronically Homeless - A homeless individual with a disability who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90 days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility. In order to meet the "chronically homeless" definition, the individual also must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months. Each period separating the occasions must include at least 7 nights of living in a situation other than a place not meant for human habitation, in an emergency shelter, or in a safe haven.

- end –

APPENDIX

1. City Nondiscrimination Provisions

2. Financial Management Requirements

3. Insurance Requirements