



COMMUNITY DEVELOPMENT DEPARTMENT

HUMAN SERVICES – CDBG APPLICATION

WORKSHOP

Today's Agenda

- Available Funds
- Criteria & Priorities
- Measurable Outcomes
- Capital Grants
- Application Overview
- Proposal Analysis
- Funding Schedule



Introductory Remarks

- Only use Chat Function to contact the Organizer for technical questions: Lindsey Drewes, Community Development Program Specialist. She can also be reached at ldrewes@santabarbaraca.gov
- There will be a time to ask any questions you may have, to indicate you would like to speak please at that time click the “Raise / Lower Your Hand” icon in the Control Panel. The Organizer will notify you when it is your turn to speak.



Types of Grants

- Public/Human Services - direct social services.
- Capital – Construction and economic development activities.

Estimated Available Funds

- Public/Human Services - \$861,490
- CDBG Capital - \$649,768
- Minimum Grant Amt. - \$9,000
- Grant period July 2021 – June 2022



General Requirements

- Can be found on FAQ
 - Insurance Requirements
 - Non-Discriminatory Provisions
 - Financial Management/Accounting Standards



Funding Criteria

- Benefit low & mod-income residents, per HUD.
- Tax-exempt non-profits, or local units of government.
- Address social/physical needs/conditions.



Funding Criteria

- Identify Measureable Outcomes.
- Marketing strategy.
- Demonstrate support.
- Justify duplicative services.



Funding Criteria

- Demonstrate financial stability:
 - *Diverse public/private sources*
 - *City will not be sole funding source*
 - *Administrative costs reasonable*
 - *Sufficient net assets/reserves to cover liabilities, deficits, or debt.*



Funding Criteria

- City funds benefit City residents only.
- ID service area.
- Pay City Minimum Wage – extra point*.

Funding Priorities - Public/Human Services

1st - Programs that help meet basic human needs - specifically food, shelter/housing, medical (physical and mental);

Funding Priorities – Cont.

2nd - 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.

City Priorities - CDBG

- Homeless assistance for individuals and families, and victims of domestic violence;
- Public facilities and infrastructure; and
- Economic development: self-employment training and small business loans



COMMUNITY DEVELOPMENT DEPARTMENT

MEASURABLE OUTCOMES

Measurable Outcomes

Specific realistic results or changes that your client will experience from being in your program or receiving your service.



Measurable Outcomes

Four Components:

1. Identify the service that the clients will receive:

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

Measurable Outcomes

2. State the number of clients that will receive the service:

The program case manager will develop a housing plan with 50 clients ...

Measurable Outcomes

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

The program case manager will develop a housing plan with 50 clients. Of those clients 90% will...

Measurable Outcomes

4. The outcome or change in condition that the clients will experience as a direct result of the service.
-

The program case manager will develop a housing plan with 50 clients. Of those clients, 90% will obtain permanent housing upon completion of the program.

Measurable Outcomes

Do Not Combine Outcomes

- Outcome 1 – will obtain permanent housing
- Outcome 2 – will obtain employment

Outcome VS. Output

Outcome ⇒ Change or Result from Service

Output ⇒ Unit of Service

Ex. Provide case management for 500 homeless persons



Outcome VS. Efficiency

Efficiency or Effectiveness: Cost or Quality

Ex. Increase recruitment of volunteers or improved client satisfaction results



Test your knowledge

Where was the American Declaration of Independence signed?

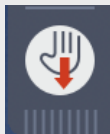
At the bottom.

What ended in 1896?

1895

Check Your Knowledge

Raise and lower your hand to show your knowledge.



Indicates a “Raised Hand”

A raised hand means you agree that the outcome is sufficient and not raising your hand means that you don't believe it is sufficient.





Outcome?

Out of 850 currently staying in shelter, 650 will accept services and help improve their health and housing readiness

- ☹️ ID the Service ⇒ Shelter
- ★ Number Received ⇒ 650
- ☹️ Percent Achieving Outcome ⇒
- ☹️ Outcome ⇒ Accept Services Improve Health and Housing Readiness



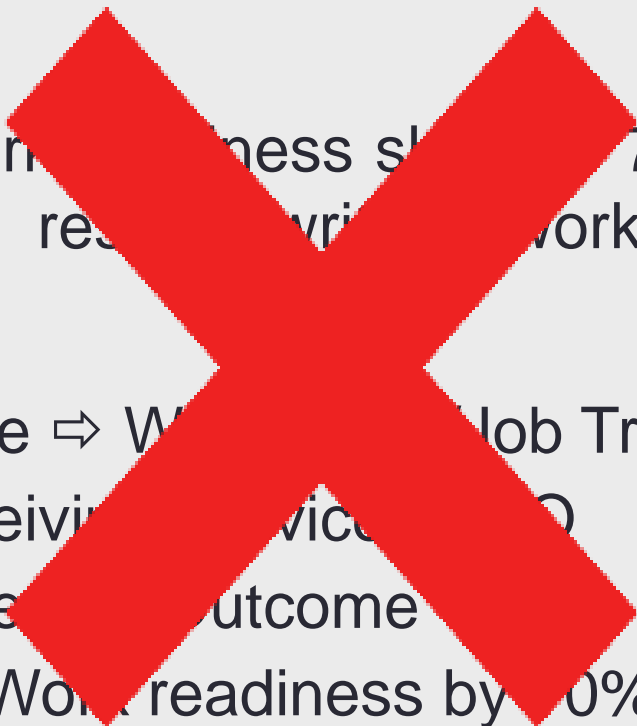
Outcome?

Out of 240 teens participating in our gang-diversion program, at the end of the curriculum 80% will in post-testing be able to identify resistance strategies for avoiding involvement in gangs, drug use, or violence.

- ★ ID the Service ⇒ Gang-diversion program
- ★ Number Receiving Service ⇒ 240
- ★ Percent Achieving Outcome ⇒ 80%
- ★ Outcome ⇒ Identify resistance strategies

Outcome?

To increase workforce readiness by 70% by providing 100 hours of relevant training, workshops, and job training.



- ★ ID the Service ⇒ Workforce Job Training
- ☹ Number Receiving Service
- ☹ Percent Achieving Outcome
- ☹ Outcome ⇒ Work readiness by 70% - add a baseline



COMMUNITY DEVELOPMENT DEPARTMENT

CAPITAL PROJECTS

Eligible Activities

- Acquisition
- New Construction & Rehabilitation (Not housing)
- Installation
- Demolition
- Infrastructure Improvements
- Associated Pre-Development Costs
- Economic Development

Ineligible Activities

- Maintenance/ Repair
- Operating Costs
- Equipment that is not “integral structural fixture”

Capital Applicants

Prior to applying investigate:

- Preconstruction Requirements
- Labor Standards
- Regulatory Requirements (**Permits, Accessibility Requirements, etc.**)
- Feasibility (Cost & Time)
- Expected Completion April 30, 2021



COMMUNITY DEVELOPMENT DEPARTMENT

HOW TO APPLY

How to Apply

- Apply through ZoomGrants
- Submitted electronically
- Separate Public Service and Capital Applications



City Home Page

Most
POPULAR

- Electron Results
- Jobs at the City
- Emergency Preparedness
- Construction Activity
- Recreation Guide
- Council Agenda Packet
- Water Conservation
- Recycling Tips
- News Center

mySB Login 30m

WELCOME

New Bike Lane on Haley Street

The City installed a new bike lane on Haley Street, from Chapala Street to Alamos Street.

Read More

What's **HAPPENING** *What's* **NEW**

November 7, 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				7	8	9
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

NEWS VIDEO

Now Accepting: CDBG Applications

Starting November 11, the City will accept proposals for the fiscal year 2014-2015 Hazard Services and Community Development Block Grant (CDBG)...

Read More



Application Page

FAQ can be found here

City of SANTA BARBARA

City Office - CLOSED this Friday, November 08, 2013.

HOME SERVICES GOVERNMENT BUSINESS HOW DO I CONTACT US

Human Services and CDBG Funding Application

Home » ... » CDBG & Human Services » CDBG Program » Human Services and CDBG Funding Application

Starting November 11, the City of Santa Barbara will accept proposals from eligible applicants for the fiscal year 2014-2015 Human Services and Community Development Block Grant (CDBG) program.

Interested applicants **MUST** attend an organization representative to the MANDATORY Application Orientation and Technical Assistance Workshop:

THURSDAY, NOVEMBER 7, 2013
2:00 - 4:00 p.m.
David Gerhard Public Meeting Room
Community Development Building
630 Garden Street

The City makes available monies from its General Fund to support human services programs that provide direct social services to low income city residents. Also, The City of Santa Barbara receives an annual allocation of Community Development Block Grant funds from the U.S. Department of Housing and Urban Development (HUD). The funds are made available to the City to undertake specific eligible projects and programs that develop a viable urban community

Scroll down to find Zoomgrants link



Log In to Create Application

Existing ZoomGrants™ Users: Email Password Stay logged in? (Admins and Reviewers only) [Forgot password?](#)

HELP RESOURCES ▲▼

Powered by ZoomGrants™

You must be logged in to apply [New ZoomGrants™ Account](#)

City of Santa Barbara

[How do I do this?](#)

Open Programs

New ZoomGrants™ Account

Email
Password
First Name
Last Name
Account Type

- Password must be 8-16 characters and contain at least 1 letter and 1 number
- We do not sell or rent your personal information to anyone. Ever.

Existing users login

Create new account here

Available City grants will show here – click "Apply" button

Resources Tabs

City of Santa Barbara
Community Development Department
City of Santa Barbara 2019-20 Human Services & CDBG Public Service Funds Appl

[Open Programs](#) | [General Information](#) | [Funding Criteria and Priorities](#) | [Restrictions](#) | [Library](#) | [Contact Admin](#)

Library [\[hide this\]](#)

Description	File Name
FAQ	2019-20FAQ.pdf
Common Errors to Avoid	CommonErrorstoAvoid.pdf

Applicant View

[Applicant Information](#) | [Application Questions](#) | [Client Data & Staff Information](#) | [Attachments](#)

Applicant Information



Go to the Library!



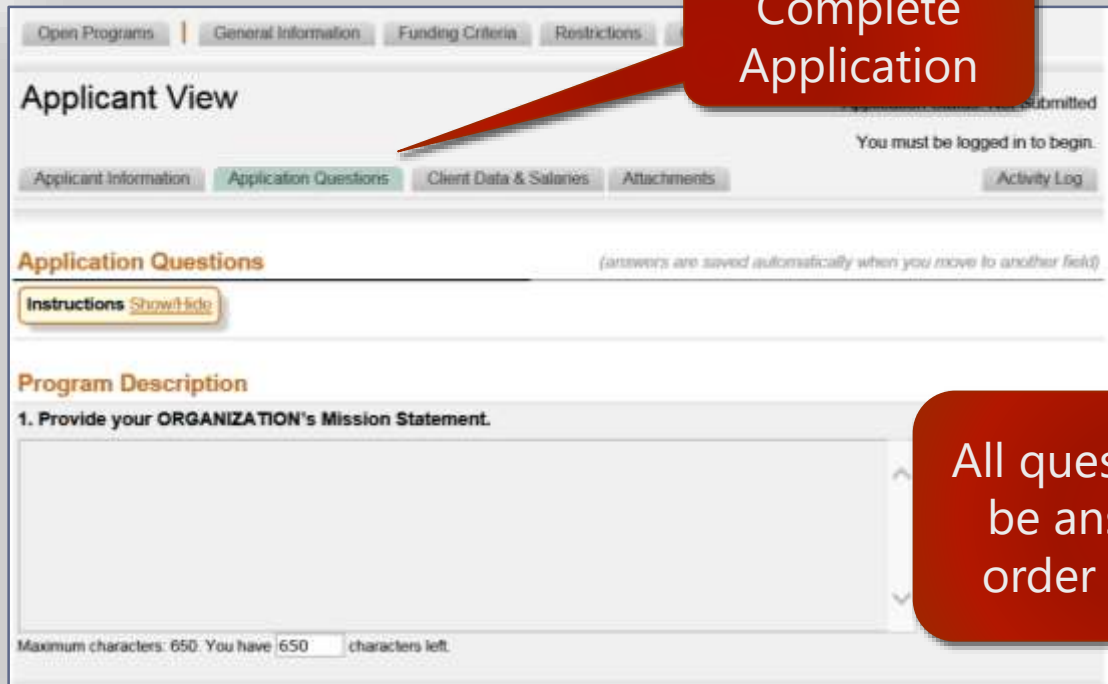
Complete Applicant Information

Fill out
Applicant
Information

Answer all the
questions

All changes save
upon clicking
anywhere on page

Answer Questions



Open Programs | General Information | Funding Criteria | Restrictions

Applicant View

Submitted

You must be logged in to begin.

Applicant Information | **Application Questions** | Client Data & Salaries | Attachments | Activity Log

Application Questions

(answers are saved automatically when you move to another field)

Instructions [Show/Hide](#)

Program Description

1. Provide your **ORGANIZATION's** Mission Statement.

Maximum characters: 650. You have 650 characters left.

Complete Application

All questions must be answered in order to submit

Complete Tables

You must be logged in to begin

Application Information | Application Questions | **Client Data & Salaries** | Add Records

Client Data & Salaries

Instructions [Show/Hide](#)

CLIENT DATA

Provide the unduplicated client counts for program services according to the categories and time periods listed below:

TIME PERIODS	Last Year 2016-2016	This Year 2016-2017	Next Year 2017-2018
AGE			
0 to 10 Years	<input type="text"/>	<input type="text"/>	<input type="text"/>
11 to 19 Years	<input type="text"/>	<input type="text"/>	<input type="text"/>
19 to 62 Years	<input type="text"/>	<input type="text"/>	<input type="text"/>
63 and Older	<input type="text"/>	<input type="text"/>	<input type="text"/>
Age Total	\$	\$	\$
RACE/ETHNICITY			
African American/Black	<input type="text"/>	<input type="text"/>	<input type="text"/>

Client Data & Salaries

Totals recalculate upon refresh

Compensation

Provide the amount of total monetary compensation for the top five (5) personnel in your ORGANIZATION. If your ORGANIZATION and PROGRAM are the same, list top five (5) of PROGRAM.

List top five employees (whether executive, management, or other), starting with highest job title & salary paid. Provide job title only:

Compensation Data	Job Title	Total Compensation
Employee #1	<input type="text"/>	\$ <input type="text"/>
Employee #2	<input type="text"/>	\$ <input type="text"/>
Employee #3	<input type="text"/>	\$ <input type="text"/>
Employee #4	<input type="text"/>	\$ <input type="text"/>
Employee #5	<input type="text"/>	\$ <input type="text"/>
Total		\$ 0

For Capital Only - Project Budget

Applicant View Application Status: Not Submitted
You must be logged in to begin.

[Applicant Information](#) [Pre-Application](#) [Application Questions](#) **[Project Budget](#)** [Client Data & Services](#) [Attachments](#) [Activity Log](#)

You must be approved before continuing.

(passwords are stored automatically when you log in)

Funding Sources/Revenues
Identify each funding source showing the amount and percentage secured for each line item. Use the City-provided AGENCY budget in the Documents section.

Item Description	Proposed Year 7/1/17-6/30/18		
City of Santa Barbara CDBG/PMIS	\$	<input type="text"/>	
County	\$	<input type="text"/>	\$ <input type="text"/>
State	\$	<input type="text"/>	\$ <input type="text"/>
Federal	\$	<input type="text"/>	\$ <input type="text"/>
Foundations/Trusts	\$	<input type="text"/>	\$ <input type="text"/>
Donations	\$	<input type="text"/>	\$ <input type="text"/>
Fund Raising Events	\$	<input type="text"/>	\$ <input type="text"/>
Other	\$	<input type="text"/>	\$ <input type="text"/>
	\$	<input type="text"/>	\$ <input type="text"/>

Project Budget

Organization budget goes under "Attachments"



Upload Attachments

Applicant Information Application Questions Client Data & Salaries Attachments Activity Log

Attachments

Instructions [\[Download Instructions\]](#)

Documents Requested *

Document Name	Required	File Type	Action
1. PROGRAM BUDGET – complete for program. MUST USE TEMPLATE PROVIDED. Download template: Program Budget	Required	-none-	<input type="button" value="Upload"/>
2. ORGANIZATION BUDGET – complete for the Organization. MUST USE TEMPLATE PROVIDED. Download template: Organization Budget	Required	-none-	<input type="button" value="Upload"/>
3. ORGANIZATIONAL CHART – List all the positions within your organization and circle the proposed program as it relates to the whole agency. Insert the number of persons in each position.	Required	-none-	<input type="button" value="Upload"/>
4. FEE DONATION SCHEDULE – if applicable	-none-	-none-	<input type="button" value="Upload"/>
5. BOARD OF DIRECTORS ROSTER. MUST USE TEMPLATE PROVIDED. Download template: Board Roster	Required	-none-	<input type="button" value="Upload"/>
6. BOARD OF DIRECTORS MINUTES - Authorizing submission of application and designation of authorized official	Required	-none-	<input type="button" value="Upload"/>
7. APPLICATION APPROVAL AND DECLARATION - Signed and dated by Board of Directors President AND Agency Executive Director. MUST USE TEMPLATE PROVIDED. Download template: Application Approval and Declaration	Required	-none-	<input type="button" value="Upload"/>
8. Fee Year	-none-	-none-	<input type="button" value="Upload"/>

Use template where indicated
– Save on your computer
before completing

All others:
Word, Excel,
PDF

Click "Upload" button to attach
documents

Attachments

1. Program Budget* – Required
2. Organization Budget* – Required
3. Organizational Chart – Required
4. Fee Donation Schedule – If applicable

Attachments

5. BoD Roster* – Required
6. BoD Minutes – Required
7. Approval and Declaration* – Required

Attachments

8. Financial Reports:

FY **6/30/20** or Calendar Year **12/31/19**

- AUDIT - Revenues over \$2 million
- REVIEW - \$500,000 to \$1.99 million
- COMPILATION - \$499,999 or less

Attachments

8. Financial Reports, Cont.

- Financial Statement & Balance Sheet – only if draft audit is not ready
- MUST include:
 - Letter explaining why report is not available; and
 - Estimated completion date

Attachments

9. IRS 990 Tax Return for 2019

- Or full copy of extension form 8868

10. IRS Tax-Exempt Status letter – **if not on file**

11. California Franchise Tax Board letter – **if not on file**

12. Articles Of Incorporation – **if not on file**

Attachments - Capital

1. Timeline - Required
2. Cost Estimate - Required
3. Plans/Drawings - Required
4. Map - Required

Attachments - Capital

5. Site Plan - Required
6. Photos - at least 4 Required
7. Area Benefit Analysis * – Required if client data is not collected
8. All other attachments same as PS



Submit Proposal

Open Programs | General Information | Instructions | Contact Admin | Announcements

Liz Tests Zoomgrants
Title
\$ 0.00 requested

Application Status: Not Submitted

[Submit Now](#) [Print/Preview](#)

[Find a Grant Writer](#) [Archive this Application](#)

Application Completion [hide this](#)

By entering your initials here you certify this submission truthfully and accurately represents your application and is hereby submitted for review. Submission of this application does not, in any way, guarantee that your application will yield a favorable result. Submission of this application also indicates your agreement to the [terms](#) of using ZoomGrants™.

Some fields are missing answers:

- Applicant Information - Website
- Applicant Information - Application Title/Project Name
- Applicant Information Telephone
- Application Questions Question 1
- Application Questions Question 2
- Application Questions Question 3
- Application Questions Question 4
- Application Questions Question 6
- Application Questions Question 7
- Application Questions Question 8
- Application Questions Question 9
- Application Questions Question 10
- Application Questions Question 11
- Application Questions Question 12
- Application Questions Question 13
- Application Questions Question 14
- Application Questions Question 15
- Application Questions Question 16
- Application Questions Question 17

Click "Submit Now"

Application cannot be submitted if incomplete



Proposal Analysis





Community Development Human Services Committee - CDHSC

- Appointed by City Council
- Analyze merits of competing applications
- Interview applicants*
- Develop recommendations to Council
- Site Visits*



Proposal Evaluation

**100 Pts.
Max**

- Agency
- Board
- Program
- Measurable Outcomes
- Need
- Finances
- Living Wage (if applicable)
- *Project*
- *Need*
- *Cost*



Funding Schedule

December 18, 2020

Application due – Web Site
Closed at 4:30 p.m.
No Exceptions

Jan./Feb. 2021

Written questions provided to
applicants on Zoomgrants

March 23, 2021

Recommendations to City Council
(tentative date)

Technical Assistance

Online: <http://ZoomGrants.com>

Email: Questions@ZoomGrants.com

Deadline

DECEMBER 18, 2020- 4:30 p.m.

NO EXCEPTIONS

Zits



By Jerry Scott and Jim Borgman



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Submit Early

- Staff will make every effort to review applications submitted early
- Corrections will be emailed
- You have until 4:30 p.m. Dec. 18 to make any corrections

Web Site

www.SantaBarbaraCA.gov

- Access application;
- Frequently Asked Questions;
- Common Errors to Avoid

Contact Us

(805) 564-5461

Lindsey x 2624

Email: ldrewes@santabarbaraca.gov

Liz X 5511

Email: estotts@santabarbaraca.gov



COMMUNITY DEVELOPMENT DEPARTMENT

QUESTIONS?



COMMUNITY DEVELOPMENT DEPARTMENT

THANK YOU



COMMUNITY DEVELOPMENT DEPARTMENT

HUMAN SERVICES – CDBG APPLICATION WORKSHOP
