



**DUBLIN**  
CALIFORNIA

**Fiscal Year 2021-2022**  
**City of Dublin**  
**Human Services Grant Program**  
**Application Workshops**

Thursday, December 16, 2020 – 6:00 PM  
Virtual Workshop on Zoom

# Agenda

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1. Review Dublin's Grants Program
2. 2021-22 Application Process
3. Estimated Local and Federal Funding Allocations for Fiscal Year 2021-22
4. Grant Program Policies
5. How to Apply ([ZoomGrants](#))
6. Application Process Recap
7. Questions

# Dublin's Grants Program

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## Funding Sources

- Federal Community Development Block Grant (CDBG)
- City of Dublin General Fund
- Affordable Housing Fund

## Funding Amounts

- Not guaranteed
- Change from year to year based on funding availability
- Determined in spring
- Final Funding Approval TBD – Typically May/June

# Program Priorities

## 2011 Tri-Valley Needs Assessment Findings by Area of Concern \*

1	Behavioral health (mental health and substance abuse)	8	Disabilities
2	Affordable housing	9	Food and nutrition
3	Health care	10	Senior services
4	Workforce development	11	Youth services
5	Homelessness	12	Childcare, early childhood development and education
6	Transportation services and access	13	Changing demographics and growing diversity
7	Domestic violence and child abuse	14	Financial assistance

\*Page 33 Eastern Alameda County Human Services Needs Assessment

# City Council Direction

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- Provided direction on how grant funds should be allocated.
- Target funds based on 2011 Tri-Valley Human Services Needs Assessment.
- Focus on critical human services needs such as food, shelter, and health.
- De-emphasize art-based and school programs that are not directly related to critical human services needs.

# Application Process

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- Applications submitted online **ONLY** via [ZoomGrants](#)
- **Application process opens:** December 11, 2020
- **Application process closes:** January 11, 2021 at 11:59 PM
- NO hard copy, email, or fax submissions will be accepted.
- Live ZoomGrants technical support available (1-866-323-5404) or local support from City (Lauren Marriott: 925-556-4508).

# Application Process

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- Human Services Commission Consideration:  
Thursday, March 25, 2021 at 7:00 PM (*tentative*).
- City Council Consideration Recommendations:  
April 20, 2021 (*tentative*).
- Final Funding Approval  
City Council Budget Hearing  
TBD – Typically May/June  
Funding Available July 2021

# FY 2021-22

## Estimated Allocations

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### Estimated local funding allocations:

#### General Fund

- \$160,000 - funding is **not guaranteed** and is dependent on the status of the City's General Fund

#### Affordable Housing Fund

- Up to \$8,000 – Based on qualifying applications received



# FY 2021-22

## Estimated Allocations (continued)

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### Estimated Federal funding allocations:

- Community Development Block Grant (CDBG)\*
  - **\$92,000** – estimated availability for public services and capital projects. This amount is the net of the estimated annual committed funds for administration & rehabilitation programs, paint grants, and accessibility grants which are not available to applicants for the grants program.

\*Funding subject to change based on amounts awarded by the U.S. Department of Housing and Urban Development (HUD) & Alameda County.

# Application Parameters

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- Demonstrate how the project/program benefits Dublin residents by meeting the City's Mission, Vision, & Values.
- Must address one of the 14 Areas of Concern in the 2011 Tri-Valley Human Services Needs Assessment Report.
- Additional Parameters –
  - Minimum Grant Amount: \$3,500
  - Maximum Grant Amount: \$25,000

# Additional CDBG funding Parameters:

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- One of HUD's Strategic Goals.
- One of HUD's Policy Priorities.
- At least 75% of participants must be at or below 80% of AMI.
- Cannot discriminate in selection of clients.
- Cannot proselytize when providing services.
- Actively collect demographic data from clients served.

# Grant Program Policies

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- Funds must be expended between July 1, 2021 – June 30, 2022.
- Must receive State of CA *approved* non-profit status and Federal Tax Identification number prior to application.
- Must provide valid City of Dublin Business Registration (Business License) number at time of application.
- Must be a community-based organization promoting & providing services to residents/businesses.
- Program must be accessible to the public.
- Must submit certified audit and/or certified financial statements at time of application.
- \*CDBG – DUNS and SAM Registration

# How to Apply

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**ZOOMGRANTS**

## **LINKS:**

**City of Dublin:**

[www.dublin.ca.gov/grants](http://www.dublin.ca.gov/grants)

or

[ZoomGrants](#)



# Documents

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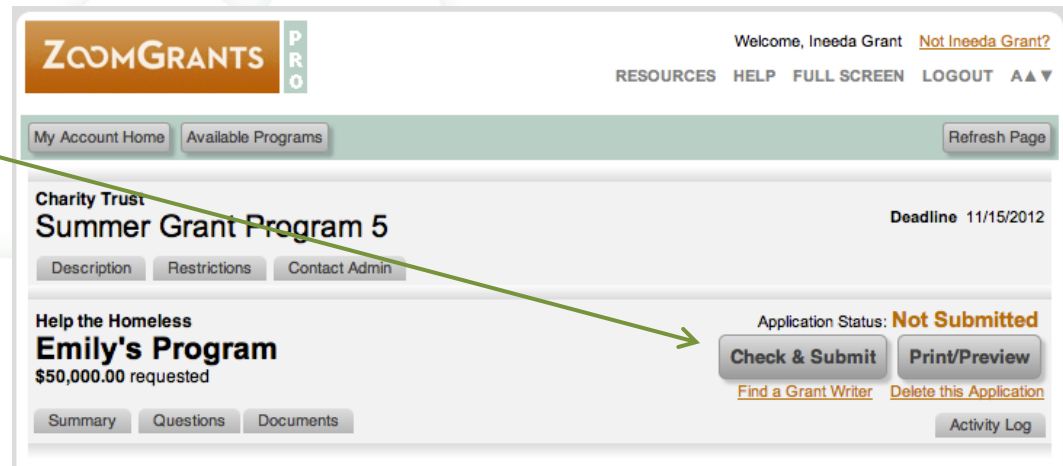
- Program Expense Budget Form
- Financial Information Form
- List of Board of Directors
- Agency Current Annual Budget
- IRS 990 Form or Tax Return
- Designation of Authorized Official
- Authorization to Request Funding
- Proof of insurance
- State Non-Profit Determination Letter
  - Federal TIN

# Proposal Submission

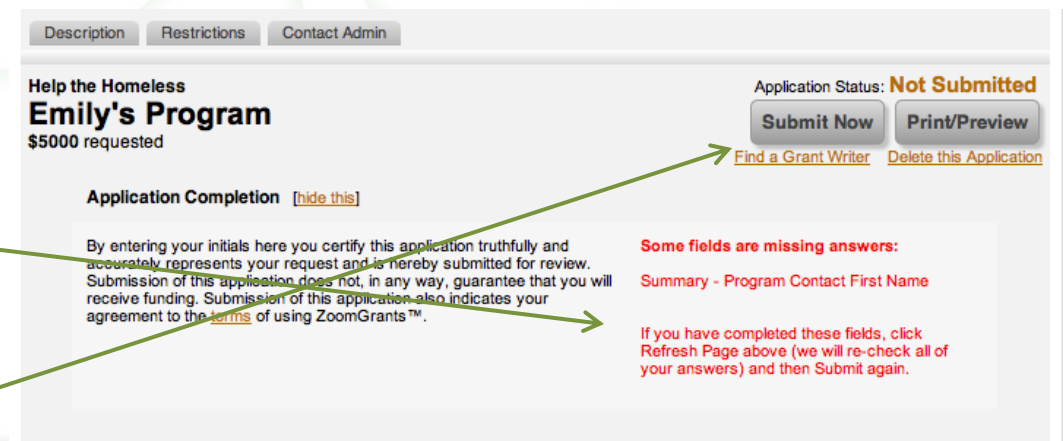
1. When you are ready to submit your application, click “Check & Submit.”
2. Enter your initials to verify that you are officially submitting this proposal and then click outside the field.

*If you have any blank fields, you will not be allowed to submit.*

3. Click 'Submit' to send the application to the City.



The screenshot shows the ZoomGrants PRO user interface. At the top, there is a navigation bar with the ZoomGrants logo, a 'PRO' badge, and user information: 'Welcome, Ineeda Grant' and a link 'Not Ineeda Grant?'. Below this are links for 'RESOURCES', 'HELP', 'FULL SCREEN', and 'LOGOUT'. A secondary bar contains 'My Account Home', 'Available Programs', and a 'Refresh Page' button. The main content area displays 'Charity Trust Summer Grant Program 5' with a 'Deadline 11/15/2012'. Below this are tabs for 'Description', 'Restrictions', and 'Contact Admin'. The primary focus is on 'Help the Homeless Emily's Program' with '\$50,000.00 requested'. It includes tabs for 'Summary', 'Questions', and 'Documents'. The 'Application Status' is 'Not Submitted'. A green arrow points to the 'Check & Submit' button, which is highlighted in grey. Other buttons include 'Print/Preview', 'Find a Grant Writer', 'Delete this Application', and 'Activity Log'.



This screenshot shows the same application page as above, but with the 'Submit Now' button highlighted in grey. A red error message is displayed: 'Some fields are missing answers: Summary - Program Contact First Name'. Below the error message, it says: 'If you have completed these fields, click Refresh Page above (we will re-check all of your answers) and then Submit again.' A green arrow points from the error message to the 'Submit Now' button. Another green arrow points from the 'Submit Now' button to the 'Check & Submit' button in the previous screenshot. The 'Application Status' remains 'Not Submitted'. The 'Application Completion' section is visible, containing a disclaimer: 'By entering your initials here you certify this application truthfully and accurately represents your request and is hereby submitted for review. Submission of this application does not, in any way, guarantee that you will receive funding. Submission of this application also indicates your agreement to the terms of using ZoomGrants™.'

# Who to Contact

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**ZOOMGRANTS**

For technical questions regarding ZoomGrants application:

Website: [ZoomGrants](https://ZoomGrants.com)  
Email: [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
Telephone: 1-866-323-5404

For other questions regarding the grant application, contact City Staff at 925-556-4508 or email:

[HumanServices@dublin.ca.gov](mailto:HumanServices@dublin.ca.gov)



# FY 2021-22

## Grant Application Process Recap

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### Apply through [ZoomGrants](#):

- Create or use your existing ZoomGrants account (“**Summary**” tab).
- Click the “**Apply**” button next to the grant you are applying for (2020-2021 Human Services Grant Program).
- Fill in the requested information about your organization and the program for which you are applying.
- Answer the detailed questions in the “**Questions**” tab (all questions must be answered – enter N/A if the question does not apply, enter “0” where numbers are required).
- Upload all required documents (“**Documents**” tab)
- Submit your proposal no later than **January 11, 2021** by 11:59 PM.

# FY 2020-21

## Grant Application Process Recap (continued)

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- The application period is open from **December 11, 2020** through **January 11, 2021**.
- City of Dublin Business License required!
- Application submittal ends promptly at **11:59 PM on January 11, 2021**. Submit prior to midnight to allow enough time for the application to process.
- Staff & Commission will rank applications using the City Council approved Rating Criteria.
- Human Service Commission Consideration - *tentatively* scheduled for **Thursday, March 25, 2021 at 7:00 PM**. Presentation order will be determined by order application received.



# Important Dates

Important Dates for All Grant Recipients	
Beginning of Fiscal Year	July 1, 2021
Initial Payment for 50% of Grant Allocation	August 1, 2021
1st Quarter reports due (CDBG)	October 15, 2021
Grantee Presentations to Human Services Commission	November 25, 2021
2nd Quarter reports for CDBG & Mid-year Reports for all Others Due	January 15, 2022
3rd Quarter report due (CDBG)	April 15, 2022
Payment for Remaining 50% of Grant Allocation	May 1, 2021
4th Quarter report due for CDBG/End-of-Year report due for all Others Due	July 15, 2022
End of Fiscal Year	June 30, 2022

# Additional Grant Opportunities

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Livermore & Pleasanton coordinate similar grant programs:

For specific information please contact the jurisdictions directly:

- **City of Livermore:** Grace Streltsov, (925) 960-4588  
gcstreltsov@cityoflivermore.net
- **City of Pleasanton:** Steve Hernandez, (925) 931-5007  
shernandez@cityofpleasantonca.gov



# Thank You for Attending!

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## City Staff Contact:

Lauren Marriott

[Lauren.marriott@dublin.ca.gov](mailto:Lauren.marriott@dublin.ca.gov)

[www.dublin.ca.gov/grants](http://www.dublin.ca.gov/grants)

Phone: 925-556-4508

