



Housing & Human Services Grant Program

- 1. Federal Community Development Block Grant (CDBG) Funds*
- 2. Federal HOME Investment Partnership Program (HOME) Funds*
- 3. City Lower Income Housing Funds for Housing*
- 4. City General Funds for Human Services (formerly City Grant)*

APPLICATION PACKET Fiscal Year 2011-12

Application Deadline: **Monday, January 24, 2011, 5:00 p.m.**

Application Checklist

DO NOT return this sheet, the appendices, or any other informational sheets with your application

Provide one (1) original of the following items:

- Agency information and proposal summary page
- Project and Budget Narrative – *not to exceed four (4) pages*
- Capital Expenditure Narrative - *if applicable – not to exceed 1 page*
- Financial Information Form
- If applicable, brief background of staff and those being paid with City of Pleasanton grant funds (*do not exceed one page; attach to Project Budget Form*)
- Project Budget Form
- Performance Measures
- Community of Character Declaration (*signed by Executive Director and Board President/Chair*)
- Collaborating Agency Affidavit(s) (*signed by Executive Director and Project Contact Person*)

Required Attachments: (*if applying for more than one grant, only provide this information once*)

- Agency organizational chart
- List of Board of Directors (*with their contact information*)
- Board of Directors' authorization to request funding
- Board of Directors' designation of authorized official
- Copy of current annual budget for the entire agency
- Copy of most recently submitted IRS 990 (Return of Organization Exempt from Income Tax) form

If a first-time applicant, please submit ONE copy of each item listed below (attach to original):

- Background, experience, purpose, capacity, types of service provided
- Resume or Vita of Executive Director, Program Manager, and Fiscal Officer
- Personnel policies including affirmative action plan and grievance procedure
- Agency audit requirements and copy of last audit
- Type of insurance carried, bonding, workers' compensation
- Articles of Incorporation / Bylaws
- Conflict of Interest Statement (*if not included in Bylaws*)
- State and Federal nonprofit determination letters (*if applicable*)



FY 2011-12 Housing & Human Services Grant Application

Agency Name

Address

Executive Director

Contact Name and Title

Contact Phone and Fax

Contact E-mail Address

Organizational Background:

Private Non-Profit

City Business License #

Public Agency

Tax ID #

List years previously received City funding

Proposal Summary:

(Check all that apply:)

Capital project request

This is a newly created project or activity

Public service request

Requesting one-time "seed" funding

Project Name

Brief Project Summary

Amount of Pleasanton H&HS Grant Funding Requested:

(Match first column total on Project Budget Form)

\$

Total Number of Pleasanton Residents (unduplicated) to be Served by This Project:

To the best of my knowledge and belief, all information and data in this application and attachments are true and correct. No material information has been omitted, including financial information. If funded, I certify that the Agency is willing and able to adhere to policies and procedures specified by the City of Pleasanton, and if applicable, the appropriate program regulations of the U.S. Department of Housing and Urban Development. Further, I understand this is not an agreement for grant funding and cannot encumber funds until the City of Pleasanton and the individual authorized to execute contracts on behalf of the Applicant Agency, has signed the contract, and if applicable, all federal regulations required to approve funding are completed.

Authorized Signature (*sign in blue ink*)

Title

Date

STAFF USE ONLY:

Date Received

App #

Answer each of the questions following the format below, using 8½" X 11" white paper, 12-point type, with 1" margins. The Program and Budget Narratives are not to exceed four (4) total pages. All pages must be consecutively numbered. Please answer each question even if it appears repetitious. If applicable, complete an additional page answering questions regarding Capital requests.

A. Project Narrative - maximum three (3) pages

1. Describe the project for which you are requesting funding, including a brief description of your agency. Describe the problem(s), need(s), issue(s), or other service gaps to support the need for the project/activity in Pleasanton. In addition, supply data such as demographics, reports and/or other information supporting the need for the project **in Pleasanton**. Do not solely cite statistics from your own program to prove need. List the location(s) where the project will be delivered (include a map if applicable).
2. Describe the population you anticipate serving with these funds. How many are Pleasanton residents? Include the type and frequency of outreach efforts and how these efforts are accessible to limited-English speakers. Describe your agency's language access capabilities and how you provide culturally appropriate services.
3. How do you define success in this project? Please list and briefly describe the goals/outcomes that are crucial to the success of your project. What strategies or objectives will the agency use to track the progress of meeting the goal(s)? Describe how participation in this project will change, enhance, or provide lasting improvements in the lives of potential clients.
4. Identify the organizations that your agency works or cooperates with and describe their relevant capabilities that result in greater service integration. Complete the Collaborating Agency Affidavit at the end of the application for each collaborating agency.
5. Provide an explanation of how your programs are accessible to individuals with various types of disabilities.
6. Describe leveraging or sustainability efforts your organization is implementing to maintain current service levels.

B. Budget Narrative - maximum one (1) page

1. Describe how the funds will be used, how this project is cost effective, and how the budget is deemed to be reasonable.
2. If this application does not receive funding, what will be the effect on the project?
3. Does the agency anticipate having any unspent grant funds at the end of the fiscal year? If so, explain why.
4. Complete Financial Information and Budget Forms. (Please specify the total project budget. You must demonstrate that your agency fulfills the required outcome indicator which defines the amount of dollars leveraged by the grant request. If you have any questions, please refer to the instructions for guidance or contact program staff.)

C. Capital Expenditure Narrative - maximum one (1) page, if applicable

1. Provide a detailed budget and scope of work for each capital expenditure or a construction/ rehabilitation budget.
2. Describe how you ascertained these costs.
3. Describe any land tenure issues (e.g., do you own or lease the property, lease terms, etc.).
4. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act? If required, describe how your agency will comply with this regulation (bid requirements, type of wage rate, etc).

Please contact Staff immediately if you have any questions regarding Davis-Bacon requirements!

D. Performance Measures – use attached form

1. Choose ONE item in Indicator 1, 2 and 3 (page 6).
2. Complete all three sections for Indicator number 4 (page 7).

E. Community of Character Declaration and Collaborating Agency Affidavit(s) – use attached forms

Financial Information Form

Additional Project Funding Sources & Staffing Costs

Attach additional sheets if necessary

Additional project funding sources could include, but are not limited to foundations, corporations, individual contributions, events, reimbursements and in-kind contributions. Types of funds are loan, grants, donations, in-kind, etc.

Source	Amount	Type / Use of Funds	Committed?	
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
TOTAL:	\$			

If you are utilizing Pleasanton Housing & Human Services Grant funds to pay for staff costs, please list each employee and the percentage of their salary and benefits that will be paid with the grant funds (include the total monthly and yearly costs).

Position Title	New (Y/N)	% salary & benefits paid for with grant \$	Monthly salary & benefit cost to grant	Yearly salary & benefit cost to grant

Project Budget Form

Attach additional sheets if necessary

Pleasanton H&HS Grant

Total Project Budget

Capital Expenses:

Construction/Rehabilitation	\$		\$
Permits and Fees	\$		\$
Design	\$		\$
Engineering	\$		\$
Acquisition	\$		\$
Other Soft Costs (<i>define</i>)	\$		\$
Other Soft Costs (<i>define</i>)	\$		\$
Subtotal:	\$		\$

Personnel Expenses:

Salaries	\$		\$
Benefits	\$		\$
Subtotal:	\$		\$

Operating Expenses:

Supplies	\$		\$
Printing/Copying	\$		\$
Postage	\$		\$
Telephone	\$		\$
Rent and Utilities	\$		\$
Accounting/Audit	\$		\$
Contracted Services	\$		\$
Other (<i>define</i>)	\$		\$
Subtotal:	\$		\$
TOTAL:	\$		\$

(match to "Amount of Pleasanton H&HS Grant Funding Requested" on page 2)

Budget Prepared By: (Name, Title, Telephone Number, E-mail)

Performance Measures

Page 1 of 2

Agency:

Project:

Activity:

Indicate the goals and priorities that are applicable to this activity (circle all that apply; see Appendix A):

City of Pleasanton FY 2010-14 Consolidated Plan Guiding Principles	1	2	3	4	5	6			
City of Pleasanton FY 2010-14 Consolidated Plan Priorities	1A	1B	1C	1D	2A	2B	3	4	5
HUD Strategic Goals	1	2	3	4	5				
HUD Policy Priorities	1	2	3	4	5	6			
Tri-Valley Needs Assessment (2003) Service Gaps	1	2	3						

1. Objective (select ONE)	2. Outcome (select ONE)
<input type="checkbox"/> Creating a Suitable Living Environment <input type="checkbox"/> Providing Decent Affordable Housing <input type="checkbox"/> Creating Economic Opportunities	<input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability

3. Specific Indicator (select ALL that apply)	
<input type="checkbox"/> Public facility or infrastructure <input type="checkbox"/> Public service <input type="checkbox"/> Targeted revitalization <input type="checkbox"/> Commercial façade treatments or business rehab. <input type="checkbox"/> Brownfields remediated <input type="checkbox"/> Rental units constructed <input type="checkbox"/> Rental units rehabilitated <input type="checkbox"/> Homeownership units constr./acquired w/rehab. <input type="checkbox"/> Business assistance	<input type="checkbox"/> Owner occupied units rehabilitated <input type="checkbox"/> Direct financial assistance to homebuyers <input type="checkbox"/> Tenant Based Rental Assistance (TBRA) <input type="checkbox"/> Homeless shelters <input type="checkbox"/> Emergency housing <input type="checkbox"/> Homeless prevention <input type="checkbox"/> Jobs created <input type="checkbox"/> Jobs retained <input type="checkbox"/> Businesses providing goods or services

Performance Measures

Page 2 of 2

(Both pages must be completed for each project)

4a. Select a common indicator and list the total number of <u>Pleasanton</u> clients you anticipate serving: (SELECT ONLY ONE CATEGORY; DO NOT PROVIDE STATISTICS FOR BOTH)			
Households:		<u>OR</u>	Persons:

4b. List the number of <u>Pleasanton</u> clients you anticipate serving in the following categories: (see App. B)						
Low Income (50%-80%)	Very Low Income (<50%)	Disabled	Female Headed Households	Senior	Youth	Homeless

4c. Break out the number of <u>Pleasanton</u> clients you anticipate serving according to the following race and ethnicity categories:		
Categories	Total number of persons / households in this category	Number of persons / households in this category who are <u>Hispanic</u>
White		
Black/African American		
Asian		
American Indian/ Alaskan Native		
Native Hawaiian or Other Pacific Islander		
American Indian/ Alaskan Native <u>and</u> White		
Asian <u>and</u> White		
Black/African American <u>and</u> White		
American Indian/Alaskan Native <u>and</u> Black/African American		
Other Multi Racial		
TOTAL:		
	<i>(should equal 4a above)</i>	

Community of Character Declaration

The City of Pleasanton, in partnership with the Pleasanton Unified School District, adopted six behavior characteristics that we pledge to model and advance in our community. Pleasanton is fortunate to have a citizenry that is committed to maintaining the standards which make this a wonderful place to live, raise a family, work and play. By adopting these characteristics, we seek to expand our character development efforts by reinforcing those values which foster strong individuals, families, neighborhoods and communities. To underscore the City's commitment to these principles, each City Council meeting begins by calling attention to the behavior characteristics and explaining how they apply throughout the meeting. Also, each characteristic receives special attention during a period of time during the year. Banners displaying the highlighted value are placed at City facilities and schools. Our schools weave these traits "throughout the structures and processes of the entire school curriculum and culture."

RESPONSIBILITY

August - October

- Doing what I am supposed to do
- Always doing my best
- Being accountable for my choices

COMPASSION

November - December

- Being kind to myself, others, and the environment
- Helping others in need
- Being forgiving

SELF-DISCIPLINE

January

- Practicing self-control
- Setting goals and working toward them
- Striving for personal improvement

HONESTY

February

- Telling the truth
- No cheating or stealing
- Being trustworthy

RESPECT

March - April

- Using good manners, not bad language
- Being considerate: honoring the feelings of others
- Dealing peacefully with anger, insults, and disagreements

INTEGRITY

May - July

- Being reliable: doing what I say I'll do
- Having the courage to do the right thing
- Building a good reputation

Applicants for City of Pleasanton Housing & Human Services Grant funding are requested to endorse and abide by the Community of Character principles by signing this declaration.

We attest that the information contained in this FY 2011-12 Housing & Human Services Grant application is accurate and that the funds requested will not supplant any other monies secured by the agency. We further agree that the agency will abide by the precepts of the "Community of Character" as stated.

Signatures:

Executive Director

Date

Board President/Chairperson

Date

Collaborating Agency Affidavit(s)

This form is to be completed by each collaborating organization or agency identified for this project by the applicant agency. Completed forms (signed) must be submitted at time of application. [Complete one form for each collaborating agency; attached additional pages as necessary.]

Collaborating Agency #1: _____
Division / Department: _____
Project Title / Description: _____
Describe Role of Collaborating Agency: (4 lines maximum) _____
Contact Person / Title: _____
Phone / E-mail: _____

We attest that the applicant agency and our organization agree to work collaboratively to implement the proposed project identified in the FY 2011-12 Housing & Human Services Grant application.

Executive Director Date

Project Contact Person Date

Collaborating Agency #2: _____
Division / Department: _____
Project Title / Description: _____
Describe Role of Collaborating Agency: (4 lines maximum) _____
Contact Person / Title: _____
Phone / E-mail: _____

We attest that the applicant agency and our organization agree to work collaboratively to implement the proposed project identified in the FY 2011-12 Housing & Human Services Grant application.

Executive Director Date

Project Contact Person Date

Appendix A:

City of Pleasanton FY 2010-2014 Consolidated Plan Guiding Principles:

Activities and programs supported under the Plan will:

1. Be culturally accessible, appropriate and inclusive
2. Encourage community engagement and involvement
3. Promote energy and resource efficiency
4. Encourage networking and information sharing across service providers
5. Encourage process streamlining
6. Consolidate service delivery

City of Pleasanton FY 2010-2014 Consolidated Plan Priorities:

1. Support and develop a continuum of housing resources that will increase access to low-income, seniors, disabled and homeless persons with emphasis on activities that:
 - a. Increase and maintain transitional housing opportunities with supportive services to increase positive outcomes and stability into permanent housing.
 - b. Preserve and increase affordable rental housing opportunities for low and moderate income households.
 - c. Assist with homeownership opportunities for first-time homebuyers and ensure existing homeowners have safe housing that maintains affordability.
 - d. Promote fair housing and reduce housing discrimination.
2. Improve community health and access to basic and specialty care including dental and optometry care, behavioral and mental health care services particularly for low-income, uninsured and under-insured residents with emphasis on activities that:
 - a. Support the maintenance and expansion of services and programs aimed at wellness and preventative care services.
 - b. Increase outreach and access for underserved populations including limited English speaking persons, youth, disabled, seniors and homeless persons.
3. Increase and maintain affordable and accessible wellness and development opportunities for youth that are age-appropriate.
4. Support and expand programs and opportunities that keep seniors engaged and involved in their community.
5. Foster and encourage innovative programs that meet emerging community needs with emphasis on low-income and underserved populations.

U.S. Department of Housing and Urban Development (HUD) Strategic Goals:

1. Increase homeownership
2. Promote decent affordable housing
3. Strengthen communities
4. Ensure equal opportunity in housing.
5. Promote participation of grass-roots faith-based and other community-based organizations

U.S. Department of Housing and Urban Development (HUD) Policy Priorities:

1. Provide increased homeownership and rental opportunities for low and moderate-income persons, persons with disabilities, the elderly, minorities, and families with limited English proficiency.
2. Improving the quality of life in our Nation's communities
3. Encouraging accessible design features.
4. Participation of minority-serving institutions in HUD programs.
5. End chronic homelessness within ten years.
6. Removal of barriers to affordable housing.

Tri-Valley Human Services Needs Assessment (2003) Service Gaps:

1. Availability of convenient, affordable, high quality health care services, especially specialty health and dental.
2. Access to affordable and high quality childcare and after school programs.
3. Availability of homeless services, such as shelters and transitional housing for families and single adults.

Appendix B:

Income Limits by Household Size, May 2010 U.S. Dept. of Housing and Urban Development (HUD)

Household Size	Extremely Low Income (30% of AMI)	Very Low Income (50% of AMI)	Low Income (80% of AMI)
1	\$19,000	\$31,650	\$45,100
2	\$21,700	\$36,150	\$51,550
3	\$24,400	\$40,650	\$58,000
4	\$27,100	\$45,150	\$64,400
5	\$29,300	\$48,800	\$69,600
6	\$31,450	\$52,400	\$74,750
7	\$33,650	\$56,000	\$79,900
8+	\$35,800	\$59,600	\$85,050

This table is provided to assist with completing applicable questions in the Narratives and Performance Measures sections. The figures in this chart are updated annually by HUD. The City will provide all FY 2011-12 grant subrecipients with the most current data when it becomes available.

Appendix C:

City of Pleasanton Housing & Human Services Grants Prior Year Funding (FY 2010-11)

AGENCY	PROJECT	CATEGORY	FUNDING ALLOCATION:			
			CDBG	HOME	LIHF	Gen Fund
Abode Services	Tri-Valley Hsg Schol Progr case mgmt svcs	Housing Svc			\$15,000	\$10,000
Administration	Administration of grant program by City staff	Admin	\$59,784			
Axis Comm. Health	Automated Patient Messaging System	Capital	\$5,180			
Axis Comm. Health	Health care access for uninsured families	Human Svc	\$8,197			
Axis Comm. Health	Medical care for low-income residents	Human Svc				\$20,000
BACS	Valley Creative Living Ctr mental health svcs	Human Svc	\$8,197			
Child Care Links	Community Services Project	Human Svc				\$20,000
CRIL	Independent Housing Services the Disabled	Housing Svc			\$15,000	\$5,000
East Bay Innovations	Connect University Program	Human Svc				\$6,000
Easter Seals	Community Inclusion Grp for dev disab youth	Human Svc	\$5,000			
ECHO Housing	Housing Counseling / Tenant-Landlord	Human Svc	\$5,000			
ECHO Housing	Housing Counseling / Tenant-Landlord	Housing Svc			\$50,000	
ECHO Housing	Reverse Mortgage Counseling	Housing Svc			\$6,500	
Hope Hospice	Grief Support Center	Human Svc				\$5,000
Legal Asst for Seniors	Legal svcs for Pls seniors thru Senior Ctr	Human Svc				\$14,000
Neighborhood Solutions	Housing Rehabilitation Program	Capital	\$138,139	\$40,000		
Open Heart Kitchen	Hot meal program for low-inc residents	Human Svc	\$5,738			
Open Heart Kitchen	Pleasanton senior hot meals program	Human Svc				\$15,000
Sojourner House (1)	Section 108 loan annual payment	Capital	\$22,235			
Spectrum Comm. Svcs.	Congregate meal program for seniors	Human Svc	\$6,558			
Spectrum Comm. Svcs.	Meals on Wheels program for seniors	Human Svc				\$5,727
The Arc of Alameda Co.	Alternative Ventures Program	Human Svc	\$6,148			
Tri-City Health Center	East County HIV client advocacy	Human Svc				\$15,000
Tri-Valley Haven (2)	Shiloh DV Shelter Handicap Improvements	Capital	\$1,464			
Tri-Valley Haven	Tri-Valley Haven Food Pantry	Human Svc				\$11,425
Tri-Valley Haven	Counseling and restraining order svcs	Human Svc				\$11,424
Tri-Valley Haven	Sojourner House homeless services	Human Svc				\$11,424
Tri-Valley Haven	Shiloh domestic violence shelter / services	Human Svc				\$20,000
Tri-Valley Hsg Opp Ctr	TVHOC facility renovation	Capital	\$27,282			
Tri-Valley YMCA (3)	Adult Day Care program bldg renovation	Capital	(see note)			
TOTAL:			\$298,922	\$40,000	\$86,500	\$170,000
			<u>\$595,422</u>			

NOTES:

(1) Prior commitment for FY 2010-11 funds from FY 2002 allocation process.

(2) Also included \$6,594 in CDBG funds reprogrammed from FY 2007-08.

(3) Funded with \$18,406 in CDBG funds reprogrammed from FY 2007-08.

Part 2: Application Submission and Review Process

This section provides information on the completion of the City of Pleasanton's Housing & Human Services Grant (HHSO) application. The City makes every reasonable effort to inform the community of this funding opportunity and maintains an on-going mailing list of over 100 interested parties. However, we assume no responsibility for failure to inform all interested parties of this opportunity.

The City reserves the right to reject incomplete and unresponsive proposals or deny future funding to applicants that have been unresponsive in carrying out the grant requirements as stated by the City, the U.S. Department of Housing and Urban Development (HUD), and other regulatory agencies. This application opportunity is a solicitation of proposals only; no specific offer of contract or funding is implied. Costs incurred by the respondent in preparation and completion of this application are not the City's obligation and may not be reimbursed through grant funds.

Application Instructions

All agencies seeking HHSO funding must submit a completed Application Packet to the City. If an agency is requesting funding for more than one project, a separate Application Packet must be submitted for each project. The instructions in this manual are general; applicants should refer to the specific instructions in the Application Packet for detailed guidance on preparing a submission.

The Application Packet will be distributed in "hard copy" form to all interested parties. The document will also be made available electronically (e.g., either in .doc or .pdf format with fillable fields). Applicants should answer each question in the application separately using 8½" x 11" white paper, a minimum 12-point font type, and a minimum of 1" margins on all sides. The project and budget narratives must not exceed four (4) total pages. All pages must be consecutively numbered. A response must be provided to each question even if it appears repetitious. If applicable, an additional page should be completed answering questions regarding capital requests.

Applicants are only required to provide one (1) original application with attachments. Additional copies are not required. Staff will prepare the necessary copies for distribution internally, to Commission members, etc.

The due date for submission of applications will be clearly stated in the Application Packet. Any applications that are received after the established date and time will not be considered for funding. Postmarks are not acceptable, and the City will not accept faxed or emailed applications. You may submit the application by mail or deliver it to City of Pleasanton offices at 123 Main Street (Attn: City Clerk). Applications should be addressed as follows:

**Housing & Human Services Grant, c/o City Clerk
City of Pleasanton
P.O. Box 520, 123 Main St.
Pleasanton, CA 94566-0802**



Applicants should refer to the Application Checklist in Appendix A to ensure that the application package is complete. [It is not necessary to return the checklist with the application; this is for applicants' use only.] Failure to comply with any of the requirements stated in the application instructions may result in reduced scoring or elimination from consideration for funding. City Staff will not contact your agency if you fail to submit any portion of the application.

The first page of the packet includes summary information for the applicant and the project for which HHSG funds are being sought. Applicants must specify if they are requesting capital or public service funds. They should also note whether the request is for a newly created project or activity and/or one-time "seed" funding. The City (staff and commissions) will determine which funding source best fits each project in their recommendation to the City Council. Applicants should contact staff with any questions regarding the funding source recommendation.

The second page of the packet consists of an outline for the more detailed information that is required for each application (either in narrative form or on specified forms that are included as appendices to the Application Packet). The outline includes specific instructions for the completion of each section.

A) Project Narrative (*maximum three pages*)

- Describe the project for which funding is sought and including a brief description of the agency. Describe the problem(s), need(s), issue(s), or other service gaps to support the need for the project/activity in Pleasanton. In addition, supply data such as demographics, reports and/or other information supporting the need for the project in Pleasanton. Do not solely cite statistics from your own program to prove need. List the location(s) where the project will be delivered (include a map if applicable).
- Describe the population you anticipate serving with these funds. How many are Pleasanton residents? Include the type and frequency of outreach efforts and how these efforts are accessible to limited-English speakers. Describe your agency's language access capabilities and how you provide culturally appropriate services.
- How do you define success in this project? Please list and briefly describe the goals/outcomes that are crucial to the success of your project. What strategies or objectives will the agency use to track the progress of meeting the goal(s)? Describe how participation in this project will change, enhance, or provide lasting improvements in the lives of potential clients.
- Identify the organizations that your agency works or cooperates with and describe their relevant capabilities that result in greater service integration. Complete the Collaborating Agency Affidavit at the end of the application for each collaborating agency.
- Provide an explanation of how your programs are accessible to individuals with various types of disabilities.



- Describe leveraging or sustainability efforts your organization is implementing to maintain current service levels.

B) Budget Narrative (*maximum one page*)

- Describe how the funds will be used, how this project is cost effective, and how the budget is deemed to be reasonable.
- If this application does not receive funding, what will be the effect on the project?
- Does the agency anticipate having any unspent grant funds at the end of the fiscal year? If so, explain why.
- Complete the Financial Information Form and Project Budget Form.

On the Financial Information Form, applicants should list all funding sources other than what is being applied for within the HHSG application. This is to include, but is not limited to, foundations, corporations, individual contributions, events, and in-kind contributions. Applicants should include the name of the organization, the amount and type of funds, how the agency will use the funding, and if the funds are committed. If a source is uncommitted, the date the agency anticipates receiving approval should be provided. If the applicant is utilizing HHSG funds to pay for staff costs, the Financial Information Form should include a list of each employee and the percentage of his/her salary and benefits that will be paid with HHSG grant funds, including the total monthly and yearly costs to the HHSG program.

On the Project Budget Form, the applicant should provide the budget for the specific HHSG funding request, including staff, services, contracts, office expenses, design, property acquisition, and other soft costs, as applicable. The form should specifically state the percentage of the total project budget that will be spent on administration. The Project Budget Form must also include an outline of the total project budget. [One of the required outcome indicators is the amount of funding that is being leveraged with HHSG dollars; therefore, the City must have information on the total project budget in order to correctly report the leveraging ratio.]

C) Capital Expenditure Narrative (*if applicable; maximum one page*)

- Provide a detailed budget and scope of work for each capital expenditure or a construction/rehabilitation budget.
- Describe how you ascertained these costs.
- Describe any land tenure issues (e.g., do you own or lease the property, lease terms, etc.).



- Will this project require implementation of Davis-Bacon/Fair Labor Standards Act? If required, describe how your agency will comply with this regulation (bid requirements, type of wage rate, etc). [Please contact staff immediately if you have any questions regarding Davis-Bacon requirements.]

D) Performance Measures

Information should be provided on the two-page Performance Measures form provided as part of the Application Packet. Additional information on performance measures is provided below.

E) Community of Character Declaration and Collaborating Agency Affidavit(s)

As a relatively new requirement, applicants for HHSF funding are required to endorse and abide by the City's Community of Character principles by signing the Community of Character Declaration form that is included in the Application Packet. Information on the Community of Character principles is provided in the first section of the manual.

Applicants are also required to complete one or more Collaborating Agency Affidavit forms for each collaborating organization or agency identified for this project by the applicant agency. Completed forms (signed) must be submitted at time of application (one form for each collaborating agency; attached additional pages as necessary).

Performance Measures

The purpose of this section is to allow the City of Pleasanton to gather information from subrecipients to determine how the programs funded by HHSF are meeting local needs and to enable accurate reporting of program outcomes. This information will be reported to City commissions, the City Council, and HUD.

Performance data is collected based on strict definitions established by HUD. On the two-page Performance Measures form, applicants are asked to identify the City Consolidated Plan goals, HUD strategic goals, HUD policy priorities, and Tri-Valley Human Services Needs Assessment service gaps that the project is designed to address. A list of these goals and priorities is found in Part 1 of this manual and is also included in Appendix A of the Application Packet. Applicants should select (by circling) all of the goals / priorities that apply to the project for which HHSF funds are being sought.

Applicants are also requested to provide the following information:

- The HUD-defined objective which most closely pertains to the project. These objectives are provided by directly by HUD, and applicants should check ONE box only. The three choices are: 1) creating a suitable living environment; 2) providing decent affordable housing; or 3) creating economic opportunities.
- The HUD-defined outcome which most closely pertains to your project. As with the objectives, the outcomes are also provided directly by HUD, and applicants should check ONE box only. The three choices are: 1) availability / accessibility; 2) affordability; or 3) sustainability.

- The specific indicator (or output) that most closely pertains to the project. These specific indicators are also provided by HUD and are intended to express the direct products of a project's activities. Applicants should check at least one of the eighteen (18) boxes for specific indicators and may choose more than one if applicable.

The second page of the Performance Measures form requests information regarding the projected beneficiaries of the proposed project for which HHSF funding is being sought.

- Select the common indicator that will be used to track the quantity of beneficiaries served by the project (choose either "households" or "persons"; DO NOT choose both) and list the number of clients (households or persons) that are anticipated to be served by the project.
- List the number of Pleasanton clients (either households or persons) that are anticipated to be served according to the following special needs categories: low income, very low income (see Appendix B for income ranges), disabled, female headed households, senior, youth, and homeless. [Note that the total number may not necessarily equal the total number of anticipated clients listed in 4a above.]
- List the number of Pleasanton clients you anticipate servicing broken down by the HUD-recognized racial and ethnic categories. The first column should list the TOTAL number of clients in each of the HUD-defined racial categories. The second column should list the number of persons in each racial category who claim Hispanic ethnicity (i.e., HUD does not recognize "Hispanic" as a separate race). [In this case, the total number at the bottom of the first column should equal the total number of anticipated clients listed in 4a above.]

Applicants should contact staff if there are any questions regarding the information requested on the two-page Performance Measures form.

Application Review Process

Each application will be reviewed by the City's Human Services Commission (HSC) at its March meeting (the first Wednesday evening in March). A staff report will be prepared a copies of the agenda and report will be mailed to each applicant agency prior to the HSC meeting. A representative of each agency applying for HHSF funds is required to attend the meeting to represent the application. Each applicant will be given a specific time slot and approximately three (3) minutes to give a presentation and receive questions. Applicants are advised to focus their presentations on elements of their projects that are perhaps not readily apparent in the written submission and on addressing any questions posed by the HSC. Following the applicant presentations, the HSC will discuss the applications and vote on a funding recommendation for consideration by the City Council in April.

Applications that have a housing component may also be referred to the City's Housing Commission (HC) for review and recommendation (generally in late February) prior to HSC review. The HC's recommendation will be included in the information provided to the HSC.



If an applicant is requesting funding for a capital project, City staff and/or members of City commissions (i.e., HSC and/or HC) may arrange to make a site visit to review the proposed project in February or March. Applicants are expected to make reasonable accommodations for site visits to ensure efficient and timely review of applications.

City of Pleasanton HHSG funds (from both local and federal sources) are extremely limited. The HSC will consider a range of issues in formulating its funding recommendation and will analyze the proposal against general HHSG funding criteria as well as specific criteria for the federal CDBG and HOME programs. A list of general evaluation criteria is found in Appendix A. In conjunction with these evaluation criteria, the HSC will also consider each individual agency's performance for the current and prior fiscal years, including quarterly performance reports, agency performance in meeting stated project goals and timely use of prior funding allocations.

Following the HSC meeting in March, the HSC's overall funding recommendation will be submitted to the City Council for final review and approval, usually at one of the Council's April meetings (i.e., the first or third Tuesday in April). A staff report will be prepared and copies of the agenda and report will be mailed to each applicant agency prior to the meeting. While the City Council meeting is a public hearing and applicant agencies are welcome to attend and provide comments as applicable, no individual agency presentations are scheduled for the Council meeting. The final list of projects approved for HHSG funding (from the four funding sources) will be included in the City's annual Action Plan that is generally scheduled for review and approval by the City Council in late April or early May.

Staff will send letters to all applicant agencies regarding the disposition of applications and the final funding allocation following the City Council funding allocation meeting.

