



City of Dublin
2013 Community Grants Program
 12/13/2012 deadline

**Chabot-Las Positas Community College District/Tri Valley One Stop Career Center
 City of Dublin Employment and Training Services**

Chabot-Las Positas Community College District/Tri Valley One Stop Career Center

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Project Contact

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Chancellor

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\$15,000 Requested

Submitted: 12/7/2012 4:08:45 PM (Pacific)

Proposal Questions

1 Please describe your organization category (select one of the following):

- Private Non-Profit
 Public Agency
 Other:

2 Please describe your agency's mission (no more than 3 sentences or 250 characters).

To provide resources and services in support of employers and all job, training, and education seekers.

3 For what type of Dublin Grant is your agency applying?

- Capital Project
 Public Service/Program/Project

4 Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.

- Yes
 No

5 Please indicate below if this application is a request for one-time funding and/or "seed" funding.

- One-time funding
 Seed funding
 One-time and Seed funding
 Neither / not applicable

6 If your agency has NEVER received grant funding from the City of Dublin, please describe any other City/County funding received within the last three years (jurisdiction, year, amount, purpose, etc.). Enter "N/A" if you HAVE received Dublin Grants.

N/A

7 Please provide information to justify your agency's capacity to conduct this project (type of management or governing body, fiscal staff resources, skills and experience, etc.).

The Las Positas College/Tri-Valley One Stop management consists of Las Positas College leadership in the form of Vice President of Student Services Diana Rodriguez who oversees all program activities.

Additionally, Rafael Valle acts as the Director of the One Stop and reports directly to Mrs. Rodriguez. All laws and regulations are stipulated via federal law through the Alameda County Workforce Investment Board staff and Board of Directors.

Fiscal staff resources are dictated annually and are dependent on the federal funding allocation administered by the Alameda County Workforce Investment Board.

Vice President Diana Rodriguez has significant years of experiences in planning and negotiations. Furthermore, Rafael Valle has over 3 years of working experience in One Stop operations and holds an advanced degree in counseling.

8 Provide a brief summary of the project for which your agency is seeking funding (no more than three sentences or 250 characters). This text will be used widely during the review and implementation process to describe your project.

To provide workforce development activities to Dublin citizens categorically classified as job seekers, laid off workers/displaced workers, youth, new entrants to the workforce, veterans, persons with disabilities, ex-offenders and services for employers

9 Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.

The Center expects approximately 9,500 unduplicated Dublin residents to be served by this project.

10 Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with?

- Behavioral Health (mental health and substance abuse)
 Affordable Housing
 Health Care
 Workforce Development
 Homelessness
 Transportation Services and Access
 Domestic Violence and Child Abuse
 Disabilities
 Food and Nutrition
 Senior Services
 Youth Services
 Child Care, Early Childhood Development and Education
 Changing Demographics and Growing Diversity
 Financial Assistance
 Other

11 Explain how this project will be implemented, administered, and operated.

Project Dublin will be implemented by skilled career center counselors meeting with Dublin citizens and addressing any barriers the client may be experiencing in finding gainful employment. Administration and operation goals will strictly be monitored by Las Positas College and the Alameda County Workforce Investment Board.

12 Describe in detail the role of Dublin Grant funds in this project (e.g., what specifically will the grant funds be used for?).

Requested funds would be used to provide workforce development activities to Dublin citizens categorically classified as job seekers, laid off worker/displaced workers, youth, new entrants to the workforce,

veterans, persons with disabilities, ex-offenders and services for employers.

This program is an extension of services offered at the Chabot-Las Positas College/Tri-Valley One-Stop Career Center acting in compliance with the Federal Workforce Investment Act of 1998. Examples of services are as follow: Core, intensive training and outreach programs to youth and ex-offenders. Also, in the upcoming year 2013 we are already scheduled to offer resume and tips letter writing workshops at the Dublin library, we are also scheduled to for an initial informational workshop of our services at the Dublin Senior Center in an attempt to support the older population as well.

Core services consist of labor market information, initial assessment of skill levels, job search and placement assistance. Development of Individual Employment Plan, vocational counseling, development of professional resume (s), personalized and video-taped mock interview sessions and feedback, job development and job referrals. Financial assistance addressing mental health concerns, testing services (i.e. typing tests, software assessment skills test, etc.) financial assistance to purchase appropriate textbooks or job-specific equipment/licenses (i.e. tools sets, nursing uniforms, construction steel toe boots, hazmat endorsements, etc.), reimbursement of certain parking fees, reimbursement of certain transportation fees; vocational training programs; job retention services; and on-the-job training (OJT) services.

Intensive services are available to eligible unemployed individuals who have completed at least one core service, but have not been able to obtain employment, or employed individuals needing additional services to obtain or keep employment that will lead to personal self-sufficiency.

13 Please list and briefly describe the outcome measures that are crucial to the success of this project. What strategies or objectives will your agency use to track the progress of meeting the outcome(s)?

The center will track Dublin citizens via our Virtual One Stop System (VOS). Specific services are recorded such as career counseling, resume writing, interviewing workshops. Furthermore, precise trainings are also carefully tracked and accounted for when Dublin citizens need and desire to upgrade their marketable skills.

14 Describe the population your agency anticipates serving with these funds and how they will benefit from the implementation of this project, i.e. seniors, youth, low-income, etc.

The targeted populations to be served are Job seekers laid off workers/displaced workers, youth, new entrants to the workforce, veterans, and persons with disabilities and employers.

How are they benefiting from these services: By providing resources and services in support of employers and all job, training, and education seekers, Dublin residents become more marketable in the job market leading to permanent employment.

15 How is this project culturally appropriate (i.e., describe how it is specifically tailored to the client/customer population served)?

The Las Positas College/Tri Valley One Stop are dedicated to working with all individuals from varied socio-economic statuses and cultural backgrounds. Furthermore, we work in conjunction with the State Unemployment Development Department in order to gain a clearer understanding of the greater east bay area and the citizens which we serve.

An EDD representative in on site one day a week to assist veterans who are in need of unemployment assistance.

And lastly, we have Affinity onsite which works with SSDI and SSI clients.

16 Explain how your agency will outreach to low-income, limited English speakers, and/or disabled persons. How will each of these groups access the project for which your agency is requesting funding?

The primary language other than English most encountered at the center is Spanish. Thus, we have outreach materials in the Spanish language. Furthermore, we have two full time employees and one part time employee that are fluent in Spanish.

In regards to disable persons, one of our partners is the State Department of Rehabilitation which is on site three days a week to assist individuals with disabilities.

17 Identify the organizations that your agency partners with and describe their relevant capabilities that result in greater service integration.

The Tri-Valley One Stop is in partnership with the Employment Development Department and provides mutual assistance to job seekers.

Workability Department at LPC works with students with disabilities; they provide a more personal service by assigning an employee to their students when in need of seeking employment. We also partner with them to ensure a full integration of services is provided.

18 Describe marketing and outreach your organization has done, particularly to Dublin residents. In addition, outline specific collaboration with other service organizations in the City of Dublin or Tri-Valley.

The Las Positas College / Tri Valley One-Stop coordinates with the Dublin Library ongoing basis to conduct various employment related workshops as necessary. We also provide services to the Dublin Federal Correctional Institution and The Santa Rita Jail.

Furthermore, the upcoming year 2013 we have outreach to the Dublin Senior Center in effort to provide services to our senior population as well.

Lastly, anytime we are notified by the Alameda County Workforce Investment Board that a mass layoff will take place in Dublin, We work closely with the employer in order to provide rapid response services to those workers who will be losing their jobs. These services include assistance with unemployment insurance, resume writing, interviewing, job leads and in some instances re-training.

19 Referring to questions 28, 29 and 30, describe the project for which your agency is requesting funding and how this project serves Dublin residents by meeting at least one of the City of Dublin's Mission, Vision, Values, and Strategies.

By allowing and/or increasing the chance of Dublin residents obtaining sustainable employment, the Tri Valley One Stop Career Center is promoting and supporting a high quality of life ensuring safe and secure environment that fosters new opportunities. We are also providing development and positively contributing to the City's fiscal health. And lastly, economic development is taking place by attracting and working with new employers and also by continued working and strengthening existing businesses.

Overall, the project will assist Dublin residents, youth, adults, and seniors, to become economically self-sufficient and to empower them with the skills, tools and resources to remain competitive in a rapidly changing global economy. The Dublin community will ultimately be able to reap the benefits of an educated and competitive workforce.

20 BUDGET NARRATIVE Describe how this project is cost effective and how the budget is reasonable for the anticipated result.

Last year's \$14,000.00 contribution was utilized to offset a total of \$67,349.00 in re-training programs for the 18 Dublin residents. Being that we anticipate another difficult economic year of laid off Dublin workers, the proposed \$15,000.00 would be directly applied to those Dublin citizens most in need of re-training.

21 If this application does not receive funding, what will be the effect on the project?

The Tri-Valley One-Stop Career Center's budget was cut 45% in 2011-2012, it was later reviewed by the Workforce Investment Board and re-adjusted budget by 13.8% from \$393,633 to \$457,000, the current 2012-2013 budget was cut by 2% whereby some Dublin individuals may be unable to get into retraining programs.

The decreased in our budget will ultimately affect Dublin residents and re-training possibilities will strictly be driven by our own budget.

22 Does your agency anticipate having any unspent grants funds at the end of the fiscal year?

- Yes
 No

23 If you answered yes to the preceding question please explain. Enter "N/A" if not applicable.

N/A

24 CAPITAL EXPENDITURE NARRATIVE Is your agency requesting funds for a Capital project (e.g. construction, equipment, furniture, fixtures)?

- Yes
 No. If no, enter N/A for questions 25 & 26, and check Not applicable for question 27

25 If your agency is requesting Capital funding, describe the detailed scope of work for the project. [You will also be asked to attach a budget, photos, designs, site plans, specs, etc. later in the "Documents" tab.] Enter "N/A" if not applicable.

N/A

26 If your agency is requesting Capital funding please describe any land tenure issues (e.g. does your agency own or lease the property, lease terms, plans for future relocation or expansion, etc.). Enter "N/A" if not applicable.

N/A

27 If your agency is requesting Capital funding, will this project require implementation of Davis-Bacon/Fair Labor Standards Act requirements?

- Not Applicable

- Yes
 No
 Not known (please contact staff immediately if you have any questions regarding Davis-Bacon requirements)

28 PERFORMANCE MEASURES Identify AT LEAST ONE of the City of Dublin's Mission or Vision Statements: (you may choose more than one)

- Promotes and supports a high quality of life which ensures a safe and secure environment that fosters new opportunities.
 Balance history with progress, to sustain an enlightened, economically balanced and diverse community.
 Encourages innovation of City life, including programs to strengthen our economic vitality, supports environments stewardship and sustainability through the preservation of our natural surroundings.
 Promotes active and healthy lifestyle through the creation of first-class recreational opportunities, facilities and programs.

29 Identify AT LEAST ONE of the City of Dublin's Values: (you may choose more than one)

- Building Community by promoting locations and events that brings people of all ages together; providing more venues for family-based activities and fostering heritage and cultural development
 Ensuring a Safe Community by providing high quality police and fire services to insure the safety of the citizens living in the community and providing education and training to residents and businesses that would promote public safety
 Guiding Development to assure that development contributes positively to the City's fiscal health; supports pedestrian-friendly development, transit-oriented development, green building and environmental responsiveness; promotes high quality design and architectural standards in private development and in all public facilities and develops transportation systems that facilitate ease of movement throughout the City
 Governing that commits to openness and responsiveness to the public and community; operates at all times with honesty and integrity; exercises fairness in consideration of issues and provides a high level of customer service; responsiveness from City staff to citizens; embraces technology to improve effectiveness and efficiency and strives to build an informed community through communication
 Relating to Other Communities and Entities by encouraging collaboration and communication with other communities on issues of mutual concern

30 Identify AT LEAST ONE of the City of Dublin's Strategies: (you may choose more than one)

- Pursue economic development initiatives that attract new businesses while strengthening existing businesses
 Continue to strengthen the identity and aesthetic appeal of the downtown
 Create a community that supports environmental sustainability and provides an open space network that ensures environmental protection and provides public access where appropriate
 Develop dynamic and unique community recreational and cultural opportunities in the region
 Develop City-wide communication and outreach programs that provide connectivity with our residents and businesses across several media outlets

31 QUESTIONS 32 THROUGH 44 ARE FOR THOSE AGENCIES INTERESTED IN APPLYING FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING. Are you are interested in applying for CDBG funds?

- Yes. If so, answer questions 32 through 44.
 No. If no, check box here, and check the not applicable box at the end of each question.
 Don't know. If you are unsure, please call the City at (925) 833-6610 and speak to a Staff person that can answer your questions.

32 CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan(LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services & housing? What access accommodations are used? Provide detail.

N/A

33 CDBG ONLY - Identify AT LEAST ONE U.S. Department of Housing and Urban Development (HUD) Consolidated Plan Guiding Principle that relates to your project:

- Be culturally accessible, appropriate and inclusive
 Encourage community engagement and involvement
 Promote energy and resource efficiency
 Encourage networking and information sharing across service providers
 Encourage process streamlining
 Consolidate service delivery
 Not Applicable. I am not interested in qualifying for CDBG funding.

34 CDBG ONLY - Identify AT LEAST ONE U.S. Department of Housing and Urban Development (HUD) Consolidated Plan Goals that relates to your project:

- A) 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:
 *Increase and maintain transitional housing opportunities with supportive services to increase positive outcomes and stability into permanent housing.
 *Preserve and increase affordable rental housing opportunities for low and moderate income households.
 *Assist with homeownership opportunities for first-time homebuyers and ensure existing homeowners have safe housing that maintains affordability.
 *Promote fair housing and reduce housing discrimination.
 B) Improve community health and access to basic and specialty care including dental and optometry care, behavioral and mental health care services especially for low-income, uninsured and under-insured residents with emphasis on activities that:
 * Support the maintenance and expansion of services and programs aimed at wellness and preventative care services.
 * Increase outreach and access for underserved populations including limited English speaking persons, youth, disabled, seniors and homeless persons.
 C) Increase and maintain affordable and accessible wellness and development opportunities for youth that are age appropriate.
 D) Support and expand programs and opportunities that keep seniors engaged and involved in their community.
 E) Foster and encourage innovative programs that meet emerging community needs with emphasis on low-income and underserved populations.
 F) Not Applicable. I am not interested in qualifying for CDBG funding.

35 CDBG ONLY - Identify AT LEAST ONE U.S. Department of HUD Strategic Goal that relates to your project:

- Increase homeownership
 Promote decent affordable housing
 Strengthen communities
 Ensure equal opportunity in housing
 Promote participation of grass-roots, faith-based, and other community-based organizations
 Not Applicable. I am not interested in qualifying for CDBG funding.

36 Identify AT LEAST ONE U.S. Department of HUD Policy Priority that relates to your project:

- Provide increased homeownership and rental opportunities for low and moderate-income persons, persons with disabilities, the elderly, minorities, and families with limited English proficiency.
 Improving the quality of life for our Nation's communities
 Encouraging accessible design features.
 Participation of minority-serving institutions in HUD programs.
 End chronic homelessness within ten years.
 Removal of barriers to affordable housing.
 Not Applicable. I am not interested in qualifying for CDBG funding.

37 CDBG ONLY - Identify AT LEAST ONE Consolidated Plan objective that relates to your project:

- Increase the availability of affordable rental housing for extremely low income (30%), very low income (50%) and low income (80%) households.
 Preserve existing affordable rental housing and ownership for households at or below 80% of Area Median Income (AMI).
 Assist low and moderate income first-time homebuyers.
 Reduce housing discrimination.

- Maintain, improve and expand (as needed) the capacity of housing, shelter and services for homeless individuals and families including integrated healthcare, employment services and other supportive services.
- Maintain and expand activities designed to prevent those currently housed from becoming homeless.
- Build on inter-jurisdictional cooperation to achieve housing and homeless needs.
- Increase the availability of service-enriched housing for persons with special needs.
- Not Applicable. I am not interested in qualifying for CDBG funding.

38 CDBG ONLY - Select ONE Objective that relates to your project (TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?"):

- Creating a Suitable Living Environment
- Providing Decent Affordable Housing
- Creating Economic Opportunities
- Not Applicable. I am not interested in qualifying for CDBG funding.

39 CDBG ONLY - Select ONE Outcome that relates to your project (TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?"):

- Availability/Accessibility
- Affordability
- Sustainability
- Not Applicable. I am not interested in qualifying for CDBG funding.

40 CDBG ONLY - Select ONE Specific Indicator that relates to your project:

- Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- Not Applicable. I am not interested in qualifying for CDBG funding.

41 CDBG ONLY - Please choose a common indicator that your agency will use to track clients (select only ONE):

- Persons
- Households
- Not Applicable. I am not interested in qualifying for CDBG funding.

42 CDBG ONLY - For the category you selected above, provide the total number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving through this project:

N/A

43 CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients your agency anticipates serving in each category. "If none, please enter "0".

- Low Income (50%-80% AMI; please refer to the Income Limits chart at www.dublin.ca.gov/housing/incomelimits)
- Extremely Low Income (<30% AMI; please refer to the Income Limits chart at www.dublin.ca.gov/housing/incomelimits)
- Disabled
- Female Headed Households
- Senior
- Youth
- Homeless
- N/A Not Applicable. I am not interested in qualifying for CDBG funding. (Type N/A)

44 CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. The sum entered below must match the total clients entered in #42 above. Per HUD "Hispanic" is an ethnicity, not a race. "If none, please enter "0"

- White
- White + HISPANIC
- Black/African American
- Black/African American + HISPANIC
- Asian
- Asian + HISPANIC
- American Indian/Alaskan Native
- American Indian/Alaskan Native + HISPANIC
- Native Hawaiian/Other Pacific Islander
- Native Hawaiian/Other Pacific Islander + HISPANIC
- American Indian/ Alaskan Native and White
- American Indian/ Alaskan Native and White + HISPANIC
- Asian and White
- Asian and White + HISPANIC

<input type="checkbox"/>	Black/African American and White
<input type="checkbox"/>	Black/African American and White + HISPANIC
<input type="checkbox"/>	American Indian/Alaskan Native and Black/African American
<input type="checkbox"/>	American Indian/Alaskan Native and Black/African American + HISPANIC
<input type="checkbox"/>	Multi Racial + HISPANIC OR other Multi Racial
<input type="checkbox"/>	N/A Not Applicable. I am not interested in qualifying for CDBG funding. (Type N/A)

45 If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- #1 - This program/project has the highest priority for funding within the organization, agency, district or entity.
- #2 - This program/project has the 2nd highest priority for funding within the organization, agency, district or entity.
- #3 - This program/project has the 3rd highest priority for funding within the organization, agency, district or entity.
- #4 - This program/project has the 4th highest priority for funding within the organization, agency, district or entity.
- #5 - This program/project has the 5th highest priority for funding within the organization, agency, district or entity.
- #6 - This program/project has the 6th highest priority for funding within the organization, agency, district or entity.
- If you have more than 6 applications per organization, agency, district or entity, check here.

Budget

Funding Sources/Revenues	Budget Amount	Amount Committed
Workforce Investment Act	\$447,199.00	\$447,199.00
	\$0.00	\$0.00
Total	\$447,199.00	\$447,199.00
Funding Uses/Expenses	Budget Amount	Amount Committed
Staff Salaries	\$344,600.00	\$344,600.00
Staff Fringe Benefits	\$41,352.00	\$41,352.00
Facilities Operations	\$55,614.00	\$55,614.00
Employer Services	\$5,633.00	\$5,633.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
Total	\$0.00	\$0.00
Total	\$447,199.00	\$447,199.00

Budget Narrative

We are closely/strictly monitored by the Workforce investment Board regarding our expenses.

The above is a representation of how our expenses are allocated based on current funding levels pertaining to 2012-2013 fiscal year.

Documents

Instructions for Documents Requested

Below you will find a list of documents REQUIRED or requested to complete your application submittal process. Eight (8) documents are REQUIRED FOR ALL grant applications and are indicated by a check mark in the "required" box. The eight REQUIRED documents include: 1) Program Expense Budget for ALL Grants; 2) Financial Information Form for ALL Grants; 3) List of Board of Directors (or governing body) with contact information; 4) Current Annual Budget for the Entire Agency; 5) Copy of most recently submitted IRS 990 form or Tax Return (include complete form); 6) Board of Director's (or governing body's) designation of authorized official; 7) Board of Director's (or governing body's) authorization to request funding; and 8) Proof of insurance carried, including bonding, liability and/or workers' compensation. You should not submit your application until you have attached the REQUIRED documents.

A template is provided for two of the REQUIRED documents. One for the Program Expense Budget and one for the Financial Information Form. You must use these two provided templates. To download the required templates, click on the link "download template" which is located immediately below the name of the form, save the file to your computer, input your project information, save the file with a file name that make sense (ex: AgencyNameBudget.xls) and select "upload." After you have successfully uploaded your file and REFRESHED your browser, you will see your file listed in the "Uploaded Documents" column in the table below.

The "List of the Board of Directors" and "Current Annual Budget for the Entire Agency" do not require use of a City template. You may upload this information in any format (Word, Excel, pdf, jpg, etc).

Additional documents, as identified below, are REQUIRED only if you are applying for CDBG funds or a capital project. These documents do not require you to use a City provided template. You may upload this information in any format.

In addition, there are documents at the end of the list that are provided as a tool for you to use.

The Leveraging Report only applies to CDBG applicants.

The Contact Agreement for Community Support Grants and Housing In-Lieu Grants can be downloaded, completed, and uploaded along with attaching the Scope of Services as outlined in your application.

Reminder - there is a 10 MB file size maximum (approx 500 pages). If you are trying to upload a file that is larger than 10 MB, please split the document into two files, name them appropriately, and upload both files into the appropriate row.

IMPORTANT NOTE: The Zoom Grants System will allow you to submit your application without attaching the REQUIRED documents; however, if documents are missing or incomplete after the application closing date, the City will deem your application "INCOMPLETE" and IT WILL NOT BE CONSIDERED FOR FUNDING.

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grants download template	<input checked="" type="checkbox"/>	Program Expense Budget for ALL Grants
Financial Information Form for ALL Grants (2 pages) download template	<input checked="" type="checkbox"/>	Financial Information Form for All Grants
List of Board of Directors (or governing body) with their contact information.	<input checked="" type="checkbox"/>	List of Board of Directors
Current Annual Budget for the entire agency or program, include where Grant money will fit in	<input checked="" type="checkbox"/>	Copy of Annual Budget for the entire agency
Copy of most recently submitted IRS 990 form or Tax Return (complete form)	<input checked="" type="checkbox"/>	IRS 990 form - Tax Exempt letter from IRS
Board of Directors' designation of authorized official	<input checked="" type="checkbox"/>	Board of Directors Designation
Board of Directors' authorization to request funding	<input checked="" type="checkbox"/>	Board of Directors authorization to request funding PENDING Board of Directors authorization to request funding
Proof of insurance carried, bonding, liability and workers' compensation	<input checked="" type="checkbox"/>	Proof of Insurance
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)	<input type="checkbox"/>	
REQUIRED FOR CDBG ONLY - PERSONNEL POLICIES INCLUDING AFFIRMATIVE ACTION PLAN AND GRIEVANCE PROCEDURE	<input type="checkbox"/>	

- REQUIRED FOR CDBG ONLY - AGENCY AUDIT REQUIREMENTS AND COPY OF LAST AUDIT, HIGHLIGHTING "FINDINGS" SECTION
- REQUIRED FOR CDBG ONLY - ARTICLES OF INCORPORATION AND BYLAWS
- REQUIRED FOR CDBG ONLY - CONFLICT OF INTEREST STATEMENT (if not included in Bylaws)
- REQUIRED FOR CDBG ONLY - STATE AND FEDERAL NONPROFIT DETERMINATION LETTERS (if applicable)
- REQUIRED FOR CDBG ONLY - ORGANIZATION CHART
- REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.
- INVOICE DOCUMENTATION - upload invoice supporting documentation here. Identify your documentation as appropriate, i.e. September invoice, 1st quarter invoice, annual voice, etc.
- REQUIRED FOR CDBG ONLY - LEVERAGING REPORT - this is due with the 2nd quarter report, no later than January 15th.
[download template](#)

* ZoomGrants™ is not responsible for the content of uploaded documents.

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