



# COMMUNITY DEVELOPMENT DEPARTMENT HUMAN SERVICES / PUBLIC SERVICES APPLICATION WORKSHOP

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We'll begin shortly

# Today's Agenda

- Introductory Remarks
- Available Funds
- Criteria & Priorities
- Measurable Outcomes
- Application Overview
- Proposal Analysis
- Funding Schedule
- Q& A

## Types of Grants

- Public/Human Services - Direct Social Services.
- Economic Development – Technical assistance to businesses and microenterprise
- Capital – Public Facilities and Infrastructure

# Estimated Available Funds

- Public Service /Human Services - \$606,178
- CDBG (Incl Capital and Economic Development)- \$617,879
- Minimum Grant Amt. - \$9,000
- Grant periods:
  - *1 Year: July 1, 2023 – June 30, 2024*
  - *2 Year: July 1, 2023 – June 30, 2025*

# General Requirements/Funding Criteria

1. Benefit 51% or greater low & mod-income residents, per HUD.
2. Tax-exempt non-profits, or local units of government. Economic Development applicants may be for-profit entities if they provide technical assistance, advice, and business support services to owners of microenterprises and persons developing microenterprises
3. Address social/physical needs/conditions.

# General Requirements/Funding Criteria

4. Identify Measureable Outcomes.
5. Marketing strategy.
6. Demonstrate support.
7. Justify duplicative services.

# General Requirements/Funding Criteria

## 8. 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.*

## General Requirements/Funding Criteria

9. City funds benefit City residents only.
10. Identify service area where services will be provided.
11. Pay City Minimum Wage – extra point\*.
12. Two year grant priority



## Other General Requirements

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



## Funding Priorities - Public/Human Services

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

## Funding Priorities – Cont.

2<sup>nd</sup> - Proposals that reduce the impact of violence **including the prevention of gun violence and suicide;**

**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



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# **MEASURABLE OUTCOMES**

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## Measurable Outcomes

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

Note: Outcomes are weighted the most when it comes to scoring. 25 out of a possible 100pts.

## Outcome VS. Output

*Outcome* ⇒ Change or Result from Service

*Output* ⇒ Unit of Service

Output Ex. Provide case management for 500 homeless persons

# Measurable Outcomes

Four Components:

1. Identify the service that the clients will receive:

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



## Measurable Outcomes

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

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*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.
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*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

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

# Outcome VS. Efficiency

Efficiency or Effectiveness: Cost or Quality

Ex. Increase recruitment of volunteers or improved client satisfaction results

## Common Application Errors

### Clerical Errors:

- *Most questions during the interview cycle this past year stemmed from clerical errors in applications. These clerical errors can lead to misunderstandings about the organization, program, and application and influence an applications overall score. Please review your applications thoroughly prior to submittal.*

# Common Application Errors

- Demographics

LAST YEAR 2021-2022	THIS YEAR 2022-2023	NEXT YEAR 2023-2024
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

- The numbers in the “**Last Year**” column should match what you previously reported to the City in your Year-End Report if you were a City grant recipient during that period. New applicants enter your own actual client numbers.
- The numbers in the “**This Year**” column will only be through six months of the year as we have not yet completed the fiscal year.
- The number in the “**Next Year**” column should be a projection of how many clients you anticipate serving next year.



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# HOW TO APPLY

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## How to Apply

- Apply through Neighborly
- Submitted electronically
- Separate Public/Human Service and Capital Applications

# Application Page

Click here to  
access the  
application  
and  
applicable  
docs



Services > Housing & Human Services > CDBG & Human Services

## Housing & Human Services

- Affordable Housing +
- CDBG & Human Services**
- Fair Housing
- Rental Housing Mediation Program +

**Contact**

**Lindsey Drewes**  
Community Development Programs  
Specialist  
(805) 897-2624  
LDrewes@SantaBarbaraCA.gov

## CDBG & Human Services

**ATTENTION NONPROFITS: NOTICE OF FUNDING AVAILABILITY**

The City of Santa Barbara will begin accepting applications for Human Services and Community Development Block Grant funds for Fiscal Year 2023-24 starting November 9, 2022. Applications will be accepted until 4:30 PM on December 7, 2022.

Interested organizations are required to attend the applicable mandatory Application Workshop in its entirety. Waivers for this requirement will not be granted. Attendees to this workshop must be staff that are directly involved in preparing grant submissions.

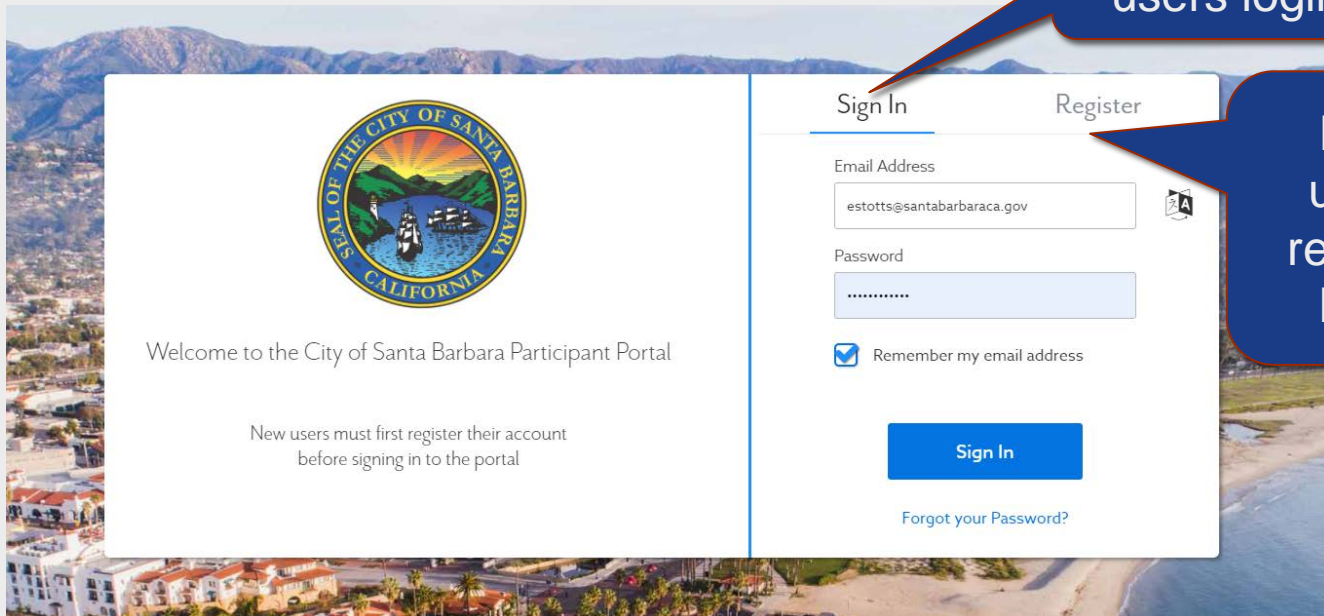
**Mandatory Public Service/Human Service Application Workshop**  
Tuesday, November 8, 2022 - 2:30 p.m.  
David Gebhard Meeting Room | 630 Garden Street

**Mandatory Capital Application Workshop**  
Tuesday, November 8, 2022 - 3:45 p.m.  
David Gebhard Meeting Room | 630 Garden Street

The City's Human Services and Community Development Block Grant (CDBG) programs

<https://santabarbaraca.gov/services/housing-human-services/cdbg-human-services>

# Log In or Register



The screenshot shows a web page for the City of Santa Barbara Participant Portal. On the left, there is a circular seal with the text 'SEAL OF THE CITY OF SANTA BARBARA CALIFORNIA' and an illustration of a harbor with ships. Below the seal, it says 'Welcome to the City of Santa Barbara Participant Portal' and 'New users must first register their account before signing in to the portal'. On the right, there are two tabs: 'Sign In' (selected) and 'Register'. The 'Sign In' form includes an 'Email Address' field with 'estotts@santabarbaraca.gov', a 'Password' field with masked characters, a 'Remember my email address' checkbox which is checked, and a blue 'Sign In' button. Below the button is a link that says 'Forgot your Password?'. A small icon of a person is visible next to the email field.

Existing users login

New users register here

<https://portal.neighborlysoftware.com/CITYOFSANTABARBARA/Participant>

# 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 – Required:

FY **6/30/22** or Calendar Year **12/31/21**

- 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 2021 – Required
  - Or full copy of extension form 8868
10. IRS Tax-Exempt Status letter – Required
11. Ca. Franchise Tax Board letter – Required
12. Articles Of Incorporation – Required
13. W9 Form – Required



# 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

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

# Funding Schedule

**December 7, 2022**

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

**Jan./Feb. 2023**

Interviews and Formulate  
Recommendations

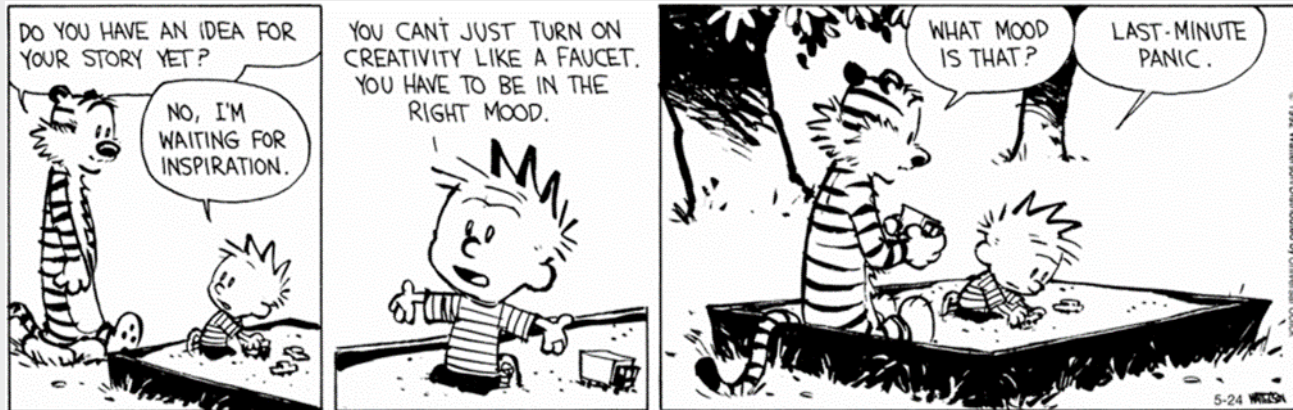
**March 28, 2023**

Recommendations presented to  
City Council (tentative date)

# Deadline

DECEMBER 7, 2022- 4:30 p.m.

**NO EXCEPTIONS**



## Submit Early

- Staff will make every effort to review applications submitted early
- Corrections will be emailed
- You have until 4:30 p.m. Dec. 7 to make any corrections

## Web Site

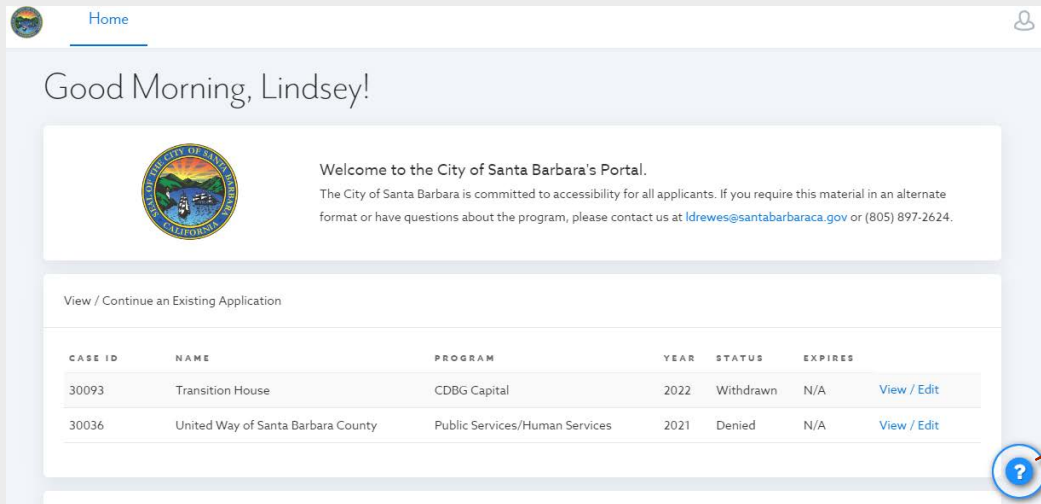
<https://santabarbaraca.gov/human-services-and-cdbg-funding-application>

Access application;

- Frequently Asked Questions;
- Common Errors to Avoid


# Technical Assistance

- Help link on application portal – lower right



Home

Good Morning, Lindsey!


 Welcome to the City of Santa Barbara's Portal.  
 The City of Santa Barbara is committed to accessibility for all applicants. If you require this material in an alternate format or have questions about the program, please contact us at [ldrewes@santabarbara.ca.gov](mailto:ldrewes@santabarbara.ca.gov) or (805) 897-2624.

View / Continue an Existing Application

CASE ID	NAME	PROGRAM	YEAR	STATUS	EXPIRES	
30093	Transition House	CDBG Capital	2022	Withdrawn	N/A	<a href="#">View / Edit</a>
30036	United Way of Santa Barbara County	Public Services/Human Services	2021	Denied	N/A	<a href="#">View / Edit</a>

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HELP!



## Contact Us

Lindsey (805)897-2624

Email: [ldrewes@santabarbaraca.gov](mailto:ldrewes@santabarbaraca.gov)

Myndi (805) 564-5461 x4578

Email: [mhegeman@santabarbaraca.gov](mailto:mhegeman@santabarbaraca.gov)



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**QUESTIONS?**



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**THANK YOU**