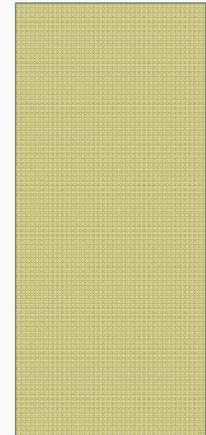




HUMAN SERVICES GRANTS PROGRAM

FISCAL YEARS 2015-19



Request for Proposals Workshop
February 10, 2015



GRANTS WEBSITE

www.smgov.net/ccsgrants

- RFP and Application Forms
- Q&A
- Community Assessments

IMPORTANT DATES AND DEADLINES

(PG. 2)

Question submission deadline	Feb. 23, 2015 (5:00 PM)
Application submission deadline	March 9, 2015 (5:00 PM)
Notification of recommendations for proposal funding	Mid-May 2015
City Council adoption of the HSGP/Specific funding	June 23, 2015
Start of new funding cycle	July 1, 2015

OVERVIEW (PG. 3)

What we're looking for:

1. Services based on evidence-based practices
2. Collaboration
3. High impact outcomes
4. Whatever it takes
5. Positive community relationships (Good Neighbors)

OVERVIEW (PG. 4)

Funds Available

\$7.5M in Operating Grants

- Annual – subject to renewal and Council approval

Funding Sources

- City's General Fund
- Federal Entitlement and Competitive Grant Funds
- Proposition A Funds

OVERVIEW (PG. 5)

Community Needs Assessments

Available from the Human Services Division

- www.smgov.net/ccsgrants
- City Hall, 1685 Main Street,
Room 212

ELIGIBILITY REQUIREMENTS

(PG. 6)

- Nonprofit tax exempt status under IRS 501(c)(3) or Section 23701(d) of the CA State Franchise Tax Code with a minimum of 12 active board members
- Currently registered with the California Attorney General's Office (www.oag.ca.gov/charities)
- Hospitals or educational institutions are also eligible
- City funds cannot be used to teach, advance, advocate or promote any religion

ELIGIBILITY REQUIREMENTS (CONT'D)

- Comply with state and federal regulations
- Demonstrate financial stability; accounting system in accordance with GAAP
- Be located, co-located or have a well-demonstrated presence in Santa Monica
- Receive formal approval of its Board of Directors or governing board to submit a proposal for City funding

SANTA MONICA PROGRAM PARTICIPANTS (PG. 7)

- An individual whose permanent address is in Santa Monica; or
- A student currently attending a Santa Monica public school in the Santa Monica-Malibu Unified School District (SMMUSD); or
- A youth, age 16 – 24, recently enrolled in a Santa Monica-Malibu Unified School District high school that can demonstrate a continued tie to the Santa Monica community; or
- A youth residing in Santa Monica that currently is or has been in the foster care system or has aged out of the foster care system.

SANTA MONICA PROGRAM PARTICIPANTS (CONT'D)

Homeless Households (Individuals or Families)

- Last permanent address is in Santa Monica; or
- Documented as homeless in Santa Monica for five or more years; or
- Vulnerable members of the Santa Monica's workforce; or
- Santa Monica Registry or identified by City staff as high users of City resources and services; or
- Formerly homeless individuals and families who are participating in supportive housing

SANTA MONICA PROGRAM PARTICIPANT (CONT'D)

Opportunity Youth

- Youth aged 16 to 24 years whose permanent address is in Santa Monica; or
- A youth, age 16 – 24, recently enrolled in a Santa Monica-Malibu Unified School District high school that can demonstrate a continued tie to the Santa Monica community; or
- In addition, *two or more* risk factors must be present

TARGET POPULATIONS (PG. 9)

NEW: Defining Low Income Households

In the application, tell us how you define “low income household” and how you document it.

YOUTH AND FAMILIES (PG. 9)

- Early Care & Education
- Community & School Mental Health (Wellness Center model)
- Substance Abuse Education & Treatment
- Opportunity Youth
- College & Career Readiness
- Youth Transportation

SENIORS & PEOPLE WITH DISABILITIES

(PG. 13)

- Intensive and assertive care/case management and support services
- Housing-related support
- Nutrition services
- Socialization, healthy living and community connection
- Paratransit services

PEOPLE WHO ARE HOMELESS

(PG. 14)

- Housing placement – Housing First
- Interim Housing
- Substance use disorder treatment
- Housing stability and retention
- HUD CoC programs
- Services to Homeless Community Court
- Transportation assistance
- NEW: Rapid response outreach (PILOT)

SUPPORT SERVICES TO LOW-INCOME HOUSEHOLDS (PG. 15)

- Economic security & employment assistance
- Primary & preventative healthcare
- Legal Assistance
- Homeless prevention for over-crowded/at-risk households
 - Domestic violence services
 - Family Self-Sufficiency

SELECTION CRITERIA (PG. 17)

- Address a clearly documented and priority need in Santa Monica
- Demonstrate organizational, fiscal and program capacity and agency track record
- Provide comprehensive services, effectively demonstrating long-term impact and quality outcomes
- Provide awareness and access to services, including a strategy for outreach to those who are hardest to reach

SELECTION CRITERIA (CONT'D)

- Measure program effectiveness through sound evaluation practices
- Use best-practice models
- Leverage non-City funds
- Collaborative planning and program operations
- Outreach and co-locate services
- Culturally appropriate and sensitive programming

SUBMISSION REQUIREMENTS

(PG. 19)

- Application should reflect a one-year program
- A separate grant application for each program
- Applications must be complete and adhere to the required format
- Organizations not currently funded by the City must submit the required supporting documents (see Checklist)
- Due 5:00pm on Monday, March 9, 2015

GRANT APPLICATION

OPERATING GRANTS



APPLICATION DOCUMENTS (PG. 20)

- ✓ Application Cover Page (pg. 21)
 - ✓ Signed by authorized official
- ✓ Checklist (pg. 22)
- ✓ Program Plan (pg. 23)
- ✓ Program Budget (pg. 29)

PROGRAM PLAN (PG. 23)

- 10 pages max – be concise
- NEW questions
 - Documentation of low-income households
 - Citations/links to evidence based practices used
 - Promoting housing stability
 - Schedule of any proposed fees

DEMOGRAPHICS OVERVIEW CHART

(PG. 25)

- Clearly define the % of SMPP
- Will be used in Program Budget section to define Cash Match
- Demographics for SMPP only (not total unduplicated program participants)
 - C thru G will NOT total 100%
 - Race/Ethnicity sub-categories should equal 100%

OUTPUTS, OUTCOMES AND ASSESSMENT (PG. 26)

Outcome Assessment

- Tools and methods used to determine the outcomes (examples include report cards, pre- and post-tests)

Examples of Outputs

- # of participants will receive legal consultation
- # of youth/adults will receive intensive case management

OUTPUTS, OUTCOMES AND ASSESSMENT (CONT'D)

Examples of Outcomes

- 60 out of 100 students or 60% will show improved academic performance as demonstrated by comparing first quarter and final quarter GPA at the end of the academic year.
- 60 out of 100 persons with disabilities or 60% will improve or maintain their housing stability as measured by remaining in their own home for 6 months or longer as demonstrated by follow-up contact.

PROGRAM PLAN (CONT'D)

Organizational Capacity (pg. 27)

- Staffing Plan should include ALL staff, interns, volunteers for the whole program
- Staffing Plan should match justifications in Budget Section II: Line Item Detail

PROGRAM BUDGET (PG. 29)

- Separate Program Budget required for each program
- Must correspond with the Program Plan
- Four sections
 - Section I: Budget Summary
 - Section II: Line Item Detail
 - Section III: Non-City Sources Detail
 - Section IV: Agency Funding History and Goals

PROGRAM BUDGET (CONT'D)

NEW

Cash Match

Minimum = 30%

CASH MATCH (PG. 30)

NEW: Cash Match Budget Calculator

- Cash Match vs. Leverage
- Use the Excel document – it does math!
- Use the # of participants from Program Plan Section II

CASH MATCH (CONT'D)

Cash Match Budget Calculator

<u>Percentage of Service to SM Residents</u>		FY 2015-16 Annual Target	
1.	Total Program Participants	100	
1.	Total Santa Monica Program Participants	65	
1.	Percentage of Service to SM residents	65%	
(SM Participants/Total Program Participants)			
CASH MATCH CALCULATION		FY 2015-16 Program Budget	
1.	Total Program Budget	\$ 800,000	(Column A)
1.	Proportion of Budget for SM Residents A x Percentage of Services to SM residents	\$ 520,000	
1.	SM Grant Request	\$ 300,000	(Column B)
1.	Organization's Cash Match to Program: (Line 5 minus Line 6)	\$ 220,000	Cash match must be at least 30%
1.	Cash Match % (Cash Match/Total SM Program Budget)	42%	30

BUDGET SUMMARY (PG. 31)

FY 2015-19 Total Program Budget

Percentage of SM Participants
____%

	A	B	C
	Total Program Budget (= B + C)	SM Grant Funding Request	Non-City Program Funding {A-B}
1A. Staff Salaries	\$0	\$0	\$0
1B. Staff Fringe Benefits	\$0	\$0	\$0
1C. Consultant Services	\$0	\$0	\$0
2. Space/Facilities	\$0	\$0	\$0
3. Equipment Purchase	\$0	\$0	\$0
4. Travel/Training	\$0	\$0	\$0
5. Insurance	\$0	\$0	\$0
6. Operating Expenses	\$0	\$0	\$0
7. Scholarships/Stipends	\$0	\$0	\$0
8. Other	\$0	\$0	\$0
9. Admin. Indirect Costs	\$0	\$0	\$0
10. TOTAL	\$0	\$0	\$0

Total unduplicated Program Participants _____ **0**

(Must be same number as in Demographic Overview Chart of Program Plan)

Cost per Program Participant _____

(Total Program Budget / Total Unduplicated Program Participants)



LINE ITEM DETAIL (PG. 32)

Justifications should be based on TOTAL PROGRAM BUDGET (Column A)

Justifications should include allocation basis and calculations

- Counselor, 0.75 FTE, 100%, \$3,000/month, 12 months
- Utilities – 25 FTE's at site; 5 FTE program (20%); \$1200/mo x 12 mo x 20%

LINE ITEM DETAIL (PAGE 31 OF RFP)

Indirect Administrative Costs

- Must provide a Administrative Budget for the organization
- Must provide a reasonable cost allocation method
- Or federally approved indirect rate

NON-CITY SOURCES DETAIL

(PG. 37)

NEW: Cash Match Detail

FY2015-16 Projected Amount = Total Non-City funds (Column C of Budget Summary)

Committed = Y/N

SM Program Cash Match Amount = how much of this source is allocated to SM participants

Description = what does this source pay for that will be used to serve SM participants

NON-CITY SOURCES DETAIL

(CONT'D)

Section III: Non-City Sources of Program Revenue Detail

Using the chart below, list the non-City sources of funds, projected amounts by funding source, and a description of the services to be provided to Santa Monica participants through the match source. Please note that the total amount for non-City sources should equal the Non-City Program Funding (Column C) in Section I - Budget Summary of the FY 2015-16 Program Budget. The SM Program Cash Match Amount should match the Organization's Cash Match to Program from the Cash Match Calculator.

<u>Program Revenue Sources</u>	FY 2015-16 Projected Amount	Committed (Y/N)	SM Program Cash Match Amount	Description of Cash Match Services to SMPP:
1. Government Grants				
Source	\$		\$	
Source	\$		\$	



AGENCY FUNDING HISTORY AND GOALS (PG. 38)

For the agency as a whole

- Source of funds
- Actual amounts raised in the past two fiscal years
- Projected amounts in FY 2014 -15
- Proposed amounts in FY2015 - 16
- Brief comment on how new funding or reductions might impact the agency in FY 2015-16

CITY WEBSITES

- www.smgov.net/ccsgrants
- www.smgov.net/hsd
- www.santamonicyouth.net
- www.homelessnessaction.smgov.net
- www.smgov.net/senior
- www.smgov.net/accessiblesm

SUBMIT QUESTIONS IN WRITING BY
5PM ON FEB 23

HUMANSERVICES@SMGOV.NET

REQUEST FOR
PROPOSALS WORKSHOP

Q & A

Q&A POSTED TO
WWW.SMGOV.NET/CCSGRANTS

