



CITY OF EAST PALO ALTO

MEASURE C LARGE GRANT PROGRAM

2017 LARGE GRANTS ORIENTATION

AGENDA

WELCOME & INTRO

Q&A/LOGISTICS

ELIGIBILITY

CITY OF EAST PALO ALTO (EPA) GRANTS PROGRAM AVAILABLE FUNDING

- Measure C

FUNDING GUIDELINES

- Policies, Priorities, and Limits
- The Fine Print

EVALUATION

- What Makes a Great Program?
- Community Grants Review Panel (CGRP)
- Measure C Oversight Committee (MCOC)
- Reporting, Closeout, Survey

APPLICATION/DISTRIBUTION OF RFA

- Supporting Documents
- Due Date/Time
- How/Where to Submit

OTHER FUNDING OPPORTUNITIES

CONTACT INFO

CLOSING/QUESTIONS/QUESTIONNAIRE

THANK YOU

WELCOME & INTRODUCTIONS

WELCOME TO THE CITY OF EAST PALO ALTO'S GRANTS ORIENTATION

- KARLA M. PRINCE-CHENG, M.S.Ed., Administrative Grants
Coordinator
- REPORT TO MARIE MCKENZIE, Administrative Services
Director
- MEET & GREET

Q&A LOGISTICS

FAIR ACCESS TO INFORMATION

QUESTION CARDS

- Distribute/Collect during presentation
- Place cards in the black box for later review

SURVEYS

- Place surveys in the black after completed

FOLLOW-UP QUESTIONS

- Email: kprince@cityofepa.org by Tuesday, September 5, 2017, 5:00 pm. Responses will be posted to the City's website – grant section – by Friday, September 8, 2017.



ELIGIBILITY REQUIREMENTS (MANDATORY)

- 501 (c)(3)

- HOLD A CURRENT BUSINESS LICENSE WITH THE CITY OF EAST PALO ALTO IF BASED IN EAST PALO ALTO.

- PROGRAM MUST BE LOCATED IN AND/OR DEMONSTRATE SERVICES TO RESIDENTS OF EAST PALO ALTO.

- PROPOSED PROGRAM MUST SUPPORT THE FUND'S PRIORITY STRATEGIC FOCUS.

AVAILABLE FUNDING

MEASURE C

- MEASURE C – 2007 CRIME FIGHTING ACT
- INITIATED IN 2006 BY THE VOTERS
- FUNDED BY A PARCEL TAX
- SUNSETS IN 2017, NOT RENEWED
- FUNDS DISTRIBUTED TO DATE: \$2.1 MILLION (LARGE /SMALL GRANTS)
- GRANT YEAR: 2017
- MAXIMUM ALLOCATION: \$400,000
- INDIVIDUAL GRANT: UP TO \$163,333
- PURPOSE: MEASURE C FUNDS ARE SOLELY FOR THE PURPOSE OF RAISING REVENUE NECESSARY TO RETAIN AND ENHANCE SERVICES AND PROGRAMS THAT PREVENT VIOLENCE AND CRIME IN THE CITY OF EAST PALO ALTO.
- STRATEGIC FOCUS: YOUTH, or FAMILIES, or EX-FELONS (RE-ENTRY), or DOMESTIC VIOLENCE VICTIMS, and/or SENIORS in the East Palo Alto Community.



FUNDING GUIDELINES

POLICY GUIDELINES

CITY OF EAST PALO ALTO GRANT FUNDS ARE FLEXIBLE AND CAN SUPPORT A WIDE ARRAY OF PROGRAM COSTS THAT ARE IN LINE WITH THE PROPOSED PROGRAM. REALISTIC BUDGETS THAT ADEQUATELY ACCOUNT FOR TRUE COSTS AND THE ASPECTS OF SERVICE THAT ARE KEY TO PROGRAM QUALITY ARE ENCOURAGED.



FUNDING GUIDELINES CONT...

General Guidelines/Priorities:

- The focus of grant requests must be on direct service to target populations
- Administrative fees cannot exceed 15% of the budget request
- Capital items (real or rental) must be for the primary and direct use by target populations
- Property rental must provide space directly needed for programs funded by the grant
- Food costs must be directly related to the direct service to target populations
- All expenditures must be supported with proper documentation such as receipts or invoices
- Applications and proposals must be complete and received on time

Specific Restrictions/Limits:

- Depreciation on buildings or equipment
- Maintenance (Ex: Hot water heater service), utilities (Ex: PG&E, etc.), or facility improvements (Ex: Roof repairs).
- International travel
- Religious worship, instruction, or proselytization
- Activities prohibited by law

For a complete list please visit: www.cityofepa.org

FUNDING GUIDELINES CONT...


THE FINE PRINT

- CONTRACTURAL REQUIREMENTS: You **MUST** sign a Grant Agreement and **MUST** provide proof of Insurance prior to receiving your first payment
- FUNDING METHODS: Ten percent (10%) of your total award is held until completion of the grant. The remaining funds will be divided equally and disbursed quarterly after receipt, review, and approval of Quarterly Reports, with the exception of the first payment. Payments are distributed via postal mail only



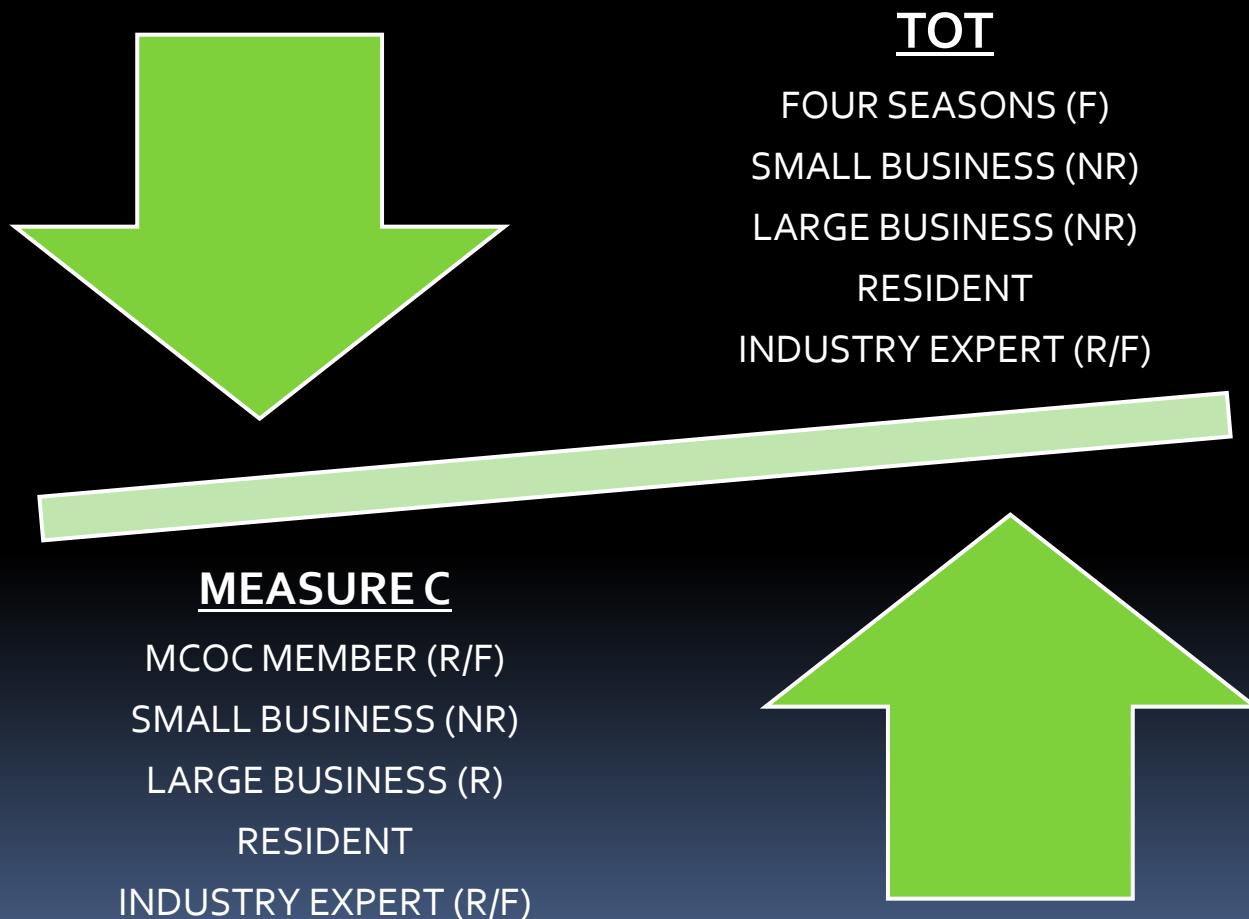
EVALUATION

WHAT MAKES A GREAT PROGRAM?

- SERVES THE TARGET AUDIENCE
 - USES BEST PRACTICES
 - EMBRACES INNOVATION, EXPANDS OPPORTUNITY, LEVERAGES RELATIONSHIPS
 - HAS CAPACITY
 - IS MEASURABLE/HAS IMPACT
 - OFFERS BANG-FOR-THE-BUCK, REALISTIC BUDGET
 - STRIVES FOR LASTING CHANGE OR BENEFITS
- 

EVALUATION CONT...

COMMUNITY GRANTS REVIEW PANEL (CGRP)



EVALUATION CONT...

MEASURE C OVERSIGHT COMMITTEE (MCOC)

MEASURE C OVERSIGHT COMMITTEE (MCOC) – 15 Seats

- Oversight/audit
- Evaluation


REPORTING

- Quarterly Reports – Due quarterly (every three months) during your program. Once reports are received, reviewed, and approved, then payments will be mailed
- Close Out – final narrative, receipts/invoices, budgets, surveys, pictures, demographics, in addition to financial statements, and any other documents related to your program
- Survey – What are you using to get feedback from your clients? And are you using that data to inform future decisions about the direction of your organization? Ties to evidence-based practices. Survey included in your Closeout OR use your own survey.



APPLICATION

HOW TO APPLY – Distribute RFP

- APPLICATION ELEMENTS: The 5 W's;
 - Who?,
 - What?,
 - When?,
 - Where?,
 - Why?, and
 - Checklist
- 

APPLICATION CONT..

(Checklist)

▪ SUPPORTING DOCUMENTS (5):

- Narrative, Work Plan/SOW, Budget; 85% direct services-no indirect costs, Logic Model

▪ COMPLIANCE (2):

- Conflict of Interest (COI)
- Memorandum of Understanding (MOU)

▪ IRS DOCUMENTS (1):

- Last two years filed Tax Returns Form 990 OR 990 Exemption
- 501(c)(3) determination letter or Copy of fiscal agent's 501(c)(3) determination letter

▪ FINANCIALS:

- Organization's annual budget covering 2 years
- Current year-to-date Financial Statements

- Previous Year's Financial Statements
- Matching Funds commitment letter if applicable

▪ OTHER (2):

- Organizational Chart: the chart should include the primary applicants Board of Directors, the entire project team (all partners), and illustrate the relationship between the partners.
- List of Board Members including titles and addresses.
- Name of Executive Director or equivalent employee.




APPLICATION CONT...

**ONLY ELECTRONIC APPLICATIONS WILL
BE ACCEPTED.**

EMAIL TO: kprince@cityofepa.org

DROP BOX TO: kprince@cityofepa.org



**DEADLINE TUESDAY SEPTEMBER 26,
2017 @ 5:00PM**

**LATE APPLICATIONS WILL NOT BE
ACCEPTED.**

OTHER FUNDING OPPORTUNITIES



CALIFORNIA.GRANTWATCH.com

CONTACT INFORMATION

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Administrative Grants Coordinator**

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CLOSING



City of East Palo Alto Large Grants Orientation Questionnaire.

Instructions: For each question, please check the corresponding box to indicate your feedback regarding this orientation. Thank you for your cooperation.

Presentation/Information/Materials	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree
Was the presenter's voice clear and audible?					
Was the agenda followed?					
Was the presenter informative and on task?					
Was the presenter able to answer questions ?					
Was the time used efficiently?					
Was the information easy to comprehend?					
Did you learn all that you needed to know regarding the grants?					
Do you feel confident about this grant process?					
After today, will it be easy for you to locate additional information ?					

Please write additional feedback below . Thank you!

What would you identify as the strength of this orientation? _____

What would you like to see included in future orientations? _____

Any additional comments/statements/suggestions? _____



CLOSING CONT...

THANK YOU!