



Housing and Human Services Grant (HHSG) Application Materials Fiscal Year (FY) 2024-25

The following information for the FY 2024-2025 Housing & Human Services Grant application process is available on the City's website at:

<http://www.livermoreca.gov/hhsgrants>

1. Link to Application (complete through ZoomGrants):
https://www.zoomgrants.com/zgf/Livermore_HHSG_2024
2. [HHSG Policies and Procedures Manual](#)

The following documents included in this packet:

- Application Tips
- Critical Dates for the HHSG Program
- FY 2024-25 HHSG Grant Priorities
- Grant Application Scoring Rubric
- Current Income and Rent Limits by Affordability Category and Household Size
- Sample FY 2024-25 Zoomgrants Application

NON-DISCRIMINATION POLICY

The City of Livermore does not discriminate against any persons on the grounds of race, color, religion, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, marital status, familial status, source of income, genetic information, medical condition, physical disability or mental disability, or any other category protected by law.



**Housing and Human Services Grant (HHSB)
Application Materials
Fiscal Year (FY) 2024-25**

APPLICATION TIPS

- Be specific and to the point
- Try to avoid 100% cut-and-paste from last year's application; if updating from last year, fine-tune your application
- If you applied last year for the same project, what if anything is different with this year's application? How does your proposal meet this year's priorities?
- If applying for a capital grant, give as much information about the project, your project team, proposed financing sources and your project schedule as possible.
- Describe how your project addresses the HHSB Grant Priorities for FY 2024-25.
- The scoring rubric in your application packet provides helpful guidance on what Commissioners will be looking for when evaluating and scoring your application.



Human Services Grant Program Critical Dates for FY 2024-25

Community Needs Identification Process	July-October 2023
Human Services Commission Community Needs Meeting	September 12, 2023 7:00 pm
City Council Public Hearing for FY 2024-25 Priority Needs	October 23, 2023 7:00 pm
Application Released via ZoomGrants	Friday, December 1, 2023
Virtual Tri-Valley Grant Application Workshop <i>(Attendance is a requirement for funding)</i>	Wednesday, December 6, 2023 10:00am-12:00pm Zoom Webinar
Application Deadline via ZoomGrants	Friday, January 19, 2024 @ 11:59 pm
Applicant Presentations to Human Services Commission <i>(Attendance is a requirement for funding)</i>	Tuesday, February 13, 2024 6:00 pm Location: Civic Center Meeting Hall
Human Services Commission Reviews and Approves Funding Recommendations	Tuesday, March 12, 2024 7:00 pm Location: Civic Center Meeting Hall
City Council Meeting to Approve FY 2024-25 Grant Recommendations	Monday, April 15, 2024 7:00 pm
FY 2024-2025 Grant Start Date	July 1, 2024



Housing and Human Services Grant Priorities

Fiscal Year 2024-25

1) Housing Services

- Affordable Housing units for low-income families, people experiencing homelessness, and seniors.
- Rental Assistance
- Housing Services to keep low-income families, people with disabilities, and seniors housed.

2) Homeless Services

- Emergency Shelter and Temporary/Transitional Housing
- Basic Needs such as showers/restrooms and storage
- Employment Services
- Supportive Services such as service navigation and counseling

3) Public Health

- Navigation of Mental Health Services and Substance Use Programs for low-income, unsheltered community members, and seniors.
- Support Services for people with disabilities, seniors, low-income families, and survivors of domestic violence.
- Medical and Dental Services

4) Safety Net Access

- Access Critical Safety Net Services for non-English speakers, people with disabilities, seniors, low-income families, and youth
- Access to and Navigation of Social Services and Government Sponsored Programs.
- Food security
- Transportation



**Human Services Grants
Application Scoring Rubric
November 2022 Update**

1. **NEED** - Rate the need for this activity/service:

- 0-2 (Lowest): Applicant does not articulate a clear need for the project in their application or it is not a critical human service need.
- 3-5 (Middle): Applicant identifies a clear need, but the proposed project does not demonstrate a high likelihood of addressing that need.
- 6-10 (Highest): Applicant identifies a critical human service need in Livermore and the proposed project demonstrates a high likelihood of addressing that need.

2. **BENEFIT** - Rate the benefit to low-income Livermore clients:

- 0-2 (Lowest): Applicant demonstrates a low number of low-income Livermore clients who will benefit from the project and/or the application fails to identify any outcomes or ways it will measure project success.
- 3-5 (Middle): Applicant demonstrates a moderate number of low-income Livermore clients who will benefit from the project and/or identified outcomes are unclear or not clearly measurable.
- 6-10 (Highest): Applicant demonstrates a high number of low-income Livermore clients who will benefit from the project and the application identifies clear and measurable outcomes to demonstrate project impact.

3. **ORGANIZATION** - Rate the applicant's organizational strength and capacity:

- 0-2 (Lowest): Applicant submitted an incomplete application with unrealistic goals and has not demonstrated they have the staffing, experience, and organizational capacity to ensure project success.
- 3-5 (Middle): Applicant has submitted a complete application with realistic goals, but have not demonstrated they have the necessary staffing, partnerships, and/or experience with similar types of grants to make the project successful.
- 6-10 (Highest): Applicant has submitted a complete application that sets achievable goals and demonstrates that they have the staffing, partnerships, and track record of strong grant performance to ensure project success.

4. **FUNDING** - Rate the applicant's funding request:

- 0-2 (Lowest): Funding Request is unreasonably high given the proposed impact of the project and number of people served; project budget is unrealistic.
- 3-5 (Middle): Funding Request is reasonable but does not demonstrate a high impact or cost effectiveness given the proposed number of people served and/or the project budget has significant questions or flaws.
- 6-10 (Highest): Funding Request is a reasonable amount that demonstrates high impact and cost effectiveness given the proposed number of people served; project budget is feasible and sound.

5. **FUNDING SUSTAINABILITY** - Rate the diversification of project's funding sources:

- 0-2 (Lowest): Grant request is the only source of funds for applicant's proposed project and the long-term sustainability of the project is questionable.
- 3-5 (Middle): This grant request would be the main source of funding, which may affect the long-term sustainability of the project.
- 6-10 (Highest): Applicant has identified multiple funding sources to support the proposed activity/service and ensure sustainability.

6. **CITY FUNDING** - Rate the necessity of City funding for this project:

- 0-2 (Lowest): Project is not an appropriate use for City funds and will not reduce demands on other City resources.
- 3-5 (Middle): Project is an appropriate use for City funds but will not reduce demands on other City resources and/or there are other types of funding sources that would be a better fit for this project.
- 6-10 (Highest): City funds are critical to project; funding request is appropriate for City sources and reduces demands for other City resources.

7. **CONSISTENCY WITH POLICIES** - Rate the proposal's consistency with the HUD Strategic Goals, HUD Policy Priorities, and City of Livermore 5-Year Consolidated Plan Goals:

- 0 (Does not meet criteria): Proposal does not address any of the HUD Strategic Goals, HUD Policy Priorities, or Consolidated Plan Goals.
- 1-2 (Lowest): Proposal addresses one of the HUD Strategic Goals, HUD Policy Priorities, or Consolidated Plan Goals.
- 3-5 (Middle): Proposal addresses a limited number of the HUD Strategic Goals, HUD Policy Priorities, or Consolidated Plan Goals.
- 6-10 (Highest): Proposal helps address several HUD Strategic Goals, HUD Policy Priorities, and Consolidated Plan Goals.

8. **HSC PRIORITY #1** - Rate the extent to which the project will address one or more of the HSC Priority Needs (Public Health, Housing Services, Homeless Services, and Safety Net Access):

- 0 (Does not meet criteria) Project does not address any of HSC Priority Needs.
- 1-2 (Lowest): Project addresses one or more of the HSC Priority Needs but does not have a high likelihood of doing so effectively.
- 3-5 (Middle): Project addresses a limited number of the HSC Priority Needs with a moderate likelihood of doing so effectively.
- 6-10 (Highest): Proposal demonstrates a high likelihood of addressing multiple priority needs or meets a limited number of priority needs in a highly effective and focused manner.

9. **HSC PRIORITY #2** - Rate the proposal regarding the extent to which it addresses one or more of the Service Delivery areas (Coordination/ Collaboration; Prevention; Self- Sufficiency):

- 0 (Does not meet criteria): Project does not address any of the Services Delivery areas.
- 1-2 (Lowest): Project addresses at least one of the Service Delivery areas but does not have a high likelihood of doing so effectively.
- 3-5 (Middle): Project addresses one of the Service Delivery areas with a high likelihood of doing so effectively.
- 6-10 (Highest): Project addresses at least two of the Service Delivery areas with a high likelihood of doing so effectively.

10. **INNOVATION** – If funds were allocated last year for the same project/activity, rate the extent to which the applicant is adequately responding to changing community conditions. If the proposal is for a new project, rate the extent to which the project uses a new and innovative approach to solve identified problem:

- 0-2 (Lowest): Applicant does not demonstrate an ability to adapt project to changing needs or is not using an effective approach.
- 3-5 (Middle): It is unclear how the project will respond to changing community conditions identified in the application and/or applicant is using an effective but not particularly innovative approach.
- 6-10 (Highest): Applicant demonstrates a high likelihood of responding to changing conditions and/or is using an innovative approach.

11. **ACCESS-** Rate the extent to which project will ensure non-English speakers, people with disabilities, people experiencing homelessness, seniors, low-income families, and/or youth can access the proposed program or activities:

- 0-2 (Lowest): Proposal makes no mention of accessibility concerns and does not describe any ways it will remove barriers or help community members access its services.
- 3-5 (Middle): Proposal describes accessibility concerns but does not identify concrete or impactful ways the project will remove barriers for priority populations.
- 6-10 (Highest): Proposal describes concrete and impactful ways applicant will improve language, technology, physical facilities, and/or transportation access for priority populations.

2023 INCOME AND RENT LIMITS
ALAMEDA COUNTY HCD PROGRAMS
(HOME, CDBG and NSP)
Effective June 15, 2023

Persons in Household	Annual Income Extremely Low (30%)	Annual Very Low Income (50%)	(60%)	Annual Low Income (80%)	Annual Income Median (100%)	Annual Income Moderate (120%)
1	\$31,050	\$51,800	\$62,160	\$78,550	\$103,550	\$124,250
2	\$35,500	\$59,200	\$71,040	\$89,750	\$118,300	\$142,000
3	\$39,950	\$66,600	\$79,920	\$100,950	\$133,100	\$159,750
4	\$44,350	\$73,950	\$88,740	\$112,150	\$147,900	\$177,500
5	\$47,900	\$79,900	\$95,880	\$121,150	\$159,750	\$191,700
6	\$51,450	\$85,800	\$102,960	\$130,100	\$171,550	\$205,900
7	\$55,000	\$91,700	\$110,040	\$139,100	\$183,400	\$220,100
8	\$58,550	\$97,650	\$117,180	\$148,050	\$195,250	\$234,300

ALAMEDA COUNTY HOME
PROGRAM RENT LIMITS
Effective June 15, 2023

Size/Type of Unit	Rent – Low	Rent – High
Studio	\$1,295	\$1,649
1 Bedroom	\$1,387	\$1,768
2 Bedroom	\$1,665	\$2,123
3 Bedroom	\$1,923	\$2,444
4 Bedroom	\$2,145	\$2,706

Fair Market Rents
Effective June 15, 2023

Size/Type of Unit	Fair Market Rent
0 bedroom (studio)	\$1,658
1 bedroom	\$1,969
2 bedroom	\$2,405
3 bedroom	\$3,144
4 bedroom	\$3,706

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City of Livermore, California
 Housing & Human Services
 Human Services

City of Livermore Housing & Human Services Grants FY 2024 - 2025

Deadline: 1/19/2024

Print Preview Prop

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

\$ 0.00 Requested

Additional Contacts
none entered

printpreview@printpreview.com
 Tel: 888-867-5309

Application Questions [top](#)

ORGANIZATION INFORMATION

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

-answer not presented because of the answer to #16-

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

-no answer-

3. Please list the total number of LIVERMORE clients your agency served in the PRIOR fiscal year (2022/2023) in each category below.

(For current income limits by affordability category, please refer to the chart posted at <https://www.livermoreca.gov/home/showpublisheddocument/10765/638309874040670000>)

<input type="text"/>	Extremely Low Income (<30% AMI)
<input type="text"/>	Very Low Income (30%-50% AMI)
<input type="text"/>	Low Income (50%-80% AMI)
<input type="text"/>	Moderate Income (80%-120% AMI)
<input type="text"/>	Above Moderate Income (>120% AMI)
<input type="text" value="0.00"/>	TOTAL

4. Please list the total number of LIVERMORE clients your agency served in the PRIOR fiscal (2022/2023) year in the race/ethnicity categories below. The total number must match the total number listed in the income categories in questions #3 above.

(Per HUD, "Hispanic" is an ethnicity and not a separate race.)

<input type="text"/>	White
<input type="text"/>	White + HISPANIC
<input type="text"/>	Black/African American
<input type="text"/>	Black/African American + HISPANIC
<input type="text"/>	Asian

<input type="text"/>	Asian + HISPANIC
<input type="text"/>	American Indian/Alaskan Native
<input type="text"/>	American Indian/Alaskan Native + HISPANIC
<input type="text"/>	Native Hawaiian/Other Pacific Islander
<input type="text"/>	Native Hawaiian/Other Pacific Islander + HISPANIC
<input type="text"/>	American Indian/ Alaskan Native and White
<input type="text"/>	American Indian/ Alaskan Native and White + HISPANIC
<input type="text"/>	Asian and White
<input type="text"/>	Asian and White + HISPANIC
<input type="text"/>	Black/African American and White
<input type="text"/>	Black/African American and White + HISPANIC
<input type="text"/>	American Indian/Alaskan Native and Black/African American
<input type="text"/>	American Indian/Alaskan Native and Black/African American + HISPANIC
<input type="text"/>	Other Multi Racial
<input type="text"/>	Other Multi Racial + HISPANIC
<input type="text" value="0.00"/>	TOTAL

5. In the PRIOR fiscal year (2022/2023), which of the following categories apply to the Livermore clients your organization served (select all that apply)

- ☐ Disabled
- ☐ Female Headed Households
- ☐ Seniors
- ☐ Youth
- ☐ Homeless

PROGRAM APPLICATION

6. If you are submitting more than one application for Livermore HHSG funding, enter the numerical ranking of the priority of this proposal and the total number of proposals your agency is submitting for the coming fiscal year.

(Example: '1 of 1' means you are submitting only one proposal; '1 of 3' would mean you are submitting 3 proposals and this one is the highest priority of the three.)

-no answer-

7. Is this proposal a request for Capital Improvement or Public Service funding?

- ☐ Capital Improvement
- ☐ Public Service

8. Is your agency able to assess that your clients are "eligible beneficiaries" (i.e. low- and moderate income persons and/or presumed beneficiaries according to HUD)?

If so, how? If not, please explain how you plan to assess whether your clients are "eligible beneficiaries".

-no answer-

9. Please list the total client income of Livermore clients your agency proposes to serve through this program/project for each category below in fiscal year 2024-2025.

(For current income limits by affordability category, please refer to the chart posted at <https://www.livermoreca.gov/home/showpublisheddocument/10765/638309874040670000>)

<input type="text"/>	Extremely Low Income (<30% AMI)
<input type="text"/>	Very Low Income (30-50% AMI)
<input type="text"/>	Low Income (50-80% AMI)
<input type="text"/>	Moderate Income (80%-120% AMI)
<input type="text"/>	Above Moderate Income (>120% AMI)
<input type="text" value="0.00"/>	TOTAL

10. Provide a brief summary of the program/project for which your agency is seeking funding (no more than three sentences: this text will be used widely during the review and implementation process to describe your project).

-no answer-

11. Describe the challenges, needs, or service gaps in Livermore that your program/project addresses.

(You should reference Livermore demographics, statistics, and reports to make your case. Also, note if you conducted outreach to clients or the public to develop this program.)

-no answer-

12. Explain which staff will administer this program/project. How will clients access the program/project?

-no answer-

13. Describe in detail how your agency will use LIVERMORE HHSG funds in this program/project.

-no answer-

14. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?

-no answer-

15. List the organizations your agency collaborates with AND briefly describe their roles.

-no answer-

CAPITAL PROJECTS

16. Is your agency requesting funds for a Capital Improvement project? If No, skip to question 24 and enter n/a for questions #17-23.

☐ Yes

☐ No

17. For Capital Improvement projects, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.

-answer not presented because of the answer to #16-

18. If your agency is requesting Capital Improvement project funding please describe the land tenure status (e.g. does your agency own or lease the property, lease terms). If you do not have site control, describe your site control plan.

-answer not presented because of the answer to #16-

19. Will relocation be required if the building is occupied?

-answer not presented because of the answer to #16-

20. Identify the project team (e.g. architect/engineer, general contractor, and or consultants).

-answer not presented because of the answer to #16-

21. Has a Market Study, Property Needs Assessment and/or other evaluation which identifies the need for the proposed project been completed?

-answer not presented because of the answer to #16-

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

-answer not presented because of the answer to #16-

23. Please remember to upload the following information:

-answer not presented because of the answer to #16-

POLICY CONSISTENCY

24. Identify AT LEAST ONE Critical Human Service Need from the "Eastern Alameda County 2011 Needs Assessment Report" that relates to your program/project:

Please refer to the Eastern Alameda County 2011 Needs Assessment Report located here:

<https://www.livermoreca.gov/home/showpublisheddocument/6927/637586764895400000>

- ☐ Behavioral Health (mental health and substance abuse)
- ☐ Affordable Housing
- ☐ Health Care (including Dental)
- ☐ Workforce Development
- ☐ Homelessness
- ☐ Transportation Services and Access
- ☐ Domestic Violence and Child Abuse
- ☐ Disabilities
- ☐ Food and Nutrition
- ☐ Senior Services
- ☐ Youth Services
- ☐ Childcare, Early Childhood Development and Education
- ☐ Changing Demographics and Growing Diversity
- ☐ Financial Assistance
- ☐ None of the Above

25. Identify AT LEAST ONE critical systemic challenge from the "Eastern Alameda County 2011 Needs Assessment Report" that relates to your program/project:

Please refer to the Eastern Alameda County 2011 Needs Assessment Report located here:

<https://www.livermoreca.gov/home/showpublisheddocument/6927/637586764895400000>

- ☐ Lack of consumer information about services/need for education
- ☐ Lack of coordination, missed opportunities for collaboration, duplication of services among service providers, and lack of centralized database between service providers and public agencies
- ☐ Time and cost associated with obtaining services including transportation and connectivity of citizens to services

26. Describe how the program/project will address the critical systemic challenge selected in question #25 above.

-no answer-

27. Describe how the program/project is accessible to clients via public transportation, and if applicable, any measures used to specifically reduce transportation barriers for clients.

-no answer-

28. Identify AT LEAST ONE City of Livermore U.S. Department of Housing and Urban Development (HUD) FY 2020-2024 Consolidated Plan "guiding principle" that relates to your program/project:

Please refer to the City of Livermore U.S. Department of Housing and Urban Development (HUD) FY 2020-2024 Consolidated Plan here: <https://www.livermoreca.gov/home/showpublisheddocument/6913/637586764839170000>

- ☐ 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

29. Identify AT LEAST ONE City of Livermore U.S. Department of Housing and Urban Development (HUD) FY 2020-2024 Consolidated Plan goal that relates to your program/project:

Please refer to the City of Livermore U.S. Department of Housing and Urban Development (HUD) FY 2020-2024 Consolidated Plan here: <https://www.livermoreca.gov/home/showpublisheddocument/6913/637586764839170000>

- ☐ Public Services
- ☐ Public Facilities
- ☐ Rental Assistance
- ☐ Affordable Housing

30. Identify AT LEAST ONE U.S. Department of Housing and Urban Development (HUD) Strategic Goal that relates to your program/project:

- ☐ Increase homeownership opportunities for first time homebuyers
- ☐ Promote decent affordable rental housing
- ☐ Strengthen communities
- ☐ Ensure equal opportunity in housing reduce housing discrimination

- ☐ Promote participation of grass-roots, faith-based, and other community-based organizations
- ☐ Prevent homelessness and/or assist those experiencing homelessness
- ☐ Promote the production of service-enriched housing
- ☐ Improve health care access
- ☐ Improve opportunities for youth
- ☐ Improve opportunities for seniors
- ☐ Foster innovative programs and servicesImprove public service support
- ☐ Promote economic development opportunities

POLITICAL REFORM ACT

31. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding \$250 from a party or participant in the proceeding within the preceding 12 months. Please answer yes or no to the following question: Has your organization or an employee of your organization made a political contribution to a current City of Livermore Councilmember, Mayor, or Commissioner on a City of Livermore Commission within the last 12 months?

More information can be found on the Fair Political Practices Commission website here: <https://www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html>

- ☐ Yes
- ☐ No

32. If yes to question 31, please identify the employee who made the political contribution and the amount, date, and recipient of the contribution.

-answer not presented because of the answer to #16-

Budget [top](#)

Funding Sources/Status	Committed	Requested/Pending	Planned Request	TOTAL
-none-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Funding Uses / Expenses	TOTAL Prog Budget (incl Liv HHSG)	Amount Requested (Liv HHSG ONLY)
-none-	\$ 0.00	\$ 0.00

Documents [top](#)

Documents Requested *	Required? Attached Documents *
Current Annual Budget for the Entire Agency	<input checked="" type="checkbox"/>
List of Board of Directors with their contact information (telephone or email is sufficient)	<input checked="" type="checkbox"/>
Resume or Vita of Executive Director, Program Manager, program staff and Fiscal Officer	<input checked="" type="checkbox"/>
Personnel policies including affirmative action plan and grievance procedure	<input checked="" type="checkbox"/>
Agency audit requirements and copy of last audit	<input checked="" type="checkbox"/>
Type of insurance carried, bonding, workers' compensation	<input checked="" type="checkbox"/>
Articles of Incorporation/Bylaws	<input checked="" type="checkbox"/>
Conflict of Interest Statement (if not included in Bylaws)	<input checked="" type="checkbox"/>

State and Federal nonprofit determination letters (if applicable)	<input checked="" type="checkbox"/>
Organization chart	<input checked="" type="checkbox"/>
Board of Directors' authorization to request HHSG funding	<input checked="" type="checkbox"/>
Board of Directors' designation of authorized official	<input checked="" type="checkbox"/>
City of Livermore Business License	<input checked="" type="checkbox"/>
(CAPITAL) If your agency is applying for CAPITAL funding, please upload your Capital expenditure budget (your own format is acceptable)	
(CAPITAL) Supplemental = photos, designs, site drawings, specifications, etc.)	
(CAPITAL) Proposed project budget, including all sources and uses and budget assumptions for development phases.	
(CAPITAL) Pro forma operating budget with estimated revenue and expenses	
(CAPITAL) Evidence of Site Control	
(CAPITAL) Title Report (acquisition, new facilities, and substantial rehabilitation)	
(CAPITAL) Optional as Requested by City)	
Environmental Reports / Community Support Letters	

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

Application ID: 124545

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