



WELCOME, THE WEBINAR WILL BEGIN SHORTLY

Please Note:

- By default, all attendees are on mute and cameras are disabled
- If you have a question, please enter in the Q&A section

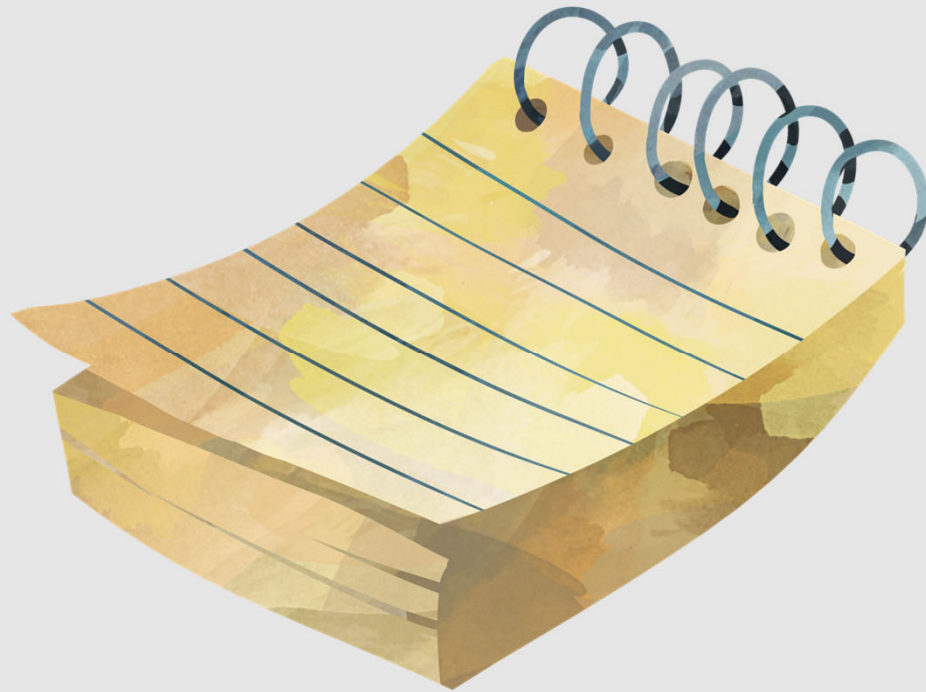


FY 2025-2026 Nonprofit Grant
Opportunities
Application Technical Assistance Webinar
January 21, 2025

Today's Agenda

- Overview of Available Grant Funding Opportunities
- Application Process
- Application Questions by Grant Type
- Grant Policies
- Q&A

Polls #1-2



Grant Funding Opportunities

- Community Service Grant (CSG)
 - Traditional
 - One-time Funding (new FY 2025-26)
- Community Development Block Grant (CDBG)
- Event Sponsorship Grant (ESG)

All three grants are for activities or events that occur between July 1, 2025, and June 30, 2026

CSG Basics

- Locally funded grant program approved annually by the City Council
- Supports activities that benefit Elk Grove residents
- Flexible funding source
 - Ongoing program costs (staffing, supplies, etc.)
 - Equipment purchases
 - Capital improvements to facilities
- Maximum award: \$100,000
- Fundraising and one-time events are not eligible (see the Event Sponsorship Grant)
- Funds should expand capacity, not replace another funding source

CDBG Basis

- Funded by the US Department of Housing and Urban Development (HUD)
- Funding may be passed through to nonprofits and governmental entities for:
 - Ongoing program costs (e.g., staffing, supplies, etc.)
 - Capital improvements to facilities
- Eligible activities must benefit primarily low-income areas or low-income persons/households who are Elk Grove residents
 - One-person household: \$66,050 annually
 - Four-person household: \$94,300 annually)

ESG Basics

- Awarded annually by the City Council
- Assistance to Elk Grove-based nonprofit organizations to host a special event that benefits the Elk Grove community
- Events must take place in Elk Grove
- Cannot be organized around political or religious purposes. If for religious purposes, it will be to educate the community and relate to Diversity, Equity and Inclusion and being a City Welcome to All.
- Events with a fundraising component are eligible if all net proceeds will be provided to a nonprofit that serves primarily Elk Grove residents
- Flexible funding
 - Direct funding
 - City facility use
 - In-kind services

Estimated 2025-2026 Budget

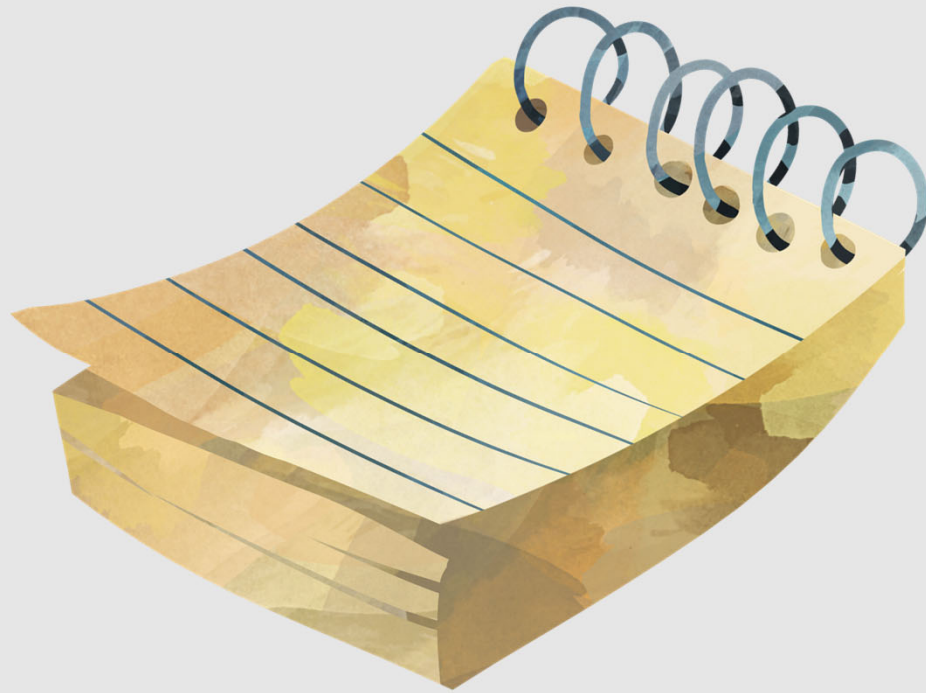
CSG	
\$462,313	Traditional
\$100,000	One-time
\$562,313	

CDBG	
\$147,413	Public Services
\$687,932	Capital Projects
\$147,413	Administration
\$982,758	

ESG	
\$80,000	Cash
\$380,000	In-kind/Facility Use
\$380,000	

No applicant is guaranteed funding in any amount. The allocation of funds is subject to availability and compliance with applicable guidelines.

Poll #3





General Information

Grant Applications

- Two applications/funding opportunities:
 - CSG and CDBG (combined application)
 - ESG
- Eligible organizations may apply for CSG, CDBG, and/or ESG funding
- Each distinct activity or event requires a separate application
 - Service activity + facility improvement = 2 applications
 - Two different events = 2 applications
- No limit on the number of applications an organization can submit

Eligible Organizations

- Nonprofits that are corporations, associations, agencies, or faith-based organizations with nonprofit status under the Internal Revenue Service Code
- Nonprofits must also be registered and remain in good standing with the California Secretary of State and the California Attorney General's Registry of Charitable Trusts, if required by law to be registered
- Governmental agencies that are independent of the City of Elk Grove's government (e.g., Elk Grove Unified School District)
- Applying organizations must have completed at least one full fiscal year as a nonprofit. (CDBG & CSG only)
- City departments (CDBG only)

Application Disclosure

- Applications and supporting materials are subject to disclosure via the California Public Records Act
 - Sensitive information, such as bank account numbers or client names, should not be included
 - For required documents, redact any sensitive information before uploading
- Requesting parties may be given read-only access to applications

Application Deadlines

- CSG/CDBG
 - Applications due: **February 11, 2025**, at 11:59 pm
- ESG
 - Applications due: **February 21, 2025**, at 11:59 pm



CSG/CDBG General Information

Types of Eligible Activities (incomplete list)

- Programs, projects, and activities that provide direct benefits to City of Elk Grove residents
- Services for low-income households, youth, seniors, persons with disabilities, persons experiencing homelessness, persons with mental illness, veterans, foster youth, victims of domestic violence, etc.
- Food/commodity assistance programs
- Job training/education
- Recreation, sports, community programs
- Public safety and crime prevention
- Housing assistance programs
- Improvements to existing facilities
- Acquisition (purchase) of new facilities

CSG, CDBG, or Both?

- Most organizations should apply for CSG
 - Traditional or One-time
- Apply for CDBG if:
 - Organization has SAM.gov Unique Entity ID and is registered and in good standing
 - Organization has data on the number of low-income persons served
 - Organization can comply with applicable federal regulations ([24 CFR Part 570](#))
 - Organization is willing and able to collect income and demographic data from every person served
- Applying for more than one funding source will not negatively impact the organization's chances of receiving funding – City will determine which is the best funding source

CSG Traditional or One-Time?

Eligible organizations may apply for funding under one category of funding available for the CSG program per application

- Traditional
 - Recurring operational or program expenses, as well as capital improvements
 - Maximum award available to any entity under this category in a single year is \$100,000
 - Recipients of a grant in this category may apply for funding on an annual basis
- One-time
 - Capital improvements and one-time purchase of equipment or supplies that support the mission and operations of eligible entities
 - Grant awards range from a minimum of \$5,000 to a maximum of \$100,000
 - Recipients of a grant in this category must wait three (3) years before applying for funding under the same category again

CDBG/CSG Budget

Eligible Costs: *(incomplete list)*

- Personnel/staff (salary and benefits)
- Office/facility lease and utility costs
- Materials and supplies
- Communications (phone and Internet)
- Local travel/mileage
- Contractual services
 - Financial, IT, janitorial support, etc.
- Capital improvements
- Indirect costs at no more than 10% of direct costs

Ineligible Costs: *(incomplete list)*

- Costs not directly related to providing service to Elk Grove residents
- Programs or services that promote religion or political activities
- Marketing, incentives, or fundraising
- Entertainment, furnishings, or personal property
- Meal/Food related expenses other than food assistance
- Payment of debt or expenses incurred prior to July 1, 2025

Documentation and Accounting

- There is a lot of flexibility in costs the City can cover...but we require documentation for all of it
 - All costs need to be clearly related to the approved scope of work
 - Acceptable documentation includes payroll summaries, invoices or receipts, mileage logs, etc.
 - Keep this in mind as you think about your budget request
- If activity serves non-Elk Grove residents, organization will need to have acceptable accounting methods to allocate or separate the costs
- CDBG - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 CFR 200](#))

Funding Requests

- In general, the CSG and CDBG programs are designed to provide supplemental funding and are not intended to fully finance proposed activities
- For existing activities, if organization does not plan to expand services or assist more people, the funding request must clearly justify why its current funding is insufficient
- If the proposed activity will serve both Elk Grove and non-Elk Grove residents, applicant must calculate the percentage of proposed time spent on Elk Grove participants and request no more than that percentage for any one budget item



ESG General Information

Eligible Events (incomplete list)

- Event Types
 - Concert/Performance
 - Festival/Faire
 - Parade/Procession
 - Sports Tournament
 - Run/Walk/Race
 - Lecture Series/Symposium/Conference
 - Breakfast/Luncheon/Dinner/Reception Fundraisers
 - Other

Planning During Health Restrictions

- Events are required to comply with all applicable public health restrictions imposed by any federal, state, or local government agency
- Notify the City staff in advance of any changes, including date and location changes, and/or cancellations
- The City will work with each group to amend contracts as needed if there is a change in your event
- Substantial changes made after preliminary awards have been determined may result in a change of funding, use of City facilities, and/or in-kind-services awarded

Sponsorship Requests

- Direct funding
- Facility use
 - Old Town Plaza
 - District56 indoor facility (Community Center)
 - District56 outdoor facility (Avenue)
 - District56 indoor and outdoor facility
 - District56 Aquatics center – for local swim teams only
- In-kind
 - Police Department service (traffic management and overall event safety only)
 - Road closures/traffic management
 - Waste management (trash, recycle and organic carts and service)
 - Marketing/promotion




Application Process WebGrants

WebGrants Online Application

- All applications must be completed and submitted online
 - WebGrants <https://elkgrove.webgrantscloud.com/>
- Applicants must create a WebGrants account to apply
 - All individuals who will need access to the organization's application should register for their own account (do not share accounts)
 - Each registration will be approved by City staff
 - Multiple organizations can be linked to a single person (grant writers)
- Multiple applications (for different projects) are allowed



Login

 Enter your user id and password

SIGN IN

[Forgot User ID?](#)

[Reset Password?](#)

[Click here to Register](#)

 Interested in the current posted Opportunities?

[View Current Funding Opportunities](#)

Announcements

Welcome to the City of Elk Grove's online grants management system!

If you are a first time User, please register by clicking the yellow "Click here to Register" button. Once your personal contact and organizational information is submitted your registration will be approved by City staff within one or two business days. If you are a grant writer or associated with more than one organizations, once you have an active registration, please [email](#) City staff to request help in linking additional organizations to your account.

View step-by-step instructions on [how to register for a WebGrants account](#).

How to Submit an Application

View step-by-step instructions on [how to apply for funding in WebGrants](#).

Grant Application Period

Applications for the July 2025 – June 2026 program year opened on January 10, 2025.

WebGrants Registration

- Registers personal contact and organizational information
- The first person registering an organization should enter as much information as possible
 - This information is important and will be tied to every other person registering for that organization and each grant application submitted on behalf of the organization
 - Can be added later, once account is set up, under “My Profile”
- If your organization is already registered, you only need to complete the **required*** fields
 - Organization Attachments should be reviewed annually and updated as necessary
- All applicants requesting CDBG funding must have SAM Unique Entity ID

WebGrants Tips

- Make sure you have the right Funding Opportunity:
 - Community Development Block Grant/Community Service Grant
 - Event Sponsorship Grant

Test Tester
Tester
Tester Role, Site Visitor ASSIGNED - External

Funding Opportunities

List of all current Funding Opportunities

Dashboard > Funding Opportunities > Applications > Grants > Reports > My Profile >

Back | Print | Online Help | Saved Search | Log Out

Currently Posted Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.

Search:

ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Due Date
4110	Posted	City of Elk Grove	Community Development Block Grant/Community Service Grant	CDBG/CSG Programs 2025-2026	Jan 10, 2025 8:29 AM	Feb 11, 2025 11:59 PM
4111	Posted	City of Elk Grove	Event Sponsorship Grant	Event Sponsorship Grant 2025-2026	Jan 10, 2025 8:30 AM	Feb 21, 2025 11:59 PM

WebGrants Tips Cont.

- Fully read the Funding Opportunity Details and Description
- Add additional applicants (users) from organization under the General Information Page
- All application components (forms), required questions, and required attachments must be complete before you are able to submit
- Prior to submitting application – can edit as often as you wish
- You can submit more than one application for each Funding Opportunity

WebGrants Tips Cont.

- Application does not save automatically when you click between questions
- **Blue Text** almost always indicates a clickable link, either within the system or to an external source
- Required fields are shown in **red text** with a **red asterisk***
- If you try to save a form and nothing happens you likely are missing text in a required field - scroll through the form and look for any red text identifying '**This field is required**'

WebGrants Tips Cont.

- Entering text

- Only plain text allowed - fancy formatting will not show up

- Tip – You can use the `
` tag if you want a line break (a new line); it will however use extra characters so be careful. Example 1: This is a sentence without line breaks. Example 2: This is `
` a sentence `

`with line breaks.

This is a sentence without line breaks.

This is
a sentence

with line breaks

- Be aware of maximum character counts for each text box – especially important when cutting and pasting since it will cut off text and not warn you
- Formatting and special characters do not copy over when cutting and pasting – please **proofread** and **edit** before submitting
 - To paste with out formatting, press Ctrl+Shift+V instead of Ctrl+V

Attachments

- Includes a list of required documents
 - You must upload a document for every **required*** document, or you will not be able to submit
 - Click the online help button at top of screen for definitions of required attachments
 - If your organization doesn't have a certain document, please contact City staff
 - Many file extensions are supported (e.g., .DOC, .XLS, .PDF, .PPT, .JPG, etc.)
- Check document requirements early
- Supporting Materials
 - Add anything else you would like the City to have
- Secretary of State Certificate of Status
 - May submit printout from website or order actual Certificate of Status
 - <https://bizfileonline.sos.ca.gov/search/business>

 Online Help

Business Search

The California Business Search provides access to available information for **corporations, limited liability companies and limited partnerships** of record with the California Secretary of State, with **free PDF copies** of over 17 million imaged business entity documents, including the most recent imaged Statements of Information filed for Corporations and Limited Liability Companies.

Currently, information for Limited Liability Partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), General Partnerships, and other entity types are **not contained** in the California Business Search. If you wish to obtain information about LLPs and GPs, submit a Business Entities Order paper form to request copies of filings for these entity types. Note: This search is not intended to serve as a name reservation search. To reserve an entity name, select Forms on the left panel and select Entity Name Reservation ? Corporation, LLC, LP.

Basic Search

- A Basic search can be performed using an entity name or entity number. When conducting a search by an entity number, where applicable, **remove "C"** from the entity number. Note, a **basic search** will search **only ACTIVE entities** (Corporations, Limited Liability Companies, Limited Partnerships, Cooperatives, Name Reservations, Foreign Name Reservations, Unincorporated Common Interest Developments, and Out of State Associations). The basic search performs a contains ?keyword? search. The Advanced search allows for a ?starts with? filter. To search entities that have a status other than active or to refine search criteria, use the **Advanced** search feature.

Advanced Search

- An Advanced search is required when searching for publicly traded disclosure information or a status other than active.
- An Advanced search allows for searching by specific entity types (e.g., Nonprofit Mutual Benefit Corporation) or by entity groups (e.g., All Corporations) as well as searching by ?begins with? specific search criteria.

Disclaimer: Search results are limited to the 500 entities closest matching the entered search criteria. If your desired search result is not found within the 500 entities provided, please refine the search criteria using the Advanced search function for additional results/entities. The California Business Search is updated as documents are approved. The data provided is not a complete or certified record.

Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." To order certified copies or certificates of status, (1) locate an entity using the search; (2) select Request Certificate in the right-hand detail drawer; and (3) complete your request online.

ELK GROVE POLICE OFFICERS' ASSOCIATION 🔍

Advanced ▾

Results: 1

Entity Information ▾	Initial Filing Date ▾	Status ▾	Entity Type ▾	Formed In ▾	Agent ▾
ELK GROVE POLICE OFFICERS' ASSOCIATION (3151254) >	06/10/2008	Active	Nonprofit Corporation - CA - Mutual Benefit	CALIFORNIA	Eric J St.Germain



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Search

Forms

Help

Business UCC

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ELK GROVE POLICE OFFICERS' ASSOCIATION (3151254)



Request Certificate

Initial Filing Date	06/10/2008
Status	Active
Standing - SOS	Good
Standing - FTB	Good
Standing - Agent	Good
Standing - VCFCF	Good
Formed In	CALIFORNIA
Entity Type	Nonprofit Corporation - CA - Mutual Benefit
Principal Address	8380 LAGUNA PALMS WAY ELK GROVE, CA 95758
Mailing Address	PO BOX 1144 ELK GROVE, CA95859
Statement of Info Due Date	06/30/2026
Agent	Individual Eric J St-Germain 8380 LAGUNA PALMS WAY ELK GROVE, CA 95758



View History



Request Access

Business Search

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[Skip to main content](#) State

Print

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More settings

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Margins

Default

Scale

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100

Options

Headers and footers

Background graphics

Save

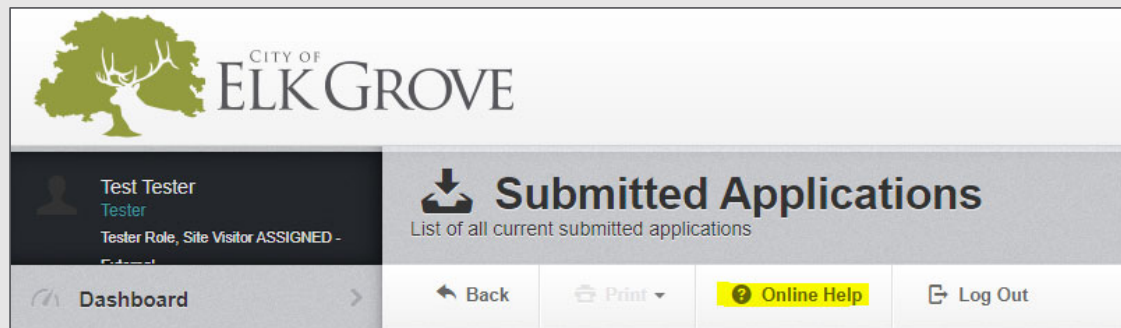
Cancel

Submitting the Application

- WebGrants will send an email confirming submittal
- Once submitted, applications may not be edited
- WebGrants will automatically close application period at 11:59 pm on the deadline

WebGrants Technical Assistance

- Step-by-Step Instructional Guides
 - <https://elkgrove.webgrantscloud.com/>
 - www.elkgrovecity.org/grants
- ‘Online Help’ links at top of application



- City Staff
 - CDBG/CSG - Alicia Tutt at atutt@elkgrovecity.org or 916-627-3735
 - ESG - Jodie Moreno at jmoreno@elkgrovecity.org or 916-478-3632



CSG/CDBG Application

Applications due: **February 11, 2025**, at 11:59 pm

Late applications will not be accepted

Application Components (Forms)

- General Information
- Funding
- Project Overview
- Organization Information
- CDBG Eligibility
- Budget
- Attachments
- Registrations and Certifications

Project Overview

- Project Category and Type of Activity
- Project Description
 - A short description of what you are requesting funding for
- Scope of Services
 - Description of specifics of activity proposed for City funding (who, what, when, where)
- Location of Services
 - Where will proposed activity occur?
- Project Timeline
 - Start and completion dates, how often, significant dates, milestones, etc.
- Cost to Participate

Project Overview Cont.

- Beneficiaries (July 1, 2025 – June 30, 2026)
 - Include only people who receive service, not all people who could use the service if desired
 - Do not count the same person/household more than once, even if they receive service every day
 - Be realistic – you will be held to these goals!
- Persons vs Households
- Participant Income Level
 - Must have the same total as Persons/Households Served - Place of Residence
- Beneficiaries Place of Residence

Organization Information

- Organizational Overview, Experience, Management, and Partner Agencies
- Insurance
- Other Grants
 - List other grants applied for in the past 2 years
 - This is important—Council indicated in past years that grantees should be actively looking to reduce their reliance on City funding
- Partial Funding
 - Could the proposed activity be undertaken with a reduced commitment of funding?
 - If yes, explain how (i.e., reduction in services or numbers served)
- Organizational Assets
 - Total assets - amount can often be found in annual audit
 - Liquid assets
 - This includes cash or assets that could be easily converted to cash, such as stocks
 - Real property, materials/supplies, etc. are NOT liquid assets
 - Restricted assets – these are formally limited to a specific use, such as a building purchase fund

CDBG Eligibility

- CDBG National Objectives
 - <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>
- CDBG Proposed Goal
 - Broad in scope, general statement on proposed program/activity's purpose
 - Observable and measurable end result
- CDBG Proposed Objectives
 - Specific result achieved within time frame of grant
 - Specific, measurable, action-oriented, realistic, time-bound
- CDBG Proposed Outcomes – performance measures
 - Measurement and evaluation of activity's results
 - Short- and long-term benefits

Example

- Goal
 - XYZ Organization will provide free childcare to low-income households in Elk Grove
- Objectives
 - Work with 10 local service organizations to educate 200 low-income Elk Grove households on available childcare by December 31, 2025
 - Register 30 low-income Elk Grove households in the free childcare program by June 30, 2026
- Outcomes
 - Direct outcome: provide 20 hours of childcare each week for low-income households in Elk Grove
 - Short-term benefit: parent finds employment
 - Long-term benefit: child is better prepared for school
 - Outcome measure: number of parents employed at beginning and end of project

Budget

- Budget Summary
 - Common categories of expenditure pre-filled
 - 'Other' categories can be used for planned expenditures that do not fit the fields provided (description required)
- Indirect Costs - 10% de minimis or negotiated indirect cost allocation
- Personnel Expenses
 - Show **all** relevant personnel, even if not proposed for City funding
 - Click 'Add Row' for each staff position that would dedicate time to proposed project
- Budget Narrative
 - For each category in which funding is requested, provide a description of what anticipated expenses are included and how the funds will be spent
 - Applications requesting more than \$5,000 are strongly encouraged to include a more detailed budget and budget narrative as Supporting Documentation

Application Review Criteria

- Clarity of proposed activity
- Project feasibility
- Budget reasonableness
- Agency capacity
- Impact on priority needs
- Benefit to Elk Grove residents
- New or increased/expanded service
- Leveraged funds
- Self-support plans

Application Review Process

- Follow-up questions sent to most applicants
 - Questions will be sent through WebGrants between February 24 - 28
 - Short turn around time for responses
 - Please respond so we can fairly evaluate your application

CSG/CDBG Application Anticipated Timeline

- **Jan 10** Release of Application
- **Jan 21** Application Workshop and Public Meeting
- **Feb 11** Deadline for application submissions
- **Feb 12 - Mar 10** Review period
- **Mar 26** City Council public hearing (preliminary awards)
<https://www.elkgrovecity.org/city-council/council-meetings>
- **Apr 14 - May 14** CDBG Action Plan public review period
- **May 14** City Council public hearing (final awards)
- **July 1** Funding year begins



ESG Application

Applications due: **February 21, 2025**, at 11:59 pm
Late applications will not be accepted

Application Components (Forms)

- General Information
- Overview
- Sponsorship Request
- Details
- Audience
- Budget
- Registrations and Certifications
- Attachments

Overview

- Event Type
 - Choose the type of event you are hosting and if not listed, choose other
 - If “Other” we may reach out and ask what kind of event
- Change in Public Health Requirements
 - Plan for event if public health orders change
 - Contingency plans
- Event Description
 - What activities will occur during the event?
 - Be specific – this is used to develop grant agreement

Overview Cont.

- Citywide Significance
 - Be specific on the impact the event will have on the community, the benefactors, regional visitation, etc...
- Date(s) of Event & Location of Event
 - If unconfirmed put anticipated date/location and as soon as confirmed it's important to provide an update to the City
- Hours of Event
 - Be specific on set-up and tear-down as those will be included on your agreement and helps us budget accordingly

Sponsorship Request

- Type of Sponsorship Requesting
 - Applicants can ask for cash, facility use, and in-kind services
 - Note: Old Town Plaza is a beautiful outdoor only venue / grant only covers cost of the rental facilities and not other hard costs: security, staff, etc....and is subject to availability
 - Staff will work with you on alternate dates or facilities if your 1st preference is not available – District56 is already booked for most weekends, so a Thursday, Friday or Sunday is most likely more open than a Saturday
 - Other (e.g., emcee, speakers, swag, etc.)
- In-kind Services
 - City will not provide Police as security. Grantees are responsible for coordinating their own event security
 - City does not have any equipment available for grants or rent

Details

- Road Closures
 - If you are asking to close a road, there will be additional requirements like a map, a Street Use Permit, a Special Events Permit with CSD Fire, and a meeting with PD and Public Works months prior to your event to confirm logistics (Permits are an additional cost not covered by the grant)
- Insurance
 - New section regarding employees and auto insurance
- Food and drink
 - Depending on the number of food/drink vendors, you may be required to file for a Health permit with Sacramento County Health Department.
 - If serving alcohol, you will need an abc permit, as well as alcohol liability on your insurance

Other

- For Runs / Parades
 - You will be required to provide volunteers for supplemental help to our Police Department with road closures and list those names/contact numbers at time of contract
 - If there are not enough volunteers, you could be charged out of pocket for additional officers outside of the original plan
 - You will be required to do a litter sweep immediately following the event, or the next morning for night-time events, to ensure roadways are clear of litter and debris left by patrons
 - For parades, the City will look to supplement your event with a Street sweeper, however a check of the roadways following the sweep is still required

Registrations and Certifications

- Food Recycling
 - California Law SB 1383 is aimed at reducing short-lived climate pollutants and equates to food recycling
 - The City requests you work hard to help with separation of recycling, organics and garbage at your events
 - Eventually, this will be mandated and enforced

ESG Application Anticipated Timeline

- **Jan 10** Release of Application
- **Jan 21** Application Workshop and Public Meeting
- **Feb 21** Deadline for application submissions
- **Mar 3 – Apr 4** Review period
- **Apr 23** Funding recommendations presented to City Council (preliminary awards)
- **May/June** City Council approves annual budget (final awards)
- **July 1** Funding year begins



Grant Policies

Agreement dates:

July 1, 2025, to June 30, 2026

Basic Information

- Awarded applicants will receive one or more grant agreements based on the funding source
 - Agreements are sent electronically through DocuSign (hard copy option)
 - **Read carefully before signing!** Most edits will require a formal amendment once the agreement has been executed.
- Insurance coverage is required
 - Types and amounts will vary based on activity/event
 - City will not sign the agreement until the insurance requirements are met
- File Retention
 - CSG/CDBG - all grant-related files must be maintained for five (5) years
 - ESG – all grant-related files must be maintained for two (2) years

Organizational Standing

- Grantees must be in good standing with both the California Secretary of State and the California Attorney General's Registry of Charitable Trusts, if required by law to be registered
 - Registration – CA Secretary of State
 - Check at <https://bizfileonline.sos.ca.gov/>
 - Registration – CA Attorney General
 - Check at <http://rct.doj.ca.gov/MyLicenseVerification/Search.aspx?facility=Y>
- Organizational standing must be active/current prior to execution of agreement and throughout grant terms
- CDBG subrecipients must have a SAM Unique Entity ID (UEI) and maintain an active registration in <https://sam.gov/>

Communications & City Logo

- Grantee must include the City's name and/or logo in all materials identifying sponsors, donors, or contributors to the activity, event, or organization
- Grantee must obtain City approval before using the City's name or logo in any communication
- Grantee must submit materials for City review and approval prior to publication (avoid placing the City logo in a box)
- In cases where Grantee funding is related to the arts, Grantee must also display the logo for the Elk Grove Arts and Creative Economy Commission in all relevant communications

Payment Policies

- Payment requests submitted on WebGrants
 - CSG/CDBG - Reimbursement only and must have adequate back-up documentation
 - ESG – Payment may be requested in advance, no more than 30 days prior to event date.
 - All required documentation (e.g., reports, event summary forms, permits, etc.) must be submitted and approved prior to payment request being paid
- Organizational standing with Secretary of State, Registry of Charitable Trusts, and SAM (if required) must be active/current for the City to disburse funds
- Failure to comply with terms and conditions of agreement (including but not limited to complying with applicable public health restrictions, meeting goals, etc.) may result in the City reducing or terminating funding

Required Reporting

- Reports submitted in WebGrants
- CSG/CDBG
 - Quarterly and/or mid-year reports to show persons served
 - CDBG recipients must collect info on demographic characteristics and income
 - Annual report describing persons served and accomplishments
 - Financial reporting, type depends on amount of grant
- ESG
 - Post-event Summary Report including financial summary and attendance numbers

Technical Assistance and Monitoring

- Staff is available to help grantees throughout the year
 - On-site assistance for reporting and invoicing
 - Review/discuss modifications to scope of work and/or budget
 - Help navigating WebGrants
- All grants are subject to financial and program audits to ensure accountability, proper use of funds, and compliance with grant requirements.
 - CSG/CDBG - review financial records, program documentation, and overall performance to ensure grant funds are being used appropriately and that program goals are being met
 - CDBG – adherence to applicable federal regulations, including but not limited to 2 CFR Part 200 and HUD-specific requirements, covering financial management, program outcomes, and reporting standards



Questions?



Copies of the PowerPoint slides and a recording of this webinar will be made available at: www.elkgrovecity.org/grants



Thank you for attending!

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