

Measure Q Urban Open Space Grant Program 2017/2018

Questions and Answers Updated 1/5/18



Below are questions received about the Measure Q Urban Open Space Grant Program. Note that similar or related questions have been combined and that some questions have been condensed or edited for clarity.

1. Location of applicant

Question: Can organizations from outside the Authority's jurisdiction apply?

Answer: Public agencies, schools, and school districts must be located within the Authority's jurisdiction in order to apply. An exception is made for 501(c)3 nonprofit organizations, which can be headquartered outside of the jurisdiction as long as the project is within the Authority's boundaries.

2. Multiple applications

Question: Can an organization apply for multiple grants?

Answer: Yes, an organization can submit multiple applications.

3. Letters of Support

Question: Is there a minimum number of Letters of Support that should be submitted?

Answer: No, there is no minimum number of Letters of Support.

4. Public meetings

Question: The grant applications will be reviewed and awarded at public meetings. Will we be notified if we are on the agenda for the meetings?

Answer: Yes, the review process includes two important public meetings: the Citizens' Advisory Committee (CAC) on March 19, 2018 and the Board of Directors on May 10, 2018. The Authority will send reminders to all email addresses listed in the grant applications with information about each upcoming meeting and a link to the meeting agenda.

5. Multiple grants

Question: Can we apply for both the Measure Q Urban Open Space grant and the new Measure Q Environmental Education grant?

Answer: Yes, this year you can apply for both. The new Measure Q Environmental Education grants are expected to be open early in 2018. More information about the new grant program can be found here: <https://www.openspaceauthority.org/urban>.

6. Grant period

Question: These are three year grants, but can we complete the project in less than three years?

Answer: Yes, the grant period is three years, but you can complete the project in less time.

7. Grant budget

Question: Does it matter what an item costs?

Answer: Yes, the Budget is worth 15 points of the overall scoring, so unrealistic costs could affect the application's score.

8. Grant period

Question: The earliest expected start date is 8/15/18. Does that mean that the three year period starts then?

Answer: Yes, the three year period begins when the grant agreement is fully executed. If it is executed on 8/15/18, then it would expire on 8/15/21.

9. Grant period

Question: If a grant begins on 8/15/18, does the project need to start right away?

Answer: No, the project does not need to begin at the date of the grant agreement execution.

10. Grant cycles

Question: How many grant cycles will there be?

Answer: Measure Q, which funds the grant program, extends to 2030 and we expect to offer at least one grant cycle per year until then.

11. Defining projects

Question: Can a grant cover similar work at two different sites?

Answer: It's difficult to say without knowing more about the project and how the two sites are related, but it would likely be two separate projects (with two separate grant applications).

12. Authorizing resolution

Question: If we submit two grant applications, do we need to have two separate authorizing resolutions?

Answer: No, you don't have to submit separate resolutions, but the combined resolution would need to include all the required information for each application. With that in mind, it would likely be easier to submit separate resolutions.

13. Invoicing for reimbursement

Question: If awarded, what is the process for reimbursement requests?

Answer: All grant funds are handled on a reimbursement basis. Invoices can be submitted monthly and reimbursement typically occurs within one month. Note that 10% of each invoice will be held back from each payment and this holdback money will be paid after the project is completed.

14. Partial funding

Question: Will the grant awards be for the full grant request or is partial funding possible?

Answer: We expect the grant awards to be for the full grant request, though it is ultimately the Board of Director's decision.

15. Project area

Question: How “urban” do the projects need to be? Do they have to be within the urban areas?

Answer: As an Urban Open Space grant program, the focus is on the urban areas. For CAPITAL IMPROVEMENT and PLANNING projects, the project must be located in an urban area or within one mile of an urban area within the Authority’s jurisdiction. For PROGRAMS, the project must be located within the Authority’s jurisdiction and serve residents of the urban areas. For example, a PROGRAM might include field trips to bring students from the urban areas out to a rural preserve. For more information about the urban areas (defined as “urban” plus a one-mile buffer), please see the “Eligible Grant Area” on the interactive Grant Eligibility Map at <https://www.openspaceauthority.org/community/grant.html>.

16. Project location

Question: If the applicant is located within the Authority’s jurisdiction, can the project be located elsewhere?

Answer: No, the project itself must be within the Authority’s jurisdiction. For CAPITAL IMPROVEMENT and PLANNING projects, the project must be located in an urban area or within one mile of an urban area within the Authority’s jurisdiction (this is the “Eligible Grant Area”). For PROGRAMS, the project must be located within the Authority’s jurisdiction and serve residents of the urban areas. For more information, please see the “Eligible Grant Area” and the Authority jurisdiction boundary on the interactive Grant Eligibility Map at <https://www.openspaceauthority.org/community/grant.html>.

17. Volunteer hours

Question: How do we list volunteer hours in the project budget?

Answer: Volunteer hours would be listed in the budget under Personnel. A line item would include the title (e.g. "Volunteer") and description (e.g. "Vegetation removal. 50 hours @ \$28.46 = \$1,423") and the total dollar amount for that line item in the Matching Funds column (e.g. "\$1,423"). Then at the very bottom of the grant budget form there is a summary of the matching funds and you would list Volunteer hours totals.

18. ZoomGrants Account

Question: We applied for a grant last year, but we no longer have the password. Can we access the account and view the previous application?

Answer: Yes, for technical support such as resetting the password, please contact the ZoomGrants Technical Support team by phone (866-323-5404 x2) or email (Questions@ZoomGrants.com). They are available Monday – Friday from 7am - 4pm.

19. Question #13

Question: Question #13 in the grant application includes an automatically calculated field for TOTAL that doesn't make any sense. How should I fill this out?

Project Budget (15 points)

13. Budget Summary

This is a budget summary only; a detailed Project Budget must be submitted u

33	Grant request: Personnel
3	Grant request: Contracted Services
3	Grant request: Supplies/Materials
	Grant request: Other Direct Costs
33	Grant request: Indirect Costs
	TOTAL GRANT REQUEST
	TOTAL MATCHING FUNDS
	TOTAL PROJECT COSTS (grant request + matching funds)
	PERCENT MATCH (matching funds / grant request)
72.00	TOTAL

Answer: We apologize for the confusion. After submitting an application, the Print Preview version of the application includes an extra line with a TOTAL on this question. All other numbers are based on the applicant's entries, but this additional TOTAL is automatically calculated. Reviewers will disregard this additional TOTAL line the software has inserted at the end.

20. Resolution language

Question: The resolution template states that at least 33% match of the project cost is required but the Guidelines state that 33% of grant request is required.

Answer: The resolution should read that 33% of grant request is required. We have updated the Resolution Template in ZoomGrants. Any applications with the incorrect language will be given the opportunity to revise if necessary.