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City of Dublin

2019-2020 Human Services Grant Program

Deadline: 1/14/2019

Hively
Child Care Links Diaper Pantry

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USD\$ 12,000.00 Requested

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1. Select the category that best describes your organization:

(Select only one.)

- Non-Profit
- Public Agency
- Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).

Child Care Links is a multi-faceted social service agency with a 43 year history of improving the lives of low income families in the Tri-Valley. Our mission is to provide resources that strengthen and support children and families.

3. Select the category that best describes the project:

(Select only one.)

- Capital Project
- Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.

- Yes
- No

5. Is this request for one-time, seed or operational funding?

- One-time funding
- Seed funding
- One-time and Seed funding
- Operational funding

None

6. Please describe any funding received from other Cities, County, State or Federal government within the last three years (jurisdiction, year, amount, purpose, etc.). Enter "N/A" if the project has not previously received any government funding.

In the last two years, the Child Care Links Diaper Pantry received funding from the City of Pleasanton and the City of Dublin.

In 2017, the City of Pleasanton funded Child Care Links \$6182.00 and the City of Dublin funded Child Care Links \$8000.00 to provide low income families a month supply of diapers, as well as free literacy material.

In 2018, the City of Pleasanton funded Child Care Links \$7041.00 and the City of Dublin funded Child Care Links \$8525.00 to again provide low income families a month supply of diapers, as well as free literacy material.

7. Please provide information to demonstrate your agency's capacity to conduct this project (type of management or governing body, fiscal staff resources, skills and experience, etc.).

Child Care Links has been providing crucial early childhood resources and services to children, families, and the community throughout Alameda County for over 40 years. These services include subsidized child care, child care referrals, professional development trainings for Parents and Child Care Providers, and community outreach programs like car seat safety checks, and distributing free car seats to low-income families.

Child Care Links staff has extensive experience in managing and executing programs through various Private, Federal, State, County and City grant awards. Effective processes are in place to insure policies, procedures, tracking, and reporting requirements are met in a timely manner, and funds provided to the agency are expended in accordance with state and federal law. In-kind services, equipment and personnel will be provided by the Community Services Director and administrative staff.

After conducting a six month research-based needs assessment in 2016, Child Care Links opened a Diaper Pantry as a pilot program in January 2017 with a goal to distribute 50,000 diapers to 333 children. In 2017, the Diaper Pantry distributed 157,000 diapers to 1,136 children. In 2018, that number grew to 196,000 diapers to 1,314 children. In addition to diapers, we have distributed over 6,000 books to the very low income families who come in seeking diapers. We provide parents with resources to encourage reading to and with their little ones. Most of the books we distribute are bilingual in Spanish and English.

8. Provide a concise summary of the project (no more than three sentences or 250 characters). This text will be used widely during the review and implementation process to describe your project.

Child Care Links provides diapers for low income families in Dublin and the other Tri-Valley cities of Pleasanton and Livermore. Families often have to choose between food or diapers. We want to ensure that parents aren't forced to make that choice.

9. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.

(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)

300

10. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concern.

- 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
- Child Care, Early Childhood Development and Education
- Changing Demographics and Growing Diversity
- Financial Assistance
- None of the above

e Please explain:

11. How will this project will be implemented, administered, and operated?

The Child Care Links Diaper Pantry was developed with an infrastructure to support and evaluate participant engagement, collaborate with community partners, and track short and long-term impacts. The agency has designated staff members for program implementation, data collection, marketing, reporting, training, and fundraising. A variety of tools are used to research and collect data to evaluate strategies that will better reach and serve the needs of target populations identified as low-income and limited English speaking families.

Program participants will be eligible to receive up to a one month supply of diapers and literacy materials six times in a twelve month period. Parents will be required to complete an Impact Needs Assessment questionnaire to measure and track: income level, ethnicity, city of residence, number of children in diapers, quantity of resources received, frequency of visits, diapering activities (talk, read, sing), financial impact, hours spent reading, and level of parent engagement.

The Diaper Pantry will be open to low-income families during regular business hours two days a week. No appointment is necessary. The agency will evaluate the program on a quarterly basis to ensure the needs of the community are being met. When appropriate, Child Care Links will add additional days of operation to meet the high demand.

12. Describe in detail how Dublin grant funds will be used for this project.

(What specifically will the grant funds be used for?)

Dublin Grant funds will play a critical role in bridging the income-related academic achievement gap, facilitating early literacy skills, and ensuring the safety and well-being of children being transported in and around Dublin and the Tri-Valley. These funds will ensure that key systemic service needs are met.

Funding from the City of Dublin represents an investment in a partnership rooted in shared values, and a genuine commitment to foster new opportunities for children and their families to improve and sustain a high quality of life.

A funding commitment from the City of Dublin will also help leverage a variety of resource streams that will help the agency build a diversified revenue model for program sustainability.

Specifically these funds will be used towards staff salary and benefits, the purchase of diapers, literacy materials, and resources for parent engagement. Resident data collected between 1/1/18 – 12/31/18 revealed that nearly 25% of Diaper Pantry recipients resided in Dublin. This data was used to identify a strategic funding request based on the program's total budget and direct costs allocated to serving Dublin families.

In order for Child Care Links to build a solid foundation of diversified funding streams the agency must have a designated staff member who can contribute their efforts to securing these partnerships. In addition, staff and volunteers provide the labor to purchase and organize diapers for distribution, serve clients of the diaper pantry on distribution days and ensure that diaper drives are ongoing throughout the Tri-Valley.

13. Please list and briefly describe the outcome measures that are crucial to the success of this project. What strategies or objectives will your agency use to track the progress of meeting the outcome(s)?

The success of this project will be measured by tracking the number of hours and the frequency that parents are engaging with their children during diaper time, as a result of receiving free educational materials and information about the affects these interactions have on closing the achievement gap between affluent and low-income families.

An astounding 42% of Diaper Pantry recipients reported not knowing the direct effects that talking, reading and signing to their child every day has on their child's academic success.

The number of age-appropriate books, literacy materials, diapers, and car seats distributed to each child and family will be tracked to measure community need and program reach. Outcomes will also measure parent's ability to go to work, or school, by having access to an adequate supply of diapers in order to meet child care program requirements.

14. Describe the population your agency anticipates serving with these funds and how clients/customers will benefit from the implementation of this project, i.e. seniors, youth, disabled, low-income, etc.

The target populations this project will serve are families living well below the poverty line, limited English speaking families living in Dublin and the Tri-Valley.

Participant data collected between 1/1/17 – 12/13/18 revealed that 67% of Diaper Pantry participants are Hispanic with limited English skills, 15% are Caucasian, and 11% are African American. A humbling 80% of participants reported an income level of < \$24K a year, and 19% reported an income level of < \$48K a year.

Based on the 2018 California Income Limits for Alameda County released in July 2018 using an average household size of four, 99% of the participants are living significantly below the poverty line.

Based on these facts, the target populations will benefit from the implementation of this project as detailed in questions #12 and #29.

15. How is this project culturally appropriate (i.e., describe how it is specifically tailored to the client/customer population served)?

Child Care Links actively engages with the community on a regular basis to provide programs that are culturally appropriate and cost effective. Interviews and questionnaires were conducted with representatives of the intended target audience to create a program that would be effective and culturally appropriate. Their input was invaluable to the planning and development of the Diaper Pantry, including the decision to distribute literacy materials in both English and Spanish.

Families receive a one-month supply of diapers, bilingual books, and educational materials that inform parents how to maximize diaper time to nurture brain development through stories, pictures, songs, and counting toes. The majority of the Hispanic participants are Spanish speaking families who greatly benefit from receiving children's books and educational materials in both Spanish and English. This not only meets the needs of the Spanish speaking Hispanic population, it provides opportunities for parents and their children to increase their dual-language literacy skills together.

16. Explain how your agency will outreach to low-income, limited English speakers, and/or disabled persons. How will each of these groups access the project for which your agency is requesting funding?

Child Care Links uses a variety of innovative strategies to consistently collect data, and evaluate objectives on how to best reach low income families, limited English speakers and/or disabled children needing a specialized car seat.

Using the participant data outlined in question #14 relating to the populations this project will serve, strategies are in place to increase the scope and scale of target marketing efforts by identifying where these populations live, schools their children attend, and locations they utilize to access resources. Customized digital and in-print educational and community resources will be distributed to program participants. The agency will also outreach using Constant Contact, SurveyMonkey, social media, contests, community events and the agency website. Child Care Links employs staff who speak many of the languages that are spoken by residents in the City of Dublin and are experienced in providing support and resources to these individuals living in suburban poverty within an affluent community.

Child Care links initiates new community partnerships through purposeful engagement and outreach initiatives, targeting low-income housing facilities, such as Camellia Place, Wexford Way and Oak Grove Apartments. Other outreach efforts targets health care providers, school district social workers, social service agencies, and collaborating with community organizations who serve low-income, limited English speaking families, and disabled youth.

17. Identify other organizations that your agency partners with and describe their relevant capabilities that result in greater service integration.

Child Care Links actively pursues partnerships with Tri-Valley service organizations, businesses, nonprofits, and individuals to effectively and efficiently streamline service integration strategies, and reduce program costs to reach more low-income and Spanish Speaking families.

The agency has rich partnerships with the Tri-Valley Anti-Poverty Collaborative, Axis Health, WIC, Community Care Licensing, CityServe, CAPE Head Start, Kaiser, Hacienda Helping Hands, Food Bank of Alameda County, Dublin, Pleasanton and Livermore School Districts, First 5 Alameda County, California Child Care Initiative Project, and Livermore Community Needs. Additional partnerships are currently being developed with WorkDay, John Muir Health, Costco, and the City of Livermore.

Currently, CityServe of the Tri-Valley, Axis Community Health, and WIC of Pleasanton refer qualified clients on a consistent basis to the Diaper Pantry. Axis Community Health has five sites serving more than 14,000 East Alameda County residents, 800 of those children between the ages of 0-3 years old and a majority of their patients living below the poverty line. WIC of Pleasanton serves 500 infants and toddlers a month and CityServe of the Tri-Valley serves over 2,000 low-income families a year. Collaborations such as these are key in meeting the unique and changing needs of Tri-Valley families living in suburban poverty, and for building a self-sustaining program that does not require annual funding from repeat funders. Child Care Links will enlist the aid of these partners in order to deliver the most comprehensive services to Dublin families.

18. Describe the marketing and outreach your organization has done, particularly to Dublin residents. In addition, outline specific outreach collaboration with other service organizations in the City of Dublin or Tri-Valley.

Child Care Links actively collaborates with the Dublin Unified School District's Community Liaison and Student Services to

collaborate in outreach events for the Annual Health Fair, SeeDubRun and family resource fairs held at below-market housing facilities. Locations include Camellia Place, Wexford Way and Oak Grove Apartments.

The agency works closely with the Dublin CAPE facility to bring resources, trainings, and services on site to CAPE families. The agency conducts car seat safety checks and brings free car seats on site to distribute to families with old, damaged or expired car seats.

In 2017, Child Care Links collaborated twice with Marilyn Avenue School, the Food Bank of Alameda County, Axis Community Health, Las Positas College, and Stanford Health to provide parents with information and a tool kit on choices they can make every day to raise successful, healthy children.

Child Care Links use a wide variety of marketing and outreach strategies to expand the reach of services. The agency publishes in-print and digital media content for the Child Care Links website and social media pages, community calendars, and monthly newsletters. The Child Care Links website and social media pages allow parents, Child Care Providers, and the community the ability to download forms, receive and share information, and register for events through the agency's online calendar.

Child Care Links anticipates expanding the agency's reach in the community by providing youth volunteer opportunities for Dublin students wanting to volunteer in their community.

19. BUDGET NARRATIVE Describe how this project is cost effective and how the budget is reasonable for the anticipated result.

Funding will cover expenses including staff salary and benefits, program materials, and supplies. Please see the budget for specific line item information.

Staff identified a community need and developed a program using a root-cause solution approach while implementing cost effective strategies. Child Care Links utilizes in-kind resources, community partnerships, fundraising strategies, and volunteers to help minimize costs.

With participant data showing a dire need for low-income families to have access to free diapers, age-appropriate literacy materials, and car seats, the program's capacity has tripled in twelve months. Running it as a pilot program last year on a shoestring budget, Child Care Links was able to distribute 157,000 diapers and 32 car seats in the first twelve months. The retail price for that amount of diapers would cost \$100,000 but as a member of the National Diaper Bank Network (NDBN) the agency is able to purchase diapers for a third of that cost.

Additionally, having a membership with the NDBN allows the agency to connect with a network of over 3,500 partner agencies and access to reduced purchasing agreements for car seats.

In order to increase the cost effectiveness of this program, a higher percentage is being requested for salaries. This is a crucial step for the program to become self-sufficient as outlined in question #45. Developing community partnerships and innovative fundraising strategies is vital to streamlining resources, securing diverse funding streams, and reducing program costs. This type of expertise warrants the expenditure and integrity it takes to build a successful program with a significant impact. Child Care Links is honored to have the City of Dublin as a founding contributor to the program's success during the pilot last year. Child Care Links does not anticipate having any unspent grant funds at the end of the fiscal year.

20. If this application does not receive funding, or receives reduced funding, what will be the effect on the project?

Child Care Links is committed to serving low-income, limited English speaking families, and disabled youth throughout the Tri-Valley in partnership with the cities of Dublin, Pleasanton and Livermore. If this project is not funded, or receives reduced funding, it will have a significant impact on the number of families who are able to buy food and pay bills with the money they save on receiving free diapers and car seats.

Currently the demand for diapers is so great that Child Care Links has to limit the number of times families can visit the Diaper Pantry to six times a year in order to accommodate the high demand and serve more families. As the agency continues to reach out to the targeted populations in community, the demand for car seats will continue to rise. Without funding, the agency will have to turn families away, resulting in parents not being able to work due to lack of supply of diapers, children not being transported safely, and closing the achievement gap for low income children.

If Child Care Links receives reduced funding, or no funding, it will limit the scope and reach of the project and its impact on bridging the income-related achievement gap.

21. Does your agency anticipate having any unspent grants funds at the end of the fiscal year?

No

Yes: If yes, please explain:

22. CAPITAL PROJECTS: Is your agency requesting funds for a Capital project (e.g. one time expenses for construction, equipment, furniture, fixtures)?

Yes

No. If no, check box here and enter N/A for questions 23, 24 and 25

23. If your agency is requesting Capital funding, describe the detailed scope of work for the project. Include a timeline/schedule. [Attach project budget, photos, designs, site plans, specs, needs assessment, etc. later in the "Documents" tab.]

Enter "N/A" if not applicable.

N/A

24. If your agency is requesting Capital funding, describe any land tenure issues (e.g. does your agency own or lease the property, lease terms, plans for future relocation or expansion, etc.).

[Attach relocation plan (if needed) and other supporting documents later in the "Documents" tab.] Enter "N/A" if not applicable.

N/A

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

NOTE: Please contact City staff immediately if you have any questions regarding Davis-Bacon requirements.

Not Applicable

Yes

No

26. PERFORMANCE MEASURES: Select AT LEAST ONE of the following statements that best describes the project:

(You may choose more than one.)

Promotes and supports a high quality of life which ensures a safe and secure environment that fosters new opportunities.

Balance history with progress, to sustain an enlightened, economically balanced and diverse community.

Encourages innovation of City life, including programs to strengthen our economic vitality, supports environmental stewardship and sustainability through the preservation of our natural surroundings.

Promotes residents engaging in an active and healthy lifestyle through the creation of first-class recreational opportunities, facilities and programs.

27. The City Council updated and modified Dublin's Vision statement in 2018 as part of the City's Strategic Plan. Describe one way the project serves Dublin residents and will help the City carry out its mission and achieve its vision for the

The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

This grant addresses three of the priorities articulated in the Eastern Alameda County Human Services Needs Assessment: Early Learning and Child Care, Workforce Development and Health Care. Diapers are an essential supply for keeping kids healthy. They are also required for children enrolled in child care. Without diapers, parents are unable to leave their children in child care. Without child care, parents can't work. Literacy materials help prepare children for academic success.

28. ** QUESTIONS 29 THROUGH 41 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

Yes. If so, check box here and answer questions 29 through 41.

No. If no, check box here and enter

Don't know. If you are unsure, please call City staff at (925) 833-6650 immediately for assistance.

29. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail

Please enter "N/A" if you are not interested in qualifying for CDBG funding.

N/A

30. CDBG ONLY - Identify at least one HUD Consolidated Plan Guiding Principle that relates to your project:

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
- Not Applicable. I am not interested in qualifying for CDBG funding.

31. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:

- A) Support and develop a continuum of housing resources that will increase access to low-income, seniors, disabled and homeless persons with emphasis on activities that:
 - *Increase and maintain transitional housing opportunities with supportive services to increase positive outcomes and stability into permanent housing.
 - *Preserve and increase affordable rental housing opportunities for low and moderate income households.
 - *Assist with homeownership opportunities for first-time homebuyers and ensure existing homeowners have safe housing that maintains affordability.
 - *Promote fair housing and reduce housing discrimination.
- B) Improve community health and access to basic and specialty care including dental and optometry care, behavioral and mental health care services especially for low-income, uninsured and under-insured residents with emphasis on activities that:
 - * Support the maintenance and expansion of services and programs aimed at wellness and preventative care services.
 - * Increase outreach and access for underserved populations including limited English speaking persons, youth, disabled, seniors and homeless persons.
- C) Increase and maintain affordable and accessible wellness and development opportunities for youth that are age appropriate.
- D) Support and expand programs and opportunities that keep seniors engaged and involved in their community.
- E) Foster and encourage innovative programs that meet emerging community needs with emphasis on low-income and underserved populations.
- F) Not Applicable. I am not interested in qualifying for CDBG funding.

32. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- Increase homeownership
- Promote decent affordable housing
- Strengthen communities
- Ensure equal opportunity in housing
- Promote participation of grass-roots, faith-based, and other community-based organizations
- Not Applicable. I am not interested in qualifying for CDBG funding.

33. CDBG ONLY - Identify at least one HUD Policy Priority that relates to your project:

- Provide increased homeownership and rental opportunities for low and moderate-income persons, persons with disabilities, the elderly, minorities, and families with limited English proficiency.
- Improving the quality of life for our Nation's communities
- Encouraging accessible design features.
- Participation of minority-serving institutions in HUD programs.
- End chronic homelessness within ten years.
- Removal of barriers to affordable housing.
- Not Applicable. I am not interested in qualifying for CDBG funding.

34. CDBG ONLY - Identify at least one HUD Consolidated Plan objective that relates to your project:

- Increase the availability of affordable rental housing for extremely low income (30%), very low income (50%) and low income (80%) households.
- Preserve existing affordable rental housing and ownership for households at or below 80% of Area Median Income (AMI).
- Assist low and moderate income first-time homebuyers.
- Reduce housing discrimination.
- Maintain, improve and expand (as needed) the capacity of housing, shelter and services for homeless individuals and families including integrated healthcare, employment services and other supportive services.
- Maintain and expand activities designed to prevent those currently housed from becoming homeless.
- Build on inter-jurisdictional cooperation to achieve housing and homeless needs.

- Increase the availability of service-enriched housing for persons with special needs.
- Not Applicable. I am not interested in qualifying for CDBG funding.

35. CDBG ONLY - Select one HUD Objective that relates to your project:

(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- Creating a Suitable Living Environment
- Providing Decent Affordable Housing
- Creating Economic Opportunities
- Not Applicable. I am not interested in qualifying for CDBG funding.

36. CDBG ONLY - Select one HUD Outcome that relates to your project:

(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- Availability/Accessibility
- Affordability
- Sustainability
- Not Applicable. I am not interested in qualifying for CDBG funding.

37. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs

with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)

- Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- Not Applicable. I am not interested in qualifying for CDBG funding.

38. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:

(Select only ONE.)

- Persons
- Households
- Not Applicable. I am not interested in qualifying for CDBG funding.

39. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

<input type="text"/>	Disabled
<input type="text"/>	Women/Female Headed Households
<input type="text"/>	Seniors
<input type="text"/>	Youth
<input type="text"/>	Homeless
<input type="text" value="N/A"/>	Not Applicable. I am not interested in qualifying for CDBG funding. (Type N/A)
<input type="text" value="0.00"/>	TOTAL

40. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

<input type="text"/>	Low Income (50%-80% AMI)
<input type="text"/>	Extremely Low Income (<30% AMI)
<input type="text" value="N/A"/>	Not Applicable. I am not interested in qualifying for CDBG funding. (Type N/A)
<input type="text"/>	
<input type="text" value="0.00"/>	TOTAL

41. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.

The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

<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

	Asian and White + HISPANIC
	Black/African American and White
	Black/African American and White + HISPANIC
	American Indian/Alaskan Native and Black/African American
	American Indian/Alaskan Native and Black/African American + HISPANIC
	Multi Racial + HISPANIC OR other Multi Racial
	N/A Not Applicable. I am not interested in qualifying for CDBG funding. (Type N/A)
0.00	TOTAL

42. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- #1 - This program/project has the agency's highest priority for funding.
- #2 - This program/project has the agency's 2nd highest priority for funding.
- #3 - This program/project has the agency's 3rd highest priority for funding.
- #4 - This program/project has the agency's 4th highest priority for funding.
- #5 - This program/project has the agency's 5th highest priority for funding.
- #6 - This program/project has the agency's 6th highest priority for funding.
- If you have more than 6 applications per organization, agency, district or entity, check here.

43. Please describe actions your organization is taking to become financially self-sufficient (i.e. what steps are you taking to reduce dependency on the City's grant program).

The Child Care Links Diaper Pantry does not have a way to generate any kind of revenue through fees from the clients served. We have turned to family and friends of staff and board members, we work with corporate and church groups to host diaper drives, we seek donations from community members and we still have trouble keeping the diaper pantry stocked. The need is great and the more diapers and books we are able to secure, the more families we can serve.

This program might be viewed as optional or extra; but, to low income families in the Tri-Valley it really is the difference between being able to feed their kids or diaper them. We are able to help them do both.

44. All organizations must provide valid City of Dublin Business Registration number at time of application. Please provide the organization's registration number here.

BL-109890

Budget [top](#)

Funding Sources/Revenues	Budget Amount	Amount Committed
City of Dublin	USD\$ 12,000.00	
City of Pleasanton	USD\$ 12,000.00	
City of Livermore	USD\$ 24,000.00	
Share the Spirit Grant	USD\$ 7,500.00	USD\$ 7,500.00
Rotary Clubs	USD\$ 7,500.00	USD\$ 7,500.00
Individual Donors	USD\$ 30,000.00	USD\$ 15,000.00
Corporate and Church Diaper Drives	USD\$ 40,000.00	
Total	USD\$ 133,000.00	USD\$ 30,000.00

Funding Uses/Expenses	Budget Amount	Amount Committed
Program Staff Diaper Pantry (.25 FTE)	USD\$ 12,000.00	
Payroll Taxes	USD\$ 960.00	
Benefits	USD\$ 1,850.00	
Supplies - Diapers	USD\$ 60,000.00	
Supplies - Books	USD\$ 48,000.00	
Supplies - Parent Education Materials	USD\$ 12,000.00	
Total	USD\$ 134,810.00	USD\$ 0.00

Budget Narrative

The cost of diapers and books are the bulk of this grant. Funding will cover expenses including staff salary and benefits, program materials, and supplies. Please see the budget for specific line item information.

Staff identified a community need and developed a program using a root-cause solution approach while implementing cost effective strategies. Child Care Links utilizes in-kind resources, community partnerships, fundraising strategies, and volunteers to help minimize costs.

With participant data showing a dire need for low-income families to have access to free diapers, age-appropriate literacy materials, and car seats, the program's capacity has tripled in twelve months. Running it as a pilot program last year on a shoestring budget, Child Care Links was able to distribute 157,000 diapers and 32 car seats in the first twelve months. The retail price for that amount of diapers would cost \$100,000 but as a member of the National Diaper Bank Network (NDBN) the agency is able to purchase diapers for a third of that cost.

Additionally, having a membership with the NDBN allows the agency to connect with a network of over 3,500 partner agencies and access to reduced purchasing agreements for car seats.

In order to increase the cost effectiveness of this program, a small percentage is being requested for salaries. This is a crucial step for the program to become more self-sufficient as outlined in question #45. Developing community partnerships and innovative fundraising strategies is vital to streamlining resources, securing diverse funding streams, and reducing program costs. This type of expertise warrants the expenditure and integrity it takes to build a successful program with a significant impact. Child Care Links is honored to have the City of Dublin as a founding contributor to the program's success during the pilot last year. Child Care Links does not anticipate having any unspent grant funds at the end of the fiscal year.

Documents [top](#)

Documents Requested *

Required? Attached Documents *

Program Expense Budget for ALL Grant Requests
[download template](#)

✓

[Expense Budget for all grant](#)

Financial Information Form for ALL Grant Requests
[download template](#)

✓

[Financial Information form](#)

List of Board of Directors (or governing body) with agency contact information

✓

[Board of Dir.](#)

Current Annual Budget for the Entire Agency

✓

[Annual Budget](#)

Copy of most recently submitted IRS 990 form or Tax Return (include complete form)

✓

[Tax Return](#)

Board of Director's (or governing body's) designation of authorized official

✓

[Designated Official](#)

Board of Director's (or governing body's) authorization to request funding (may be same document as one above)

✓

[Funding Authorization](#)

Proof of insurance carried, including bonding, liability and/or workers' compensation

✓

[Certificate of Insurance](#)

STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.

✓

[Letter](#)

Certified Audit and/or Certified Financial Statements
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)

REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure

REQUIRED FOR CDBG ONLY - Agency Audit