

**Was it part 2 and 3 of form F that we should do real time right after an event? If yes I will dupe from F and have it on file for each event.**-I would comment that it would make the final report easier if you filled out Pages 3 & 4 of the final report in real time by activity rather than wait until the end. This is a practical grant management time skill but is certainly not required.

**If I get concurrence from the assn. that we want to use the grant money allocated to us end of July for the original July 4 2008 party, we can submit an extension to pull that off on July 4, 2009?** -Just submit the extension form. As mentioned last night, just be aware that if you are awarded a Cycle 23 grant, I will not be able to issue that check if you have an outstanding extension on Cycle 22. This is based on how I read and understand the RFP, although I will consult with the NDC at the time of Cycle 23.

**I am still confused on how I get a schedule of applicable classes to meet CAP requirements and just to know when they occur so we can plan.**-Classes are published monthly (for the next month) from the NDC. All CLA classes are CAP Grant Class Requirement Eligible. There are some additional classes, like ones at the UNSCC Conference, that are trackable because they have worked out the tracking with the NDC. Outside of those classes, they would need to be approved by the NDC Director and that approval noted to me to record the credit correctly. Frankly, I believe in an auditable and consistent system and special exceptions are not easy to document and consistently apply to all grantees fairly.

**Talking about leverage, it looks like I am going to be writing a cycle 23 request and completing cycle 22 forms as needed . where do we get to claim the 100 hours + of volunteer time to do all this?**-There is no grant program that allows the administration of the grant to be used as leverage. This is true for this program. I would expect that a CAP grant would take about 10-15 hours to admin per cycle, based on my own personal experience administering CAP Grants. I would be happy to go over time saving techniques.

**Are jet ink cartridges (for a printer that I donated to the Association and sits at our office desk at the Community Center) and ink refills an approved CAP expense?**-No. Recurring office expenses are not CAP grant eligible items.

**We are looking to merge with a neighboring neighborhood association and we both have CAP Grants, can we keep them?**-No, your MOU's are with 2 distinct organizations and can't be combined. If one of the organizations ceases to exist, you will have to file a final report for the organization that is absorbed and return any unused CAP Grant Funds.

**We are done with our CAP Grant Activities and can file the final report before the Mid-Year report is due, do we have to file the Mid Year Report?**-Yes, please include the Mid-Year report with the final report. This should be quite easy if all the activities are complete and will only take 5 minutes. We will not be able to close out our grant if any required report is not filed.

**Can we insure an event using CAP Grant funds that is being done by another organization that we partner with for projects?**-Based on a strict interpretation of the rules, the answer is No.

**Are CLI Classes CAP Grant Eligible?**-Yes, as approved by the NDC Director.

**Can we reimburse gas for volunteers?**-No, transportation costs are not CAP Grant Eligible.

**We would like to give away Bike Helmets at an upcoming Safety Fair. Can we use CAP Grant Funds to fund the cost of the helmets?**-No, all items (with the exception of T-Shirts up to \$6 each) that are gifted are not eligible items. The specific provision in the MOU signed by all CAP Grant recipients of Cycle 22 is:

Uniforms, costumes, or items that will be gifted to residents. Recognition gifts are limited to certificates and plaques up to \$25.00;

**Is copy paper approved?**-Yes, that is a eligible expense.

**At our Neighborhood Dumpster Day, I purchased \$41 worth of food and pastries for the 24 volunteers who helped with the event. Can I write it off?**-Yes, refreshments are legitimate expenses for Dumpster Days.

**For our monthly meetings I have been purchasing a couple of pizzas and water and/or soft drinks. Are these items approved as "refreshments" for our monthly meetings?**-Yes, these would be eligible expenses, but they do not appear in your budget with your MOU. You will need to file a change form to make it eligible for your grant. You may submit the form electronically.

**Can I write off two gallons of paint which we used at NNO to paint over graffiti on our William Street bridge?**-Yes this would be eligible as a Beautification Expense, but you must submit written permission from property owners to perform work on their property along with the receipt. This includes private property, City of San José, CalTrans, or County of Santa Clara. You would also submit a change form for this expense unless it was specifically called out in your original budget.

**I had a banner made with the name of our association which I display at our different events, starting with our NNO. Can I write it off with NNO funds?** - Yes

**Do we turn in copies of receipts with our Mid-Year Report?**- Do Not Send Receipts with your MidYear Report. Receipts are required to be sent with your Final Report. We will not keep receipts sent with your MidYear Report.

**Do we need to have the attendance sheets added to the Final Report.**- For Cycle 22, you are not required to send attendance sheets in with the final report. You may send them if you wish.

**For each NDC class attended, a certificate of completion is requested be attached according to the Final Grant Form?**—That is incorrect in the form. Certificates are not given for individual classes. When you complete the 4 classes, your NA will get a certificate. On the final grant form, you can list the classes taken or present a copy of the final certificate. Either will do for proof. If a certificate is not attached, we will verify against the attendance records.

**Can I submit my Final Report before June if we are done with our projects?**-Yes. Please feel free to submit your final report anytime that you are done with your grant.

**We attended four classes (combined) at the Community Leadership Institute. We were told this would satisfy the CAP grant requirement for classes. Is this accurate?**- Yes, I have been told that CLI Classes will be honored as part of the class requirement. With your final report, we will need a certificate of completion for those classes. My understanding is that the CLI issued certificates of completion. Just make a copy of the certificate and list the classes completed at the CLI. We do need proof of completion to certify the completion of the CAP Grant Requirement.

**Are classes taught out of the City of San Jose eligible to meet the CAP Grant Class Requirement?**-No.

**I attended your class on Administering Grant funds last week. My question is :does that class count for Cycle 22 grant purposes?**- Yes the Grant Administration Class does count towards your 4 Class requirement.

**If our neighborhood association has an approved extension on CAP Grant Cycle 21 are we eligible to apply for CAP Grant Cycle 23?**-Yes, you are eligible, but your Cycle 21 Grant must be closed before a grant check for Cycle 23 can be issued.

**Our Cycle 21 Grant has not been closed and we do not have an extension, can we apply for a Cycle 23 Grant?**-No, you are not eligible for a Cycle 23 Grant if your Cycle 21 Grant remains open on the application due date for Cycle 23. NO EXCEPTIONS!

**Is Postage CAP Grant Eligible?**-Yes, as long as it is for neighborhood communication efforts that are CAP Grant Eligible. As with all expenses, it must be receipted properly. A proper receipt would be a receipt from the USPS or a store receipt itemizing postage stamps if not purchased at the USPS.

**Is Film developing CAP Grant Eligible?**-Yes. It must be called out on your MOU budget sheet and the purpose must be clearly stated. The photos must be shot at a CAP Eligible Activity and the purpose of the photos relative to community building must be obvious. Developing of film to just give pictures to participant is not eligible. If you are unsure about eligibility on this issue, please contact Ken Podgorsek at [sjgrants@unsc.org](mailto:sjgrants@unsc.org) or Alex Ruvalcaba at [alex.ruvalcaba@sanjoseca.gov](mailto:alex.ruvalcaba@sanjoseca.gov)

**We forgot to turn in our MidYear Report on January 28, what are the consequences?**-First, get it in ASAP. As part of your MOU, your NA agreed to turn in all reports on time. When a report is not received, your grant is in arrears. The most important thing you can do is get your grant out of arrears ASAP. If a grant is in arrears, you may be ineligible for future grants or you award for future grants will not be issued until you get all the required information completed.

**What are acceptable recognition gifts and what are not?**-As per your MOU, the only two (2) acceptable recognition gifts are certificates and/or plaques. The cost of a plaque or certificate is limited to \$25 per certificate or plaque. A frame for a certificate would be an acceptable expense as long as it is within the cost restriction. **All other gifts (recognition or otherwise) are ineligible. ALL MEANS ALL!**

**Our organization wishes to supply some food for two events. These are not open to the public and are not fund-raisers. These are gatherings of neighbors to meet each other and have a sense of community, and to get more people involved. Does all food the association offers at these gatherings has to be prepackaged because of health reasons?**- The event must be open to your neighborhood not the public at large. It can not be a paid member only event. The food does not have to be pre-packaged. You can make food. A number of groups do make food like hamburgers, hot dogs, etc. Some groups buy food from local restaurants, which is also fine. All requirements of the facility or park where you are holding the event must be followed as a condition of your grant.

**Our association is having a CAP Grant funded Dumpster Day. Must we allow anyone who lives anywhere to dump in our association dumpster because we received CAP money?**- You can restrict the usage of the dumpsters only to the people that live within the borders of your neighborhood. You cannot restrict the usage of the dumpsters to just those that have paid up memberships. You can collect membership fees at the time as long as it is not a condition of using the dumpster. You may also restrict the items and the number of items that each neighbor puts in the dumpsters or make it first come-first serves, as long as it is fair.

**We received cycle 22 CAP grant funds for "communications". We have produced several newsletters and flyers over the period from July 1 2008 to the present. Should we include the volunteer time it takes to distribute each newsletter to each association home on the "in-kinds Final Report form? or not. So, should we just count the volunteer time it takes to actually create the newsletter/flyer?----** Yes, you may use the volunteer time to produce and distribute the newsletter as part of your leverage.

**We need to use space at a community center for our special event and the City of San Jose is charging us a fee for the use, is the fee for the community center use CAP Grant eligible?-Yes. While facility use fees for regular meeting are ineligible, reasonable use fees for special events are eligible. They must be receipted like any other expense. Please make sure that you get a receipt.**

**We will not use our full grant amount for Cycle 22. Should we refund the balance and who should the check be made out to?**-If you have not used your entire grant amount according to your budget and change requests (if filed), you are required to return the unused monies. This is done with the filing of your final report. You would make the check out to United Neighborhoods of Santa Clara County (UNSCC).

**I have been granted an extension, as we won't be able to finish our projects until after June 30, 2009. How does the grant reporting process work?**-If your Neighborhood Association has been granted an extension for your Cycle 22 Grant, your Cycle 22 grant is extended to June 30, 2010 with the final report due July 30, 2010. Since you have an extension, you may present receipts from July 1, 2008 to June 30, 2010 with your final report. Extensions should only be requested when absolutely necessary. I would still suggest filing your final report as soon as the projects are complete and not to wait until the last possible filing date. An open Cycle 22 will affect a Cycle 24 Grant if your Neighborhood Association files for a Cycle 24 Grant.

**I don't believe that we will be able to finish our Class Requirement before June 30. What do we do?**-There are 4 opportunities available before June 30 to meet your grant requirement. Anybody from your neighborhood can take a class and have it count towards your requirement, not just your Board members. They just have to sign in as representing your neighborhood. If you cannot finish the requirement before June 30, you must file for an extension.

**What is the deadline for filing Change Requests and Extensions?**-June 30, 2009.

**Are Prizes or Give-aways for Children's Games an eligible item?**-No.

**When do we have to file a change request and how does the 10% rule apply?**- The 10% rule is related to when you don't have to file a change request. As your grant is administered, you may shift money around to the different approved budgeted activities up to 10% of the Grant amount with no change form. If the item is not in your approved budgeted activities you need to file a change request. If you will be exceeding a 10% shift, you will need to file a change request.

**Are art supplies for a children's activity at an event or a meeting an eligible expense?**-Yes, as long as it is an activity performed at an event or meeting. They may not be given out as a to the participants, but may be used as supplies at an event or meeting. The children may take their finished artwork home as long as it was done at the event or meeting.

**Please explain how matching funds (leverage) works?** - Applicants being funded for the first or second time must contribute matching funds of at least 25% of the total amount requested from CAP. Applicants being funded beyond the second time must contribute matching funds of at least 50% of the total amount requested from CAP. For example if this is your third CAP Grant and your funding was \$2000, you must demonstrate matching funds of \$1000. These matching funds can come for any or all of the following: Volunteer hours @ \$18.05 per hour, Cash Donations, In-Kind Donations (non-cash), or Neighborhood Association funds.

**What is an In-Kind Donation?** – In-Kind donations are donations of items to your Neighborhood Association. For example, a store donates several cases of water for an event, or a neighbor donates 3 bags of charcoal for a BBQ, etc. In-Kind items to be used for matching funds do not have to be items on the eligible list. For example, if a store donates a gift certificate as a prize for a give a way that can be listed as a matching fund even though you could not use grant funds to purchase the certificate.

**Are there any restrictions on who we can invite to our annual picnic if we are using CAP Grant funds to fund it? Specifically, is it okay to invite other neighborhood folks?**- Yes, that is fine. The only rule here is that you cannot charge people to attend but there is no prohibition to asking for a donation as long as that someone who doesn't give a donation can still attend and enjoy the event.