

**2025/26 TOT Grant Workshop
Q & A Report**

#	Question	Answer
1	Will we get a copy of the presentation? I'd like this separately from the recording.	The PowerPoint presentation will be available on the TOT webpage (https://bdm.saccounty.gov/TOTGrantProgram/Pages/default.aspx) by Friday 1/31/2025.
2	What was the date of announcement?	Awards will be finalized at the Board of Supervisors Hearing in June. The exact date is not yet determined. An email will be sent to applicants to inform them of the Board Hearing date.
3	Can an organization that provides multiple services at multiple facilities in Sacramento County but has its main office in Placer County qualify for the TOT grant?	Yes. Applicants must submit their application using the address of their office located in Sacramento County, even if the organization's main office is outside of Sacramento.
4	Does the restriction on vouchers including grocery gift cards to address food insecurity?	Gift cards are discouraged. However, if gift cards are part of the project's scope of services, they will not be restricted, provided the need for the gift card is documented and justified. Proof the client received the gift card will be required to receive reimbursement.
5	If our organization has a budget deficit is that disqualifying?	No, but use the budget note section in the application to explain the deficit.
6	What does 'physical presence' mean?	Applicants must have a physical address for your organization in the County.
7	Is fiscal agent required for community base organizations? Is there a match contribution that is required? Do we need an LEA and do we need sponsor letters?	Applicants must be registered as a nonprofit organization OR have a fiscal sponsor to be eligible. No match is required. Applicants will need to provide proof of their your fiscal sponsor.
8	Would Rotary qualify as a Sponsor Organization?	Yes, Rotary organizations can act as Fiscal Sponsors.
9	There was info on the website about some funds available for building and or construction.	TOT Grants can be used for building and construction project(s) as long as they fall within the grant term and a letter of support from the landlord is provided.
10	If our project is in conjunction with a City project, does that make our project ineligible?	Additional information is need to answer this question. Please contact saccountytotadmin@saccounty.gov to discuss this further.
11	If our 501 C3 is based outside of Sacramento County, but we do have a physical presence providing services within Sacramento County, are we still eligible?	Applicants must have a physical office in Sacramento County to be eligible for funding.
12	How can I get a recording of this ZOOM?	The presentation, recorded video, and Q&A will be available on the TOT Website by 1/31/2025. Please check for updates at: https://bdm.saccounty.gov/TOTGrantProgram/Pages/default.aspx
13	Are spaces included in the character count?	Yes, spaces are included in the character count.
14	Does Economic category include business creation or just business attraction?	Economic/Workforce Development – Organizations that develop initiatives promoting economic growth through business attraction and retention or marketing strategies; deliver programming that increases foot traffic in commercial corridors; provides job training, and educational programming whose primary focus is on job readiness and direct career pathways.
15	For question 5, should all Board Members be included, or only those involved in the proposed project?	Applicants should list all Board Members.
16	Does the character limit include spaces?	Yes. Spaces are included
17	Overall Project is a rebuild of a City Park. The City has put up partial \$\$\$ for the project - we are raising the rest...including oversight of specific components of the project.	Additional information is need to answer this question. Please contact saccountytotadmin@saccounty.gov to discuss this further.
18	Please provide clarification for Question 8 which indicates: "Please provide your last completed Fiscal Year budget which has been adopted by the Board of Directors." So, you don't want the current FY budget but rather, last FY?	Applicants should provide the budget from the last fiscal year.
19	Regarding que. 13: what should be written if the project takes place in multiple districts?	Check all districts where the project takes place.
20	Is it the same or a different link than what I registered for this ZOOM?	Information about the TOT Grant Program can be found on the County website: https://bdm.saccounty.gov/TOTGrantProgram/Pages/default.aspx
21	Can an organization that is a fiscal sponsor apply for itself and for one of it's fiscally sponsored groups?	All applicants must apply on behalf of their organization. Organizations using a fiscal sponsor will apply and list the fiscal sponsor in the Organization Information section. The minimum requirements are as follows:

22	Please clarify a physical address in the County. Does that mean addresses of venues we use or is that the organization office? IF the office is in Placer County and we use Sacramento County venues for services, does that qualify as physical presence/address?	Applicants must have an office in Sacramento County.
23	Does the County have any official stance on the use of AI in the grant writing process?	The TOT Administrative Team has reached out to the Department of Technology and will issue a response upon receiving their feedback.
24	What are the minimum limits required for the COI?	<p>Applicants do not need to provide insurance as part of the application process. Insurance will be required for organizations selected to receive grant funding.</p> <p><u>General Liability</u> General Aggregate:\$2,000,000 Products Comp/Op Aggregate:\$2,000,000 Personal & Adv. Injury:\$1,000,000 Each Occurrence:\$1,000,000 Fire Damage:\$ 100,000</p> <p><u>Auto</u> 1.Commercial Automobile (non-owned and hired) \$1,000,000 2.Personal Lines Automobile- \$250,000 per person, \$500,000 each accident, \$100,000 property damage.</p> <p><u>Workers' Compensation:</u> Statutory <u>Employer's Liability:</u> \$1,000,000 per accident for bodily injury or disease.</p>
25	Re: item 26. Didn't I hear earlier that the grant amount cannot be more than 20% of overall budget?	The requested amount cannot exceed 20% of the organization's last completed budget.
26	If the project is a health education event but there is an opportunity for donations at the end - does that disqualify?	As long as the event is not a fundraising event, the project would qualify.
27	Our programs are mobile. Can the physical address be that of a Board member?	No, if the organization is mobile, the panel will honor the address registered with the Secretary of State.
28	If I am applying for a variety of events that our organization produces, do you recommend applying per event or for the whole event season?	This will be up to the organization. Applicants can include all of the projects the organization is producing for the year, as long as all of the projects are within the same category or apply for funding of one event.
29	Can we apply for a project's maximum budget ceiling for a single award regardless of our organization's fiscal budget?	The requested amount cannot exceed 20% of the organization's last completed budget.
30	Is the personnel detail needed on the budget form if the applicant is not requesting funding for project personnel?	The project budget should include all expenses to produce the project including personnel if applicable.
31	Can you apply for more than one grant for different projects in the same org	Only one application per organization is allowed.
32	Are offices in areas such as Wilton and Rancho Cordova eligible to apply?	Yes. Wilton and Rancho Cordova are located in Sacramento County.
33	What if our physical office belongs to another nonprofit organization here in Sacramento County and they are lending their space for us to use? Would a MOU between our organizations suffice that proof of a physical office?	You can list the physical office and the MOU is not required.
34	Your last slide p. 13 said that there is an auto save, so we don't need to save after each session. Correct?	The system saves automatically. However, I still recommend you utilize the save button in case there is any issues or glitch with the system.
35	Will there be a BOS meeting where applicants can address the Supervisors?	The Board of Supervisors hearing is to finalize the awards at a regular scheduled meeting at which time applicants may comment during the public comment period for that item. However, please note there is no prior hearing for applicants to present or address their proposed project. All hearings are accessible to the public and recorded for review.
36	I'm rephrasing my question. My organization is applying for this grant. One of our fiscally sponsored groups also wants to apply for it. Is that okay?	This arrangement is acceptable, provided that both parties fulfill the eligibility requirements. The applicant will submit their application and designate the fiscal sponsor. The fiscal sponsor may also apply under their organization's name.
37	For things like an art project, do you require a bid for artists or could the agency work with one they have worked with in the past?	This is up to the discretion of the organization.

38	So when you say to provide a copy of the “last FY budget” adopted by the Board of Directors in Q8, do you actually mean “the most recent” rather than “last FY year” defined as the prior year?	Applicants must submit the organization's last <i>completed</i> fiscal year budget.
39	Will there be a certain amount of grants given per each organization category?	Yes, the amount allocated to each category depends on the number of applications received.
40	Is it common for grant recipients to be awarded less than the amount they have requested?	Yes, historically, most requests tend to receive less than what was requested. The application will undergo a thorough review and ranking process conducted by an expert panel. This panel will decide on the grant award, and the final decision will be ratified by the Board of Supervisors.
41	How many projects can an organization apply for? If more than 1 should the organization submit multiple applications?	Only one application per organization is allowed.
42	Have there been any changes this year in the types of programs/projects, specifically in the Economic/Workforce Development category?	There are no changes to the Economic/Workforce Development category.
43	Can you apply if you have a 501c6	Yes, 501c6 non profit organizations are eligible to apply for the TOT Grant.
44	Am I right in my memory that most requests historically have received less than they asked for?	Yes, historically, most requests tend to receive less than what was requested. The application will undergo a thorough review and ranking process conducted by an expert panel. This panel will decide on the grant award, and the final decision will be ratified by the Board of Supervisors.
45	Question about Organization Category #1. What is the project we propose is multifaceted touching more than one category, let's say community development and health and human services. Are we allowed to talk about how our project cross touches multiple categories?	Applicants must select a specific category that best supports the mission of their organization.
46	Has the 1 Million been broken down by total \$ per category?	The amount allocated to each category depends upon the number of applications received.
47	Was I correct understanding this grant prefers to cover the very specific project (event for example) rather than partially covering the program (let's say refugee resettlement program in general)	The TOT Grant can be used to fund the expansion of an existing event, or to support a new event, project, or program.
48	Asking for clarification on Radtana's response to my question re personnel descriptions: do we need to describe itemize FTEs & position titles on the budget form when funding for personnel is not being requested. Or can we just state "Personnel" and the enter the total cost?	Applicants can enter the total cost.
49	Is there a reason why indirect costs are not allowable? Cost of operations is on the rise for all non-profit organizations, and indirect expenses are essential costs needed to sustain our work. Thank you.	This grant is a one-time funding opportunity designed to support specific project outcomes, so indirect costs are not allowed. The goal is to ensure that the funds are used directly for program activities to achieve measurable results. The grant does not support general operating expenses.
50	Would funding for a backpack giveaway for students be considered as regranting or is this allowable?	This is not considered a regrant since the organization will be purchasing supplies and distributing them to students.
51	Are there specific types of projects that typically get awarded?	No.
52	If we don't have a physical space but our address is our P.o. box that resides in sacramento, does this change our eligibility?	As long as the organization is registered with the Secretary of State using the PO Box, it will be honored it.
53	We have served the Sacramento county and surrounding areas for over 40 years. We have had an office in Sacramento County until December of 2024. We are working virtually now. We do not have an office now in Sacramento. Do we still qualify for this grant.	If the organization no longer has an office in Sacramento County, it may use the address registered with the Secretary of State. If the registered address is outside of Sacramento County, the organization is not eligible to apply.
54	What if the project will be completed before July can we still apply for reimbursement?	Expenses incurred before or after the grant term are not eligible for reimbursement.
55	Can we also use the funds for ongoing scholarship funds? or does it need to be a specific project	The grant funds specific projects. These projects can be new or ongoing.
56	Must we have a brick and mortar office, is PO Box ok? In Sacramento County of course!	Using a PO Box is acceptable if that is the address the organization is registered with the Secretary of State.
57	How long to get reimbursements for grant funds?	Invoices are due monthly and must be submitted by the 15th of each month for the prior months expenses. Organization will be paid within 30 days from receiving a sufficient invoice and transaction documentations.