

FEDERAL GRANT ENTITLEMENT PROGRAMS

CDBG | HOME | ESG



2014/2015

FUNDING APPLICATIONS AND RECOMMENDATIONS



The Funding Applications and Recommendations Notebook is a compilation of the funding applications and recommendations for use of the City's Federal Entitlement Grant Funds (Community Development Block Grant, Home Investment Partnerships Act, and Emergency Solutions Grant).

U.S. Department of Housing and Urban Development Grants
CDBG | HOME | ESG

FY 2014-2015 Grant Entitlements

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	
Available Funds	
Entitlement Amount	\$1,746,692
Program Income/Prior Year Unencumbered Funds	\$404,216
Total CDBG Available	\$2,150,908
Spending Plan	
Planning and Administration (20% of entitlement)	\$349,338
Public Services (15% of Entitlement)	\$255,762
Section 108 Debt Service Payment	\$756,175
Capital Improvement and Community Enhancement	\$789,633
Total CDBG Allocations	\$2,150,908

HOME INVESTMENT PARTNERSHIPS ACT (HOME)	
Available Funds	
2014/2015 HOME Entitlement	\$598,807
Spending Plan	
Administration (10% of Entitlement)	\$59,881
Affordable Housing Projects/Programs	\$538,926
Total HOME Allocations	\$598,807

EMERGENCY SOLUTIONS GRANT (ESG)	
Available Funds	
2014/2015 Entitlement	\$119,795
Spending Plan	
Administration (7.5% of Entitlement)	\$8,985
Shelter Services	\$68,277
HPRP	\$42,533
Total ESG Allocations	\$119,795

TOTAL COMBINED GRANT ENTITLEMENT AMOUNTS (Estimated)	\$2,869,510
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**2014/2015 Federal Grant (CDBG | HOME | ESG)
Funding Application Requests and Recommendations**

	No.	Applicant	Project/Program	Funding Request	2013/2014 Funding	Funding Recommended
CDBG Public Services	1	Meals-on-Wheels Greater San Diego, Inc.	Meals on Wheels	\$ 12,000	\$ 12,000	\$ 12,000
	2	San Diego Interfaith Shelter Network of	Rotational Shelter Network	\$ 11,000	\$ 11,000	\$ 11,000
	3	Lutheran Social Services	Project Hand	\$ 20,400	\$ -	\$ 12,200
	4	South Bay Community Services Jacobs & Cushman San Diego	South Bay Food Program	\$ 15,000	\$ 10,000	\$ 10,000
	5	Food Bank	Food 4 Kids Backpack Program	\$ 20,000	\$ -	\$ 15,000
	6	South Bay Community Services	Family Violence Treatment Program	\$ 39,000	\$ 39,000	\$ 39,000
	7	South Bay Community Services	Services for High Risk and Homeless Youth	\$ 39,550	\$ 34,550	\$ 39,550
	8	Chula Vista Elementary Schools District for the Chula Vista Community Collaborative	Family Resource Center Emergency and Basic Services	\$ 69,945	\$ 39,312	\$ 39,312
	9	City of Chula Vista Recreation Department	Therapeutic Recreation Programs	\$ 22,516	\$ 20,100	\$ 20,100
	10	Center for Employment Opportunities	Employment Reentry for At-Risk Young Adults (18-25)	\$ 30,000	\$ 14,000	\$ 14,000
	11	Family Health Centers of San Diego	KidCare Mobile Medical Unit #3	\$ 30,000	\$ 13,600	\$ 13,600
	12	City of Chula Vista Recreation Department	Norman Park Center Senior & Disabled Services	\$ 41,013	\$ 30,000	\$ 30,000
	13	City of Chula Vista Housing Division	Fair Housing Services	\$ 32,000	\$ 35,000	\$ 32,000
Total						\$ 255,762
CDBG CIPs & Community Development	14	City of Chula Vista Finance Department	Section 108 Loan Repayment	\$ 756,715	\$ 756,756	\$ 756,715
	15	City of Chula Vista Housing Division	Housing Services	\$ 50,000	\$ 54,705	\$ 50,000
	16	Urban Corps of San Diego	Green Streets	\$ 76,138	\$ -	\$ 150,000
	17	South Bay Community Services	Landis Studios	\$ 450,000	\$ -	\$ 450,000
	18	City of Chula Vista Housing Division	Production of Affordable Housing Projects/Programs	\$ 139,093	\$ -	\$ 139,093
Total						\$ 1,545,808
CDBG Admin	19	City of Chula Vista Housing Division	CDBG Grant Administration/Planning	\$ 349,338	Total	\$ 349,338
ESG	20	City of Chula Vista Housing Division	Homeless Prevention and Rapid ReHousing	\$ 42,533	\$ 42,533	\$ 42,533
	21	City of Chula Vista Housing Division	ESG Grant Administration/Planning	\$ 8,985	\$ 8,985	\$ 8,985
	22	South Bay Community Services	ESG - Casa Nueva Vida	\$ 68,277	\$ 68,277	\$ 68,277
Total						\$ 119,795
HOME	23	City of Chula Vista Housing Division	HOME Grant Administration/Planning	\$ 59,881	\$ 59,881	\$ 59,881
	24	City of Chula Vista Housing Division	Production of Affordable Housing Projects/Programs	\$ 538,926	\$ 538,926	\$ 538,926
Total						\$ 598,807
TOTAL GRANTS						\$ 2,869,510



CDBG Application Summary

Applicant: Meals-on-Wheels Greater San Diego, Inc.

Program/Project: Meals on Wheels

Project Description: Meals-on-Wheels will deliver meals to homebound Chula Vista seniors. Meals will be delivered for 365 days a year, including holidays, by volunteers who not only deliver a meal, but provide social contact to homebound seniors to combat isolation.

Type of Program/Project: Public Services [(\$570.201(e))]

Target Population:	05A - Senior Services	Proposed Number to Serve:	220
	CFR§ 570.208(a)(2) Low Moderate Income Limited Clientele		<i>(subject to change depending on funding recommendation)</i>

Program Total Budget:	\$346,920	C. V. Cost per Client:	\$54
			<i>(Based on funding recommendation)</i>

Funding Request:	\$12,000	Prior Year Funding:	\$12,000
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Specific Use of Chula Vista Funding:	Food and packaging expenses	FUNDING RECOMENDED	\$12,000
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Staff Notes:



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Application for Funding for Fiscal Year 2014-2015

Project category: <i>(check one only)</i>	<input checked="" type="checkbox"/> Public service <input type="checkbox"/> Capital improvement
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Application Number:
(CDBG Program Office Use Only)

Applicant Agency Information

Applicant legal name:	Meals-on-Wheels Greater San Diego, Inc.				
Type of agency:	<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't./Public	<input type="checkbox"/> For Profit	<input type="checkbox"/> Faith-Based	<input type="checkbox"/> Other:
Agency Address:	2254 San Diego Avenue #200	San Diego	CA	92110	
Date of incorporation:	July 7, 1970	Tax ID number:		95-2660509	
Agency DUNS number:	020210332	Annual operating budget:		\$4,223,541	
Number of paid staff:	78	Number of volunteers:		2,700	
Agency mission statement:					
The mission of Meals-on-Wheels Greater San Diego is to support the independence and well-being of seniors. We fulfill our mission through delivering healthy daily meals to seniors throughout San Diego County.					

Project Title:

Meals-on-Wheels Chula Vista

Brief project description:

Meals-on-Wheels will deliver meals to homebound Chula Vista seniors. Meals will be delivered for 365 days a year, including Holidays, by volunteers who not only deliver a meal, but provide social contact many homebound seniors need to combat isolation.

Funding Request

Total funding requested in this application <i>(you will provide a detailed budget in Appendix C:</i>	\$12,000	Other funds already secured for project:	\$0.00
Total cost to complete project:	\$346,920	Other funds not yet secured for	\$334,920

Project Information

If Project is a Public Service, will service be site specific? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If your answer is yes, please provide: Address(es) below:	Census tract:

Target Clientele: <i>(Homeless, Youth, Elderly, Disabled, Other/General)</i>	Elderly residents of Chula Vista.
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The following questions on individual clients and households to be served apply only to Public Service, and Minor Residential Rehabilitation projects:

Will the project serve individual clients (IC) or households (HH)?	<input checked="" type="checkbox"/> Individual clients	<input type="checkbox"/> Households
Total unduplicated IC/HH served:	220	
Annual cost per client/household:		

Section 1: Project Details (Max Score: 25 Points)

1.1. Provide a concise description of the proposed project (this description must match the one provided on the cover page). Space for a fuller narrative is provided in Appendix A.

Meals-on-Wheels will deliver meals to homebound Chula Vista seniors. Meals will be delivered for 365 days a year, including Holidays by volunteers who not only deliver a meal, but provide social contact many seniors need to combat isolation.

1.2. Project start date: July 1, 2014 Anticipated end date: June 30, 2015

1.3. Project's days/hours of operation: M-F 8:30 a.m. to 5:00 p.m. Sat: 8:30 a.m. to 2:00 p.m.

1.4. Project category: (check one only)	<input checked="" type="checkbox"/> Public service	1.5. Project objective: (check one only)	<input checked="" type="checkbox"/> Suitable living environment
	<input type="checkbox"/> Capital improvement		<input type="checkbox"/> Decent housing
			<input type="checkbox"/> Economic opportunity
		1.6. Project outcome: (check one only)	<input checked="" type="checkbox"/> Availability/accessibility
			<input type="checkbox"/> Affordability
			<input type="checkbox"/> Sustainability

1.7. CDBG Criteria: Which CDBG criterion below does your proposed project meet?

<input type="checkbox"/>	(1) Area benefit: At least 51% of residents within the targeted activity area are low to moderate income (LMI). Please provide a map identifying the Census Tracts designated as LMI.
<input checked="" type="checkbox"/>	(2) Limited clientele (select subpart below):
<input type="checkbox"/>	(a) Special needs group (select benefit group from the list below):
<input type="checkbox"/>	(i) Abused children
<input checked="" type="checkbox"/>	(ii) Elderly persons 62 years or older
<input type="checkbox"/>	(iii) Battered spouses
<input type="checkbox"/>	(iv) Severely disabled adults (not children) – Census definition; documentation required
<input type="checkbox"/>	(v) Illiterate adults
<input type="checkbox"/>	(vi) Persons living with HIV/AIDS
<input type="checkbox"/>	(vii) Migrant farm workers
<input type="checkbox"/>	(viii) Homeless persons
<input type="checkbox"/>	(b) At least 51% of clientele to be served will be documented as LMI. How does your agency track and record client demographics?
<input type="checkbox"/>	(3) Housing (select subpart below):
<input type="checkbox"/>	(a) Single family (must be 100% LMI)
<input type="checkbox"/>	(b) Multi-unit (must be 51% LMI)

1.8. The 2010-2015 Consolidated Plan goals are listed below. Select the goal appropriate to your project:

<input type="checkbox"/>	Affordable Rental Housing Opportunities
<input type="checkbox"/>	Maintenance and Preservation of Housing (rehabilitation activities)
<input type="checkbox"/>	Homeownership Opportunities (homebuyer programs)
<input type="checkbox"/>	Community Enhancement (public facilities/spaces)
<input checked="" type="checkbox"/>	Public Services to Special Needs Population and/or Low Moderate Income Persons

(Max Length for Questions 1.10 to 1.15: 2 Pages)**1.10. Explain how the proposed project addresses the goal selected:**

Meals-on-Wheels Greater San Diego is committed to ensuring that homebound seniors have the living environment necessary to support their daily nutrition and their ability to age in place. We do this by providing them access to daily meals they might not otherwise receive, by delivering those meals directly to their residence, and by assuring that they are receiving healthy daily nutrition. In addition, we improve their living environment through contact with our specially trained volunteers during the meal delivery. At this time, the volunteer conducts a wellness check to assure that the senior is not in need of additional help and provides the social contact needed to reduce isolation and loneliness for homebound seniors.

1.11. Summarize any statistics and other supporting documentation that demonstrate the importance of addressing this need or problem:

Senior hunger is an often hidden, yet rapidly growing, problem throughout the United States, including San Diego. In addition, the senior population is not only increasing exponentially as the Baby Boomer generation retires, seniors are living longer with the greatest increase in those age 85 and over, placing increased demands on senior services to provide support. Cost of living continues to increase, yet the vast majority of seniors live on fixed incomes with minor, if any, cost of living adjustments. Add to this the of the 2008 recession and we are seeing a growing number of seniors who are struggling to make ends meet and are faced with difficult decisions between paying for food or other necessities, such as medications and housing. When they are homebound, these problems are compounded and often they go without adequate nutrition. Though there are organizations that may be able to help, there are more seniors in need than services to support them.

A few facts to support the case for providing homebound seniors with daily meals:

- There are an estimated 24,376 seniors age 62 and over residing in the City of Chula Vista (SANDAG), 10% of the total population of the City.
- 1 in 6 seniors faces the threat of hunger (Hunger in America: An Annual Report 2012, MOWAA Research Institute)—for Chula Vista this translates to over 4,000 seniors threatened with hunger.
- Of the 2,700 seniors we deliver meals to annually, 90% are low-moderate income, the majority live alone, the average age is 82 and 49% are 85 or older. (Meals-on-Wheels Greater San Diego annual statistics.)
- While HUD uses the poverty threshold (\$11,490/yr/individual) as an index of need, the Elder Index—San Diego County (UCLA Policy Institute), which has been accepted by California as a measure of poverty among the elderly established that the poverty threshold for San Diego seniors as \$24,377/yr/individual, more than twice that of the federal threshold based on San Diego cost of living. The consequence is that many more seniors than accounted for in the census data fall into a service gap—too much income to qualify for low-income services and meals and too little income to adequately meet their basic daily needs for nutrition.
- Poor nutrition plays a major role in falls among seniors and falls is one of the leading causes of hospitalization for seniors (U.S. Centers for Disease Control). Poor nutrition in the senior population, including dehydration, contributes to decreased mental status and poor healing and recovering from injury and disease (multiple scientific studies of nutrition in the elderly).

1.12. List each service provided by the project. For each service, indicate whether it is a new service or an expansion of an existing service:

The project will provide the following service: home delivery of up to two meals a day for every day of the week with Sunday's meals delivered on Saturday. Meals are delivered to each client by a volunteer. During the meal delivery, these specially trained volunteers conduct a wellness check, listening to and observing the client and their surroundings to ascertain if there are changes that indicate the client is depressed or having problems that need attention. If this is the case, Meals-on-Wheels conducts further assessment and makes appropriate referrals as needed. This program is an expansion of an existing service.

In addition to our meal service, we provide special touches for our seniors. In collaboration the Helen Woodward Center, through our Animeals program, we deliver free dog and cat food to our seniors who need help providing for their loved animal companions. With our Waggin' Wheels program we have teamed up with the San Diego Humane Society to offer free in-home visits to seniors by pet therapy dogs. Every senior receives a special package on their Birthday and on Holidays, or when they need a little extra attention.

1.13. How does your agency plan to tell the target population about the project/services?

We inform our target population about our services through a wide variety of methods including brochures, talks, our presence at health fairs and other public events, through door hanger campaigns, through our website and social media such as Facebook as well as responding to telephone inquiries. We are also listed in a variety of different directories of elder/senior services as well as with 2-1-1. To make information accessible to Latino elders and their families, our service brochures, website, and volunteer information is all available in Spanish as well as English.

1.14. List up to three outcomes of the project (at least one is required). For each outcome listed, provide the number of participants who will benefit and the way data will be collected to track or verify the outcome:

- 1) 220 low-moderate income elder persons age 62 and over residing in the City of Chula Vista will receive up to two meals a day (including sides and beverage). Outcome measurement: Number of unduplicated CDBG clients served. Data to verify this outcome will be collected by our Service Center and Meal Center Staff, entered into our database, SERVtracker, reported on monthly and aggregated in the final report.
- 2) 220 low-moderate income elder persons age 62 and over residing in the City of Chula Vista will receive a wellness check at the time of meal delivery. Outcome measurement: Number of unduplicated CDBG clients served. Data to verify this outcome will be collected by our Service Center and Meal Center Staff, entered into our database, SERVtracker, reported on monthly and aggregated in the final report.

1.15. Will the project collaborate with other service providers in the community? If yes, list them and briefly describe the collaboration:

<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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Though we do not have a formal collaboration related to this project, we collaborate with a large number of other senior service providers to help meet the nutrition needs of homebound seniors. These providers include ElderHelp, St. Paul's Senior Community Centers, Glenner Memory Care Centers, Jewish Family Services, various hospitals and health care systems such as Sharp Healthcare and UCSD Healthcare, as well as various homecare agencies. These providers often help us identify seniors in need of our services and/or refer these seniors to us for meals. In addition, we collaborate with over 60 organizations, including the Navy, who "Adopt A Route" and provide us volunteers to help deliver meals.

Section 2: Agency Capacity (Max Score: 10 Points)

2.1. Who will be the person responsible for the overall oversight of the proposed project?

Name of person:	Debbie Case
Title of person:	President & CEO
Relevant education:	Bachelor of Science-Pre-med studies, Cert. of Strategic Planning, USD & Haines Ctr. 2010
Telephone number:	619-260-6110 X 4006
Date first employed:	12/01/08

2.2. Who will be the alternate person responsible for the overall oversight of the proposed project?

Name of person:	Matt Topper
Title of person:	CFO
Relevant education:	Bachelor of Science in Accountancy, Licensed CPA since 2001
Telephone number:	619-260-6110 X 4007
Date first employed:	01/24/07

2.3 Who will be the person responsible for the day-to-day operations and management of the proposed project?
Provide no more than two individuals:

Name of person:	Chequita Falls
Title of person:	South County Service Center Manager
Relevant education:	M.A. in Community Counseling, Adams State College and B.A. with major in Psychology
Telephone number:	619-420-2782
Date first employed:	

Name of person:	
Title of person:	
Relevant education:	
Telephone number:	
Date first employed:	

2.4. Who will be the person responsible for the financial oversight of the CDBG expenditures and fiscal compliance?
Provide no more than two individuals:

Name of person:	Matt Topper
Title of person:	CFO
Relevant education:	Bachelor of Science in Accountancy, Licensed CPA since 2001
Telephone number:	619-260-6110 X 4007
Date first employed:	01/24/07

Name of person:	
Title of person:	
Relevant education:	
Telephone number:	
Date first employed:	

(Max Length for Questions 2.5 to 2.8: 1 Page)

2.5. List the evaluation tools your agency plans to employ to track and monitor the progress of the project.

Meals-on-Wheels Greater San Diego will evaluate the success of this project using three metrics: the number of LMI seniors served, the number of meals delivered, and the grant dollars expended. We will use our SERVtracker database, which captures all our client and meal data, to track and report on the number of clients and meals. Reports are generated monthly and compared against the total to be served in order to assure the project is on track. A combination of SERVtracker and our financial system, QuickBooks, will be used to track funds expended. Reports as well as invoices will be generated and submitted monthly, or as required, in addition to any final reports required.

2.6. How does your agency plan to ensure compliance with applicable policy and procedural requirements (including those listed in HUD's "Playing by the Rules" Handbook)?

Meals-on-Wheels Greater San Diego has an organizational chart setting forth lines of responsibility and a full finance department with separation of duties. We maintain a Financial Management Procedures designed to assure proper handling of all funds and compliance with generally accepted accounting principles, as well as set of Fiscal Management Procedures pertaining specifically to CDBG funds. We maintain a copy of HUD's "Playing by the Rules" Handbook in our files for reference if needed, as well as copies of other guidance documents such as 24 CFR Par 82 and OMB Circular A-122 "Cost Principles for Non-profit organizations. Our financial systems and records, as well as other records pertaining to use of CDBG funds are safeguarded and all electronic systems are backed up nightly to an outside server. All source documentation is maintained within our Finance Department. Our QuickBooks system provides extensive budget reporting, cash management and financial reporting capabilities. Financial and budget reports are reviewed by executive staff on a monthly basis. In addition, we conduct an independent annual audit of our systems to assure compliance.

2.7. Describe any unresolved ADA issues in the project or project office and how your agency plans to address them. (If the objective of the project is ADA rehabilitation, do not repeat the project description here.)

There are no unresolved ADA issues in the project or project office.

2.8. How many members does your Board of Directors have?	20
How many Board members are also members of the project's target population or reside in the project's target area? Indicate which ones in Appendix F.	1

Section 3: Auditing Control (Max Score: 15 Points; Max Length: 2 Pages)

3.1. Briefly describe your agency's payment and disbursement procedures, with relevance to the proposed project:

General Payment and Disbursement Procedures: Incoming invoices are opened by the Payroll and Administrative Manager and stamped with approval/coding stamp. Invoices are approved by the CFO. Every Friday, cash disbursements are prepared by the Accountant for signature by an authorized Meals-on-Wheels Greater San Diego official for expense, debts and liabilities of the organization. All disbursements are made by check. All checks of \$5,000 or more require two authorized signatures. Checks are mailed by the Accounts Receivable Clerk. Supporting documentation is filed by the Accountant in the Vendor Files. Bank reconciliation is conducted by the CFO and Accountant on a monthly basis as are Cash Flow forecasts.

CDBG Specific Payment and Disbursement Procedures: Meals-on-Wheels Greater San Diego's Finance Department is responsible for fiscal management of CDBG funds and to assure compliance with Federal Regulations. Fiscal management system and policies and procedures comply with generally accepted accounting principles. Meals-on-Wheels maintains a written manual of policies and procedures governing fiscal management. Meals-on-Wheels conducts an independent annual audit.

- 1) CDBG contractual information is entered into the Financial Management system once the final CDBG agreement is fully executed.
- 2) Client and meal delivery information is reported to the Finance Department on a quarterly basis
- 3) A unique identifier is established to track CDBG funds from each City
- 4) The CDBG city is invoiced on a quarterly basis

Payments are entered into the Financial Management system.

3.2. Describe how your agency's Board of Directors exercises programmatic and fiscal oversight:

The Board of Trustees' Finance Committee meets monthly to review all financial statements. The Services Committee of the Board also meets monthly to review program reports and assure that programmatic goals are met. The full Board meets monthly (except December) and reviews reports from both the Finance and Services Committees. These reports include oversight of all CDBG projects.

3.3. Briefly describe your agency's financial reporting system/accounting procedures, with relevance to the proposed project:

Meals-on-Wheels employs QuickBooks Premier Nonprofit as its primary financial system. Private funding is identified separately from public funding and each CDBG funding source is assigned a unique identifier making it possible to track all invoices and payments by type and source. Invoices are generated quarterly based on monthly program reports of services rendered. All fiscal procedures are governed by the Accounting Department Standard Operating Procedures.

3.4. Briefly describe your agency's record keeping system, with relevance to the proposed project:

We maintain a permanent record of CDBG projects. Proposal and Agreement: We maintain both a hard copy of the original proposal and fully executed agreement, as well as an electronic copy. Fiscal: A copy of all invoices, payments and receipts relevant to CDBG projects are maintained in both hardcopy and electronic format. Client information: Most client information is entered into SERVtracker (client and meals database). A small hard copy client record is maintained that includes such items as the intake form, verifications and Service Center staff notes.

3.5. Briefly describe your agency's auditing requirements, including those for the proposed project:

Meals-on-Wheels Greater San Diego conducts monthly fiscal reconciliations and reviews as well as an annual independent audit. In addition, client and meal statistics are reviewed monthly by both Service Center as well as Executive staff. This includes review of all CDBG clients. Finally, a monthly CDBG report is generated as required as well as a final year-end report.

3.6. Briefly describe your agency's internal controls to minimize opportunities for fraud, waste, and mismanagement:

Meals-on-Wheels Greater San Diego conducts monthly fiscal reconciliations and reviews as well as an annual independent audit. In addition, client and meal statistics are reviewed monthly by both Service Center as well as Executive staff. This includes review of all CDBG clients. Finally, a monthly CDBG report is generated as required as well as a final year-end report.

3.7. How does your agency plan to segregate CDBG funds from other agency funds for purposes of identification, tracking, and reporting?

[CDBG funds are assigned a unique identifier delineating source and type. Thus, City of Chula Vista CDBG funds are tracked separately from those from Vista or El Cajon, and from non-public funding sources. This assures that we are able to produce accurate accounting of these funds.]

Section 4: Agency Experience (Max Score: 10 Points; Max Length: 1 Page for Section 4/5 Combined)

4.1. Briefly highlight your agency's experience and major accomplishments in providing services to LMI residents and/or communities. You may expand in Appendix A.

Meals-on-Wheels Greater San Diego has been home-delivering meals to seniors since 1960. In that time, we have delivered almost 17 million meals to seniors who might otherwise have gone hungry. We have grown from an organization that served only a portion of the City of San Diego, to an organization that delivers meals throughout the entire City as well as the County—reaching more than 950 seniors a day—even in remote, rural areas. Over the past 10 years, we have received CDBG funding from 11 cities in the County, helping to reach thousands of additional seniors. We deliver meals for every day of the week, including Holidays, something no other meal delivery agency does, and we not only provide a meal, but our more than 2,600 specially trained volunteers provide the social contact and warm smile that many of our homebound seniors need to remain independent in their homes and age with dignity.

Though Meals-on-Wheels Greater San Diego is a local, independent non-profit, we do belong to the Meals On Wheels Association of America (MOWAA) and are accredited by them. Meals-on-Wheels Greater San Diego is regarded as one of the top Meals on Wheels organizations in the country and is accredited by the MOWAA at the highest level, a level awarded to only a handful of Meals on Wheels organizations. In the past four years some of our signature accomplishments include annually increasing the number of seniors we serve and meals we deliver, creating a Healthy Latino Menu to better serve our Latino seniors, and the increased use of farm- and ocean-to-table produce in the preparation of our Meals. Our remodeled our Meal Center, where our meals are prepared and individually packaged for delivery, includes a full commercial kitchen, now produces, on average, 900 meals a day.

4.2. Has your agency received CDBG or other federal funds in any of the past three fiscal years (Fiscal Years 2011-2012, 2012-2013, through 2013-2014)? If yes, complete Appendix G for each of the grants received for the three Fiscal Years 2011, 2012, and 2013.

	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Section 5: Back-Up Plan (Max Score: 5 Points;)

5.1. Will your agency still implement this project should CDBG funds not be awarded? If yes, how will the implementation be achieved?

	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Meals-on-Wheels Greater San Diego is dedicated to serving San Diego's seniors, yet our ability to serve additional seniors is limited by the funds that we can raise to support our daily home-delivered meals. If these funds are not awarded, we will continue to make every effort to raise the funds we need to continue to support our current level of service. However, City of Chula Vista CDBG funds will help us expand our services more quickly as we continue to grow our other sources.

5.2. If funded, how will your agency continue this project if CDBG funds are not available in future years?

Meals-on-Wheels has a robust development department that conducts ongoing fundraising efforts through donations, grants, our annual Gala, and planned giving. We work hard to use a funding opportunity to leverage additional funds that continue to support our ability to deliver daily meals to seniors.

Appendix A: Narrative of Project (Max Length: 2 Pages)

In two pages or less, explain below your proposed project and make the case why it should be awarded funding.

Meals-on-Wheels Greater San Diego plays a unique role in the fabric of services that support low-moderate income seniors' ability to age in place with dignity and receive the daily nutrition they need. In particular, we serve seniors age who are homebound and typically have very limited ability to prepare meals for themselves. There are no other guidelines—no need to have a particular disease or disability, just a need for daily meals. Without Meals-on-Wheels' service many seniors would not eat regular or nutritious meals. We are the only agency that home delivers *prepared* meals to seniors for all seven days of the week, year round, including Holidays, throughout the City of Chula Vista as well as the County.

Let us tell you about our clients—including those living in Chula Vista. Fifty-seven percent are women, 43% men. The average age is 82 and 45% of our clients are over 85, the fastest growing age demographic of those we serve. Currently, we have a client who is 110! We not only serve increasing numbers of seniors, we are serving them for a longer time. The majority of our clients live alone, frequently isolated and lonely. Ninety percent are low to moderate income, often living on fixed incomes that do not keep up with the cost of living. Many fall into a service gap, too much money to qualify for free services, but too little to meet their basic needs often forcing them to make difficult decisions between food and other necessities such as medications and rent. In the City of Chula Vista alone, an average 300 Meals-on-Wheels volunteers deliver along 14 weekday and 5 weekend routes. In 2013, we delivered 36,170 meals to 200 unduplicated Chula Vista clients—a 9% increase over last year. This is a vulnerable population who need our support to help them age in place with dignity.

There is a tremendous need for home-delivered meals for seniors. AARP, Feeding America and Meals On Wheels Association of America all agree that 1 in 6 seniors in “face the threat of hunger”; the majority have incomes *over* the poverty line. There are an estimated 24,376 seniors age 62 and over in the City of Chula Vista. Of those, almost 6,492 are age 80 or older (SANDAG). By 2030, a projected 1 in 5 citizens will be 65 and over. Simple math tells us that there are a potential 3,400 seniors at risk of hunger in the City of Chula Vista. While there are services that provide meals or boxes of food if you have the mobility or means to reach a meal center, or distribution center, there are few that home-deliver *pre-prepared* meals to seniors city-wide, and none, other than Meals-on-Wheels Greater San Diego, that regularly delivers up to two meals a day for every day of the week, including Holidays.

When seniors have poor nutrition they can suffer from poor health, poor recovery from illness or injury, decreased mental status, and decreased ability to care for themselves in their residence (Journal of Nutrition 2001: Nutritional and Health Consequences Are Associated with Food Insecurity among U.S. Elderly Persons Jung Sun Lee and Edward A. Frongillo, Jr.) In addition, many seniors who are homebound suffer from isolation, lack of contact with others and depression. If they are injured or ill, no one may be aware of it until the senior needs immediate hospitalization or they have died.

Meals-on-Wheels is not alone in providing meals for seniors in the City of Chula Vista. However, each agency/program is different in what they provide, how often they provide it, and how many seniors they serve. Some have a congregate site where seniors can come for meals, others distribute emergency meals and food, some have income guidelines, and others don't. The reality is that we are all critical to supporting seniors, each in our own way—the need is simply greater than the services available.

What do we do? Meals-on-Wheels, as noted earlier, delivers up to two meals a day for every day of the week, including Holidays, with Sunday's meals delivered on Saturday. Meals are pre-prepared so our seniors don't have to cook or prepare any food. All of our meals and menus are developed to the senior nutrition guidelines issued by the USDA. All of our meals are reduced sodium, reduced fat, and reduced sodium, making them heart and diabetic friendly. They also come in an easy chew option. Lunches come prepared fresh each day and dinners are prepared and delivered either frozen or preheated, as the client wishes. We offer substantial variety in our meals so that seniors are not eating the same meals over and over and are introduced to new items on a regular basis. This assures that we are meeting both the needs and the varying tastes and preferences of our seniors. We fail in our job if a meal goes uneaten.

Last year we developed our Healthy Latino Menu in conjunction with two local chefs. We are pleased to be in the process of piloting the meals on two of our Chula Vista routes and it is our hope to roll out the menu to all clients in 2014. Our Meal Center, where meals are prepared and packaged for delivery, has a full commercial kitchen which allows us to prepare most meal items in-house. We are dedicated to using fresh, local ingredients whenever possible, providing our seniors with fresh vegetables, fruit and salads, as well as locally caught fish.

Since our volunteer delivering the meals may be the only person a senior sees all day, our daily contact also provides a safety net for our senior clients. Our Meals-on-Wheels volunteers are specially trained not only deliver a friendly greeting and smile along with the meal, but to conduct a wellness check—looking for signs of changes in health or mental status (including depression), or conditions in the house, that may indicate that a senior is in need of additional services. If additional services are needed, Meals-on-Wheels makes the appropriate referrals. Volunteers are also trained in how to deal with emergencies, for example if a client has fallen, calling 911 and staying with the client until help arrives.

Meals-on-Wheels also provides clients with the added extra touches that make a difference in their lives. Partnering with the Helen Woodward Center, through our AniMeals program, we deliver dog and cat food to our seniors who have these pets so that their beloved companions are assured meals as well. For Birthdays, Holidays and other special occasions, or when a client needs a little extra attention, we deliver a We Care package, a gift bag with various sundries and other non-food items. These gift bags for our clients are donated by volunteers.

How do we sustain our services? We are a local, independent non-profit and, aside from CDBG funds, do not receive any federal or state funding. We *subsidize every meal we deliver* and depend primarily on private donations and grants to make this possible. For a lunch and dinner (including sides and beverage) our direct cost is approximately \$14.20 yet we ask our client to pay the low fee of only \$7.00 for both meals and, if they are unable to pay, we lower their fee. Similar organizations, such as Senior Community Centers also ask a similar fee but, because they receive Federal funding, may offer more reduced-fees or free meals to very-low income seniors. *The funding we receive through CDBG helps us to expand our services to more clients as well as to reduce fees for clients who cannot afford to pay the \$7.*

Chula Vista can be proud of Meals-on-Wheels Greater San Diego. Regarded as one of the top Meals on Wheels in the country, we have received the highest level of accreditation from MOWAA, which only a handful of Meals on Wheels have been awarded. We are honored to serve the seniors of Chula Vista and if awarded a grant through the CDBG program, we will steward it with the greatest care to assure that the City's seniors receive the meals they need to remain independent and live with dignity.

APPENDIX C-1: LIST OF ALL FUNDING SOURCES FOR THE PROJECT

**CITY OF CHULA VISTA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
MEALS-ON-WHEELS GREATER SAN DIEGO FISCAL YEAR 2014-2015 APPLICATION**

This table serves to provide the listing of all funds to be made available for the project. There are 3 steps to the completion of this table:

- Step (1): Enter the FY 2014-2015 CDBG application funding request amount for this application;
- Step (2): Complete the following table with the amounts of other funding sources that have been secured or funding sources that are unsecured for the implementation of the project; and
- Step (3): Attach any supporting documentation that verifies the secured funding sources and amounts for the project.

NOTE: Amounts Unsecured should be funding sources that the Agency is reasonably sure will be available for the project. However supporting documentation is not yet available.

	AMOUNT SECURED	AMOUNT UNSECURED	% OF TOTAL
FY 2014-2015 CDBG Application Request from City of Chula Vista (Step 1)		\$12,000	3.46%
List Other Sources Below: (Step 2)			
HOME			0.00%
ESG			0.00%
HOPWA			0.00%
CDBG-R			0.00%
NSP			0.00%
HPRP			0.00%
Other Federal Stimulus Funds			0.00%
Other Federal Funds			0.00%
San Diego Housing Commission			0.00%
State Funds			0.00%
County Funds			0.00%
Local Funds			0.00%
Private Funds			0.00%
Agency Funds		\$334,920	96.54%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
TOTAL	\$0	\$346,920	100%

TOTAL PROJECT BUDGET **\$346,920**

APPENDIX C-2: THREE-MONTH CASH RULE TEST

**CITY OF CHULA VISTA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
MEALS-ON-WHEELS GREATER SAN DIEGO FISCAL YEAR 2014-2015 APPLICATION**

THREE-MONTH CASH RULE TEST

The three (3)-month rule is used as a guideline to determine whether an Agency is solvent and has enough available cash to take a CDBG project from beginning to end during the 12-month allowed to complete the project. CDBG projects should not harm the day-to-day operations of the Agency, so enough funds must be available for both purposes.

Provide the information requested below to demonstrate that the agency has enough cash on hand to operate the proposed project on a reimbursement basis.

Balance Sheet - Audited Financial Statements.	FY _____	2012 CY _____	Page # _____
Document must be attached to Application			
Enter Agency Cash Balance (Cash cannot include Investments or Receivables)		29,208	
A. Multiply Agency Cash Balance by 4 = Cash available for project(s)		116,832	
List the amount of FY 2014-2015 CDBG funding applied for this application.		12,000	
List the amount of FY 2014-2015 CDBG funding applied for any other application.		-	
List the amount of FY 2014-2015 CDBG funding applied for any other application.		-	
B. Sum all the amounts for FY 2014-2015 CDBG funding request(s)		12,000	
Compare Agency Cash Balance Available (Item A) with Total FY 2014-2015 CDBG Funding Request (Item B):			
Item A	116,832	Item B	12,000
		Difference	104,832
Analyze Results			
1- If difference is a positive amount or equals \$0, the Agency is eligible to apply.			
2- If difference is a negative amount, the Agency has the options below:			
The Agency can adjust any of the FY 2014-2015 CDBG requested amount(s) to result in a positive or \$0 balance, as long as:			
A) <u>EACH PROJECT MEETS THE MINIMUM REQUIRED AMOUNT FOR EACH OF THE APPLICATIONS, AND</u>			
B) <u>CASH AVAILABLE FOR PROJECTS IS NOW GREATER THAN OR EQUAL TO THE TOTAL FY 2014 CDBG FUNDING REQUEST.</u>			

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 1 - BUDGET EXHIBIT**

AGENCY Meals-on-Wheels Greater San Diego, Inc.

PROJECT Meals-on-Wheels Chula Vista

		CDBG	Percentage
SALARIES & WAGES	(Schedule 2)	<u>0</u>	
FRINGE BENEFITS	(Schedule 3)	<u>0</u>	
TOTAL PERSONNEL		<u>0</u>	
SUPPLIES	(Schedule 5)	<u> </u>	
POSTAGE	(Schedule 5)	<u> </u>	
CONSULTANT SERVICES	(Schedule 5)	<u> </u>	
MAINTENANCE/REPAIR	(Schedule 5)	<u> </u>	
PUBLICATIONS/PRINTING	(Schedule 5)	<u> </u>	
TRANSPORTATION	(Schedule 5)	<u> </u>	
RENT	(Schedule 5)	<u> </u>	
EQUIPMENT RENTAL	(Schedule 5)	<u> </u>	
INSURANCE	(Schedule 5)	<u> </u>	
UTILITIES	(Schedule 5)	<u> </u>	
TELEPHONE	(Schedule 5)	<u> </u>	
OTHER EXPENSES (SPECIFY):			
	<u>Food & Packing</u>	<u>12,000</u>	
	<u> </u>	<u> </u>	
	<u> </u>	<u> </u>	
TOTAL NON-PERSONNEL		<u>12,000</u>	
TOTAL INDIRECT COSTS/ADMINISTRATIVE OVERHEAD (IC/AO)			
	(Schedule 4)	<u> </u>	<u>0</u>
[IC/AO Expenses limited to 15% of Total CDBG Project Budget]			
TOTAL CDBG PROJECT BUDGET		<u>12,000</u>	

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 2 - PERSONNEL SCHEDULE: GROSS PAY**

The purpose of this form is to list the positions being claimed against the CDBG funding request amount. The positions listed below must provide direct project/client services. Positions providing non-direct services must be included in the indirect costs/administrative overhead (IC/AO) line item. The Total CDBG Salary & Wages must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY Meals-on-Wheels Greater San Diego, Inc.

PROJECT Meals-on-Wheels Chula Vista

(1)	(2)	(3)	(4)
POSITION TITLE	GROSS PAY	PERCENT CHARGED	TOTAL SALARY & WAGES
NOT APPLICABLE			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
TOTAL CDBG SALARY & WAGES			-

1. List all positions charged against CDBG funding providing **direct CDBG project/client activity**.
2. List gross pay for each position listed.
3. List **percent of gross pay** to be charged against CDBG funding.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Biweekly
<input type="checkbox"/>	Twice a Month

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 3 - PERSONNEL SCHEDULE: FRINGE BENEFITS**

The purpose of this form is to list the fringe benefits being claimed against CDBG funding request amount. The Total Fringe must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY Meals-on-Wheels Greater San Diego, Inc.

PROJECT Meals-on-Wheels Chula Vista

(1)	(2)	(3)	(4)	(5)	(6)
POSITION TITLE	FRINGE TITLE	AMT OF INSURANCE	GROSS PAY	PERCENT CHARGED	AMOUNT
NOT APPLICABLE					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
TOTAL CDBG FRINGE BENEFIT					-

1. List all POSITIONS charged against CDBG funding providing **direct CDBG project/client activity**.
2. List Fringe Benefit title FOR EACH POSITION charged to CDBG funds.
3. List the amount of insurance for each position charged against CDBG funds.
4. Use gross pay for project / total all wages of agency. Then multiply by required percent for each fringe.
5. List percent of gross pay to be multiplied for insurance.

Pay Schedule (Check One)	
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Biweekly
<input type="checkbox"/>	Twice a Month

APPENDIX C-3: PUBLIC SERVICE

SCHEDULE 4 - INDIRECT COST/ADMINISTRATIVE OVERHEAD (IC/AO) CALCULATION

The purpose of this form is to list the IC/AO being claimed against CDBG funding amount requested. The Total IC/AO must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY Meals-on-Wheels Greater San Diego, Inc.

PROJECT Meals-on-Wheels Chula Vista

(1)	(2)	(3)	(4)
POSITION TITLE/LINE ITEM	AGENCY BUDGET AMOUNT	PERCENT CHARGED	TOTAL INDIRECT COST/ADMINISTRATIVE OVERHEAD
NOT APPLICABLE			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
TOTAL CDBG INDIRECT COST/ADMINISTRATIVE OVERHEAD			-

(5) Total CDBG Budget 12,000 Percentage 0.00%
 (Must be equal or less than 15%)

1. List all personnel or nonpersonnel (NPE) charged against CDBG funding-include detailed description of indirect use.
2. List total Agency budget for positon and/or NPE line item.
3. List PERCENT of total budget to be charged against CDBG funding.
4. Total indirect cost/administrative overhead to be charged against CDBG funding.
5. Enter the Total FY13 CDBG Budget; percentage will be AUTOMATICALLY calculated.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Biweekly
<input type="checkbox"/>	Twice a Month

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 5 - BUDGET JUSTIFICATION***

AGENCY Meals-on-Wheels Greater San Diego, Inc.

PROJECT Meals-on-Wheels Chula Vista

LINE ITEM	Other Expenses: Food & Packaging	AMOUNT
Detailed Explanation:		
Food for meals (protein, vegetables, fruit, beverages, etc.) and containers (boxes, plastic container cups, plastic wrap, etc.) for individually packaging meals for each client prior to delivery. Estimated @ \$3.56/meal unit. Meal unit consists of a lunch, dinner and accompanying beverage and sides)		12,000
TOTAL		\$ 12,000
LINE ITEM		AMOUNT
Detailed Explanation:		
TOTAL		\$ -
LINE ITEM		AMOUNT
Detailed Explanation:		
TOTAL		\$ -

*All line items must be justified in relation to CDBG-funded activities to be completed. Add pages as needed.

Appendix D: Implementation (Max Length: 1 Page; Max Score: 5 Points)

Provide a listing below of the specific tasks or activities needed to implement the proposed project and a timeline for their completion. Number each task or activity, describe it, and give the projected date of completion. Add additional rows as needed.

Meals-on-Wheels Greater San Diego, Inc.

#	Task/Activity	Description	Completion Date
1	Recruit clients for the program	Conduct outreach and other activities for the purpose of recruiting clients. Ongoing throughout the project.	06/30/2015
2	Enroll clients in the program	Complete intake and other forms to assure that client is correctly enrolled in the program. Ongoing throughout the project.	06/30/2015
3	Prepare meals	All meals will be prepared and individually packaged for delivery to the client. Ongoing throughout the project.	06/30/2015
4	Deliver meals	Meals will be delivered to the client on a daily basis with Sunday's meals delivered on Saturday. Ongoing throughout the project.	06/30/2015
5	Conduct Wellness Check	Wellness checks will be conducted for all clients at the time of each meal delivery. Ongoing throughout the project.	06/30/2015
6	Complete and submit reports	Reports will be created and submitted on a monthly basis or as required. Ongoing throughout the project.	06/30/2015
7	Submit invoices and process payments	Invoices will be prepared and payments processed as required by CDBG. Ongoing throughout the project.	06/30/2015
8	Project Completion	Final report and invoices have been submitted and all CDBG funding payments received.	06/30/2015

Appendix E: Roster of Board Members & Professions

Provide a roster of the members of your agency's Board of Directors and their professions by filling out the table below: **Meals-on-Wheels Greater San Diego, Inc.**

Name / Board Position	Profession / Affiliation	Member of Target Population	Resides in Target Area
Lauren Abrams	Retired Healthcare Professional	<input type="checkbox"/>	<input type="checkbox"/>
Daralyne Baddour: Audit Committee Chair	CPA	<input type="checkbox"/>	<input type="checkbox"/>
Ryan Belmer: Secretary	First VP Investments, UBS Financial Service	<input type="checkbox"/>	<input type="checkbox"/>
Clara Browning-Baity	Retired Registered Dietician	<input type="checkbox"/>	<input type="checkbox"/>
Stephanie Dathe	Event Planner, Compass	<input type="checkbox"/>	<input type="checkbox"/>
Tyson Dethloff	Vice President, Allenbrooke Ins. Services	<input type="checkbox"/>	<input type="checkbox"/>
Gary Gramling	President, Gramling Construction	<input type="checkbox"/>	<input type="checkbox"/>
Gail Ives	Sr., Vice President, Union Bank	<input type="checkbox"/>	<input type="checkbox"/>
Jason Levin: Finance Committee Chair	Founder & President, Dos Gringos	<input type="checkbox"/>	<input type="checkbox"/>
Noah Katsell: Board Chair	Partner, DLA Piper	<input type="checkbox"/>	<input type="checkbox"/>
Kevin McMahon	Vice President/CFO McMahon Steel	<input type="checkbox"/>	<input type="checkbox"/>
Eric Pannese	VP Product Management, Kyriba	<input type="checkbox"/>	<input type="checkbox"/>
Peter Pavao	Technical Analyst Manager, SDG&E	<input type="checkbox"/>	<input type="checkbox"/>
Kristi Pieper-Rossbacher: Board Dev. Chair	Property Manager, Five K Family Trust	<input type="checkbox"/>	<input type="checkbox"/>
Nanci Porter	Consultant	<input type="checkbox"/>	<input type="checkbox"/>
Diana Ramirez	Marketing Brand Manager, AMN Healthcare	<input type="checkbox"/>	<input type="checkbox"/>
Joan Richardson	Owner, Richardson Insurance Agency	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tom Rodriguez	General Manager, The Men's Wearhouse	<input type="checkbox"/>	<input type="checkbox"/>
Maria Stanley	Philanthropist	<input type="checkbox"/>	<input type="checkbox"/>
Hon. Margie G. Woods	San Diego Superior Court Judge	<input type="checkbox"/>	<input type="checkbox"/>

Appendix F: Disclosure Statement

Pursuant to City Council Policy 101-01, prior to any action on a matter that requires discretionary action by the City Council, Planning Commission or other official legislative body of the City, a statement of disclosure of certain ownerships, financial interests, payments, and campaign contributions must be filed. The following information must be disclosed:

- List the names of all persons having a financial interest in the project that is the subject of the application, project or contract (e.g., owner, applicant, contractor, subcontractor, material supplier).

Meals-on-Wheels Greater San Diego, Inc.

- If any person* identified in section 1 above is a corporation or partnership, list the names of all individuals with an investment of \$2000 or more in the business (corporation/partnership) entity.

Not applicable.

- If any person* identified in section 1 above is a non-profit organization or trust, list the names of any person who is the director of the non-profit organization or the names of the trustee, beneficiary and trustor of the trust.

Debbie Case, President & CEO

- Please identify every person, including any agents, employees, consultants, or independent contractors, whom you have authorized to represent you before the City in this matter.

Debbie Case, President & CEO; Jane Howell, Development Manager

- Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, had any financial dealings with an official** of the City of Chula Vista as it relates to this contract, project or application within the past 12 months? Yes No If yes, briefly describe the nature of the financial interest the official may have in this contract.

Not applicable.

- Has any person* anyone identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, made a campaign contribution of more than \$250 within the past twelve (12) months to a current member of the Chula Vista City Council? No Yes If yes, which Council member(s)?

Not applicable.

- Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, provided more than \$420 (or an item of equivalent value) to an official** of the City of Chula Vista in the past twelve (12) months? (This includes any payment that confers a personal benefit on the recipient, a rebate or discount in the price of anything of value, money to retire a legal debt, gift, loan, etc.) Yes No If Yes, list official and what was the nature of item provided?

Not applicable.

- Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, been a source of income of \$500 or more to an official** of the City of Chula Vista in the past twelve (12) months? Yes No If Yes, identify the official and the nature of the income provided?

Not applicable.

December 23, 2013

Debbie Case, President & CEO

Signature: 

* Person is defined as: any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, any other county, city, municipality, district, or other political subdivision, or any other group or combination acting as a unit.

** Official includes, but is not limited to: Mayor, Council member, Planning Commissioner, Member of a board, commission, or committee of the City, and City employees or staff members.

Appendix G: Identification of Prior Year CDBG and/or Federal Funds

G.1. Agency name: Meals-on-Wheels Greater San Diego, Inc.

G.2. Project name: Meals-on-Wheels Chula Vista

G.3. Year of funding: Fiscal Year 2011 Fiscal Year 2012 Fiscal Year 2013

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: \$12,000

G.6. Amount spent to date: \$6,000

G.7. Amount reprogrammed to date:

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

- (1) Meals-on-Wheels Chula Vista will deliver two meals and a beverage, for seven days a week, to approximately 210 Chula Vista seniors during the 2014-15 funding period.
- (2) Meals-on-Wheels will subsidize meals for 100% of low to moderate income seniors in the City of Chula Vista.
- (3) Meals-on-Wheels will continue to accommodate Chula Vista seniors 62 and over who seek our services.

G.9. Indicate below the outcomes achieved:

- (1) To date we have delivered meals to 100 unduplicated Chula Vista clients
- (2) To date, we have subsidized meals for all 100 (100%) unduplicated Chula Vista clients
- (3) To date, we continue to accommodate Chula Vista seniors 62 and over who seek our services

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[Type response here.]

G.1. Agency name: Meals-on-Wheels Greater San Diego, Inc.

G.2. Project name: Meals-on-Wheels Chula Vista

G.3. Year of funding: Fiscal Year 2011 Fiscal Year 2012 Fiscal Year 2013

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: \$12,000 G.6. Amount spent to date: \$12,000

G.7. Amount reprogrammed to date:

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

- (1) Meals-on-Wheels Chula Vista will deliver two meals and a beverage, for seven days a week, to approximately 210 Chula Vista seniors during the 2012-2013 funding period.
- (2) Meals-on-Wheels will subsidize meals for 100% of low to moderate income seniors in the City of Chula Vista.
- (3) Meals-on-Wheels will continue to accommodate Chula Vista seniors 60 and over who seek our services.

G.9. Indicate below the outcomes achieved:

- (1) We delivered meals to 219 unduplicated Chula Vista clients
- (2) We subsidized meals for all 100% of the 219 Chula Vista clients
- (3) We continued to accommodate Chula Vista seniors 60 and over who seek our services

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[Type response herG.]

(Max Length per Project: 1 Page)

G.1. Agency name:	Meals-on-Wheels Greater San Diego, Inc.
-------------------	---

G.2. Project name:	Meals-on-Wheels Chula Vista
--------------------	-----------------------------

G.3. Year of funding:	<input checked="" type="checkbox"/> Fiscal Year 2011	<input type="checkbox"/> Fiscal Year 2012	<input type="checkbox"/> Fiscal Year 2013
-----------------------	--	---	---

G.4. Indicate the source of the federal funding awarded to the prior project:			
<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded:	\$12,000	G.6. Amount spent to date:	\$12,000
----------------------	----------	----------------------------	----------

G.7. Amount reprogrammed to date:	\$0
-----------------------------------	-----

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):	
(1)	Meals-on-Wheels Chula Vista will deliver up to two meals a day to an estimated 205 Chula Vista Seniors
(2)	Meals-on-Wheels will subsidize meals for 100% of low to moderate income seniors in the City of Chula Vista.
(3)	Meals-on-Wheels will continue to accommodate all Chula Vista seniors 60 and over who seek our services (looking to increase the number of clients we serve in the area).

G.9. Indicate below the outcomes achieved:	
(1)	Meals-on-Wheels Chula Vista deliver up to two meals a day to 219 Chula Vista Seniors
(2)	Meals-on-Wheels will subsidize meals for 100% of low to moderate income seniors in the City of Chula Vista.
(3)	Meals-on-Wheels will continued to accommodate all Chula Vista seniors 60 and over who seek our services.

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:
--

[Type response herG.]

(Max Length per Project: 1 Page)

G.1. Agency name:

G.2. Project name:

G.3. Year of funding: Fiscal Year 2010 Fiscal Year 2011 Fiscal Year 2012

G.4. Indicate the source of the federal funding awarded to the prior project:

<input type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: G.6. Amount spent to date:

G.7. Amount reprogrammed to date:

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	<input type="text"/>
(2)	<input type="text"/>
(3)	<input type="text"/>

G.9. Indicate below the outcomes achieved:

(1)	<input type="text"/>
(2)	<input type="text"/>
(3)	<input type="text"/>

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[Type response here.]

(Max Length per Project: 1 Page)

G.1. Agency name:

G.2. Project name:

G.3. Year of funding: Fiscal Year 2010 Fiscal Year 2011 Fiscal Year 2012

G.4. Indicate the source of the federal funding awarded to the prior project:

<input type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: G.6. Amount spent to date:

G.7. Amount reprogrammed to date:

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	<input type="text"/>
(2)	<input type="text"/>
(3)	<input type="text"/>

G.9. Indicate below the outcomes achieved:

(1)	<input type="text"/>
(2)	<input type="text"/>
(3)	<input type="text"/>

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[Type response hereG.]



CDBG Application Summary

Applicant: Interfaith Shelter Network of San Diego

Program/Project: Rotational Shelter Network

Project Description: The project will provide seasonal, night-time emergency shelter to homeless low-to-moderate income families and individuals and services to assist moving individuals and families towards transitional or permanent housing. Shelter guests are referred to sub-contracted social service agencies for intake, screening, and on-going case management and then vouchered into facilities at churches and synagogues for shelter, meals and support.

Type of Program/Project: Public Services [(\$570.201(e))]

Target Population:	03C - Homeless Facilities	Proposed Number to Serve:	30 <i>(subject to change depending on funding recommendation)</i>
	CFR§ 570.208(a)(2) Low Moderate Income Limited Clientele		

Program Total Budget:	\$336,645	C. V. Cost per Client:	\$366 <i>(Based on funding recommendation)</i>
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Funding Request:	\$11,000	Prior Year Funding:	\$11,000
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Specific Use of Chula Vista Funding:	Personnel Costs (\$8,600) and Consultant Services (\$2,400)	FUNDING RECOMENDED	\$10,000
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Staff Notes:



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Application for Funding for Fiscal Year 2014-2015

Project category: <small>(check one only)</small>	<input checked="" type="checkbox"/> Public service <input type="checkbox"/> Capital improvement
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Application Number:
(CDBG Program Office Use Only)

Applicant Agency Information

Applicant legal name:	Interfaith Shelter Network of San Diego		
Type of agency:	<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't./Public	<input type="checkbox"/> For Profit
Agency Address:	3530 Camino Del Rio N Suite 301	San Diego	CA 92108
Date of incorporation:	4/24/1970	Tax ID number:	95-2630300
Agency DUNS number:	964841621	Annual operating budget:	\$566,860
Number of paid staff:	7	Number of volunteers:	4400

Agency mission statement:
 To coordinate the efforts of participating congregations, social service agencies, and governmental programs in order to provide shelter and other resources to homeless individuals and families and enable those we serve to move toward self-sufficiency while respecting their dignity as children of God.

Project Title:

Rotational Shelter Program

Brief project description:
 The project will provide seasonal, night-time emergency shelter to homeless low-to-moderate income families and individuals and services to assist moving individuals and families towards transitional or permanent housing. Shelter guests are referred to sub-contracted social service agencies for intake, screening, and on-going case management, and then vouchered into facilities at area churches and synagogues for shelter, meals and support.

Funding Request

Total funding requested in this application <small>(you will provide a detailed budget in Appendix C:</small>	11,000	Other funds already secured for project:	191,654
Total cost to complete project:	336,645	Other funds not yet secured for:	144,991

Project Information

If Project is a Public Service, will service be site specific?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
If your answer is yes, please provide: Address(es) below:		Census tract:	

Target Clientele: <small>(Homeless, Youth, Elderly, Disabled, Other/General)</small>	Homeless men, women and children, including families and couples without children.
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The following questions on individual clients and households to be served apply only to Public Service, and Minor Residential Rehabilitation projects:

Will the project serve individual clients (IC) or households (HH)?	<input checked="" type="checkbox"/> Individual clients	<input type="checkbox"/> Households
Total unduplicated IC/HH served:	30	
Annual cost per client/household:	\$367.00/client	

Section 1: Project Details (Max Score: 25 Points)

1.1. Provide a concise description of the proposed project (this description must match the one provided on the cover page). Space for a fuller narrative is provided in Appendix A.

The project will provide seasonal, night-time emergency shelter to homeless low-to-moderate income families and individuals and services to assist moving individuals and families towards transitional or permanent housing. Shelter guests are referred to sub-contracted social service agencies for intake, screening, and on-going case management, and then vouchered into facilities at area churches and synagogues for shelter, meals and support.

1.2. Project start date: 7/1/2014 Anticipated end date: 6/30/2015

1.3. Project's days/hours of operation: M-F 8:30 – 5:00 for office. Shelters operate 5:30 p.m. – 7:00 a.m. Dec - April

1.4. Project category: (check one only)	<input checked="" type="checkbox"/> Public service	1.5. Project objective: (check one only)	<input checked="" type="checkbox"/> Suitable living environment
	<input type="checkbox"/> Capital improvement		<input type="checkbox"/> Decent housing
			<input type="checkbox"/> Economic opportunity
		1.6. Project outcome: (check one only)	<input checked="" type="checkbox"/> Availability/accessibility
			<input type="checkbox"/> Affordability
			<input type="checkbox"/> Sustainability

1.7. CDBG Criteria: Which CDBG criterion below does your proposed project meet?

<input type="checkbox"/>	(1) Area benefit: At least 51% of residents within the targeted activity area are low to moderate income (LMI). Please provide a map identifying the Census Tracts designated as LMI.
<input checked="" type="checkbox"/>	(2) Limited clientele (select subpart below):
	<input checked="" type="checkbox"/> (a) Special needs group (select benefit group from the list below):
	<input type="checkbox"/> (i) Abused children
	<input type="checkbox"/> (ii) Elderly persons 62 years or older
	<input type="checkbox"/> (iii) Battered spouses
	<input type="checkbox"/> (iv) Severely disabled adults (not children) – Census definition; documentation required
	<input type="checkbox"/> (v) Illiterate adults
	<input type="checkbox"/> (vi) Persons living with HIV/AIDS
	<input type="checkbox"/> (vii) Migrant farm workers
	<input checked="" type="checkbox"/> (viii) Homeless persons
	<input type="checkbox"/> (b) At least 51% of clientele to be served will be documented as LMI. How does your agency track and record client demographics?
<input type="checkbox"/>	(3) Housing (select subpart below):
	<input type="checkbox"/> (a) Single family (must be 100% LMI)
	<input type="checkbox"/> (b) Multi-unit (must be 51% LMI)

1.8. The 2010-2015 Consolidated Plan goals are listed below. Select the goal appropriate to your project:

<input type="checkbox"/>	Affordable Rental Housing Opportunities
<input type="checkbox"/>	Maintenance and Preservation of Housing (rehabilitation activities)
<input type="checkbox"/>	Homeownership Opportunities (homebuyer programs)
<input type="checkbox"/>	Community Enhancement (public facilities/spaces)
<input checked="" type="checkbox"/>	Public Services to Special Needs Population and/or Low Moderate Income Persons

(Max Length for Questions 1.10 to 1.15: 2 Pages)**1.10. Explain how the proposed project addresses the goal selected:**

The Interfaith Shelter Network (ISN) Rotational Shelter program provides up to 12 shelter beds in the City (84 extra shelter beds county-wide) for up to seven (7) months during cold-weather season, from December through March or April, without building new shelters or hiring staff. ISN provides training and technical assistance to the 10+ congregations that provide shelter, meals and support using volunteers and the 1-2 case management agencies that provide the screening and follow through to the Network's shelter guests. ISN staff coordinates the efforts of participating congregations, social services agencies and governmental programs, to provide shelter and food, case management and the supportive services needed to move toward self-sufficiency to homeless low to moderate income families and individuals. The program has received national recognition as a cost effective and innovative public-private partnership.

1.11. Summarize any statistics and other supporting documentation that demonstrate the importance of addressing this need or problem:

Statistics from the Regional Task Force on the Homeless point-in-time count tell us that at least 8,879 people are homeless throughout the San Diego Region, with an enumerated homeless population in the City of Chula Vista of 495, 301 unsheltered in the City. The point-in-time count offers a "snapshot" of homelessness on a single night only and includes estimates of the number of homeless persons within particular subpopulations, such as persons who are chronically homeless, severely mentally ill, substance users, veterans, and unaccompanied homeless youth. Based on the point-in-time count, only 39% of the City's homeless population will be housed in a given night in temporary shelters or transitional housing programs. Hundreds of homeless persons throughout San Diego County Region are unable to secure shelter each night which leads to higher rates of physical and mental health problems that city facilities and programs must deal with, as well as enforcement issues for area police and over-utilization of area hospital emergency rooms.

1.12. List each service provided by the project. For each service, indicate whether it is a new service or an expansion of an existing service:

This project shall provide emergency night-time shelter at various locations, utilizing congregational facilities located throughout the South Bay. A cumulative total of 1,000 bed nights of shelter (1 person in a shelter for 1 night equals 1 bed night) shall be provided to clients. Showers and other support shall also be provided to clients. In addition, case management services shall be provided, which consists of: 1) intake screening process; 2) establishing and evaluating client case plans that are designed to move them into a more permanent housing situation; 3) providing assistance to clients with obtaining permanent or transitional housing; and 4) assistance with obtaining employment and public cash benefits (i.e. CalWORKs, Supplemental Social Security income). Workshops in career planning and fiscal budgeting shall be conducted for the clients. Project services shall be provided to 30-40 unduplicated homeless persons. Each client served shall be provided with up to 8 weeks of nightly shelter, as determined by progress on a mutually agreed case plan. Case management services are provided to clients weekly. Subcontracted social service agencies shall provide intake screenings and then refer clients to the shelter sites. Shelters are staffed by volunteers who provide meals, shelter set-up, conduct workshops, and serve as overnight hosts. Case Managers from subcontracted social services agencies and community organizations shall provide clients with transportation, public assistance appointments, help obtaining identification cards and birth certificates. In addition, the subcontracted agencies shall provide follow-up case management to clients beyond the required eight-week stay. Additionally, the Rotational Shelter Coordinator works with area congregations to coordinate client meals (at least one hot meal, continental breakfast and a sack lunch) beyond the City's funding as in-kind services. As these services are provided seasonally, operating December through March or April, they are considered new access to services not otherwise provided.

1.13. How does your agency plan to tell the target population about the project/services?

Interfaith Shelter Network coordinates with 2-1-1 regarding available shelter beds and the appropriate referral methods. Additionally, ISN maintains a web-site that ranks highly under the search terms "homeless" and "San Diego". Also, program staff networks with area social service collaboratives, including the South Bay Homeless Advocacy Coalition, Emergency Resources Group, Regional Continuum of Care Council, Metropolitan Area Providers of Social Services, Regional Task Force on the Homeless, and Alliance for Regional Solutions, as well as the County's Community Action Partnership and Housing and Community Development offices, and uses those networks to let agencies who may receive walk-ins know about the availability of services

1.14. List up to three outcomes of the project (at least one is required). For each outcome listed, provide the number of participants who will benefit and the way data will be collected to track or verify the outcome:

25-35 new and unduplicated homeless persons (10 from the City of Chula Vista) shall have access to emergency shelter for up to 8 weeks for the purpose of enhancing their suitable living environment. Data is collected and transmitted by case managers submitting monthly reports to Rotational Shelter coordinator including number of shelter guests who are entered into the program, and their length of stay. Case management reports entered into an automated database for tracking and analysis of performance measures by Network staff. At least 40% of shelter guests will leave the program for more permanent housing (transitional housing, shared housing, re-united with family, or permanent housing). At least 25% of the adults in the shelter will leave with some sort of income (employment or approved benefits).

1.15. Will the project collaborate with other service providers in the community? If yes, list them and briefly describe the collaboration:

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Interfaith Shelter Network will sub-contract with one to two social service agencies in South Bay to provide intake, screening, referrals and on-going case management. We anticipate them to be South Bay Community Services and METRO Good Neighbor Center. Additionally, five to six agencies outside of the city provide similar services in our collaboration, including Community Resource Center, Encinitas; Interfaith Community Services; Volunteers of America; Crisis House, El Cajon; Catholic Charities, Social Advocates for Youth (SAY San Diego), and Presbyterian Urban Ministries. ISN also collaborates with up to 10 congregations in the South Bay and an additional 30 in the county to provide shelter sites and volunteer staffing. These are scattered throughout the South Bay area, including Chula Vista, Imperial Beach, National City, South San Diego, and Nestor. Further, ISN works with 2-1-1 San Diego to coordinate information about available shelter beds. Additionally, ISN staff works with the South Bay Homeless Advocacy Coalition, the Regional Continuum of Care Council and the Emergency Resources Group to coordinate region-wide services

Section 2: Agency Capacity (Max Score: 10 Points)**2.1. Who will be the person responsible for the overall oversight of the proposed project?**

Name of person:	Joe Zilvinskis
Title of person:	Rotational Shelter Manager/Director of Operations
Relevant education:	MS Systems Management, Navy Drug & Alcohol Counselor Program
Telephone number:	619-702-5399
Date first employed:	1 November, 1995

2.2. Who will be the alternate person responsible for the overall oversight of the proposed project?

Name of person:	Trisha Brereton
Title of person:	Executive Director
Relevant education:	Fmr CEO, Paradise Valley Hospital Foundation
Telephone number:	619-702-5399
Date first employed:	1 October, 2013

**2.3 Who will be the person responsible for the day-to-day operations and management of the proposed project?
Provide no more than two individuals:**

Name of person:	Joe Zilvinskis
Title of person:	Rotational Shelter Manager/Director of Operations
Relevant education:	MS Systems Management, Navy Drug & Alcohol Counselor Program
Telephone number:	619-702-5399
Date first employed:	1 November, 1995
Name of person:	Tanya Roome
Title of person:	Rotational Shelter Coordinator
Relevant education:	BA Human Services, SD County Public Health Trainer
Telephone number:	619-702-5399
Date first employed:	6 June, 2012

**2.4. Who will be the person responsible for the financial oversight of the CDBG expenditures and fiscal compliance?
Provide no more than two individuals:**

Name of person:	Joe Zilvinskis
Title of person:	Rotational Shelter Manager/Director of Operations
Relevant education:	MS Systems Management, Navy Drug & Alcohol Counselor Program
Telephone number:	619-702-5399
Date first employed:	1 November, 1995
Name of person:	Trisha Brereton
Title of person:	Executive Director
Relevant education:	Fmr CEO, Paradise Valley Hospital Foundation
Telephone number:	619-702-5399
Date first employed:	1 October, 2013

(Max Length for Questions 2.5 to 2.8: 1 Page)

2.5. List the evaluation tools your agency plans to employ to track and monitor the progress of the project.

The Rotational Shelter Manager monitors project progress and is also responsible for submission of regular reports to the funder as well as required annual reports.

As clients' intake and case management are subcontracted, those contractors maintain client files on their premises in accordance with their agency policies, which are generally stricter than administrative records. The Rotational Shelter Coordinator tasks subcontractors with the minimum required data collection that should appear in the client files, and includes client demographics, head of household information, household size, income level, race and ethnicity, as well as covered expenses, client progress towards goals, and client prior living situation. Network staff monitors subcontractor compliance through regular interface. Monthly case management reports are entered into an automated database for tracking and analysis of performance measures.

1. Case managers submit monthly reports to Rotational Shelter coordinator including number of shelter guests who are entered into the program, their length of stay, and their outcomes if they leave with a job or income and more permanent housing.
2. Weekly meetings of shelter guests with case manager during which progress toward increased income and more permanent housing is documented.
3. Congregational coordinators report daily to case managers regarding behavior, progress, and challenges they observe while guests are in the shelter.
4. Agency staff communicates regularly with case managers (usually daily) and Congregational Coordinators (usually bi-weekly) and conducts site visits of both agency facilities and shelter sites to track progress and receive feedback from constituents.

2.6. How does your agency plan to ensure compliance with applicable policy and procedural requirements (including those listed in HUD's "Playing by the Rules" Handbook)?

The Rotational Shelter Manager and Coordinator monitor project compliance, including record retention required by 24 CFR 85.42, 24 CFR 570.503 (b)(2), and others listed in the Handbook. The Agency will subcontract with area case management agencies to enter and maintain electronic logs, and all applicable services and client demographic data on ServicePoint to provide HUD Annual Progress Report (APR) data on all unduplicated homeless persons complete with demographic, income, disability, and supportive services information as applicable. The Shelter Coordinator and/or the Outreach Coordinator perform site visits to the sub-contracted agencies to ensure record keeping is being done in an accurate and timely manner.

2.7. Describe any unresolved ADA issues in the project or project office and how your agency plans to address them. (If the objective of the project is ADA rehabilitation, do not repeat the project description here.)

No unresolved ADA issues noted. Interfaith Shelter Network offices are ADA compliant.

2.8. How many members does your Board of Directors have?	11
How many Board members are also members of the project's target population or reside in the project's target area? Indicate which ones in Appendix F.	2

Section 3: Auditing Control (Max Score: 15 Points; Max Length: 2 Pages)

3.1. Briefly describe your agency's payment and disbursement procedures, with relevance to the proposed project:

The general procedures for financial management are set forth in the Interfaith Shelter Network Accounting and Procurement Policies. The following steps apply specifically to CDBG contracts:
 Program Coordinator will generate check requests based on expenditures or claims from subcontractors based on contracted activities. Only eligible activities as laid out by the CDBG contract are allowable to be charged to the contract. Back-up documentation, such as a claim or receipts, accompanies the check request. The Coordinator will verify activities have taken place that were claimed, and will ensure the accuracy of the claim, making corrections as needed. Coordinator is also responsible for disbursement of payments to any subcontractors involved. Coordinator also prepares the claim for reimbursement for the CDBG contract payment based on the above expenditures. Claims are submitted based on the schedule set forth in the CDBG contract.
 The Executive Director will authorize payments based on the submitted check request, checking it for accuracy and eligibility.
 The Interfaith Shelter Network Director of Operations (DOO) will produce payments and code the charges to the appropriate fiscal activity for the grant program from which the funds are derived. The DOO receives payment from CDBG funders, codes it to the appropriate source, and deposits the funds to the appropriate account.
 Payroll is submitted to an outside firm, and is based on bi-weekly time sheets, with activity attributed to appropriate cost centers to track billing accuracy of claims. |

3.2. Describe how your agency's Board of Directors exercises programmatic and fiscal oversight:

Regular financial reports are distributed and summarized at monthly board meetings by the Treasurer of the Board. Board President and/or Treasurer is a signatory on both the Federal form 900 and State form 199. The Treasurer is a member of the finance committee, which meets monthly 10 times a year and reviews regular financial reports. Program oversight occurs through monthly reports by the Executive Director at the same monthly board meetings. |

3.3. Briefly describe your agency's financial reporting system/accounting procedures, with relevance to the proposed project:

The Interfaith Shelter Network operates on an accrual basis, and uses Quickbooks to track income and expenses for the agency. Separate accounts are set up for CDBG funds within the Chart of Accounts. All check requests pertaining to the project are generated by the Program Coordinator/Manager responsible for the project and tied to the Chart of Accounts. All requests for payment require the approval of the Executive Director to safeguard all such assets and assure they are used solely for authorized purposes.
 All checks for this project require two signatures regardless of the amount. Financial reports are generated each month and reviewed monthly.
 Accounting records including cost accounting records, are supported by source documentation. |

3.4. Briefly describe your agency's record keeping system, with relevance to the proposed project:

The Program Coordinator maintains the master contract file. Records for all agency expenses and deposits are maintained in a locked cabinet in the finance office. Financial records are maintained electronically with hard copy backup kept according to agency file retention policy in locked filing cabinet. Financial records are maintained for at least 7 years. |

3.5. Briefly describe your agency's auditing requirements, including those for the proposed project:

Per OMB Circular A-133 (Audits of State, Local Governments, and Nonprofit Organizations), a single audit is not required by the agency. However, the Interfaith Shelter Network of San Diego has a full and complete financial audit conducted

each year by an outside accounting firm. As a public benefit corporation, the ISN is also required to submit a Form 990 to the IRS. Additionally, a Form 199 is prepared and submitted to the State of California. |

3.6. Briefly describe your agency's internal controls to minimize opportunities for fraud, waste, and mismanagement:

|All expenses require a check request and a vendor invoice if applicable. The check request must be signed by the requesting staff and approved by the Executive Director before payment is processed by the Director of Operations. All checks over \$1,000 require two signatures, and in the case of the Rotational Shelter program, all checks regardless of amount must have two signatures. Credit cards are not used except for one specific to an office supply vendor. Petty Cash requires submission of invoice/receipt, and two signatures on the request (person submitting/person authorizing). There is no bill pay using online banking |

3.7. How does your agency plan to segregate CDBG funds from other agency funds for purposes of identification, tracking, and reporting?

|[The Interfaith Shelter program uses specific account numbers in the Chart of Accounts to designate CDBG funds. Requests for payment must cite the Chart of Accounts per line item in the approved CDBG budget. Income and expenses that pertain to the CDBG funds are clearly noted on check requests, deposits, and financial reports, and are differentiated from expenses charged to other funders or to Agency funds. Monthly financial reports are prepared by an independently contracted bookkeeper. There is a monthly review of financial reports generated each month by Agency staff, the Executive Director, and a member of the Board, usually the Board Treasurer.]]

Section 4: Agency Experience (Max Score: 10 Points; Max Length: 1 Page for Section 4/5 Combined)

4.1. Briefly highlight your agency's experience and major accomplishments in providing services to LMI residents and/or communities. You may expand in Appendix A.

Throughout its 27 years of providing the above services, the program has sheltered 8,500 homeless people for 218,000 bed nights County-wide using the model above. In the South Bay area, more than 330 homeless people were sheltered for over 13,000 in the last 10 years through this program.

Over that time, more than 56% left our program for transitional or permanent housing County - wide.

Over that time, more than 58% of the adults left with a job or income to which they were entitled County - wide.

4.2. Has your agency received CDBG or other federal funds in any of the past three fiscal years (Fiscal Years 2011-2012, 2012-2013, through 2013-2014)? If yes, complete Appendix G for each of the grants received for the three Fiscal Years 2011, 2012, and 2013.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Section 5: Back-Up Plan (Max Score: 5 Points;)

5.1. Will your agency still implement this project should CDBG funds not be awarded? If yes, how will the implementation be achieved?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If unable to secure funding to meet the basic operating costs, service levels will decrease commensurate with the level of funding. As the program is County-wide, services that would have been provided in the city may be diminished.

5.2. If funded, how will your agency continue this project if CDBG funds are not available in future years?

The Rotational Shelter Program secures financial support from various sources that include the County of San Diego, City of Chula Vista, County ESG, private grants, Cities of San Diego, Oceanside, and San Marcos, foundations, and individual donations to meet operating costs.

If funded and future funding to meet the basic operating costs is not available, service levels will decrease commensurate with the level of funding. Depending on the level of support from non-governmental sources, this may mean a decrease in the length or amount of shelter provided in the City of Chula Vista, thus increasing the need for such services throughout the City from other programs.

Appendix A: Narrative of Project (Max Length: 2 Pages)

In two pages or less, explain below your proposed project and make the case why it should be awarded funding.

The Interfaith Shelter Network Rotational Shelter Program is an emergency winter shelter program operated at congregational shelter sites located throughout the urban county from Oceanside to El Cajon to Nestor and Imperial Beach inclusive. It addresses lack of support services, insufficient income, and lack of affordable housing by providing case management, transportation, training in career planning and budgeting, overnight shelter for up to eight weeks, showers, meals, and other essential needs. More than half of those we serve leave for more permanent housing, and more than half of the adults leave with a job or income to which they are entitled.

The Rotational Shelter operates in seven areas or branches of the county. In the South Bay, congregations host the program in Chula Vista, Nestor, Imperial Beach, National City and South San Diego. How long the program is open in each branch depends on how many congregations are willing to permit use of their facilities and provide 50-150 volunteers to prepare meals, provide overnight supervision, and complete other tasks as needed. In the past several years, we have consistently served 240-285 county-wide (25-35 in the City of Chula Vista) shelter guests each season, between October and May. Bed nights vary between 6,800 and 8,000 (1,000 – 1,400 in the City of Chula Vista), again depending on how many congregational host sites are available. CDBG funds help provide the staff support, case management services, and shelter guest transportation that allows for the coordination of more than 10 congregations and social service agencies scattered to achieve these results. Experience has shown the program more successful, in that it keeps people in/near their neighborhood of choice where existing support systems may exist.

Clients are referred to the program via 2-1-1 or as walk-ins to area agencies. Guests are pre-screened and monitored by local social service agencies with whom we contract. Each week, they must meet with a case manager at the contracted agency for that branch. The case manager decides, based on each guest's progress toward goals, whether or not they will be issued a voucher for an additional week of shelter. Congregational coordinators, all of whom are volunteers, are strongly encouraged to be in daily contact with each guest's case manager. Guests arrive each evening, are served dinner, provided showers on or off site, and sleep on donated cots or air mattresses. In the morning, they are given breakfast and a sack lunch before leaving for the day. School-age children are expected to remain enrolled and in attendance at the school they were at when the family became homeless. Volunteers also provide career planning and budgeting workshops on alternate Saturday mornings in most branches. Further, each congregation is provided a resource book with information regarding library hours; local community clinic location, services, and hours of operation; and information about major employer/human resource contacts in the San Diego region. Guests may stay in the program for up to eight (8) weeks, with an option to stay longer on a case by case basis.

The Rotational Shelter serves a distinctive niche in the continuum of care and is the only Emergency Shelter in Chula Vista. We serve the situationally homeless, those who are willing and able to move toward self-sufficiency within eight weeks. There are very few winter shelter beds available region-wide that provide case management for shelter guests, and there are few shelter beds available for those who are most able to help themselves, especially single men looking for work. It is difficult to verify residency for most of the participants, as they are homeless, and many do not report their prior zip-code as part of their intake procedures

- For families, there is often a month or longer wait to be admitted to family programs locally or at the YWCA Cortez Hill program. The Rescue Mission's emergency nighttime shelter does not accept adult men including single

fathers, fathers with custodial responsibilities, or couples without children. Some families must therefore choose between shelter for the mother and children and staying together.

- Despite the vagaries of the economy, the Rotational Shelter has been consistent in its positive outcomes for those whom it serves. Now in its 28th season, the shelter, thanks to the work of our case managers and our shelter volunteers, has been able to move the majority of shelter guests into more permanent housing. The majority of the adults served leave with a job or income to which they are entitled.
- Rotational Shelter staff, which includes one full-time shelter manager, one full-time shelter coordinator, one outreach coordinator, and the executive director who is also responsible for program development, resource development, and staff supervision of a transitional housing program for homeless battered women and children located in the City of San Diego, have taken leadership roles in the region-wide continuum of care. The Rotational Shelter Manager is chair of the Metropolitan Area Providers of Social Services (MAPSS). The Rotational Shelter Coordinator participates in the region-wide Emergency Resource Group (ERG) and the South Bay Homeless Advocacy Coalition. The ISN Executive Director serves on the Regional Continuum of Care.

Our Rotational Shelter Manager/Director of Operations has been in this position for 18 years and has a background in Navy housing administration. Together with the Rotational Shelter Coordinator, who has been with the program for 2 years, the staff schedules, trains, and monitors all participating congregations and case management agencies as well as supervises.

The Rotational Shelter Coordinator was a Health Information Specialist with the County of San Diego for 9 years providing on-site disease education for public and private organizations including outreach to specific populations such as homeless service providers, drug and alcohol recovery programs and HIV/AIDS service providers. Additionally, she spent 2 years at the San Diego Rescue Mission Family Crisis Shelter as a Resident Manager. There she coordinated homeless services for women and children in emergency crisis situations providing screening and assistance with intake case management for up to 60 residents per night, directing clients to necessary resources or social service providers and documenting activities and incident reports.

Our Outreach Coordinator is an AmeriCorps member, and has been with the agency since September 2013. Previously, she was a CalFresh Summer Associate at Feeding America San Diego. |

APPENDIX C-2: THREE-MONTH CASH RULE TEST

**CITY OF CHULA VISTA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FISCAL YEAR 2014-2015 APPLICATION**

THREE-MONTH CASH RULE TEST

The three (3)-month rule is used as a guideline to determine whether an Agency is solvent and has enough available cash to take a CDBG project from beginning to end during the 12-month allowed to complete the project. CDBG projects should not harm the day-to-day operations of the Agency, so enough funds must be available for both purposes.

Provide the information requested below to demonstrate that the agency has enough cash on hand to operate the proposed project on a reimbursement basis.

Balance Sheet - Audited Financial Statements.	FY _____	2012 CY _____	2012 _____	Page # _____	3
Document must be attached to Application					
Enter Agency Cash Balance (Cash cannot include Investments or Receivables)			141,875		
A. Multiply Agency Cash Balance by 4 = Cash available for project(s)			567,500		
List the amount of FY 2014-2015 CDBG funding applied for this application.			11,000		
List the amount of FY 2014-2015 CDBG funding applied for any other application.					
List the amount of FY 2014-2015 CDBG funding applied for any other application.					
B. Sum all the amounts for FY 2014-2015 CDBG funding request(s)			11,000		
Compare Agency Cash Balance Available (Item A) with Total FY 2014-2015 CDBG Funding Request (Item B):					
Item A	567,500	Item B	11,000	Difference	556,500
Analyze Results					
1- If difference is a positive amount or equals \$0, the Agency is eligible to apply.					
2- If difference is a negative amount, the Agency has the options below:					
The Agency can adjust any of the FY 2014-2015 CDBG requested amount(s) to result in a positive or \$0 balance, as long as:					
A) EACH PROJECT MEETS THE MINIMUM REQUIRED AMOUNT FOR EACH OF THE APPLICATIONS AND					
B) CASH AVAILABLE FOR PROJECTS IS NOW GREATER THAN OR EQUAL TO THE TOTAL FY 2014 CDBG FUNDING REQUEST.					

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 1 - BUDGET EXHIBIT**

AGENCY Interfaith Shelter Network
PROJECT Rotational Shelter Program

		CDBG	Percentage
SALARIES & WAGES	(Schedule 2)	<u>7,225</u>	
FRINGE BENEFITS	(Schedule 3)	<u>1,375</u>	
	TOTAL PERSONNEL	<u>8,600</u>	
SUPPLIES	(Schedule 5)	<u> </u>	
POSTAGE	(Schedule 5)	<u> </u>	
CONSULTANT SERVICES	(Schedule 5)	<u>2,400</u>	
MAINTENANCE/REPAIR	(Schedule 5)	<u> </u>	
PUBLICATIONS/PRINTING	(Schedule 5)	<u> </u>	
TRANSPORTATION	(Schedule 5)	<u> </u>	
RENT	(Schedule 5)	<u> </u>	
EQUIPMENT RENTAL	(Schedule 5)	<u> </u>	
INSURANCE	(Schedule 5)	<u> </u>	
UTILITIES	(Schedule 5)	<u> </u>	
TELEPHONE	(Schedule 5)	<u> </u>	
OTHER EXPENSES (SPECIFY):	(Schedule 5)	<u> </u>	
	(Schedule 5)	<u> </u>	
	(Schedule 5)	<u> </u>	
	TOTAL NON-PERSONNEL	<u>2,400</u>	
TOTAL INDIRECT COSTS/ADMINISTRATIVE OVERHEAD (IC/AO)	(Schedule 4)	<u> </u>	<u>0</u>
[IC/AO Expenses limited to 15% of Total CDBG Project Budget]			
	TOTAL CDBG PROJECT BUDGET	<u>11,000</u>	

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 2 - PERSONNEL SCHEDULE: GROSS PAY**

The purpose of this form is to list the positions being claimed against the CDBG funding request amount. The positions listed below must provide direct project/client services. Positions providing non-direct services must be included in the indirect costs/administrative overhead (IC/AO) line item. The Total CDBG Salary & Wages must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY Interfaith Shelter Network
PROJECT Rotational Shelter Program

(1)	(2)	(3)	(4)
POSITION TITLE	GROSS PAY	PERCENT CHARGED	TOTAL SALARY & WAGES
Rotational Shelter Manager/Director of Operations	49,345	7.13%	3,520.3
Rotational Shelter Coordinator	37,050	10.00%	3,705.0
			-
			-
			-
			-
			-
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			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
TOTAL CDBG SALARY & WAGES			7,225

1. List all positions charged against CDBG funding providing **direct CDBG project/client activity**.
2. List gross pay for each position listed.
3. List **percent of gross pay** to be charged against CDBG funding.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input checked="" type="checkbox"/>	Biweekly
<input type="checkbox"/>	Twice a Month

APPENDIX C-3: PUBLIC SERVICE

SCHEDULE 4 - INDIRECT COST/ADMINISTRATIVE OVERHEAD (IC/AO) CALCULATION

The purpose of this form is to list the IC/AO being claimed against CDBG funding amount requested. The Total IC/AO must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY Interfaith Shelter Network

PROJECT Rotational Shelter Program

(1)	(2)	(3)	(4)
POSITION TITLE/LINE ITEM	AGENCY BUDGET AMOUNT	PERCENT CHARGED	TOTAL INDIRECT COST/ADMINISTRATIVE OVERHEAD
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
TOTAL CDBG INDIRECT COST/ADMINISTRATIVE OVERHEAD			-

(5) Total CDBG Budget 11,000 Percentage 0.00%
 (Must be equal or less than 15%)

1. List all personnel or nonpersonnel (NPE) charged against CDBG funding-include detailed description of indirect use.
2. List total Agency budget for positon and/or NPE line item.
3. List PERCENT of total budget to be charged against CDBG funding.
4. Total indirect cost/administrative overhead to be charged against CDBG funding.
5. Enter the Total FY13 CDBG Budget; percentage will be AUTOMATICALLY calculated.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input checked="" type="checkbox"/>	Biweekly
<input type="checkbox"/>	Twice a Month
<input type="checkbox"/>	

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 5 - BUDGET JUSTIFICATION***

AGENCY Interfaith Shelter Network

PROJECT Rotational Shelter Program

LINE ITEM	Consultant Service	AMOUNT
Detailed Explanation:		
	Case Management Services	1,200
	Client Transportation	1,200
		TOTAL \$ 2,400
LINE ITEM		AMOUNT
Detailed Explanation:		
		TOTAL \$ -
LINE ITEM		AMOUNT
Detailed Explanation:		
		TOTAL \$ -

*All line items must be justified in relation to CDBG-funded activities to be completed. Add pages as needed.

Appendix G: Identification of Prior Year CDBG and/or Federal Funds

G.1. Agency name: Interfaith Shelter Network of San Diego

G.2. Project name: Rotational Shelter Program

G.3. Year of funding: Fiscal Year 2011 Fiscal Year 2012 Fiscal Year 2013

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: 10,350 G.6. Amount spent to date: 10,350

G.7. Amount reprogrammed to date: 0

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

- (1) Provide shelter, case management, transportation to 30-40 people total homeless (10 Chula Vista residents), with more than 50% of guests leaving for more permanent housing.
- (2) Provide 16 weeks of shelter utilizing congregational volunteers and facilities.
- (3) Improve access to case management services with regular follow-up.

G.9. Indicate below the outcomes achieved:

- (1) Provided shelter, case management, transportation to 30 people total homeless (17 Chula Vista residents), with more than 55% of guests leaving for more permanent housing.
- (2) Provided 19 weeks of shelter utilizing congregational volunteers and facilities.
- (3) Two area social service agencies provided case management with weekly follow-up.

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

N/A

G.1. Agency name: Interfaith Shelter Network of San Diego

G.2. Project name: Rotational Shelter Program

G.3. Year of funding: Fiscal Year 2011 Fiscal Year 2012 Fiscal Year 2013

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: 10,350

G.6. Amount spent to date: 10,350

G.7. Amount reprogrammed to date: 0

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	Provide shelter, case management, transportation to 30-40 people total homeless (10 Chula Vista residents), with more than 50% of guests leaving for more permanent housing.
(2)	Provide 16 weeks of shelter utilizing congregational volunteers and facilities.
(3)	Improve access to case management services with regular follow-up.

G.9. Indicate below the outcomes achieved:

(1)	Provided shelter, case management, transportation to 28 people total homeless (22 Chula Vista residents), with 50% of guests leaving for more permanent housing.
(2)	Provided 16 weeks of shelter utilizing congregational volunteers and facilities.
(3)	An area social service agency provided case management with weekly follow-up.

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

N?A

(Max Length per Project: 1 Page)

G.1. Agency name:	Interfaith Shelter Network of San Diego
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G.2. Project name:	Rotational Shelter Program
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G.3. Year of funding:	<input type="checkbox"/> Fiscal Year 2011	<input type="checkbox"/> Fiscal Year 2012	<input checked="" type="checkbox"/> Fiscal Year 2013
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G.4. Indicate the source of the federal funding awarded to the prior project:					
<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME		
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):		

G.5. Amount awarded:	10,350	G.6. Amount spent to date:	10,350
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G.7. Amount reprogrammed to date:	0
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G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):	
(1)	Provide shelter, case management, transportation to 25 LMI total homeless people (10 from the City of Chula Vista), with 50% of guests leaving for more permanent housing.
(2)	Provide 16 weeks of shelter utilizing congregational volunteers and facilities.
(3)	An area social service agency will provide case management with weekly follow-up.

G.9. Indicate below the outcomes achieved:	
(1)	Provided shelter, case management, transportation to 35 people total homeless (20 Chula Vista residents), with 85% of guests leaving for more permanent housing.
(2)	Provided 18 weeks of shelter utilizing congregational volunteers and facilities.
(3)	An area social service agency provided case management with weekly follow-up.

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:
--

N/A



CDBG Application Summary

Applicant: Lutheran Social Services

Program/Project: Project Hand

Project Description: Project Hand is a food pantry in Chula Vista located at St. Mark's Church, distributing emergency food supplies to hungry families throughout the South Bay. Hours of operation are Monday through Friday from 9:00 am until 2:00 pm.

Type of Program/Project: Public Services [(\$570.201(e))]

Target Population:	05W - Food Banks CFR§ 570.208(a)(2) Low Moderate Income Limited Clientele	Proposed Number to Serve:	5,100 <i>(subject to change depending on funding recommendation)</i>
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Program Total Budget:	\$40,800	C. V. Cost per Client:	\$4 <i>(Based on funding recommendation)</i>
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Funding Request:	\$20,400	Prior Year Funding:	\$0
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Specific Use of Chula Vista Funding:	Personnel Costs	FUNDING RECOMENDED	\$12,200
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Staff Notes:



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Application for Funding for Fiscal Year 2014-2015

Project category: <small>(check one only)</small>	<input checked="" type="checkbox"/> Public service <input type="checkbox"/> Capital improvement
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Application Number:
(CDBG Program Office Use Only)

Applicant Agency Information

Applicant legal name:	Lutheran Social Services of Southern California (LSSSC), San Diego Area Office		
Type of agency:	<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't./Public	<input type="checkbox"/> For Profit
Agency Address:	4271 Clairemont Mesa Blvd.	San Diego	CA 92117
Date of incorporation:	April 8, 1946	Tax ID number:	95-2225798
Agency DUNS number:	198953929	Annual operating budget:	972,413
Number of paid staff:	11	Number of volunteers:	100

Agency mission statement:
 Lutheran Social Services of Southern California celebrates the love of Christ for all people through acts of service. We strive to walk with those in need in Southern California by embracing those in crisis, equipping individuals and families, and empowering them to live with integrity, dignity, and self-sufficiency.

Project Title:

Project Hand

Brief project description:
 Project Hand is one of the oldest food pantries in Chula Vista located at St. Mark's Church, distributing emergency food supplies to hungry families throughout the Southbay. We operate Monday through Friday from 9:00am until 2:00pm.

Funding Request

Total funding requested in this application <small>(you will provide a detailed budget in Appendix C:</small>	\$20,400	Other funds already secured for project:	\$20,400
Total cost to complete project:	\$40,800	Other funds not yet secured for	0

Project Information

If Project is a Public Service, will service be site specific? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If your answer is yes, please provide: Address(es) below:	Census tract:
St. Mark's Lutheran Church, 580 Hilltop Drive, Chula Vista, CA 91910	

Target Clientele: <small>(Homeless, Youth, Elderly, Disabled, Other/General)</small>	Low income families and individuals who need food without regard to age, race, address or any other discriminating factor.
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The following questions on individual clients and households to be served apply only to Public Service, and Minor Residential Rehabilitation projects:

Will the project serve individual clients (IC) or households (HH)?	<input checked="" type="checkbox"/> Individual clients	<input checked="" type="checkbox"/> Households
Total unduplicated IC/HH served:	5,100	
Annual cost per client/household:	\$8.00	

Section 1: Project Details (Max Score: 25 Points)

1.1. Provide a concise description of the proposed project (this description must match the one provided on the cover page). Space for a fuller narrative is provided in Appendix A.

Project Hand distributes emergency food to thousands of hungry families in Chula Vista and other Southbay communities annually. Each client must register with valid identification and complete intake documents. Each client is allowed to visit one time per month, per regulations. However, no one is ever turned away. Project Hand also participates in The Emergency Food Assistance Program, facilitated by the Jacobs & Cushman San Diego Food Bank. For a more complete picture of our mission, vision, operation policies and programs and our vision for moving forward, please see Appendix A of this application. Inventory controls and required reporting is kept current.

1.2. Project start date: Ongoing program Anticipated end date: n/a

1.3. Project's days/hours of operation: Monday through Friday 9:00am – 2:00pm

1.4. Project category: (check one only)	<input checked="" type="checkbox"/> Public service	1.5 Project objective: (check one only)	<input checked="" type="checkbox"/> Suitable living environment
	<input type="checkbox"/> Capital improvement		<input type="checkbox"/> Decent housing
			<input type="checkbox"/> Economic opportunity
		1.6 Project outcome: (check one only)	<input type="checkbox"/> Availability/accessibility
			<input type="checkbox"/> Affordability
			<input checked="" type="checkbox"/> Sustainability

1.7. CDBG Criteria: Which CDBG criterion below does your proposed project meet?

(1) **Area benefit:** At least 51% of residents within the targeted activity area are low to moderate income (LMI). Please provide a map identifying the Census Tracts designated as LMI.

(2) **Limited clientele** (select subpart below):

(a) **Special needs group** (select benefit group from the list below):

- (i) Abused children
- (ii) Elderly persons 62 years or older
- (iii) Battered spouses
- (iv) Severely disabled adults (not children) – Census definition; documentation required
- (v) Illiterate adults
- (vi) Persons living with HIV/AIDS
- (vii) Migrant farm workers
- (viii) Homeless persons

(b) At least 51% of clientele to be served will be documented as LMI. How does your agency track and record client demographics? THROUGH INTAKE RECORDS AND PERSONAL INTERVIEWS AT CHECK IN

(3) **Housing** (select subpart below):

- (a) Single family (must be 100% LMI)
- (b) Multi-unit (must be 51% LMI)

1.8. The 2010-2015 Consolidated Plan goals are listed below. Select the goal appropriate to your project:

Affordable Rental Housing Opportunities

Maintenance and Preservation of Housing (rehabilitation activities)

Homeownership Opportunities (homebuyer programs)

Community Enhancement (public facilities/spaces)

Public Services to Special Needs Population and/or Low Moderate Income Persons

(Max Length for Questions 1.10 to 1.15: 2 Pages)

1.10. Explain how the proposed project addresses the goal selected:

We address the goal by providing emergency food through our food pantry, Monday through Friday 9:00am to 2:00pm to low and moderate income families.

1.11. Summarize any statistics and other supporting documentation that demonstrate the importance of addressing this need or problem:

In the City of Chula Vista alone, 9.7% of the population lives below the poverty line, according to figures provided by QuickFacts from the U.S. Census Bureau in 2010. That equates to nearly 25,000 Chula Vistans that suffer from hunger anxiety. That does not count the families that live paycheck to paycheck that visit Project Hand.

1.12. List each service provided by the project. For each service, indicate whether it is a new service or an expansion of an existing service:

Food bag distribution
 Referrals to other services within the community that our clients can benefit from
 Distribution of hygiene items, when available
 Diapers, formula

1.13. How does your agency plan to tell the target population about the project/services?

1. Through personal visits to churches, other pantries and agencies in the immediate area.
2. On our website, www.lsssc.org
3. Through additional programs operated by LSS in San Diego area.
4. Word of mouth

1.14. List up to three outcomes of the project (at least one is required). For each outcome listed, provide the number of participants who will benefit and the way data will be collected to track or verify the outcome:

1. To distribute emergency food to a minimum of 4,500 unduplicated low income families in Chula Vista.
2. Participate in a weekly Emergency Food Assistance Program through the Jacobs & Cushman San Diego Food Bank serving an additional 600 unduplicated LMI families in Chula Vista and the surrounding communities.
3. Create a minimum of 50 monthly outsourced referrals to meet additional client needs.

1.15. Will the project collaborate with other service providers in the community? If yes, list them and briefly describe the collaboration:



Yes



No

Yes, we established collaboration with the Jacobs & Cushman San Diego Food Bank, EFAP program that allows us to serve an additional 600 families per month. They deliver 6 pallettes of canned food once monthly for us to distribute. We are in the development stages of collaboration with the Third Avenue Charitable Organization (TACO) to provide case management for clients of Project Hand as well of their own clients.]

Section 2: Agency Capacity (Max Score: 10 Points)**2.1. Who will be the person responsible for the overall oversight of the proposed project?**

Name of person:	John Taylor
Title of person:	Area Director
Relevant education:	BS- Business Administration-SDSU
Telephone number:	858-483-4007
Date first employed:	7/1/2011

2.2. Who will be the alternate person responsible for the overall oversight of the proposed project?

Name of person:	Darlene Mees
Title of person:	Administrative Assistant
Relevant education:	BA-Sociology-Cal State San Bernardino
Telephone number:	858-483-4007
Date first employed:	2/1/1999

**2.3 Who will be the person responsible for the day-to-day operations and management of the proposed project?
Provide no more than two individuals:**

Name of person:	Johnny Vioria
Title of person:	Program Manager
Relevant education:	Prior work related experience (3 years)
Telephone number:	619-425-4061
Date first employed:	7/1/2010
Name of person:	
Title of person:	
Relevant education:	
Telephone number:	
Date first employed:	

**2.4. Who will be the person responsible for the financial oversight of the CDBG expenditures and fiscal compliance?
Provide no more than two individuals:**

Name of person:	Amy Fawcett
Title of person:	Controller
Relevant education:	BA-Communications-Pepperdine University
Telephone number:	714-244-4271
Date first employed:	10/1/2009
Name of person:	John Taylor
Title of person:	Area Director
Relevant education:	BS-Business Administration-SDSU
Telephone number:	858-483-4007
Date first employed:	7/1/2011

(Max Length for Questions 2.5 to 2.8: 1 Page)

2.5. List the evaluation tools your agency plans to employ to track and monitor the progress of the project.

1. Intake Form
2. Client Services Ledger
3. Statistical Database – Daily Input
4. Statistical Reports- Monthly, Quarterly and annually
5. Quarterly Compliance Reports

2.6. How does your agency plan to ensure compliance with applicable policy and procedural requirements (including those listed in HUD's "Playing by the Rules" Handbook)?

A "Policy and Procedure Manual" has been adopted for operational guidance. Monthly staff meetings are conducted to address relevant policy and procedure issues. Additionally the HUD "Playing by the Rules" (March 2005 version) manual is downloaded and available to be used as a reference guide.

2.7. Describe any unresolved ADA issues in the project or project office and how your agency plans to address them. (If the objective of the project is ADA rehabilitation, do not repeat the project description here.)

[NA]

2.8. How many members does your Board of Directors have?	15with 13 filled -
How many Board members are also members of the project's target population or reside in the project's target area? Indicate which ones in Appendix F.	1

Section 3: Auditing Control (Max Score: 15 Points; Max Length: 2 Pages)

3.1. Briefly describe your agency's payment and disbursement procedures, with relevance to the proposed project:

Expenses incurred for the program must be pre-approved. A "Check Request form" is submitted to the Area Director" for payment to be rendered. The Area Director maintains a local Imprest Account and makes payments from this account directly if \$150.00 or less. The form, original invoice, and any relating paperwork are sent to the agency Central Support office in Orange and copies are maintained in the San Diego administrative office for dual recording keeping. For expenditures above \$150.00 the Area Director does not render payment locally but still submits the same original paperwork to Central Support for payment at that level. Copies are maintained in the local office in the same manner. Grant billing is done quarterly by using the general ledger and the board approved budget. The full year grant is divided into quarters and billed accordingly for the allowable costs incurred during that quarter.

3.2. Describe how your agency's Board of Directors exercises programmatic and fiscal oversight:

Expenses incurred for the program must be pre-approved. A "Check Request form" is submitted to the Area Director" for payment to be rendered. The Area Director maintains a local Imprest Account and makes payments from this account directly if \$150.00 or less. The form, original invoice, and any relating paperwork are sent to the agency Central Support office in Orange and copies are maintained in the San Diego administrative office for dual recording keeping. For expenditures above \$150.00 the Area Director does not render payment locally but still submits the same original paperwork to Central Support for payment at that level. These copies are maintained in the local office in the same manner. Grant billing is done quarterly by using the general ledger and the board approved budget. The full year grant is divided into quarters and billed accordingly. The final year end billing is for the balance remaining for the full grant amount.

3.3. Briefly describe your agency's financial reporting system/accounting procedures, with relevance to the proposed project:

Accounting procedures for the proposed project would follow guidelines stated in 3.1 – 3.7 and will be assigned an independent cost center for budgeting and tracking purposes upon acknowledgement of grant award.

3.4. Briefly describe your agency's record keeping system, with relevance to the proposed project:

Client Files: Housed at program site, filed in alphabetical order, maintained by program manager.

Statistical data: Data entry into a spreadsheet designed for accurate reporting is computer generated, maintained by the program manager, reviewed monthly by the Area Director and housed both at the program site and the local Administrative office and turned in Quarterly to Central Support to be reviewed by the agency Compliance Department and reported to the Board of Directors.

All original grant applications, awards letters and reports are maintained at Central Support with The Agency Compliance Department and copies are kept at the local area office.

3.5. Briefly describe your agency's auditing requirements, including those for the proposed project:

LSS is audited annually by an independent auditing firm in accordance with generally accepted auditing standards in the U.S. and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of The United States. The financial statements present a Schedule of Expenditures of Federal Awards and Schedules of Findings and Questioned Costs for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

3.6. Briefly describe your agency's internal controls to minimize opportunities for fraud, waste, and mismanagement:

Prior to all operating years the agency prepares a budget which is Board Approved. This becomes the blueprint for fiscal operations for every program operated by the agency. Area Directors are required to monitor the financial variance of each program in their respective area on a monthly basis. Any line item that has a variance of at least 5% or \$2,000.00 must be justified.

All requests for payments must be submitted to the Area Director for approval. Once approved the request is submitted to our Central Accounting office where payment is rendered. All checks written for reimbursement require 2 signatures. Expenses that are routine (rent, telephone, utilities, etc.) do not require prior approval. One-time or periodic irregular expenses must have prior approval from the Area Director before engaging services if \$150.00 or under and from our Central Support office if over \$150.00. Dual exposure at the area level and then the central support level serve to minimize fraud, inaccuracies, and misuse within the agency.

3.7. How does your agency plan to segregate CDBG funds from other agency funds for purposes of identification, tracking, and reporting?

Our agency accounting system is set up on a cost center basis. All CDBG funding is assigned a cost center code that separates it by the funding source, the specific program it funds and the program location. In our "Audited Financial Statement" there is a "Schedule of Expenditures for Federal Awards" that identifies: Federal Grantor/Pass-Through Grantor/Program Title, Federal CFDA #, Funding Period, Agency or Pass-Through #, and Federal Expenditure Amount.

Section 4: Agency Experience (Max Score: 10 Points; Max Length: 1 Page for Section 4/5 Combined)

4.1. Briefly highlight your agency's experience and major accomplishments in providing services to LMI residents and/or communities. You may expand in Appendix A.

For over 65 years LSS has provided services to LMI clients throughout Southern California. Since 2010 we have managed over 50 programs annually. Of those 50+ programs, 22 per year were funded by federal dollars amounting to above 4,000,000. In 2014 again we operate over 22 federally funded programs within the agency. Specifically in San Diego we have operated our Senior Companion Program for more than 14 years. It requires complex record keeping and stringent reporting to our funding source. It utilizes the services of over 40 LMI seniors annually who provide better than 44,000 hours of service to frail seniors throughout San Diego county. We have been routinely monitored by our funding source and are in good standing

4.2. Has your agency received CDBG or other federal funds in any of the past three fiscal years (Fiscal Years 2011-2012, 2012-2013, through 2013-2014)? If yes, complete Appendix G for each of the grants received for the three Fiscal Years 2011, 2012, and 2013.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
--	-------------------------------------	-----	--------------------------	----

Section 5: Back-Up Plan (Max Score: 5 Points;)

5.1. Will your agency still implement this project should CDBG funds not be awarded? If yes, how will the implementation be achieved?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
---	-------------------------------------	-----	--------------------------	----

LSS has been operating this program without CDBG funds for 2 consecutive years and will continue to do so if funding is not awarded. Staff hours were initially cut back when CDBG funds were no longer available to us. We have gone from 2 part time employees to 1 part time employee. With increase funds available we will be able to add another 2nd part time employee. This was a growing period for us. During that time we improved our record keeping methods tremendously which has not only allowed us to better track outcomes but also to work more efficiently. We continue to seek support for the financial needs of the program. Each partner is an integral part of providing this safety net

5.2. If funded, how will your agency continue this project if CDBG funds are not available in future years?

LSS has demonstrated that it has the capacity to continue to operate without federal funding as it has done so for the past 2 years. In 2013 LSS began a "Sustainable Funding Campaign" throughout its Southern California service areas. Management level personnel attended a 2 day training program put on by Benevon. The first phase of this fund raising system has been implemented in North Los Angeles County. During 2014 they will implement it in San Diego County. A Central Support staff person has already begun working 1 day per week out of the local area office to lay the ground work. The system is designed to bring a higher level of awareness to the community of our organization, to strengthen our donor base, and to engage more community partners to support our efforts.

Appendix A: Narrative of Project (Max Length: 2 Pages)

In two pages or less, explain below your proposed project and make the case why it should be awarded funding.

Project Hand has been part of the Chula Vista charitable community for decades, dispensing emergency food bags to the needy of Chula Vista and surrounding communities in the Southbay. Project Hand is located on the campus of St. Mark's Lutheran Church, 580 Hilltop Drive, Chula Vista, CA 91909. We occupy office, reception and storage space within the church that has grown over the years to include a new and necessary storage room for our canned goods. Recently, we were awarded a new commercial freezer donated to the Jacobs & Cushman San Diego Food Bank by Jenny Craig. We participated in a modified grant process by the food bank and were awarded one of several that were given to area food pantries. Additionally, we purchased a new Frigidaire refrigerator to replace one that had finally given up. Project Hand shares and supports our agency mission of non-discrimination to any person or family that is in need of food. We solicit as many volunteers as possible from the clients and offer them an opportunity to work for us and themselves by helping others in our distribution in exchange for additional food.

OUR MISSION, OUR VISION

Lutheran Social Services of Southern California (LSS) through all its programs celebrates the love of Christ for all people through acts of service. Our vision is that all people will have the opportunity to live and work in a community in safety, dignity and with hope.

HISTORY AND EXPERIENCE

LSS was founded in 1946 to provide aid and comfort to persons and families in Los Angeles and San Diego. Since those early days, we have grown to manage more than 50 programs throughout Southern California. We Embrace Equip and Empower through emergency services, program resources and circles of support.

NON-DISCRIMINATION POLICY

LSS Community Care as an agency maintains a firm policy of non-discrimination in its practices toward employees and those served by the agency. As an equal opportunity employer and service provider LSS serves all persons, regardless of religious affiliation, race, national origin, age, gender, sexual orientation, disability or economic status.

OPERATION

To become a client of Project Hand, one need only to present themselves to the window with valid identification. They are required to complete an intake form that asks for their address, level of income and number within their household. Other demographic data, such as head of household are logged on a special Excel worksheet kept on the pantry manager computer, with hard files maintained out of contact with any client or volunteer. Demographic information is totaled at the end of each month and emailed to the Area Office for approval by the area director and reporting to our Central Support office. The Excel worksheets include all information that was most recently required by the City of Chula Vista in their quarterly reports.

NEW PROGRAMS ADDED IN 2013

In addition to our in-house clients, we also participate in 2 additional USDA programs offered by the Jacobs & Cushman San Diego Food Bank. As a participant in the Emergency Food Assistance Program (EFAP), Project Hand receives monthly 6 additional pallettes of canned food and frozen protein product (chicken, ham, pork, etc.) to feed more than 500 families. As part of their Flex-site program, we agree to expand our distribution days and times for this USDA program. Previously, we had this mass distribution one day per month. Now we distribute this special and separate food on Monday, Wednesday and Friday each week. This food is stored separately and accounted for

specifically to the food bank with special reports generated following delivery and distribution for gross numbers as well as number of food bags handed out.

LOOKING FORWARD

LSS is planning to hire a case manager to work with selected clients at Project Hand, 20 hours per week to begin. Our goal is to counsel as many as realistically possible in a private setting on the church grounds to help them move out of poverty and get them back on the road to financial and emotional security. We will teach them how better to manage their money, their time and their families, and regain their dignity and ambition.

With 25,000 persons living below the poverty line in Chula Vista and countless more living paycheck to paycheck, there is a tremendous need for programs like Project Hand to continue. Through the "Circles" initiative, a program we are implementing in 2014, in Chula Vista, our goal is to move people out of poverty, one person, one family at a time. |

APPENDIX C-1: LIST OF ALL FUNDING SOURCES FOR THE PROJECT

**CITY OF CHULA VISTA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FISCAL YEAR 2014-2015 APPLICATION**

This table serves to provide the listing of all funds to be made available for the project. There are 3 steps to the completion of this table:

- Step (1): Enter the FY 2014-2015 CDBG application funding request amount for this application;
- Step (2): Complete the following table with the amounts of other funding sources that have been secured or funding sources that are unsecured for the implementation of the project; and
- Step (3): Attach any supporting documentation that verifies the secured funding sources and amounts for the project.

NOTE: Amounts Unsecured should be funding sources that the Agency is reasonably sure will be available for the project. However supporting documentation is not yet available.

	AMOUNT SECURED	AMOUNT UNSECURED	% OF TOTAL
FY 2014-2015 CDBG Application Request from City of Chula Vista (Step 1)		\$20,400	50.00%
List Other Sources Below: (Step 2)			
HOME			0.00%
ESG			0.00%
HOPWA			0.00%
CDBG-R			0.00%
NSP			0.00%
HPRP			0.00%
Other Federal Stimulus Funds			0.00%
Other Federal Funds			0.00%
San Diego Housing Commission			0.00%
State Funds			0.00%
County Funds			0.00%
Local Funds			0.00%
Private Funds			0.00%
Agency Funds			0.00%
	\$20,400		50.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
TOTAL	\$20,400	\$20,400	100%

TOTAL PROJECT BUDGET \$40,800

APPENDIX C-2: THREE-MONTH CASH RULE TEST

**CITY OF CHULA VISTA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FISCAL YEAR 2014-2015 APPLICATION**

THREE-MONTH CASH RULE TEST

The three (3)-month rule is used as a guideline to determine whether an Agency is solvent and has enough available cash to take a CDBG project from beginning to end during the 12-month allowed to complete the project. CDBG projects should not harm the day-to-day operations of the Agency, so enough funds must be available for both purposes.

Provide the information requested below to demonstrate that the agency has enough cash on hand to operate the proposed project on a reimbursement basis.

Balance Sheet - Audited Financial Statements.	FY _____	30-Jun-13 CY _____	Page # _____
Document must be attached to Application			
Enter Agency Cash Balance (Cash cannot include Investments or Receivables)		299,198	
A. Multiply Agency Cash Balance by 4 = Cash available for project(s)		1,196,792	
List the amount of FY 2014-2015 CDBG funding applied for this application.		20,000	
List the amount of FY 2014-2015 CDBG funding applied for any other application.		100,000	
List the amount of FY 2014-2015 CDBG funding applied for any other application.			
B. Sum all the amounts for FY 2014-2015 CDBG funding request(s)		120,000	
Compare Agency Cash Balance Available (Item A) with Total FY 2014-2015 CDBG Funding Request (Item B):			
Item A	1,196,792	Item B	120,000
		Difference	1,076,792
Analyze Results			
1- If difference is a positive amount or equals \$0, the Agency is eligible to apply.			
2- If difference is a negative amount, the Agency has the options below:			
The Agency can adjust any of the FY 2014-2015 CDBG requested amount(s) to result in a positive or \$0 balance, as long as:			
A) EACH PROJECT <u>MEETS THE MINIMUM REQUIRED AMOUNT FOR EACH OF THE APPLICATIONS, AND</u>			
B) <u>CASH AVAILABLE FOR PROJECTS IS NOW GREATER THAN OR EQUAL TO THE TOTAL FY 2014 CDBG FUNDING REQUEST.</u>			

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 1 - BUDGET EXHIBIT**

AGENCY	Lutheran Social Services		
PROJECT	Project Hand		
		CDBG	Percentage
SALARIES & WAGES	(Schedule 2)	<u>27,720</u>	
FRINGE BENEFITS	(Schedule 3)	<u>3,594</u>	
	TOTAL PERSONNEL	<u>31,314</u>	
SUPPLIES	(Schedule 5)	<u>1,000</u>	
POSTAGE	(Schedule 5)	<u>94</u>	
CONSULTANT SERVICES	(Schedule 5)	<u>0</u>	
MAINTENANCE/REPAIR	(Schedule 5)	<u>420</u>	
PUBLICATIONS/PRINTING	(Schedule 5)	<u>100</u>	
TRANSPORTATION	(Schedule 5)	<u>780</u>	
RENT	(Schedule 5)	<u></u>	
EQUIPMENT RENTAL	(Schedule 5)	<u>0</u>	
INSURANCE	(Schedule 5)	<u></u>	
UTILITIES	(Schedule 5)	<u></u>	
TELEPHONE	(Schedule 5)	<u>1,200</u>	
OTHER EXPENSES (SPECIFY):			
<u>Food/Groceries</u>	(Schedule 5)	<u>1,200</u>	
<u>Internet Tech Support</u>	(Schedule 5)	<u>420</u>	
<u></u>	(Schedule 5)	<u></u>	
	TOTAL NON-PERSONNEL	<u>5,214</u>	
TOTAL INDIRECT COSTS/ADMINISTRATIVE OVERHEAD (IC/AO)	(Schedule 4)	<u>4,272</u>	<u>11.7</u>
[IC/AO Expenses limited to 15% of Total CDBG Project Budget]			
	TOTAL CDBG PROJECT BUDGET	<u>40,800</u>	

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 2 - PERSONNEL SCHEDULE: GROSS PAY**

The purpose of this form is to list the positions being claimed against the CDBG funding request amount. The positions listed below must provide direct project/client services. Positions providing non-direct services must be included in the indirect costs/administrative overhead (IC/AO) line item. The Total CDBG Salary & Wages must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY Lutheran Social Services
PROJECT Project Hand

(1)	(2)	(3)	(4)
POSITION TITLE	GROSS PAY	PERCENT CHARGED	TOTAL SALARY & WAGES
John Taylor-Area Director	45,000	20.00%	9,000.0
Johnny Viloría-Program Manager	18,720	100.00%	18,720.0
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
TOTAL CDBG SALARY & WAGES			27,720

1. List all positions charged against CDBG funding providing **direct CDBG project/client activity**.
2. List gross pay for each position listed.
3. List **percent of gross pay** to be charged against CDBG funding.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Biweekly
<input checked="" type="checkbox"/>	Twice a Month

APPENDIX C-3: PUBLIC SERVICE

SCHEDULE 3 - PERSONNEL SCHEDULE: FRINGE BENEFITS

The purpose of this form is to list the fringe benefits being claimed against CDBG funding request amount. The Total Fringe must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY Lutheran Social Services

PROJECT Project Hand

(1)	(2)	(3)	(4)	(5)	(6)
POSITION TITLE	FRINGE TITLE	AMT OF INSURANCE	GROSS PAY	PERCENT CHARGED	AMOUNT
John Taylor-Area Director	Payroll Tax		881	20.00%	176
John Taylor-Area Director	Workers Comp		81	20.00%	16
John Taylor-Area Director	Health Benefits		1,107	20.00%	221
John Taylor-Area Director	Pension		270	20.00%	54
Johnny Viloría-Program Manager	Payroll Tax		2,396	100.00%	2,396
Johnny Viloría-Program Manager	Workers Comp		168	100.00%	168
Johnny Viloría-Program Manager	Pension		562	100.00%	562
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
TOTAL CDBG FRINGE BENEFIT					3,594

1. List all POSITIONS charged against CDBG funding providing **direct CDBG project/client activity**.
2. List Fringe Benefit title FOR EACH POSITION charged to CDBG funds.
3. List the amount of insurance for each position charged against CDBG funds.
4. Use gross pay for project / total all wages of agency. Then multiply by required percent for each fringe.
5. List percent of gross pay to be multiplied for insurance.

Pay Schedule (Check One)	
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Biweekly
<input checked="" type="checkbox"/>	Twice a Month
<input type="checkbox"/>	

APPENDIX C-3: PUBLIC SERVICE

SCHEDULE 4 - INDIRECT COST/ADMINISTRATIVE OVERHEAD (IC/AO) CALCULATION

The purpose of this form is to list the IC/AO being claimed against CDBG funding amount requested. The Total IC/AO must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY Lutheran Social Services

PROJECT Project Hand

(1)	(2)	(3)	(4)
POSITION TITLE/LINE ITEM	AGENCY BUDGET AMOUNT	PERCENT CHARGED	TOTAL INDIRECT COST/ADMINISTRATIVE OVERHEAD
Area Director	9,000	11.70%	1,053
Program Manager	18,720	11.70%	2,190
Fringe Benefits	3,594	11.70%	420
Supplies	1,000	11.70%	117
Postage	94	11.70%	11
Maintenance	420	11.70%	49
Publications/Printing	100	11.70%	12
Transportation	780	11.70%	91
Rent			
Insurance			
Telephone	1,200	11.70%	140
Groceries	1,200	11.70%	140
Internet Tech Support	420	11.70%	49
TOTAL CDBG INDIRECT COST/ADMINISTRATIVE OVERHEAD			4,272

(5) Total CDBG Budget 36,528 Percentage 11.70%
 (Must be equal or less than 15%)

1. List all personnel or nonpersonnel (NPE) charged against CDBG funding-include detailed description of indirect use.
2. List total Agency budget for position and/or NPE line item.
3. List PERCENT of total budget to be charged against CDBG funding.
4. Total indirect cost/administrative overhead to be charged against CDBG funding.
5. Enter the Total FY13 CDBG Budget; percentage will be AUTOMATICALLY calculated.

Pay Schedule (Check One)	
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Biweekly
<input checked="" type="checkbox"/>	Twice a Month
<input type="checkbox"/>	

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 5 - BUDGET JUSTIFICATION***

AGENCY Lutheran Social Services

PROJECT Project Hand

LINE ITEM	Maintenance/Repair	AMOUNT
Detailed Explanation:		
	Pest Control monthly service @ \$35 per month	420
		TOTAL \$ 420
LINE ITEM	Publications/Printing	AMOUNT
Detailed Explanation:		
	Marketing flyers for program-handouts to clients for referrals	100
		TOTAL \$ 100
LINE ITEM	Telephone	AMOUNT
Detailed Explanation:		
	Phone/IT service at program site \$100/month	1,200
		TOTAL \$ 1,200

*All line items must be justified in relation to CDBG-funded activities to be completed. Add pages as needed.

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 5 - BUDGET JUSTIFICATION***

AGENCY Lutheran Social Services

PROJECT Project Hand

LINE ITEM	Food/Groceries	AMOUNT
Detailed Explanation:		
Supplement food items in pantry when low due to donation fall off		1,200
TOTAL		\$ 1,200
LINE ITEM	Internet Tech Support	AMOUNT
Detailed Explanation:		
Program share of charges to LSS for technical support with all IT issues		420
TOTAL		\$ 420
LINE ITEM		AMOUNT
Detailed Explanation:		
TOTAL		\$ -

*All line items must be justified in relation to CDBG-funded activities to be completed. Add pages as needed.

Appendix D: Implementation (Max Length: 1 Page; Max Score: 5 Points)

Provide a listing below of the specific tasks or activities needed to implement the proposed project and a timeline for their completion. Number each task or activity, describe it, and give the projected date of completion. Add additional rows as needed.

#	Task/Activity	Description	Completion Date
11	This is not a new project and functions as such.		
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

Appendix E: Roster of Board Members & Professions

Provide a roster of the members of your agency's Board of Directors and their professions by filling out the table below:

Name / Board Position	Profession / Affiliation	Member of Target Population	Resides in Target Area
Sharon Grady	Retired Physical Therapist	<input type="checkbox"/>	<input type="checkbox"/>
Tempie Beaman	Seminar Facilitator	<input type="checkbox"/>	<input type="checkbox"/>
Gloria Espeseth	Pastor	<input type="checkbox"/>	<input type="checkbox"/>
Kristine Anderson	CPA	<input type="checkbox"/>	<input type="checkbox"/>
Barbara Kokkinakis	Civil Litigation Attorney	<input type="checkbox"/>	<input type="checkbox"/>
Gary Norton	District Staff Lutheran Church Missouri Synod	X	X
Sheila Wenzel	Retired Admin Secretary	<input type="checkbox"/>	<input type="checkbox"/>
Kristal Shipp	Marketing/Communications Specialist	<input type="checkbox"/>	<input type="checkbox"/>
David M Burtch	VP Ameritel, Inc	<input type="checkbox"/>	<input type="checkbox"/>
Karen Althaus	Thrivent Financial Representative	<input type="checkbox"/>	<input type="checkbox"/>
Rev Larry Stoterau	President Lutheran Church Missouri Synod	<input type="checkbox"/>	<input type="checkbox"/>
Rev Murray Finck	Bishop Evangelical Lutheran Church-Pacifica	<input type="checkbox"/>	<input type="checkbox"/>
Rev Dean Nelson	Bishop Evangelical Lutheran Church-SW	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Appendix F: Disclosure Statement

Pursuant to City Council Policy 101-01, prior to any action on a matter that requires discretionary action by the City Council, Planning Commission or other official legislative body of the City, a statement of disclosure of certain ownerships, financial interests, payments, and campaign contributions must be filed. The following information must be disclosed:

- 1. List the names of all persons having a financial interest in the project that is the subject of the application, project or contract (e.g., owner, applicant, contractor, subcontractor, material supplier).

[NA]

- 2. If any person* identified in section 1 above is a corporation or partnership, list the names of all individuals with an investment of \$2000 or more in the business (corporation/partnership) entity.

[NA.]

- 3. If any person* identified in section 1 above is a non-profit organization or trust, list the names of any person who is the director of the non-profit organization or the names of the trustee, beneficiary and trustor of the trust.

[NA.]

- 4. Please identify every person, including any agents, employees, consultants, or independent contractors, whom you have authorized to represent you before the City in this matter.

[NA.]

- 5. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, had any financial dealings with an official** of the City of Chula Vista as it relates to this contract, project or application within the past 12 months? Yes No If yes, briefly describe the nature of the financial interest the official may have in this contract.

[]

- 6. Has any person* anyone identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, made a campaign contribution of more than \$250 within the past twelve (12) months to a current member of the Chula Vista City Council? No Yes If yes, which Council member(s)?

[]

- 7. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, provided more than \$420 (or an item of equivalent value) to an official** of the City of Chula Vista in the past twelve (12) months? (This includes any payment that confers a personal benefit on the recipient, a rebate or discount in the price of anything of value, money to retire a legal debt, gift, loan, etc.) Yes No If Yes, list official and what was the nature of item provided?

[]

- 8. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, been a source of income of \$500 or more to an official** of the City of Chula Vista in the past twelve (12) months? Yes No If Yes, identify the official and the nature of the income provided?

[]

[1/28/2014]

[John Taylor]

Signature: _____



* Person is defined as: any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, any other county, city, municipality, district, or other political subdivision, or any other group or combination acting as a unit.

** Official includes, but is not limited to: Mayor, Council member, Planning Commissioner, Member of a board, commission, or committee of the City, and City employees or staff members.

Appendix G: Identification of Prior Year CDBG and/or Federal Funds

G.1. Agency name: Lutheran Social Services

G.2. Project name: Project Hand

G.3. Year of funding: Fiscal Year 2010 Fiscal Year 2011 Fiscal Year 2012

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: 18,530 G.6. Amount spent to date: 18,530
 G.7. Amount reprogrammed to date: 0

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1) Provide Emergency Food Pantry Services to 4,500 LMI clients in Chula Vista and surrounding are

(2)

(3)

G.9. Indicate below the outcomes achieved:

(1) 3 of 4 quarterly reports show 2,855 clients were served. The first quarterly report is missing from our documents and therefore not included in this number.

(2)

(3)

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

Although it is believed the full outcomes were realized LSS struggled with maintaining accurate records to reflect this outcome. We have implemented a very effective procedure which has been utilized for over 1 program year now which demonstrates our increase in capacity in grant compliance measures.]

G.1. Agency name: Lutheran Social Services of Southern California

G.2. Project name: Project Hand

G.3. Year of funding: Fiscal Year 2010 Fiscal Year 2011 Fiscal Year 2012

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: 20,000 G.6. Amount spent to date: 20,000
 G.7. Amount reprogrammed to date: 0

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1) Provide Emergency Food Pantry Services to 4,500 LMI clients in Chula Vista and surrounding areas

(2)	
(3)	

G.9. Indicate below the outcomes achieved:

(1)	6,033 clients were served during the program year.
(2)	
(3)	

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[Type response herG.] |

(Max Length per Project: 1 Page)

G.1. Agency name: Lutheran Social Services of Southern California

G.2. Project name: Project Hand

G.3. Year of funding: Fiscal Year 2010 Fiscal Year 2011 Fiscal Year 2012

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: 27,830

G.6. Amount spent to date: 27,830

G.7. Amount reprogrammed to date: 0

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

- (1) Provide Emergency Food Pantry serves to 4,500 LMI clients in Chula Vista and surrounding area
- (2)
- (3)

G.9. Indicate below the outcomes achieved:

- (1) 5,828 clients were served during the program year
- (2)
- (3)

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[Type response herG.]



CDBG Application Summary

Applicant: South Bay Community Services

Program/Project: South Bay Food Program

Project Description: The South Bay Food Program includes Thursday's Meals (weekly hot meals), Feeding America's Metro Mobile Pantry, which has expanded to a second Chula Vista location, and SBCS' in-house Emergency Food Program for Homeless and Chula Vista residents/families in need of food services and support.

Type of Program/Project: Public Services [(\$570.201(e))]

Target Population:	05W - Food Banks CFR§ 570.208(a)(2) Low Moderate Income Limited Clientele	Proposed Number to Serve:	300 <i>(subject to change depending on funding recommendation)</i>
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Program Total Budget:	\$40,500	C. V. Cost per Client:	\$50 <i>(Based on funding recommendation)</i>
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Funding Request:	\$15000	Prior Year Funding:	\$10,000
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Specific Use of Chula Vista Funding:	Personnel Costs (\$5,940) and Supplies (\$9,060)	FUNDING RECOMENDED	\$10,000
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Staff Notes:



ORIGINAL COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Application for Funding for Fiscal Year 2014-2015

Project category: <small>(check one only)</small>	<input checked="" type="checkbox"/> Public service <input type="checkbox"/> Capital improvement
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Application Number:
(CDBG Program Office Use Only)

Applicant Agency Information

Applicant legal name:	South Bay Community Services				
Type of agency:	<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't./Public	<input type="checkbox"/> For Profit	<input type="checkbox"/> Faith-Based	<input type="checkbox"/> Other:
Agency Address:	430 F Street, Chula Vista 91910				
Date of incorporation:	September 1972	Tax ID number:	95-2693142		
Agency DUNS number:	113407779	Annual operating budget:	\$26,601,738		
Number of paid staff:	500	Number of volunteers:	750		
Agency mission statement: SBCS' mission is to provide children, youth, and families with services that reinforce the family's role in our community and assist individuals to aspire realistically to lives of self-fulfillment.					

Project Title:

South Bay Food Program

Brief project description:

The South Bay Food Program includes *Thursday's Meals* (weekly hot meals), *Feeding America's Metro Mobile Pantry* program which has expanded to a second Chula Vista location, and *SBCS' in-house Emergency Food Program* for Homeless and needy Chula Vista residents/families in need of food services and support.

Funding Request

Total funding requested in this application <small>(you will provide a detailed budget in Appendix C:</small>	\$15,000	Other funds already secured for project:	\$25,500
Total cost to complete project:	\$40,500	Other funds not yet secured for	\$15,000

Project Information

If Project is a Public Service, will service be site specific? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If your answer is yes, please provide: Address(es) below:	Census tract:
430 F Street, Chula Vista	12402/12700
160 Quintard Street, Chula Vista	13203
707 F Street, Chula Vista	12500

Target Clientele: <small>(Homeless, Youth, Elderly, Disabled, Other/General)</small>	Homeless and/or low-income Chula Vista residents/families
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The following questions on individual clients and households to be served apply only to Public Service, and Minor Residential Rehabilitation projects:

Will the project serve individual clients (IC) or households (HH)?	<input checked="" type="checkbox"/> Individual clients	<input type="checkbox"/> Households
Total unduplicated IC/HH served:	5,100* (Duplicative – clients may be served by multiple program components)	
Annual cost per client/household:	\$2.94	

Section 1: Project Details (Max Score: 25 Points)

1.1. Provide a concise description of the proposed project (this description must match the one provided on the cover page). Space for a fuller narrative is provided in Appendix A.

The South Bay Food Program includes *Thursday's Meals* (weekly hot meals), *Feeding America's Metro Mobile Pantry* program which has expanded to a second Chula Vista location, and *SBCS' in-house Emergency Food Program* for Homeless and needy Chula Vista residents/families in need of food services and support.

1.2. Project start date: July 1, 2014 Anticipated end date: June 30, 2015

1.3. Project's days/hours of operation: Too many to list here – see 1.12 below.

1.4. Project category: (check one only)	<input checked="" type="checkbox"/> Public service	1.5 Project objective: (check one only)	<input checked="" type="checkbox"/> Suitable living environment
	<input type="checkbox"/> Capital improvement		<input type="checkbox"/> Decent housing
			<input type="checkbox"/> Economic opportunity
		1.6 Project outcome: (check one only)	<input checked="" type="checkbox"/> Availability/accessibility
			<input type="checkbox"/> Affordability
			<input type="checkbox"/> Sustainability

1.7. CDBG Criteria: Which CDBG criterion below does your proposed project meet?

<input checked="" type="checkbox"/>	(1) Area benefit: At least 51% of residents within the targeted activity area are low to moderate income (LMI). Please provide a map identifying the Census Tracts designated as LMI.
<input type="checkbox"/>	(2) Limited clientele (select subpart below):
<input type="checkbox"/>	(a) Special needs group (select benefit group from the list below):
<input type="checkbox"/>	(i) Abused children
<input type="checkbox"/>	(ii) Elderly persons 62 years or older
<input type="checkbox"/>	(iii) Battered spouses
<input type="checkbox"/>	(iv) Severely disabled adults (not children) – Census definition; documentation required
<input type="checkbox"/>	(v) Illiterate adults
<input type="checkbox"/>	(vi) Persons living with HIV/AIDS
<input type="checkbox"/>	(vii) Migrant farm workers
<input type="checkbox"/>	(viii) Homeless persons
<input type="checkbox"/>	(b) At least 51% of clientele to be served will be documented as LMI. How does your agency track and record client demographics?
<input type="checkbox"/>	(3) Housing (select subpart below):
<input type="checkbox"/>	(a) Single family (must be 100% LMI)
<input type="checkbox"/>	(b) Multi-unit (must be 51% LMI)

1.8. The 2010-2015 Consolidated Plan goals are listed below. Select the goal appropriate to your project:

<input type="checkbox"/>	Affordable Rental Housing Opportunities
<input type="checkbox"/>	Maintenance and Preservation of Housing (rehabilitation activities)
<input type="checkbox"/>	Homeownership Opportunities (homebuyer programs)
<input type="checkbox"/>	Community Enhancement (public facilities/spaces)
<input checked="" type="checkbox"/>	Public Services to Special Needs Population and/or Low Moderate Income Persons

(Max Length for Questions 1.10 to 1.15: 2 Pages)

1.10. Explain how the proposed project addresses the goal selected:

The South Bay Food Program is designed to benefit the Chula Vista community, including low income families, and individuals by addressing issues in their living environment. The Food Program helps to make one of the basics of living, food, available and accessible to low- and moderate-income people where they live.

1.11. Summarize any statistics and other supporting documentation that demonstrate the importance of addressing this need or problem:

The number of homeless and needy families and individuals, including seniors, in Chula Vista continues to increase, with dwindling food resources. Homeless and low income families struggle to feed themselves and their children with healthy and nourishing meals. The South Bay Food Program helps to provide families with food, education and resources that they need to develop healthy, self-sufficient lifestyles.

1.12. List each service provided by the project. For each service, indicate whether it is a new service or an expansion of an existing service:

Services coordinated through the South Bay Food Program include the following: Thursday's Meals provides homeless and needy families with hot and nourishing foods on a weekly basis (Mondays at 12 pm, Wednesdays at 5 pm, Fridays at 4 pm and Sundays at 5 pm); Feeding America's Metro Mobile Pantry provides 30-40 pounds of food including dry food, produce, and non food items (such as cleaning supplies, diapers and other home use items) twice per month (The second Tuesday of the month from 5-7 pm and the 3rd Wednesday of the month from 4-6 pm); and SBCS' In-House Emergency Food Program, provides those in need with both non-perishable food items and fresh produce on an as-needed basis. All programs are existing services; however, SBCS has added the second distribution site (Castle Park Middle School) and time (3rd Wednesday of the month from 4-6 pm) for the Metro Mobile Pantry to serve additional families in need. All of these services are on-going, and will be sustained with CDBG funding.

1.13. How does your agency plan to tell the target population about the project/services?

Information about the South Bay Food Program is advertised at the SBCS main agency, through flyers distributed to local Family Resource Centers, schools, the Chula Vista Community Collaborative and through local partners including churches and other community service providers.

1.14. List up to three outcomes of the project (at least one is required). For each outcome listed, provide the number of participants who will benefit and the way data will be collected to track or verify the outcome:

The overall program goal is to provide food to low-income and homeless families in Chula Vista, allowing them the opportunity to lead healthy and self-sufficiency lives, free from hunger. The program will be evaluated based on the successful completion of the following objectives:

- Provide low-income and homeless families with access to hot, prepared meals; 300 of whom will visit one of the four Thursday's Meals distributions, as measured by program surveys;
- Provide low-income and homeless families with monthly access to non-perishable food items and fresh produce; 300 of whom will be served by the Metro Mobile Pantry, as measured by program records; and
- Provide 100% of food program participants with access to educational materials related to healthy eating, as well as access to agency-run self-sufficiency programs.

1.15 Will the project collaborate with other service providers in the community? If yes, list them and briefly describe the collaboration:

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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SBCS works closely with the Ecumenical Council (18 congregations in the South Bay) as well as Feeding America, the San Diego Food Bank, and the Chula Vista Community Collaborative to cater to the food needs of low income and homeless families and individuals in the Chula Vista Community.

Section 2: Agency Capacity (Max Score: 10 Points)

2.1. Who will be the person responsible for the overall oversight of the proposed project?

Name of person:	Don Hunter
Title of person:	Family Wellness and Self-Sufficiency Department Director
Relevant education:	B.S. Psychology
Telephone number:	(619) 420-3620
Date first employed:	1997

2.2. Who will be the alternate person responsible for the overall oversight of the proposed project?

Name of person:	Dina Chavez
Title of person:	Associate Director
Relevant education:	B.S. Business Administration
Telephone number:	(619) 420-3620
Date first employed:	1989

2.3. Who will be the person responsible for the day-to-day operations and management of the proposed project?
Provide no more than two individuals:

Name of person:	Amaris Sanchez
Title of person:	Program Director
Relevant education:	B.A. English, Women's Studies
Telephone number:	(619) 420-3620
Date first employed:	2003
Name of person:	
Title of person:	
Relevant education:	
Telephone number:	
Date first employed:	

2.4. Who will be the person responsible for the financial oversight of the CDBG expenditures and fiscal compliance?
Provide no more than two individuals:

Name of person:	Elizabeth Iniguez
Title of person:	CFO
Relevant education:	B.S. Business Administration
Telephone number:	(619) 420-3620
Date first employed:	1993
Name of person:	
Title of person:	
Relevant education:	
Telephone number:	
Date first employed:	

(Max Length for Questions 2.5 to 2.8: 1 Page)

2.5. List the evaluation tools your agency plans to employ to track and monitor the progress of the project.

Clients receiving services and support through the South Bay Food Program are tracked and monitored in the following ways:

- *Thursday's Meals*: via sign-in sheets and demographic surveys;
- *Metro Mobile Pantry*: via sign in sheets; and
- *In-House Emergency Food Program*: via sign-in sheets.

Client information is then entered into the agency database and maintained by the Contract Compliance and Quality Assurance Staff.

2.6. How does your agency plan to ensure compliance with applicable policy and procedural requirements (including those listed in HUD's "Playing by the Rules" Handbook)?

SBCS receives multiple types of HUD funding, and as such has aligned its financial management policies, methods of procurement and contracting, property management, record-keeping and reporting policies, administration and program requirements, and required financial audits in compliance with HUD's "Playing by the Rules" Handbook.

2.7. Describe any unresolved ADA issues in the project or project office and how your agency plans to address them. (If the objective of the project is ADA rehabilitation, do not repeat the project description here.)

Not applicable.

2.8. How many members does your Board of Directors have?	9
How many Board members are also members of the project's target population or reside in the project's target area? Indicate which ones in Appendix F.	5

Section 3: Auditing Control (Max Score: 15 Points; Max Length: 2 Pages)

3.1. Briefly describe your agency's payment and disbursement procedures, with relevance to the proposed project:

All funds are managed by SBCS' Fiscal Department. The Fiscal staff includes the Chief Financial Officer (CFO): Elizabeth Iniguez, 3 Accounting Associates, 1 Accounts Payable Clerk, and 1 Fiscal Aide. The following are SBCS' fiscal procedures:

Cash Disbursements: cash disbursements are prepared twice a month by our computerized accounts payable program. Payment is done for all authorized check requests. Where warranted, due to the significant amount of the purchase, approval from the Board of Directors is needed. Original supporting documents must be attached to all check request forms. After payment, all supporting invoices are stamped "paid" to avoid duplication of payment. All checks over \$1,000.00 require two signatures, the CEO and a member of the Board of Directors. Pre-numbered checks are used on all disbursements. Numerical and physical control is maintained over blank checks as well as issued checks. Void checks are adequately mutilated and filed in numerical order with canceled checks.

Cash Receipts: cash receiving is handled by the receptionist. She is in charge of opening all mail and logging in all checks received. The receptionist is not involved in any fiscal duties. Incoming cash receipts, primarily in the form of checks, are locked in a file cabinet until accumulation merits a deposit. The collection of cash is maintained by a separate cash receipt log. The Deposit is prepared by an Accounting Associate and posted to the general ledger by the Lead Accountant, maintaining discrete accounts for different funding sources. Periodic reconciliation of detailed cash receipt records to duplicate deposit slips, accounts receivables, and cash control accounts are prepared by personnel independent of cash functions.

Payroll and Personnel: New employees are investigated before being hired. Wage and personnel policies are current and in writing. Current and complete personnel files are maintained. An adequate system is used to insure proper recording of hours and time. All salary and wage payments are made by check. An outside payroll company is responsible for processing payroll and printing appropriate payroll checks. All payroll checks are delivered to our office for review, and distribution to employees. The payroll account is reconciled by someone other than the person preparing the payroll and signing checks.

Revenue, Billing, and Receivables: The CFO prepares all grant billings. Billings are done under reimbursement basis once a month and journalized as a receivable until the proper payment is made. The billings are done either on a preprinted form provided by the grantor or in-house prepared form. The CFO is in charge of monitoring the year-to-date expenses and comparing them to the annual budget. Under no circumstances will billings for a particular expense exceed the annual authorized budget. The fiscal department does a periodic analysis of receivables.

Petty Cash and Cash On Hand: Petty cash funds are maintained on an imprest basis, with one individual responsible for the fund. They are not combined with other receipts. Responsibility for petty cash is separate from cash disbursements, receipts, and receivables functions. Limits exist on the amount for reimbursements out of petty cash. Supporting documents are checked and canceled at the time the fund is replenished. The fiscal department makes periodic and surprise counts of funds.

3.2. Describe how your agency's Board of Directors exercises programmatic and fiscal oversight:

South Bay Community Services' Board of Directors meets every other month, during which they receive programmatic updates, and are advised on other significant agency business. The Board of Director's reviews and approves all funding requests, quarterly budget updates and the annual report. The Board is comprised of a number of sub-committees including the Executive Committee and Audit Committee, whose members attend to agency policies, procedures and financial management. The Board also directly oversees the President and CEO, who has the authority to act on the agency's behalf.

3.3. Briefly describe your agency's financial reporting system/accounting procedures, with relevance to the proposed project:

The Chief Financial Officer and Fiscal Staff utilize generally accepted accounting procedures in handling disbursement of funds and maintaining fiscal records. SBCS successfully manages more than 60 Federal, State, County, and city grants, as

well as Private Foundation funding. The agency is audited by an independent auditor on an annual basis, and has a history of clean financial audits.

3.4. Briefly describe your agency's record keeping system, with relevance to the proposed project:

Program Evaluation and Quality Management is an integrated process facilitated by the SBCS' Contract Compliance and Quality Assurance Department. The CCQA staff possess extensive experience with monitoring and evaluating service delivery, and they regularly review the conditions of each contract to ensure these conditions are being met correctly and with high quality. SBCS has written policies that address Privacy and Confidentiality and the Release of Information, and all program procedures are HIPAA compliant.

Direct service staff will use various tools to measure program success including contact logs, sign-in sheets, client surveys and case notes. All confidential files are transported in confidential lock boxes from program sites to the main agency, and are maintained in locked secure file cabinets when not in use.

3.5. Briefly describe your agency's auditing requirements, including those for the proposed project:

South Bay Community Services is audited by an independent auditor on an annual basis, and has a history of clean financial audits.

3.6. Briefly describe your agency's internal controls to minimize opportunities for fraud, waste, and mismanagement:

In addition to the Fiscal Policies listed above in 3.1, the CFO monitors the budget on a daily basis as receipts and debits are posted, as new grants come in, and as expenses and invoices are paid. There are regular meetings with the President and CEO to make sure funding streams are adequate for programs, and strategies are developed to apply for and acquire more funds as programs expand.

3.7. How does your agency plan to segregate CDBG funds from other agency funds for purposes of identification, tracking, and reporting?

Contracts, grants, and other major funding sources are accounted in separate departments to prevent overlap of expenses and maintain separate general ledgers for each funding source. This system facilitates the monthly monitoring of year-to-date expenses by funding source, and accounting for expenses to any particular funding source. CDBG funds will be managed in accordance with this agency policy.

Section 4: Agency Experience (Max Score: 10 Points; Max Length: 1 Page for Section 4/5 Combined)

4.1. Briefly highlight your agency's experience and major accomplishments in providing services to LMI residents and/or communities. You may expand in Appendix A.

South Bay Community Services (SBCS) is a dynamic 501(c)(3) organization and is the largest provider of social service and community development programs in San Diego County's South Bay. SBCS serves San Diego County's Southern Region, an area with a diverse population that is greatly affected by immigration, characterized by transience, low socioeconomic expectancy, high crime rates, intense gang activity, and substance abuse, making it difficult for them to find employment, affordable housing, and access community resources and services.

SBCS was created by dedicated community members in 1971 as a drop-in center for drug abusing teens. Responding to evolving community needs and concerns, we have developed a wide range of integrated, bilingual, prevention, intervention, and treatment options for youth and families, including mental health counseling; the region's only permanent shelter and support services for homeless families, youth, and domestic violence victims and their children; transitional and affordable housing; drug & alcohol prevention and intervention; domestic violence prevention and intervention; community development; child abuse prevention and intervention; and extensive youth programming.

SBCS is an experienced operator of food programs, and has been receiving CV CDBG funds and operating Thursday's Meals since July of 2003; Our Feeding America program has been in existence since August of 2010; and SBCS' In-House Emergency Food Program has been in operation since we began sheltering homeless families in 1993 and has become a larger and more formally entrenched program every year since.

4.2. Has your agency received CDBG or other federal funds in any of the past three fiscal years (Fiscal Years 2011-2012, 2012-2013, through 2013-2014)? If yes, complete Appendix G for each of the grants received for the three Fiscal Years 2011, 2012, and 2013.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Section 5: Back-Up Plan (Max Score: 5 Points;)

5.1. Will your agency still implement this project should CDBG funds not be awarded? If yes, how will the implementation be achieved?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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The need for food and food services has increased at a time when funding has decreased, so CDBG support of the South Bay Food Program is essential to sustain this much needed service within the community. If funded at an amount less than requested, we will continue to provide Food Distribution, but will be forced to serve fewer families and individuals.

5.2. If funded, how will your agency continue this project if CDBG funds are not available in future years?

Funding support for the South Bay Food Program is spread over a wide base of local, county, state, and federal agencies as well as individual donors, local corporations, and private foundations, to guard against program closure because of the loss of a funding source. This strategic formula will create sustainability over time through the leveraging of diverse funding sources, and limits liability and dependence upon one type of support.

Appendix A: Narrative of Project (Max Length: 2 Pages)

In two pages or less, explain below your proposed project and make the case why it should be awarded funding.

The South Bay Food Program is the largest in Chula Vista, and currently coordinates a number of food distribution efforts:

- *Thursday's Meals*, are weekly prepared, hot meals available for homeless and needy individuals and families. Meals are prepared four times a week: Mondays at 12pm, Wednesdays at 5 pm, Fridays and 5 pm and Sundays at 5 pm; and served by staff and volunteers including those from the International Christian Center, Chula Vista Church of God and Most Precious Blood.
- *Feeding America's Metro Mobile Pantry*, provides over 10,000 pounds of food/household items to homeless and low income individuals and families each month. Staff and volunteers break down pallets of food and create 30-40 pound packages which include dry food, fresh produce, and non-food items like cleaning supplies, diapers and other household items. This program operates at 707 F Street, on the second Tuesday of the month from 5-7 pm; and at 160 Quintard Steet on the third Wednesday of the month from 5-7 pm.
- *SBCS' In-House Emergency Food Program*, is comprised of food from public and private drives as well as community donations, and allows those in need to receive both non-perishable food items and fresh produce on an as-needed basis.

The South Bay Food Program serves low income families in predominately Western Chula Vista, including children, adults and senior citizens, many of whom are homeless or at-risk of homelessness. In addition to food, Food Program participants are provided with nutrition information, education and resources. They also have access to SBCS' wraparound continuum of services including emergency shelter, transitional housing and affordable housing; the Family Self-Sufficiency Program; as well as crisis intervention, employment assistance, children's services and assistance applying for benefits. The South Bay Food Program is more than just food – it provides families with the ingredients to prepare healthy and nourishing meals, along with the education and resources that they need to develop healthy, self-sufficient lifestyles.

APPENDIX C-2: THREE-MONTH CASH RULE TEST

**CITY OF CHULA VISTA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FISCAL YEAR 2014-2015 APPLICATION**

THREE-MONTH CASH RULE TEST

The three (3)-month rule is used as a guideline to determine whether an Agency is solvent and has enough available cash to take a CDBG project from beginning to end during the 12-month allowed to complete the project. CDBG projects should not harm the day-to-day operations of the Agency, so enough funds must be available for both purposes.

Provide the information requested below to demonstrate that the agency has enough cash on hand to operate the proposed project on a reimbursement basis.

Balance Sheet - Audited Financial Statements.	FY _____	6/30/2013	CY _____	Page # _____	
Document must be attached to Application					
Enter Agency Cash Balance (Cash cannot include Investments or Receivables)				1,220,960	
A. Multiply Agency Cash Balance by 4 = Cash available for project(s)				4,883,840	
List the amount of FY 2014-2015 CDBG funding applied for this application.				15,000	
List the amount of FY 2014-2015 CDBG funding applied for any other application.				78,550	
List the amount of FY 2014-2015 CDBG funding applied for any other application.					
B. Sum all the amounts for FY 2014-2015 CDBG funding request(s)				93,550	
Compare Agency Cash Balance Available (Item A) with Total FY 2014-2015 CDBG Funding Request (Item B):					
Item A	4,883,840	Item B	93,550	Difference	4,790,290
Analyze Results					
1- If difference is a positive amount or equals \$0, the Agency is eligible to apply.					
2- If difference is a negative amount, the Agency has the options below:					
The Agency can adjust any of the FY 2014-2015 CDBG requested amount(s) to result in a positive or \$0 balance, as long as:					
A) EACH PROJECT MEETS THE MINIMUM REQUIRED AMOUNT FOR EACH OF THE APPLICATIONS, AND					
B) CASH AVAILABLE FOR PROJECTS IS NOW GREATER THAN OR EQUAL TO THE TOTAL FY 2014 CDBG FUNDING REQUEST.					

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 1 - BUDGET EXHIBIT**

AGENCY South Bay Community Services
PROJECT South Bay Food Program

		CDBG	Percentage
SALARIES & WAGES	(Schedule 2)	<u>4,680</u>	
FRINGE BENEFITS	(Schedule 3)	<u>1,260</u>	
	TOTAL PERSONNEL	<u>5,940</u>	
SUPPLIES	(Schedule 5)	<u>9,060</u>	
POSTAGE	(Schedule 5)	<u> </u>	
CONSULTANT SERVICES	(Schedule 5)	<u> </u>	
MAINTENANCE/REPAIR	(Schedule 5)	<u> </u>	
PUBLICATIONS/PRINTING	(Schedule 5)	<u> </u>	
TRANSPORTATION	(Schedule 5)	<u> </u>	
RENT	(Schedule 5)	<u> </u>	
EQUIPMENT RENTAL	(Schedule 5)	<u> </u>	
INSURANCE	(Schedule 5)	<u> </u>	
UTILITIES	(Schedule 5)	<u> </u>	
TELEPHONE	(Schedule 5)	<u> </u>	
OTHER EXPENSES (SPECIFY):	(Schedule 5)	<u> </u>	
	(Schedule 5)	<u> </u>	
	(Schedule 5)	<u> </u>	
	TOTAL NON-PERSONNEL	<u>9,060</u>	
TOTAL INDIRECT COSTS/ADMINISTRATIVE OVERHEAD (IC/AO)	(Schedule 4)	<u> </u>	<u>0</u>
[IC/AO Expenses limited to 15% of Total CDBG Project Budget]			
	TOTAL CDBG PROJECT BUDGET	<u>15,000</u>	

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 2 - PERSONNEL SCHEDULE: GROSS PAY**

The purpose of this form is to list the positions being claimed against the CDBG funding request amount. The positions listed below must provide direct project/client services. Positions providing non-direct services must be included in the indirect costs/administrative overhead (IC/AO) line item. The Total CDBG Salary & Wages must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY South Bay Community Services
PROJECT South Bay Food Program

(1)	(2)	(3)	(4)
POSITION TITLE	GROSS PAY	PERCENT CHARGED	TOTAL SALARY & WAGES
Youth and Family Associate	39,000	12.00%	4,680.0
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
TOTAL CDBG SALARY & WAGES			4,680

1. List all positions charged against CDBG funding providing **direct CDBG project/client activity**.
2. List gross pay for each position listed.
3. List **percent of gross pay** to be charged against CDBG funding.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Biweekly
<input checked="" type="checkbox"/>	Twice a Month
<input type="checkbox"/>	

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 3 - PERSONNEL SCHEDULE: FRINGE BENEFITS**

The purpose of this form is to list the fringe benefits being claimed against CDBG funding request amount. The Total Fringe must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY South Bay Community Services

PROJECT South Bay Food Program

(1)	(2)	(3)	(4)	(5)	(6)
POSITION TITLE	FRINGE TITLE	AMT OF INSURANCE	GROSS PAY	PERCENT CHARGED	AMOUNT
Youth and Family Associate	Fica		4,680	7.65%	358
Youth and Family Associate	sui		850	2.00%	17
Youth and Family Associate	Pension		-	0.00%	-
Youth and Family Associate	Health	6,800.00		12.00%	816
Youth and Family Associate	W/Comp		4,680	1.47%	69
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
TOTAL CDBG FRINGE BENEFIT					1,260

1. List all POSITIONS charged against CDBG funding providing **direct CDBG project/client activity**.
2. List Fringe Benefit title FOR EACH POSITION charged to CDBG funds.
3. List the amount of insurance for each position charged against CDBG funds.
4. Use gross pay for project / total all wages of agency. Then multiply by required percent for each fringe.
5. List percent of gross pay to be multiplied for insurance.

Pay Schedule (Check One)	
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Biweekly
<input checked="" type="checkbox"/>	Twice a Month

APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 4 - INDIRECT COST/ADMINISTRATIVE OVERHEAD (IC/AO) CALCULATION

The purpose of this form is to list the IC/AO being claimed against CDBG funding amount requested. The Total IC/AO must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY South Bay Community Services
 PROJECT South Bay Food Program

(1)	(2)	(3)	(4)
POSITION TITLE/LINE ITEM	AGENCY BUDGET AMOUNT	PERCENT CHARGED	TOTAL INDIRECT COST/ADMINISTRATIVE OVERHEAD
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
TOTAL CDBG INDIRECT COST/ADMINISTRATIVE OVERHEAD			-

(5) Total CDBG Budget 15,000 Percentage 0.00%
 (Must be equal or less than 15%)

1. List all personnel or nonpersonnel (NPE) charged against CDBG funding-include detailed description of indirect use.
2. List total Agency budget for position and/or NPE line item.
3. List PERCENT of total budget to be charged against CDBG funding.
4. Total indirect cost/administrative overhead to be charged against CDBG funding.
5. Enter the Total FY13 CDBG Budget; percentage will be AUTOMATICALLY calculated.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Biweekly
<input checked="" type="checkbox"/>	Twice a Month
<input type="checkbox"/>	

Appendix D: Implementation (Max Length: 1 Page; Max Score: 5 Points)

Provide a listing below of the specific tasks or activities needed to implement the proposed project and a timeline for their completion. Number each task or activity, describe it, and give the projected date of completion. Add additional rows as needed.

#	Task/Activity	Description	Completion Date
1.	Coordinate volunteers	Volunteers are utilized to serve weekly hot meals through Thursday's Meals, and to assist with the creation and distribution of food packages for the Metro Mobile Pantry	On-going
2.	Serve Hot Meals	Coordinate and serve hot meals to individuals and families every Monday at 12 pm, Wednesday at 5 pm, Friday at 4 pm and Sundays at 5 pm	On-going
4.	Provide access to healthy food/recipes/education	Coordinate and distribute food/produce/household items/recipes and nutrition information to families and individuals bi-monthly through the Metro Mobile Pantry on the Second Tuesday of the month from 5-7pm and the 3 rd Wednesday of the month from 4-6pm	On-going

Appendix G: Identification of Prior Year CDBG and/or Federal Funds

G.1. Agency name: South Bay Community Services

G.2. Project name: South Bay Food Program

G.3. Year of funding: Fiscal Year 2011 Fiscal Year 2012 Fiscal Year 2013

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: \$10,000

G.6. Amount spent to date: \$10,000

G.7. Amount reprogrammed to date:

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	Provide nutritious and nourishing meals to 300 unduplicated low/moderate income homeless and needy people in the City of Chula Vista at various sites throughout the City.
(2)	At least 51% of those served are at or below 80% of the Area Median Income.
(3)	

G.9. Indicate below the outcomes achieved:

(1)	As of December 2013, 169 clients (both Chula Vista and non-Chula Vista residents) were surveyed and received nutritious and nourishing meals
(2)	As of December 2013, 100% of those served were below 80% AMI
(3)	

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[Type response herG.]

G.1. Agency name: South Bay Community Services

G.2. Project name: South Bay Food Program

G.3. Year of funding: Fiscal Year 2011 Fiscal Year 2012 Fiscal Year 2013

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: \$10,000

G.6. Amount spent to date: \$10,000

G.7. Amount reprogrammed to date:

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	Provide nutritious and nourishing meals to 300 unduplicated low/moderate income homeless and needy people in the City of Chula Vista at various sites throughout the City.
-----	--

(2)	At least 51% of those served are at or below 80% of the Area Median Income.
(3)	

G.9. Indicate below the outcomes achieved:	
(1)	683 clients (both Chula Vista and non-Chula Vista residents) were surveyed and received nutritious and nourishing meals
(2)	99.7% of those served were below 80% AMI
(3)	

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[Not applicable.]

(Max Length per Project: 1 Page)

G.1. Agency name: South Bay Community Services

G.2. Project name: Food Program – Thursday’s Meals

G.3. Year of funding: Fiscal Year 2011 Fiscal Year 2012 Fiscal Year 2013

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: \$10,000

G.6. Amount spent to date: \$10,000

G.7. Amount reprogrammed to date:

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

- | | |
|-----|--|
| (1) | Provide nutritious and nourishing meals to 300 unduplicated low/moderate income homeless and needy people in the City of Chula Vista at various sites throughout the City. |
| (2) | At least 51% of those served are at or below 80% of the Area Median Income. |
| (3) | |

G.9. Indicate below the outcomes achieved:

- | | |
|-----|---|
| (1) | 396 clients (both Chula Vista and non-Chula Vista residents) were surveyed and received nutritious and nourishing meals |
| (2) | 100% of those served were below 80% AMI |
| (3) | |

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[Not applicable]



CDBG Application Summary

Applicant: Jacobs & Cushman San Diego Food Bank

Program/Project: Food 4 Kids Backpack Program

Project Description: The Food 4 Kids Backpack Program provides food to people in need and connects the people served to a range of health and human services providers. The program advocates for the hungry and educate the public about hunger in the community.

Type of Program/Project: Public Services [(\$570.201(e))]

Target Population:	05W - Food Banks CFR§ 570.208(a)(2) Low Moderate Income Limited Clientele	Proposed Number to Serve:	100 <i>(subject to change depending on funding recommendation)</i>
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Program Total Budget:	\$300,000	C. V. Cost per Client:	\$200 <i>(Based on funding recommendation)</i>
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Funding Request:	\$20,000	Prior Year Funding:	\$0
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Specific Use of Chula Vista Funding:	Personnel Costs (\$2,309) and Supplies (\$17,721)	FUNDING RECOMENDED	\$15,000
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Staff Notes:



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Application for Funding for Fiscal Year 2014-2015

Project category: <small>(check one only)</small>	<input checked="" type="checkbox"/> Public service <input type="checkbox"/> Capital improvement
---	--

Application Number:
(CDBG Program Office Use Only)

Applicant Agency Information

Applicant legal name:	Jacobs & Cushman San Diego Food Bank				
Type of agency:	<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't./Public	<input type="checkbox"/> For Profit	<input type="checkbox"/> Faith-Based	<input type="checkbox"/> Other:
Agency Address:	9850 Distribution Avenue	San Diego	CA	92121	
Date of incorporation:	May 2006	Tax ID number:		20-4374795	
Agency DUNS number:	01-573-5903	Annual operating budget:		\$7,700,00	
Number of paid staff:	41	Number of volunteers:		21,000	
Agency mission statement:					
The Jacobs & Cushman San Diego Food Bank provides food to people in need and connects the people we serve to a range of health and human service providers. We advocate for the hungry and educate the public about hunger in our community.					

Project Title:

Food 4 Kids Backpack Program

Brief project description:

The Food 4 Kids Backpack Program provides food to elementary school children who receive free/reduced price school meals during the week, but risk hunger during weekends when school meals are unavailable.
--

Funding Request

Total funding requested in this application <small>(you will provide a detailed budget in Appendix C:</small>	\$20,000	Other funds already secured for project:	\$50,000
Total cost to complete project:	\$300,000	Other funds not yet secured for	\$250,000

Project Information

If Project is a Public Service, will service be site specific? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If your answer is yes, please provide: Address(es) below:	Census tract:
John Montgomery Elementary, 1601 Fourth Ave., Chula Vista, CA 91911	13204
Harborside Elementary, 681 Naples St., Chula Vista, CA 91911	13309
Calvin J. Lauderbach Elementary, 390 Palomar St., Chula Vista, CA 91911	13203

Target Clientele: <small>(Homeless, Youth, Elderly, Disabled, Other/General)</small>	Youth
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The following questions on individual clients and households to be served apply only to Public Service, and Minor Residential Rehabilitation projects:			
Will the project serve individual clients (IC) or households (HH)?	<input checked="" type="checkbox"/> Individual clients	<input type="checkbox"/> Households	
Total unduplicated IC/HH served:	100		
Annual cost per client/household:	\$200 per student; \$0 cost to participants or schools		

Section 1: Project Details (Max Score: 25 Points)

1.1. Provide a concise description of the proposed project (this description must match the one provided on the cover page). Space for a fuller narrative is provided in Appendix A.

The Food 4 Kids Backpack Program provides food to elementary school children who receive free/reduced price school meals during the week, but risk hunger during weekends when school meals are unavailable.

1.2. Project start date: September 2014 Anticipated end date: June 2015

1.3. Project's days/hours of operation: Weekly for 36 weeks

1.4. Project category: (check one only)	<input checked="" type="checkbox"/> Public service	1.5. Project objective: (check one only)	<input checked="" type="checkbox"/> Suitable living environment
	<input type="checkbox"/> Capital improvement		<input type="checkbox"/> Decent housing
			<input type="checkbox"/> Economic opportunity
		1.6. Project outcome: (check one only)	<input checked="" type="checkbox"/> Availability/accessibility
			<input type="checkbox"/> Affordability
			<input type="checkbox"/> Sustainability

1.7. CDBG Criteria: Which CDBG criterion below does your proposed project meet?

<input type="checkbox"/>	(1) Area benefit: At least 51% of residents within the targeted activity area are low to moderate income (LMI). Please provide a map identifying the Census Tracts designated as LMI.
<input checked="" type="checkbox"/>	(2) Limited clientele (select subpart below):
<input type="checkbox"/>	(a) Special needs group (select benefit group from the list below):
<input type="checkbox"/>	(i) Abused children
<input type="checkbox"/>	(ii) Elderly persons 62 years or older
<input type="checkbox"/>	(iii) Battered spouses
<input type="checkbox"/>	(iv) Severely disabled adults (not children) – Census definition; documentation required
<input type="checkbox"/>	(v) Illiterate adults
<input type="checkbox"/>	(vi) Persons living with HIV/AIDS
<input type="checkbox"/>	(vii) Migrant farm workers
<input type="checkbox"/>	(viii) Homeless persons
<input checked="" type="checkbox"/>	(b) At least 51% of clientele to be served will be documented as LMI. How does your agency track and record client demographics? -- Free and reduced price school meal participants.
<input type="checkbox"/>	(3) Housing (select subpart below):
<input type="checkbox"/>	(a) Single family (must be 100% LMI)
<input type="checkbox"/>	(b) Multi-unit (must be 51% LMI)

1.8. The 2010-2015 Consolidated Plan goals are listed below. Select the goal appropriate to your project:

<input type="checkbox"/>	Affordable Rental Housing Opportunities
<input type="checkbox"/>	Maintenance and Preservation of Housing (rehabilitation activities)
<input type="checkbox"/>	Homeownership Opportunities (homebuyer programs)
<input type="checkbox"/>	Community Enhancement (public facilities/spaces)
<input checked="" type="checkbox"/>	Public Services to Special Needs Population and/or Low Moderate Income Persons

(Max Length for Questions 1.10 to 1.15: 2 Pages)**1.10. Explain how the proposed project addresses the goal selected:**

The Food 4 Kids Backpack Program addresses the “Special Needs and Homeless Priorities Including Public Services . . .” objective by providing basic and essential services – weekly food bags, information on nutrition and social service programs and assistance with gaining CalFresh benefits – to local students and their low-income families.

1.11. Summarize any statistics and other supporting documentation that demonstrate the importance of addressing this need or problem:

The Food Bank’s stakeholders are particularly concerned by the increasing problems of childhood hunger. The 446,000 human beings who live in poverty in San Diego County include 137,000 children under the age of 18. Poverty is a condition that almost always equates to poor school performance, missed meals and chronic illness.

Nutrition affects a child’s cognitive, social, and emotional development. Hungry children have enormous problems in school. Children who do not get the nutritious food their bodies need are more likely to have problems learning, growing, and interacting with their teachers and peers. Signs of chronic hunger can be short attention spans; inability to concentrate; excessive absences; hyperactive, aggressive, irritable, anxious, withdrawn, distressed, or passive/aggressive behaviors; difficulty in forming friendships and getting along with others; and/or frequent sickness, such as sore throat, the common cold, stomach ache, ear infection, and fatigue.

While tens of thousands of families are receiving meals through the Food Bank’s huge warehouse distribution programs, we are painfully aware that too many of the poorest and most hungry children either “slip through the cracks” or do not receive enough personal food once it is distributed through our existing food programs. When it comes to childhood hunger, we have only one goal: to eliminate it - completely. We realize such a goal demands the creation of **powerful programs**, and our Food 4 Kids Backpack Program is exactly that!

1.12. List each service provided by the project. For each service, indicate whether it is a new service or an expansion of an existing service:

The Food 4 Kids Backpack Program targets chronically hungry children in San Diego County by working in select public schools where large percentages of the children receive government-sponsored free meals during the school week, but have no such provisions over weekends. All children who receive free/reduced price lunches through government programs are eligible to receive Food Bank backpacks.

Chronically hungry children are identified by teachers and school staff using a referral form that provides guidelines and warning signs for program eligibility. These children are provided new backpacks each school year. Every Friday, the backpacks are filled with food that is nutritious, nonperishable, and easily-consumed. Confidentiality and discretion are always a priority and parents of participating children are requested to sign approval forms for participation.

In Chula Vista specifically, the Food 4 Kids Backpack Program assists 25 students at Calvin J. Lauderbach Elementary, 25 students at Harborside Elementary and 50 students at John Montgomery Elementary. If possible, we will look to expand on the existing levels of service to these schools.

1.13. How does your agency plan to tell the target population about the project/services?

Working with principals, counselors, school nurses, teachers and parents, the Food Bank has several means to promote the Food 4 Kids Backpack Program to the target population and to identify potential participants. Confidentiality and discretion are important considerations for everyone involved, so more personal and targeted communication are key to the program’s success and growth.

1.14. List up to three outcomes of the project (at least one is required). For each outcome listed, provide the number of participants who will benefit and the way data will be collected to track or verify the outcome:

1. 50 students at John Montgomery Elementary, 25 students at Harborside Elementary and 25 students at Calvin J. Lauderbach Elementary School will receive a backpack full of child-friendly, nutritious food every Friday during the school year.
2. The Jacobs & Cushman San Diego Food Bank will send home in backpacks information about nutrition, food distributions and other social services available to low-income households.
3. The Jacobs & Cushman San Diego Food Bank will offer assistance in prescreening and qualifying Montgomery, Harborside and Lauderbach families to receive CalFresh benefits (formally Food Stamps).

For the first outcome, the Food Bank maintains records of the number and weight of the bags of food delivered to each school each week. Regular reports from school personnel provide additional information on the program's reach and impact. For the second and third outcomes, the Food Bank's Direct Services Manager, Daniela Solano oversees the availability of these additional services.

1.15. Will the project collaborate with other service providers in the community? If yes, list them and briefly describe the collaboration:

X	Yes	<input type="checkbox"/>	No
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The Food Bank is proud of its strong, working relationship with the Chula Vista schools participating in the Food 4 Kids Backpack Program. For this particular project, the Food Bank will continue to collaborate with John Montgomery Elementary, Harborside Elementary and Calvin J. Lauderbach Elementary. At each school, key school administrators work with teachers to identify and enroll eligible students. The Food Bank delivers weekly packs of food which are then distributed by the individual school sites to participating students.

Section 2: Agency Capacity (Max Score: 10 Points)

2.1. Who will be the person responsible for the overall oversight of the proposed project?

Name of person:	Vanessa Franco
Title of person:	Vice President, Operations
Relevant education:	Some college coursework, LEAD San Diego graduate and Fieldstone Foundation graduate.
Telephone number:	858-863-5114
Date first employed:	11/2003

2.2. Who will be the alternate person responsible for the overall oversight of the proposed project?

Name of person:	Casey Castillo
Title of person:	Vice President, Finance
Relevant education:	MBA from Cal State, San Bernardino
Telephone number:	858-863-5116
Date first employed:	03/2008

2.3 Who will be the person responsible for the day-to-day operations and management of the proposed project?
Provide no more than two individuals:

Name of person:	Daniela Solano
Title of person:	Direct Services Manager
Relevant education:	Degree in Psychology from San Diego State University
Telephone number:	858-863-5143
Date first employed:	12/2008
Name of person:	Vanessa Franco
Title of person:	Vice President, Operations
Relevant education:	Some college coursework, LEAD San Diego graduate and Fieldstone Foundation graduate.
Telephone number:	858-863-5114
Date first employed:	11/2003

2.4. Who will be the person responsible for the financial oversight of the CDBG expenditures and fiscal compliance?
Provide no more than two individuals:

Name of person:	Casey Castillo
Title of person:	Vice President, Finance
Relevant education:	MBA from Cal State San Bernardino
Telephone number:	858-863-5116
Date first employed:	03/2008
Name of person:	
Title of person:	
Relevant education:	
Telephone number:	
Date first employed:	

(Max Length for Questions 2.5 to 2.8: 1 Page)

2.5. List the evaluation tools your agency plans to employ to track and monitor the progress of the project.

Reports from school personnel experienced with the program assure us that the Food 4 Kids Backpack Program has a significant positive effect on student attendance, attention in the classroom, grades, social interactions, personal hygiene and overall health of the student.

The following program control documents guarantee the program is consistently evaluated and outcomes measured: Parent Permission Slip in English and Spanish, Memorandum of Understanding with host school, "Identifying Chronically Hungry Children" handout, Student Referral Form, School Program Coordinator Responsibilities, Coordinator Evaluation Form, Monthly and Year-end Report forms.

The Food Bank evaluates progress toward goals by using straightforward benchmarks that relate to themes of reliability, sensitivity, and quality nutrition. Our benchmarks to measure effectiveness for both programs are responsible and adequate and will continue to include the questions:

- Did all participating children receive a quality backpack that week?
- Are sensitive issues involving human dignity handled quickly and effectively?
- Are adequate food records and interactions with children reported?
- Has the school Program Coordinator filed a monthly report to the Food Bank?

These records and reports – the raw material for evaluating the program – will continue to be collected and reviewed by the Direct Services Manager or Vice President of Operations. The data is used to identify necessary program changes or even to modify tactics if data merits such change.

2.6. How does your agency plan to ensure compliance with applicable policy and procedural requirements (including those listed in HUD's "Playing by the Rules" Handbook)?

The Food Bank has years of experience successfully managing projects and programs supported with CDBG funding from cities throughout San Diego County. Through the concentrated efforts of key Food Bank personnel – including the Vice President of Finance, the Vice President of Operations, the Risk Management Manger and the Direct Services Manager – the Food Bank plans to continue to strictly follow the applicable policy and procedural requirements as outlined. In addition, the Food Bank monitors the activities of Backpack Program schools by conducting full site visits at least once a year.

2.7. Describe any unresolved ADA issues in the project or project office and how your agency plans to address them. (If the objective of the project is ADA rehabilitation, do not repeat the project description here.)

[There are no unresolved ADA issues in the project or project office that the Jacobs & Cushman San Diego Food Bank is aware of at this time.]

2.8. How many members does your Board of Directors have?	18
How many Board members are also members of the project's target population or reside in the project's target area? Indicate which ones in Appendix F.	3

Section 3: Auditing Control (Max Score: 15 Points; Max Length: 2 Pages)

3.1. *Briefly describe your agency's payment and disbursement procedures, with relevance to the proposed project:*

Invoices are received by the Accounts Payable department and are approved by the CFO before processing. Once checks are processed, they are approved and signed by the CFO and President before disbursement.

3.2. *Describe how your agency's Board of Directors exercises programmatic and fiscal oversight:*

The Board of Directors approve any significant program changes or any fiscal expenses more than \$25,000 (not included in the budget). The Board is updated regularly on the status of all projects.

3.3. *Briefly describe your agency's financial reporting system/accounting procedures, with relevance to the proposed project:*

The Food Bank prepares its financial statements in accordance with General Accepted Accounting Principles (GAAP), and identifies costs associated with the CDBG Project in QuickBooks accounting software.

3.4. *Briefly describe your agency's record keeping system, with relevance to the proposed project:*

The Food Bank uses QuickBooks accounting software and records revenue and expenses related to the CDBG Project with a special CDBG classification.

3.5. *Briefly describe your agency's auditing requirements, including those for the proposed project:*

The Food Bank uses QuickBooks accounting software and records revenue and expenses related to the CDBG Project with a special CDBG classification.

3.6. *Briefly describe your agency's internal controls to minimize opportunities for fraud, waste, and mismanagement:*

The Food Bank uses segregation of duties, supervisory and Board review, and purchase authorization guidelines to help minimize risk. An annual audit and review is conducted to further ensure minimum risk.

3.7. *How does your agency plan to segregate CDBG funds from other agency funds for purposes of identification, tracking, and reporting?*

CDBG revenue and expenses are recorded using a unique class, identifying these transactions to the CDBG project. In turn, funds and expenses are separated from others.

Section 4: Agency Experience (Max Score: 10 Points; Max Length: 1 Page for Section 4/5 Combined)

4.1. *Briefly highlight your agency's experience and major accomplishments in providing services to LMI residents and/or communities. You may expand in Appendix A.*

The Food Bank was founded in 1977, making it one of the oldest food banks in the U.S. Since then, we have grown steadily, servicing a growing population of more than 3 million people in San Diego County. As our community's #1 safety net for hungry people, we have a proven ability to recover fresh, frozen, canned and boxed food and redistribute it quickly to those who are in need. We provide food to people in need and connect the people we serve to a wide range of health and human service providers.

Through a combination of government programs and partnerships with 330 San Diego County non-profit allies, the Food Bank acts as a central repository and distribution point for government and donated food. Funded by foundations, corporations, the USDA and individual donors, the Food Bank distributed nearly 20 million pounds of food last year to impoverished individuals, families and our network of non-profit partners that work with us to alleviate hunger throughout San Diego County. Of that, more than 7 million pounds of food distributed was in the form of fresh produce. Together with its community allies, the Food Bank serves 320,000 San Diegans every month, including more than 1,400 students through the Food 4 Kids Backpack Program.

4.2. <i>Has your agency received CDBG or other federal funds in any of the past three fiscal years (Fiscal Years 2011-2012, 2012-2013, through 2013-2014)? If yes, complete Appendix G for each of the grants received for the three Fiscal Years 2011, 2012, and 2013.</i>	X	Yes	<input type="checkbox"/>	No
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Section 5: Back-Up Plan (Max Score: 5 Points;)

5.1. <i>Will your agency still implement this project should CDBG funds not be awarded? If yes, how will the implementation be achieved?</i>	X	Yes	<input type="checkbox"/>	No
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The Food Bank is committed to addressing the negative impacts poverty and food insecurity have on local residents, especially the 137,000 children living at or below the poverty line. The Food 4 Kids Backpack Program provides an effective avenue for getting healthy, nutritious food in the hands of needy students who may not find enough food to eat at home. Should the Food Bank not receive CDBG funding, the program would continue with private individual, corporate and foundation support, but growth in the number of participants would likely stall.

5.2. *If funded, how will your agency continue this project if CDBG funds are not available in future years?*

Recently, the Food Bank has taken steps to ensure the Food 4 Kids Backpack Program can continue into the future by being able to withstand potentially reduced funding in future years. An endowment is being built to provide a reserve source of funding should the need arise. In addition, we continue to ramp up our fundraising efforts to solicit support from a wider range of potential funders. As the program grows to meet increasing need, the Food Bank will not fund a school one year then pull the program because of insufficient funds.

Appendix A: Narrative of Project (Max Length: 2 Pages)

In two pages or less, explain below your proposed project and make the case why it should be awarded funding.

The **mission** of the Jacobs and Cushman San Diego Food Bank (Food Bank) is to provide food to people in need in San Diego County and connect the people we serve to a range of health and human service providers. We are advocates for the hungry and strive to educate the public about hunger in our community.

Now in our 37th year, the Food Bank is presently operating at the absolute zenith of effort in our fight to solve skyrocketing childhood hunger; reduce barriers faced by poor families to fresh and nutritious foods; improve poor participation rates by this same population in such programs as CalFresh, WIC, and EITC; and other comparatively new initiatives targeting tens of thousands of poor seniors and, surprisingly, military dependents. The Food Bank, in partnership with 330 local nonprofit human services agencies, is now providing emergency food to 320,000 people every month. That is nearly 10% of the entire population in San Diego County! In our last full year, the Food Bank distributed nearly 20 million pounds of food – equal to 15.7 million meals. This is remarkable since just 5 years ago we were distributing 9 million pounds, or 7 million meals. This doubling of scope combined with our proven fiscal responsibility has earned the Food Bank the top 4-Star rating from Charity Navigator. We've also been awarded the prestigious California Award for Performance Excellence (CAPE), the criteria for which is defined by the Baldrige National Quality Program. Both awards recognize the Food Bank's innovative programs, operational efficiency, and organizational leadership.

Without doubt, one of our most popular and effective programs targeted at an especially vulnerable segment of our population is the Food Bank's **Food 4 Kids Backpack Program (F4KBP)**. F4KBP provides backpacks full of nutritious, child-friendly food to elementary school children who are receiving free breakfast or lunch at school during the week, but are lacking adequate food at home over the weekend. Backpacks are filled with kid-friendly food every Friday to ensure these children do not go hungry while away from school.

The Food Bank's stakeholders are particularly concerned by the increasing problems of childhood hunger. The 446,000 human beings who live in poverty in San Diego County include 137,000 children under the age of 18. Poverty is a condition that almost always equates to poor school performance, missed meals and chronic illness. Nutrition affects a child's cognitive, social, and emotional development. Children who do not get the nutritious food their bodies need are more likely to have problems learning, growing, and interacting with their teachers and peers. Hungry children have enormous problems in school. Signs of chronic hunger can be short attention spans; inability to concentrate; excessive absences; hyperactive, aggressive, irritable, anxious, withdrawn, distressed, or passive/aggressive behaviors; difficulty in forming friendships and getting along with others; and/or sickness, such as sore throat, the common cold, stomach ache, ear infection, and fatigue.

While tens of thousands of families are receiving meals through the Food Bank's huge food distribution programs, we are painfully aware that too many of the poorest and most hungry children either "slip through the cracks" or do not receive enough personal food once it is distributed through our existing food programs. When it comes to childhood hunger, we have only one goal: to eliminate it – completely. We realize such a goal demands the creation of **powerful programs**, and the F4KBP is exactly that!

The F4KBP targets chronically hungry children in San Diego County by working in 31 select public schools where large percentages of the children receive government-sponsored free meals during the school week, but have no such provisions over weekends. All children who receive free lunches through government programs are eligible to

receive Food Bank backpacks. Working with school principals, counselors, teachers, parents, and dedicated volunteer leaders, the Food Bank initiated our Food 4 Kids Backpack Program in 2006 by targeting 75 needy children in 2 of our poorest institutions. Presently, we are operating the program for a staggering 1,400 children – a remarkable 1,700% increase in program scope over the last seven years!

The Food Bank is requesting \$20,000 for support of the Food Bank's Food 4 Kids Backpack childhood hunger program at three Chula Vista elementary schools. As the cost per child is \$200 for the entire school year, this grant will cover the full costs for 100 chronically hungry children in the 2014-2015 school year at John Montgomery (50), Harborside (25) and Calvin J. Lauderbach (25) elementary schools. Participating children, who are always extremely low-income, receive backpacks of healthy, child-friendly foods to help them through long weekends at home where too often there is little or no food available.

The Food Bank carefully plans to ensure that only nutritious, child-friendly foods are stocked in our backpacks. These items may include: Breakfast Items – granola bars, cereal, oatmeal, graham cracker snacks. Lunch/Dinner Items – peanut butter, macaroni and cheese, soups, pop-top beans and franks, chicken/tuna “to go.” Snack Items – fruit cups, fruit roll-ups, pudding cups, applesauce cups, mini raisin boxes, and shelf stable milk and juices.

The F4KBP accomplishes the following goals:

- Removes the barrier of hunger that contributes to poor school performance.
- Increases nutritional intake of participating students by providing healthy food in backpacks, limiting sugars and “empty” calories.
- Increases awareness among parents and guardians about resources available to low-income families in their community by including handouts about nutrition and other social service resources in backpacks.

With funding support from the City of Chula Vista, the Food Bank can continue to provide critically needed and highly nutritious weekly meals to 100 of Chula Vista's most food insecure children. These meals will assist these students in making the most of their educational opportunities by seeing that one of their most basic needs – food – is being met every week. |

APPENDIX C-2: THREE-MONTH CASH RULE TEST

**CITY OF CHULA VISTA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FISCAL YEAR 2014-2015 APPLICATION**

THREE-MONTH CASH RULE TEST

The three (3)-month rule is used as a guideline to determine whether an Agency is solvent and has enough available cash to take a CDBG project from beginning to end during the 12-month allowed to complete the project. CDBG projects should not harm the day-to-day operations of the Agency, so enough funds must be available for both purposes.

Provide the information requested below to demonstrate that the agency has enough cash on hand to operate the proposed project on a reimbursement basis.

Balance Sheet - Audited Financial Statements.	FY <u>2012/2013</u>	CY _____	Page # <u>4</u>
Document must be attached to Application			
Enter Agency Cash Balance (Cash cannot include Investments or Receivables)		1,007,086	
A. Multiply Agency Cash Balance by 4 = Cash available for project(s)		4,028,344	
List the amount of FY 2014-2015 CDBG funding applied for this application.		25,000	
List the amount of FY 2014-2015 CDBG funding applied for any other application.		1,000,000	
List the amount of FY 2014-2015 CDBG funding applied for any other application.			
B. Sum all the amounts for FY 2014-2015 CDBG funding request(s)		1,025,000	
Compare Agency Cash Balance Available (Item A) with Total FY 2014-2015 CDBG Funding Request (Item B):			
Item A	4,028,344	Item B	1,025,000
		Difference	3,003,344
Analyze Results			
1- If difference is a positive amount or equals \$0, the Agency is eligible to apply.			
2- If difference is a negative amount, the Agency has the options below:			
The Agency can adjust any of the FY 2014-2015 CDBG requested amount(s) to result in a positive or \$0 balance, as long as:			
A) EACH PROJECT <u>MEETS THE MINIMUM REQUIRED AMOUNT FOR EACH OF THE APPLICATIONS, AND</u>			
B) <u>CASH AVAILABLE FOR PROJECTS IS NOW GREATER THAN OR EQUAL TO THE TOTAL FY 2014 CDBG FUNDING REQUEST.</u>			

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 2 - PERSONNEL SCHEDULE: GROSS PAY**

The purpose of this form is to list the positions being claimed against the CDBG funding request amount. The positions listed below must provide direct project/client services. Positions providing non-direct services must be included in the indirect costs/administrative overhead (IC/AO) line item. The Total CDBG Salary & Wages must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY Jacobs & Cushman San Diego Food Bank
PROJECT Food 4 Kids Backpack Program

(1)	(2)	(3)	(4)
POSITION TITLE	GROSS PAY	PERCENT CHARGED	TOTAL SALARY & WAGES
Project Coordinator	36,000	1.32%	475.2
Program Coordinator	45,000	3.30%	1,485.0
Driver	33,000	1.06%	348.5
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
TOTAL CDBG SALARY & WAGES			2,309

1. List all positions charged against CDBG funding providing **direct CDBG project/client activity**.
2. List gross pay for each position listed.
3. List **percent of gross pay** to be charged against CDBG funding.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input checked="" type="checkbox"/>	Biweekly
<input type="checkbox"/>	Twice a Month

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 3 - PERSONNEL SCHEDULE: FRINGE BENEFITS**

The purpose of this form is to list the fringe benefits being claimed against CDBG funding request amount. The Total Fringe must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY Jacobs & Cushman San Diego Food Bank

PROJECT Food 4 Kids Backpack Program

(1)	(2)	(3)	(4)	(5)	(6)
POSITION TITLE	FRINGE TITLE	AMT OF INSURANCE	GROSS PAY	PERCENT CHARGED	AMOUNT
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
TOTAL CDBG FRINGE BENEFIT					-

1. List all POSITIONS charged against CDBG funding providing **direct CDBG project/client activity**.
2. List Fringe Benefit title FOR EACH POSITION charged to CDBG funds.
3. List the amount of insurance for each position charged against CDBG funds.
4. Use gross pay for project / total all wages of agency. Then multiply by required percent for each fringe.
5. List percent of gross pay to be multiplied for insurance.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Biweekly
<input type="checkbox"/>	Twice a Month
<input type="checkbox"/>	

APPENDIX C-3: PUBLIC SERVICE

SCHEDULE 4 - INDIRECT COST/ADMINISTRATIVE OVERHEAD (IC/AO) CALCULATION

The purpose of this form is to list the IC/AO being claimed against CDBG funding amount requested. The Total IC/AO must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY Jacobs & Cushman San Diego Food Bank
 PROJECT Food 4 Kids Backpack Program

(1)	(2)	(3)	(4)
POSITION TITLE/LINE ITEM	AGENCY BUDGET AMOUNT	PERCENT CHARGED	TOTAL INDIRECT COST/ADMINISTRATIVE OVERHEAD
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
TOTAL CDBG INDIRECT COST/ADMINISTRATIVE OVERHEAD			-

(5) Total CDBG Budget 20,030 Percentage 0.00%
 (Must be equal or less than 15%)

1. List all personnel or nonpersonnel (NPE) charged against CDBG funding-include detailed description of indirect use.
2. List total Agency budget for position and/or NPE line item.
3. List PERCENT of total budget to be charged against CDBG funding.
4. Total indirect cost/administrative overhead to be charged against CDBG funding.
5. Enter the Total FY13 CDBG Budget; percentage will be AUTOMATICALLY calculated.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Biweekly
<input type="checkbox"/>	Twice a Month
<input type="checkbox"/>	

Appendix D: Implementation (Max Length: 1 Page; Max Score: 5 Points)

Provide a listing below of the specific tasks or activities needed to implement the proposed project and a timeline for their completion. Number each task or activity, describe it, and give the projected date of completion. Add additional rows as needed.

#	Task/Activity	Description	Completion Date
1	Purchase food and supplies	Backpacks, bags and food	Aug. 2014
2	Create calendar of deliveries; share with schools	Schools receive calendar with delivery schedule	Aug. 2014
3	Identify and enroll students	Staff at school identify "at risk" students to participate	Sept. 2014 and ongoing
4	Begin backpack distribution	Delivery of backpacks to school and distribution to students	Sept. 2014
5	Assemble and deliver bags of food	Child's bags of food are assembled at Food Bank and delivered as scheduled	Sept. 2014 and ongoing
6	Conduct CalFresh Outreach	Prescreen interested families for CalFresh eligibility	Ongoing
7	Receive referrals and record data	Schools submit referral forms for students in program	Sept. 2014 and ongoing
8	Receive monthly reports	Schools submit monthly progress reports	Oct. 2014 and ongoing
9	Conduct annual site visits with schools	Visit schools to monitor program annually	Nov. 2014 and ongoing

Appendix E: Roster of Board Members & Professions

Provide a roster of the members of your agency's Board of Directors and their professions by filling out the table below:

Name / Board Position	Profession / Affiliation	Member of Target Population	Resides in Target Area
Larry Cleary/Chairman	Vice President, Sales Indyme	<input type="checkbox"/>	<input type="checkbox"/>
Steve Berstein/Vice Chairman	Business Banking President/Wells Fargo	<input type="checkbox"/>	<input type="checkbox"/>
Dan Devine/Secretary	Executive Vice President/CFO/Bridgepoint Ed	<input type="checkbox"/>	<input type="checkbox"/>
Sheldon Derezin/Treasurer	Consultant/Wazie Sanitary Supply	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Hollingsworth/Past Chairman	Retired	<input type="checkbox"/>	<input type="checkbox"/>
David Bejarano	Chief of Police, Chula Vista	<input type="checkbox"/>	X
Bob Bolinger	Sr. Vice President/Marketing Manager/KYXY	<input type="checkbox"/>	<input type="checkbox"/>
Aimee Faucett	Executive VP Public Policy & Member Services	<input type="checkbox"/>	<input type="checkbox"/>
Anne M. Goshert	Sr. Customer Marketing Mngr/Coca-Cola	<input type="checkbox"/>	<input type="checkbox"/>
Vince Kasperick	Founder & President/AimLoan.com	<input type="checkbox"/>	<input type="checkbox"/>
James A. Floros	President & CEO Jacobs & Cushman San Diego Food Bank	<input type="checkbox"/>	X
Steve Hoffman	Consultant/Energy Industry	<input type="checkbox"/>	<input type="checkbox"/>
Carlos Illingworth	Director, Public Affairs & Gov't Relations	<input type="checkbox"/>	<input type="checkbox"/>
Richard Kelley	President & GM/NBC San Diego	<input type="checkbox"/>	<input type="checkbox"/>
Kimberly Layton	Director of Public Affairs/San Diego Chargers	<input type="checkbox"/>	<input type="checkbox"/>
Jerry Swain	Founder & CEO/Jer's Chocolates	<input type="checkbox"/>	<input type="checkbox"/>
Erica Fessia	Independent Consultant/Qualcomm	<input type="checkbox"/>	X
Denise Durkin	Product Dev. Mgr./Jenny Craig	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Appendix F: Disclosure Statement

Pursuant to City Council Policy 101-01, prior to any action on a matter that requires discretionary action by the City Council, Planning Commission or other official legislative body of the City, a statement of disclosure of certain ownerships, financial interests, payments, and campaign contributions must be filed. The following information must be disclosed:

- 1. List the names of all persons having a financial interest in the project that is the subject of the application, project or contract (e.g., owner, applicant, contractor, subcontractor, material supplier).

[None]

- 2. If any person* identified in section 1 above is a corporation or partnership, list the names of all individuals with an investment of \$2000 or more in the business (corporation/partnership) entity.

[N/A]

- 3. If any person* identified in section 1 above is a non-profit organization or trust, list the names of any person who is the director of the non-profit organization or the names of the trustee, beneficiary and trustor of the trust.

[N/A]

- 4. Please identify every person, including any agents, employees, consultants, or independent contractors, whom you have authorized to represent you before the City in this matter.

[James A. Floros, Casey Castillo, Vanessa Franco, Kaye de Lancey Hentschke, Daniela Solano]

- 5. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, had any financial dealings with an official** of the City of Chula Vista as it relates to this contract, project or application within the past 12 months? Yes No If yes, briefly describe the nature of the financial interest the official may have in this contract.

[N/A]

- 6. Has any person* anyone identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, made a campaign contribution of more than \$250 within the past twelve (12) months to a current member of the Chula Vista City Council? No Yes If yes, which Council member(s)?

[N/A]

- 7. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, provided more than \$420 (or an item of equivalent value) to an official** of the City of Chula Vista in the past twelve (12) months? (This includes any payment that confers a personal benefit on the recipient, a rebate or discount in the price of anything of value, money to retire a legal debt, gift, loan, etc.) Yes No If Yes, list official and what was the nature of item provided?

[N/A]

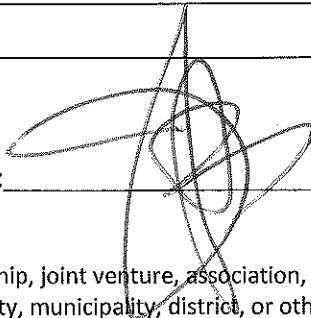
- 8. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, been a source of income of \$500 or more to an official** of the City of Chula Vista in the past twelve (12) months? Yes No If Yes, identify the official and the nature of the income provided?

[N/A]

[January 27, 2014]

[James A. Floros]

Signature: _____



* Person is defined as: any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, any other county, city, municipality, district, or other political subdivision, or any other group or combination acting as a unit.

** Official includes, but is not limited to: Mayor, Council member, Planning Commissioner, Member of a board, commission, or committee of the City, and City employees or staff members.

Appendix G: Identification of Prior Year CDBG and/or Federal Funds

G.1. Agency name: Jacobs & Cushman San Diego Food Bank

G.2. Project name: Food 4 Kids Backpack Program

G.3. Year of funding: Fiscal Year 2010 Fiscal Year 2011 Fiscal Year 2012

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: \$15,500

G.6. Amount spent to date: \$15,500

G.7. Amount reprogrammed to date: 0

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	A total of 100 students at Montgomery, Harborside and Lauderbach elementary schools would receive a backpack full of child-friendly, nutritious food every Friday during the school year.
(2)	The Food Bank will send home in backpacks information about nutrition, food distributions and other social services available to low-income households.
(3)	Food Bank staff will offer assistance to pre-screening and qualify Montgomery, Harborside and Lauderbach families for CalFresh benefits.

G.9. Indicate below the outcomes achieved:

(1)	A total of 100 students at Montgomery, Harborside and Lauderbach elementary schools received a backpack full of child-friendly, nutritious food every Friday during the school year.
(2)	The Food Bank sent home in backpacks information about nutrition, food distributions and other social services available to low-income households.
(3)	Food Bank staff completed pre-screening for Montgomery, Harborside and Lauderbach families for CalFresh benefits.

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[All anticipated outcomes were achieved for this project in this school year.]

G.1. Agency name: San Diego Food Bank Corporation

G.2. Project name: Warehouse Docks, Roadway Improvements; Sorting Room/Clean Repack Room & Addition

G.3. Year of funding: Fiscal Year 2010 Fiscal Year 2011 Fiscal Year 2012

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: \$620,000

G.6. Amount spent to date: \$620,000

G.7. Amount reprogrammed to date: 0

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	Docks and roadway renovation and improvement will result in utilization of 9 docks to deliver food faster.
(2)	Sorting/repack room completion will result in daily repacking and salvage sorting, increasing the quantities purchased and delivered.
(3)	New racks will increase capacity for food acquisition and safe storage of emergency food.

G.9. Indicate below the outcomes achieved:

(1)	Renovation and improvement completed; 9 docks now used and food delivery is quicker.
(2)	Sorting/repack room completed; bulk foods repacked daily while salvage is sorted, increasing the quantities of low-cost bulk food purchased and delivered to the hungry.
(3)	New racks have been installed, resulting in increased capacity for food acquisition and safe storage of emergency food.

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[N/A]

(Max Length per Project: 1 Page)

G.1. Agency name:	San Diego Food Bank Corporation
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G.2. Project name:	Warehouse Roof Repair
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G.3. Year of funding:	<input type="checkbox"/> Fiscal Year 2010	X	Fiscal Year 2011	<input type="checkbox"/> Fiscal Year 2012
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G.4. Indicate the source of the federal funding awarded to the prior project:					
<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME		
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):		

G.5. Amount awarded:	\$140,134	G.6. Amount spent to date:	\$140,134
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G.7. Amount reprogrammed to date:	0
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G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):	
(1)	As a result of warehouse roof repair, 2.5 million pounds of food will be safe from water damage.
(2)	As a result of warehouse roof repair, the inventory of emergency food for 480,000 San Diegans at risk for hunger will be safeguarded.
(3)	As a result of warehouse roof repair, supplies of nutritious emergency food will be available for distribution to food-insecure San Diegans.

G.9. Indicate below the outcomes achieved:	
(1)	Roof repair was completed, eliminating leaks and ensuring that 2.5 million pounds of food are protected from water damage.
(2)	Roof repair was completed, eliminating leaks and ensuring that the emergency food for 480,000 San Diegans at risk for hunger is safeguarded.
(3)	Roof repair was completed, eliminating leaks and ensuring that nutritious emergency food is available for distribution to food-insecure San Diegans.

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:
--

N/A

(Max Length per Project: 1 Page)

G.1. Agency name: San Diego Food Bank

G.2. Project name: Food Assistance Program/CA Dept of Social Services/Emergency Food Asst Program (EFAP)

G.3. Year of funding: Fiscal Year 2010 Fiscal Year 2011 Fiscal Year 2012

G.4. Indicate the source of the federal funding awarded to the prior project:

<input type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input checked="" type="checkbox"/> Other (Indicate below):
Pass-through-CA Dept Social Services-Cash Assistance			

G.5. Amount awarded: \$316,855

G.6. Amount spent to date: \$316,855

G.7. Amount reprogrammed to date: 0

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	Food Assistance Program food will be accepted, received, stored, transported, and distributed to all eligible agencies and families/persons within the service area as approved by the County Board of Supervisors and CA Dept. of Social Services (CDSS).
(2)	All program-related requirements in accordance with federal and/or state laws, policies, rules, and regulations will be complied with.
(3)	Every effort will be made to maintain the integrity of the food products.

G.9. Indicate below the outcomes achieved:

(1)	Food Assistance Program food was accepted, received, stored, transported, and distributed to all eligible agencies and families/persons within the service area as approved by the County Board of Supervisors and CA Dept. of Social Services (CDSS).
(2)	All program-related requirements in accordance with federal and/or state laws, policies, rules, and regulations were complied with.
(3)	Every effort was made to maintain the integrity of the food products.

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[N/A]

(Max Length per Project: 1 Page)

G.1. Agency name: Jacobs & Cushman San Diego Food Bank

G.2. Project name: Commodity Supplemental Food Program (CSFP)/CA Dept. of Education Nutrition Services

G.3. Year of funding: Fiscal Year 2010 Fiscal Year 2011 Fiscal Year 2012

G.4. Indicate the source of the federal funding awarded to the prior project:

<input type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input checked="" type="checkbox"/> Other (Indicate below):
Pass-through-CA Dept. of Education-Cash Assistance			

G.5. Amount awarded: \$588,808

G.6. Amount spent to date: \$588,808

G.7. Amount reprogrammed to date: 0

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	Distribution of supplemental food to women, infants and children will be made only to eligible recipients, parents/legal guardians, or proxies.
(2)	Supplemental foods will not be issued to persons participating in the WIC program.
(3)	Distribution to the elderly will be made only to recipients, or their proxies, who have eligibility certification forms completed and signed by authorized personnel.

G.9. Indicate below the outcomes achieved:

(1)	Supplemental foods were distributed only to eligible recipients, parents/legal guardians, or proxies.
(2)	No supplemental foods were issued to persons participating in the WIC program.
(3)	Distribution to the elderly was made only to recipients, or their proxies, who had eligibility certification forms completed and signed by authorized personnel.

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

N/A



CDBG Application Summary

Applicant: South Bay Community Services

Program/Project: Family Violence Treatment Program

Project Description: The Family Violence Treatment Program provides therapeutic counseling services and crisis intervention services to adult and children victims of family violence, as well as treatment and court-mandated groups for perpetrators.

Type of Program/Project: Public Services [(\$570.201(e))]

Target Population:	05G - Battered and Abused	Proposed Number to Serve:	389
	CFR§ 570.208(a)(2) Low Moderate Income Limited Clientele		<i>(subject to change depending on funding recommendation)</i>

Program Total Budget:	\$494,000	C. V. Cost per Client:	\$100
			<i>(Based on funding recommendation)</i>

Funding Request:	\$39,000	Prior Year Funding:	\$39,000
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Specific Use of Chula Vista Funding:	Personnel Costs	FUNDING RECOMMENDED	\$39,000
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Staff Notes:



ORIGINAL COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Application for Funding for Fiscal Year 2014-2015

<i>Project category:</i> <small>(check one only)</small>	<input checked="" type="checkbox"/> Public service <input type="checkbox"/> Capital improvement
---	--

Application Number:
(CDBG Program Office Use Only)

Applicant Agency Information

<i>Applicant legal name:</i>	South Bay Community Services				
<i>Type of agency:</i>	<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't./Public	<input type="checkbox"/> For Profit	<input type="checkbox"/> Faith-Based	<input type="checkbox"/> Other:
<i>Agency Address:</i>	430 F Street, Chula Vista 91910				
<i>Date of incorporation:</i>	September 1972	<i>Tax ID number:</i>	95-2693142		
<i>Agency DUNS number:</i>	113407779	<i>Annual operating budget:</i>	\$26,601,738		
<i>Number of paid staff:</i>	500	<i>Number of volunteers:</i>	750		
<i>Agency mission statement:</i>					
SBCS' mission is to provide children, youth, and families with services that reinforce the family's role in our community and assist individuals to aspire realistically to lives of self-fulfillment.					

Project Title:

Family Violence Treatment Program

Brief project description:

The Family Violence Treatment Program provides therapeutic counseling services and crisis intervention services to adult and children victims of family violence, as well as treatment and court-mandated groups for perpetrators.

Funding Request

<i>Total funding requested in this application (you will provide a detailed budget in Appendix C:</i>	\$39,000	<i>Other funds already secured for project:</i>	\$455,000
<i>Total cost to complete project:</i>	\$494,000	<i>Other funds not yet secured for</i>	\$39,000

Project Information

<i>If Project is a Public Service, will service be site specific?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>Census tract:</i>
<i>If your answer is yes, please provide: Address(es) below:</i>	

<i>Target Clientele: (Homeless, Youth, Elderly, Disabled, Other/General)</i>	Adult and Child Victims of Domestic Violence
--	--

The following questions on individual clients and households to be served apply only to Public Service, and Minor Residential Rehabilitation projects:

<i>Will the project serve individual clients (IC) or households (HH)?</i>	<input checked="" type="checkbox"/> Individual clients	<input type="checkbox"/> Households
<i>Total unduplicated IC/HH served:</i>	389	
<i>Annual cost per client/household:</i>	\$87.40	

Section 1: Project Details (Max Score: 25 Points)

1.1. Provide a concise description of the proposed project (this description must match the one provided on the cover page). Space for a fuller narrative is provided in Appendix A.

The Family Violence Treatment Program provides therapeutic counseling services and crisis intervention services to adult and children victims of family violence, as well as treatment and court-mandated groups for perpetrators.

1.2. Project start date: July 1, 2014 Anticipated end date: June 30, 2015

1.3. Project's days/hours of operation: Crisis intervention is provided 24 hours a day/7days a week.

1.4. Project category: (check one only)	<input checked="" type="checkbox"/> Public service	1.5. Project objective: (check one only)	<input checked="" type="checkbox"/> Suitable living environment
	<input type="checkbox"/> Capital improvement		<input type="checkbox"/> Decent housing
			<input type="checkbox"/> Economic opportunity
		1.6. Project outcome: (check one only)	<input checked="" type="checkbox"/> Availability/accessibility
			<input type="checkbox"/> Affordability
			<input type="checkbox"/> Sustainability

1.7. CDBG Criteria: Which CDBG criterion below does your proposed project meet?

<input type="checkbox"/>	(1) Area benefit: At least 51% of residents within the targeted activity area are low to moderate income (LMI). Please provide a map identifying the Census Tracts designated as LMI.
<input checked="" type="checkbox"/>	(2) Limited clientele (select subpart below):
<input checked="" type="checkbox"/>	(a) Special needs group (select benefit group from the list below):
<input type="checkbox"/>	(i) Abused children
<input type="checkbox"/>	(ii) Elderly persons 62 years or older
<input checked="" type="checkbox"/>	(iii) Battered spouses
<input type="checkbox"/>	(iv) Severely disabled adults (not children) – Census definition; documentation required
<input type="checkbox"/>	(v) Illiterate adults
<input type="checkbox"/>	(vi) Persons living with HIV/AIDS
<input type="checkbox"/>	(vii) Migrant farm workers
<input type="checkbox"/>	(viii) Homeless persons
<input type="checkbox"/>	(b) At least 51% of clientele to be served will be documented as LMI. How does your agency track and record client demographics?
<input type="checkbox"/>	(3) Housing (select subpart below):
<input type="checkbox"/>	(a) Single family (must be 100% LMI)
<input type="checkbox"/>	(b) Multi-unit (must be 51% LMI)

1.8. The 2010-2015 Consolidated Plan goals are listed below. Select the goal appropriate to your project:

<input type="checkbox"/>	Affordable Rental Housing Opportunities
<input type="checkbox"/>	Maintenance and Preservation of Housing (rehabilitation activities)
<input type="checkbox"/>	Homeownership Opportunities (homebuyer programs)
<input type="checkbox"/>	Community Enhancement (public facilities/spaces)
<input checked="" type="checkbox"/>	Public Services to Special Needs Population and/or Low Moderate Income Persons

(Max Length for Questions 1.10 to 1.15: 2 Pages)**1.10. Explain how the proposed project addresses the goal selected:**

The Family Violence Treatment Program is designed to benefit the Chula Vista community by providing crisis intervention and support services for those experiencing family violence. The Family Violence Treatment Program assists low and moderate-income persons to overcome the trauma associated with violence, and rebuild safe, healthy lives for themselves and their children.

1.11. Summarize any statistics and other supporting documentation that demonstrate the importance of addressing this need or problem:

The current economic climate has created high unemployment coupled with an increased risk of homelessness, placing tremendous stress on families that has resulted in increased demand for domestic violence (DV) and shelter services. This past year, SBCS has responded to a high number of calls to the Domestic Violence Response Team (DVRT) and the emergency hotline, and has noticed a clear increase in the severity of DV incidences. This has created an overwhelming need for both supportive services and emergency shelter for victims and their families. SBCS' priority is to be able to continue providing high-quality core services to as many victims of DV as possible.

1.12. List each service provided by the project. For each service, indicate whether it is a new service or an expansion of an existing service:

The Family Violence Treatment Program includes the following services and activities:

- DVRT for emergency responses, 24 hr. hotline assistance for DV victims, and 24 hr. access to emergency shelter;
- Strengths-based Assessments and Safety Planning for DV victims and their children;
- Individual and group counseling for children, and support groups for adults;
- Unique therapeutic pre-school, Mi Escuelita, for child victims of family violence;
- On-going case management and support for victims;
- Court-mandated perpetrators' groups; and
- Access to other SBCS programs including emergency and transitional housing, financial self-sufficiency services, and job development services.

All of these services are on-going and CDBG funds will assist SBCS in responding to more calls through the DVRT – the entry point for many victims to get the assistance they need to re-build safe, stable and healthy lives for themselves and their children.

1.13. How does your agency plan to tell the target population about the project/services?

Information about the Family Violence Treatment Program is advertised at the SBCS main agency, through flyers distributed to local Family Resource Centers, schools, the Chula Vista Community Collaborative and through local law enforcement partners. DVRT is also accessed through 211 San Diego and SBCS' emergency hotline.

1.14. List up to three outcomes of the project (at least one is required). For each outcome listed, provide the number of participants who will benefit and the way data will be collected to track or verify the outcome:

The overall program goal is to break the cycle of family violence by promoting physical, mental, social and economic health of families within the Chula Vista Community. The program will be evaluated based on the successful completion of the following objectives:

- Provide 389 persons with improved public services;
- 200 victims of family violence will participate in a range of individual, family or group counseling; and
- 165 court-ordered batterers will participate in weekly counseling in the Domestic Violence Intervention Program.

1.15. Will the project collaborate with other service providers in the community? If yes, list them and briefly describe the collaboration:	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
---	-------------------------------------	-----	--------------------------	----

SBCS works closely with the Chula Vista Police Department, the District Attorney's Office, Child Welfare Services, the region's hospitals and clinics, Family Resource Centers operated by the Community Collaboratives, school districts, Legal Aid of San Diego, Family Health Centers, and other local organizations in order to respond effectively to the needs of victims and their families.

Section 2: Agency Capacity (Max Score: 10 Points)

2.1. Who will be the person responsible for the overall oversight of the proposed project?

Name of person:	Don Hunter
Title of person:	Family Wellness and Self-Sufficiency Department Director
Relevant education:	B.S. Business Administration
Telephone number:	(619) 420-3620
Date first employed:	2010

2.2. Who will be the alternate person responsible for the overall oversight of the proposed project?

Name of person:	Amaris Sanchez
Title of person:	Program Director
Relevant education:	B.A. Women's Studies
Telephone number:	(619) 420-3620
Date first employed:	2003

2.3 Who will be the person responsible for the day-to-day operations and management of the proposed project? Provide no more than two individuals:

Name of person:	Don Hunter
Title of person:	Family Wellness and Self-Sufficiency Department Director
Relevant education:	B.S. Business Administration
Telephone number:	(619) 420-3620
Date first employed:	2010
Name of person:	Amaris Sanchez
Title of person:	Program Director
Relevant education:	B.A. Women's Studies
Telephone number:	(619) 420-3620
Date first employed:	2003

2.4. Who will be the person responsible for the financial oversight of the CDBG expenditures and fiscal compliance? Provide no more than two individuals:

Name of person:	Elizabeth Iniguez
Title of person:	CFO
Relevant education:	B.S. Business Administration
Telephone number:	(619) 420-3620
Date first employed:	1993
Name of person:	
Title of person:	
Relevant education:	
Telephone number:	
Date first employed:	

(Max Length for Questions 2.5 to 2.8: 1 Page)

2.5. *List the evaluation tools your agency plans to employ to track and monitor the progress of the project.*

Upon entrance into the program, each Victim/family is assessed utilizing the Family Well-Being Assessment, which gauges a victim/family's strengths and barriers. A Family Violence Associate reviews the assessment with the victim/family, and based on its results, work together to create an Individualized Service Plan. As a victim/family progress toward her/their goals, the Family Violence Associate will document client progress in case notes, re-assess her needs and assist in amending the Service Plan relative thereto.

2.6. *How does your agency plan to ensure compliance with applicable policy and procedural requirements (including those listed in HUD's "Playing by the Rules" Handbook)?*

SBCS receives multiple types of HUD funding, and as such has aligned its financial management policies, methods of procurement and contracting, property management, record-keeping and reporting policies, administration and program requirements, and required financial audits in compliance with HUD's "Playing by the Rules" Handbook.

2.7. *Describe any unresolved ADA issues in the project or project office and how your agency plans to address them. (If the objective of the project is ADA rehabilitation, do not repeat the project description here.)*

Not applicable.

2.8. *How many members does your Board of Directors have?*

9

How many Board members are also members of the project's target population or reside in the project's target area? Indicate which ones in Appendix F.

5

Section 3: Auditing Control (Max Score: 15 Points; Max Length: 2 Pages)

3.1. Briefly describe your agency's payment and disbursement procedures, with relevance to the proposed project:

All funds are managed by SBCS' Fiscal Department. The Fiscal staff includes the Chief Financial Officer (CFO): Elizabeth Iniguez, 3 Accounting Associates, 1 Accounts Payable Clerk, and 1 Fiscal Aide. The following are SBCS' fiscal procedures: **Cash Disbursements:** cash disbursements are prepared twice a month by our computerized accounts payable program. Payment is done for all authorized check requests. Where warranted, due to the significant amount of the purchase, approval from the Board of Directors is needed. Original supporting documents must be attached to all check request forms. After payment, all supporting invoices are stamped "paid" to avoid duplication of payment. All checks over \$1,000.00 require two signatures, the CEO and a member of the Board of Directors. Pre-numbered checks are used on all disbursements. Numerical and physical control is maintained over blank checks as well as issued checks. Void checks are adequately mutilated and filed in numerical order with canceled checks.

Cash Receipts: cash receiving is handled by the receptionist. She is in charge of opening all mail and logging in all checks received. The receptionist is not involved in any fiscal duties. Incoming cash receipts, primarily in the form of checks, are locked in a file cabinet until accumulation merits a deposit. The collection of cash is maintained by a separate cash receipt log. The Deposit is prepared by an Accounting Associate and posted to the general ledger by the Lead Accountant, maintaining discrete accounts for different funding sources. Periodic reconciliation of detailed cash receipt records to duplicate deposit slips, accounts receivables, and cash control accounts are prepared by personnel independent of cash functions.

Payroll and Personnel: New employees are investigated before being hired. Wage and personnel policies are current and in writing. Current and complete personnel files are maintained. An adequate system is used to insure proper recording of hours and time. All salary and wage payments are made by check. An outside payroll company is responsible for processing payroll and printing appropriate payroll checks. All payroll checks are delivered to our office for review, and distribution to employees. The payroll account is reconciled by someone other than the person preparing the payroll and signing checks.

Revenue, Billing, and Receivables: The CFO prepares all grant billings. Billings are done under reimbursement basis once a month and journalized as a receivable until the proper payment is made. The billings are done either on a preprinted form provided by the grantor or in-house prepared form. The CFO is in charge of monitoring the year-to-date expenses and comparing them to the annual budget. Under no circumstances will billings for a particular expense exceed the annual authorized budget. The fiscal department does a periodic analysis of receivables.

Petty Cash and Cash On Hand: Petty cash funds are maintained on an imprest basis, with one individual responsible for the fund. They are not combined with other receipts. Responsibility for petty cash is separate from cash disbursements, receipts, and receivables functions. Limits exist on the amount for reimbursements out of petty cash. Supporting documents are checked and canceled at the time the fund is replenished. The fiscal department makes periodic and surprise counts of funds.

3.2. Describe how your agency's Board of Directors exercises programmatic and fiscal oversight:

South Bay Community Services' Board of Directors meets every other month, during which they receive programmatic updates, and are advised on other significant agency business. The Board of Director's reviews and approves all funding requests, quarterly budget updates and the annual report. The Board is comprised of a number of sub-committees including the Executive Committee and Audit Committee, whose members attend to agency policies, procedures and financial management. The Board also directly oversees the President and CEO, who has the authority to act on the agency's behalf.

3.3. Briefly describe your agency's financial reporting system/accounting procedures, with relevance to the proposed project:

The Chief Financial Officer and Fiscal Staff utilize generally accepted accounting procedures in handling disbursement of funds and maintaining fiscal records. SBCS successfully manages more than 60 Federal, State, County, and city grants, as

well as Private Foundation funding. The agency is audited by an independent auditor on an annual basis, and has a history of clean financial audits.

3.4. Briefly describe your agency's record keeping system, with relevance to the proposed project:

Program Evaluation and Quality Management is an integrated process facilitated by the SBCS' Contract Compliance and Quality Assurance Department. The CCQA staff possess extensive experience with monitoring and evaluating service delivery, and they regularly review the conditions of each contract to ensure these conditions are being met correctly and with high quality. SBCS has written policies that address Privacy and Confidentiality and the Release of Information, and all program procedures are HIPAA compliant.

Direct service staff will use various tools to measure program success including contact logs, sign-in sheets, client surveys and case notes. All confidential files are transported in confidential lock boxes from program sites to the main agency, and are maintained in locked secure file cabinets when not in use.

3.5. Briefly describe your agency's auditing requirements, including those for the proposed project:

South Bay Community Services is audited by an independent auditor on an annual basis, and has a history of clean financial audits.

3.6. Briefly describe your agency's internal controls to minimize opportunities for fraud, waste, and mismanagement:

In addition to the Fiscal Policies listed above in 3.1, the CFO monitors the budget on a daily basis as receipts and debits are posted, as new grants come in, and as expenses and invoices are paid. There are regular meetings with the President and CEO to make sure funding streams are adequate for programs, and strategies are developed to apply for and acquire more funds as programs expand.

3.7. How does your agency plan to segregate CDBG funds from other agency funds for purposes of identification, tracking, and reporting?

Contracts, grants, and other major funding sources are accounted in separate departments to prevent overlap of expenses and maintain separate general ledgers for each funding source. This system facilitates the monthly monitoring of year-to-date expenses by funding source, and accounting for expenses to any particular funding source. CDBG funds will be managed in accordance with this agency policy.

Section 4: Agency Experience (Max Score: 10 Points; Max Length: 1 Page for Section 4/5 Combined)

4.1. *Briefly highlight your agency's experience and major accomplishments in providing services to LMI residents and/or communities. You may expand in Appendix A.*

South Bay Community Services (SBCS) is a dynamic 501(c)(3) organization and is the largest provider of social service and community development programs in San Diego County's South Bay. SBCS serves San Diego County's Southern Region, an area with a diverse population that is greatly affected by immigration, characterized by transience, low socioeconomic expectancy, high crime rates, intense gang activity, and substance abuse, making it difficult for them to find employment, affordable housing, and access community resources and services.

SBCS was created by dedicated community members in 1971 as a drop-in center for drug abusing teens. Responding to evolving community needs and concerns, we have developed a wide range of integrated, bilingual, prevention, intervention, and treatment options for youth and families, including mental health counseling; the region's only permanent shelter and support services for homeless families, youth, and domestic violence victims and their children; transitional and affordable housing; drug & alcohol prevention and intervention; domestic violence prevention and intervention; community development; child abuse prevention and intervention; and extensive youth programming.

SBCS is the sole provider of comprehensive Domestic Violence services in the South Bay region. Since 1991, SBCS has provided comprehensive, culturally appropriate, integrated prevention and intervention services to victims of domestic violence that promote integrity and self-sufficiency, improve their access to resources, and increase their safety and the safety of their children. On their way to becoming self-sufficient, SBCS' clients achieve major successes with the help of the program, such as learning English, getting a job, saving money, reuniting with their children after completing a drug rehabilitation program, overcoming depression, or getting a home of their own. SBCS is the leader in the state in emergency response to DV victims. SBCS is also the regional leader in providing trauma informed best practices for victims, to the extent that the agency trains other providers throughout the county and the state.

4.2. <i>Has your agency received CDBG or other federal funds in any of the past three fiscal years (Fiscal Years 2011-2012, 2012-2013, through 2013-2014)? If yes, complete Appendix G for each of the grants received for the three Fiscal Years 2011, 2012, and 2013.</i>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Section 5: Back-Up Plan (Max Score: 5 Points;)

5.1. <i>Will your agency still implement this project should CDBG funds not be awarded? If yes, how will the implementation be achieved?</i>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
--	-------------------------------------	-----	--------------------------	----

The need for Domestic Violence Services has increased at a time when funding has decreased significantly, so CDBG support of the Family Violence Treatment Program is essential to sustain this much needed service within the community. If funded at an amount less than requested, we will continue to provide Domestic Violence Services, but will be forced to serve fewer victims and children.

5.2. *If funded, how will your agency continue this project if CDBG funds are not available in future years?*

Funding support for the Family Violence Treatment Program is spread over a wide base of local, county, state, and federal agencies as well as individual donors, local corporations, and private foundations, to guard against program closure because of the loss of a funding source. The Board of Directors works hard each year to put together our annual fundraiser, "Change Their Lives" with all proceeds benefitting Mi Escuelita and our children's domestic violence services. We have also begun a social enterprise, East Side Sequel, an upscale resale boutique which not only provides jobs for our community members, but profits benefit our domestic violence programs. This strategic formula will create sustainability over time through the leveraging of diverse funding sources, and limits liability and dependence upon one type of support.

Appendix A: Narrative of Project (Max Length: 2 Pages)

In two pages or less, explain below your proposed project and make the case why it should be awarded funding.

Since 1991, SBCS has provided the South Bay's only comprehensive Domestic Violence services, including a 24/7 Domestic Violence Response Team (DVRT), emergency shelter and transitional housing, counseling, children's services, and a wide array of other support services. The Family Violence Treatment Program coordinates the following therapeutic services and crisis intervention activities:

- *Domestic Violence Response Team (DVRT)*, responds with law enforcement to 911 calls involving domestic violence, provides 24 hour hotline assistance for DV victims, and 24 hour access to emergency shelter;
- *Strengths-based Assessments and Safety Planning* for DV victims and their children;
- Individual and group counseling for children, and support groups for adults;
- Unique therapeutic pre-school, *Mi Escuelita*, for child victims of family violence;
- On-going *Case Management* and support for victims;
- Court-mandated perpetrators' groups; and
- Access to other SBCS programs including emergency and transitional housing, financial self-sufficiency services, and job development services.

The Family Violence Program serves low and moderate income families, including victims and their children, in Chula Vista, predominately on the Western side of the City. The Family Violence Treatment Program has inspired many success stories over the years, much like this one. Carolina is the mother of three children, and became a victim of DV by her husband. She separated from him and obtained a Temporary Restraining Order, which her husband repeatedly violated for six months. Carolina was told to call the police each time her husband violated the conditions of the TRO; she did this, and each time she called the police, DVRT responded. As a result of the DVRT responses Carolina received:

- Advocacy with police detectives resulting in the arrest and conviction of the abuser;
- Placement in secure, confidential shelter and transitional housing;
- Counseling services for herself and her children.

As a result of these services Carolina was able to find safe housing for herself and her children. She resurrected a business her husband had previously forced her to close. She now makes enough from her business to support herself and her children, who are now not only more respectful toward Carolina, but happier in general.

CDBG funds will enable SBCS to sustain the DVRT and respond to and assist more victims and children affected by family violence. Together SBCS, law enforcement and local partners can inspire more stories like that of Carolina.

APPENDIX C-2: THREE-MONTH CASH RULE TEST

**CITY OF CHULA VISTA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FISCAL YEAR 2014-2015 APPLICATION**

THREE-MONTH CASH RULE TEST

The three (3)-month rule is used as a guideline to determine whether an Agency is solvent and has enough available cash to take a CDBG project from beginning to end during the 12-month allowed to complete the project. CDBG projects should not harm the day-to-day operations of the Agency, so enough funds must be available for both purposes.

Provide the information requested below to demonstrate that the agency has enough cash on hand to operate the proposed project on a reimbursement basis.

Balance Sheet - Audited Financial Statements.	FY _____	6/30/2013	CY _____	Page # _____	
Document must be attached to Application					
Enter Agency Cash Balance (Cash cannot include Investments or Receivables)				1,220,960	
A. Multiply Agency Cash Balance by 4 = Cash available for project(s)				4,883,840	
List the amount of FY 2014-2015 CDBG funding applied for this application.				39,000	
List the amount of FY 2014-2015 CDBG funding applied for any other application.				54,550	
List the amount of FY 2014-2015 CDBG funding applied for any other application.					
B. Sum all the amounts for FY 2014-2015 CDBG funding request(s)				93,550	
Compare Agency Cash Balance Available (Item A) with Total FY 2014-2015 CDBG Funding Request (Item B):					
Item A	4,883,840	Item B	93,550	Difference	4,790,290
Analyze Results					
1- If difference is a positive amount or equals \$0, the Agency is eligible to apply.					
2- If difference is a negative amount, the Agency has the options below:					
The Agency can adjust any of the FY 2014-2015 CDBG requested amount(s) to result in a positive or \$0 balance, as long as:					
A) EACH PROJECT <u>MEETS THE MINIMUM REQUIRED AMOUNT FOR EACH OF THE APPLICATIONS, AND</u>					
B) <u>CASH AVAILABLE FOR PROJECTS IS NOW GREATER THAN OR EQUAL TO THE TOTAL FY 2014 CDBG FUNDING REQUEST.</u>					

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 1 - BUDGET EXHIBIT**

AGENCY South Bay Community Services
PROJECT Family Violence Treatment Program

		CDBG	Percentage
SALARIES & WAGES	(Schedule 2)	<u>31,200</u>	
FRINGE BENEFITS	(Schedule 3)	<u>7,800</u>	
	TOTAL PERSONNEL	<u>39,000</u>	
SUPPLIES	(Schedule 5)	_____	
POSTAGE	(Schedule 5)	_____	
CONSULTANT SERVICES	(Schedule 5)	_____	
MAINTENANCE/REPAIR	(Schedule 5)	_____	
PUBLICATIONS/PRINTING	(Schedule 5)	_____	
TRANSPORTATION	(Schedule 5)	_____	
RENT	(Schedule 5)	_____	
EQUIPMENT RENTAL	(Schedule 5)	_____	
INSURANCE	(Schedule 5)	_____	
UTILITIES	(Schedule 5)	_____	
TELEPHONE	(Schedule 5)	_____	
OTHER EXPENSES (SPECIFY): _____	(Schedule 5)	_____	
_____	(Schedule 5)	_____	
_____	(Schedule 5)	_____	
	TOTAL NON-PERSONNEL	<u>0</u>	
TOTAL INDIRECT COSTS/ADMINISTRATIVE OVERHEAD (IC/AO)			
	(Schedule 4)	_____	<u>0</u>
[IC/AO Expenses limited to 15% of Total CDBG Project Budget]			
	TOTAL CDBG PROJECT BUDGET	<u>39,000</u>	

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 2 - PERSONNEL SCHEDULE: GROSS PAY**

The purpose of this form is to list the positions being claimed against the CDBG funding request amount. The positions listed below must provide direct project/client services. Positions providing non-direct services must be included in the indirect costs/administrative overhead (IC/AO) line item. The Total CDBG Salary & Wages must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY South Bay Community Services

PROJECT Family Violence Treatment Program

(1)	(2)	(3)	(4)
POSITION TITLE	GROSS PAY	PERCENT CHARGED	TOTAL SALARY & WAGES
Youth and Family Associate	39,410	67.00%	31,200.0
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
TOTAL CDBG SALARY & WAGES			31,200

1. List all positions charged against CDBG funding providing **direct CDBG project/client activity**.
2. List gross pay for each position listed.
3. List **percent of gross pay** to be charged against CDBG funding.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Biweekly
<input checked="" type="checkbox"/>	Twice a Month
<input type="checkbox"/>	

APPENDIX C-3: PUBLIC SERVICE

SCHEDULE 4 - INDIRECT COST/ADMINISTRATIVE OVERHEAD (IC/AO) CALCULATION

The purpose of this form is to list the IC/AO being claimed against CDBG funding amount requested. The Total IC/AO must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY South Bay Community Services

PROJECT Family Violence Treatment Program

(1)	(2)	(3)	(4)
POSITION TITLE/LINE ITEM	AGENCY BUDGET AMOUNT	PERCENT CHARGED	TOTAL INDIRECT COST/ADMINISTRATIVE OVERHEAD
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
TOTAL CDBG INDIRECT COST/ADMINISTRATIVE OVERHEAD			-

(5) Total CDBG Budget 39,000 Percentage 0.00%
 (Must be equal or less than 15%)

1. List all personnel or nonpersonnel (NPE) charged against CDBG funding-include detailed description of indirect use.
2. List total Agency budget for positon and/or NPE line item.
3. List PERCENT of total budget to be charged against CDBG funding.
4. Total indirect cost/administrative overhead to be charged against CDBG funding.
5. Enter the Total FY13 CDBG Budget; percentage will be AUTOMATICALLY calculated.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Biweekly
<input checked="" type="checkbox"/>	Twice a Month
<input type="checkbox"/>	

Appendix D: Implementation (Max Length: 1 Page; Max Score: 5 Points)

Provide a listing below of the specific tasks or activities needed to implement the proposed project and a timeline for their completion. Number each task or activity, describe it, and give the projected date of completion. Add additional rows as needed.

#	Task/Activity	Description	Completion Date
1.	Domestic Violence Response Team	Employ staff 24 hours/day, 7 days/week to respond to police calls involving DV	On-going
2.	Provide follow-up Crisis Intervention	DVRT Staff provide follow-up crisis intervention services for Victims visited on emergency calls	On-going
3.	Case Management	Victims are assigned to a Case Manager to coordinate referrals and access needed services	On-going
4.	Emergency Shelter/Transitional Housing	Victims and their children have access to SBCS' Transitional Housing and Emergency Shelter Programs	On-going
5.	Mi Escuelita	SBCS operates Mi Escuelita, a therapeutic preschool program for children ages 3-5 who have been exposed to family violence	On-going
6.	Counseling	Weekly group counseling sessions for children and Victim Support Groups are available for DV victims and their children	On-going
7.	DVIP	Domestic Violence Intervention and Counseling sessions are held weekly for court-ordered DV offenders	On-going
8.	Client assessment and follow-up	Clients in the Family Violence Treatment Program are assessed utilizing the Family Well-being Assessment upon entrance into the program, and Case Managers follow-up regarding client progress/needs/services	On-going and as needed

CDBG Application Summary

Applicant: South Bay Community Services

Program/Project: Services for High Risk and Homeless Youth

Project Description: SBCS will provide services, support and opportunities for high-risk and homeless youth in order to assist them to build healthy, stable and productive lives, avoiding first-time or repeat contact with law enforcement, homelessness, substance abuse, and/or gang involvement.

Type of Program/Project: Public Services [(\$570.201(e))]

Target Population:	05D - Youth Services	Proposed Number to Serve:	240
	CFR§ 570.208(a)(2) Low Moderate Income Limited Clientele		<i>(subject to change depending on funding recommendation)</i>

Program Total Budget:	\$2,037,561	C. V. Cost per Client:	\$164
			<i>(Based on funding recommendation)</i>

Funding Request:	\$39,550	Prior Year Funding:	\$34,550
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Specific Use of Chula Vista Funding:	Personnel Costs (\$38,050) and Program Expenses (\$1,500)	FUNDING RECOMENDED	\$39,550
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Staff Notes: Historically, funding for this program has been \$39,550; however, due to a funding deficit in 2013/2014 the program was reduced by \$5,000. For 2014/15 it is proposed to restore prior year funding levels.



COPY

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
Application for Funding for Fiscal Year 2014-2015

Project category: <i>(check one only)</i>	<input checked="" type="checkbox"/> Public service
	<input type="checkbox"/> Capital improvement

Application Number:
(CDBG Program Office Use Only)

Applicant Agency Information

Applicant legal name:	South Bay Community Services					
Type of agency:	<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't./Public	<input type="checkbox"/> For Profit	<input type="checkbox"/> Faith-Based	<input type="checkbox"/> Other:	
Agency Address:	430 F Street, Chula Vista 91910					
Date of incorporation:	September 1972	Tax ID number:		95-2693142		
Agency DUNS number:	113407779	Annual operating budget:		\$26,601,738		
Number of paid staff:	500	Number of volunteers:		750		
Agency mission statement:						
SBCS' mission is to provide children, youth, and families with services that reinforce the family's role in our community and assist individuals to aspire realistically to lives of self-fulfillment.						

Project Title:

Services for High Risk and Homeless Youth

Brief project description:
 SBCS will provide services, support and opportunities for high-risk and homeless youth in order to assist them to build healthy, stable and productive lives, avoiding first-time or repeat contact with law enforcement, homelessness, substance abuse and/or gang involvement.

Funding Request

Total funding requested in this application <i>(you will provide a detailed budget in Appendix C:</i>	\$39,550	Other funds already secured for project:	\$1,997,611
Total cost to complete project:	2,037,561	Other funds not yet secured for	\$39,550

Project Information

If Project is a Public Service, will service be site specific? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Census tract:
If your answer is yes, please provide: Address(es) below:	

Target Clientele: <i>(Homeless, Youth, Elderly, Disabled, Other/General)</i>	High-risk and Homeless Youth
--	------------------------------

The following questions on individual clients and households to be served apply only to Public Service, and Minor Residential Rehabilitation projects:

Will the project serve individual clients (IC) or households (HH)?	<input checked="" type="checkbox"/> Individual clients	<input type="checkbox"/> Households
Total unduplicated IC/HH served:	240	
Annual cost per client/household:	\$164.79	

Section 1: Project Details (Max Score: 25 Points)

1.1. Provide a concise description of the proposed project (this description must match the one provided on the cover page). Space for a fuller narrative is provided in Appendix A.

SBCS will provide services, support and opportunities for high-risk and homeless youth in order to assist them to build healthy, stable and productive lives, avoiding first-time or repeat contact with law enforcement, homelessness, substance abuse, and/or gang involvement

1.2. Project start date: July 1, 2014 Anticipated end date: June 30, 2015

1.3. Project's days/hours of operation: M-Th: 8:30am-7:30pm, F: 8:30am – 5pm, Weekends as necessary

1.4. Project category: (check one only)	<input checked="" type="checkbox"/> Public service	1.5 Project objective: (check one only)	<input checked="" type="checkbox"/> Suitable living environment
	<input type="checkbox"/> Capital improvement		<input type="checkbox"/> Decent housing
			<input type="checkbox"/> Economic opportunity
		1.6 Project outcome: (check one only)	<input checked="" type="checkbox"/> Availability/accessibility
			<input type="checkbox"/> Affordability
			<input type="checkbox"/> Sustainability

1.7. CDBG Criteria: Which CDBG criterion below does your proposed project meet?

<input checked="" type="checkbox"/>	(1) Area benefit: At least 51% of residents within the targeted activity area are low to moderate income (LMI). Please provide a map identifying the Census Tracts designated as LMI.
<input type="checkbox"/>	(2) Limited clientele (select subpart below):
<input type="checkbox"/>	(a) Special needs group (select benefit group from the list below):
<input type="checkbox"/>	(i) Abused children
<input type="checkbox"/>	(ii) Elderly persons 62 years or older
<input type="checkbox"/>	(iii) Battered spouses
<input type="checkbox"/>	(iv) Severely disabled adults (not children) – Census definition; documentation required
<input type="checkbox"/>	(v) Illiterate adults
<input type="checkbox"/>	(vi) Persons living with HIV/AIDS
<input type="checkbox"/>	(vii) Migrant farm workers
<input type="checkbox"/>	(viii) Homeless persons
<input type="checkbox"/>	(b) At least 51% of clientele to be served will be documented as LMI. How does your agency track and record client demographics?
<input type="checkbox"/>	(3) Housing (select subpart below):
<input type="checkbox"/>	(a) Single family (must be 100% LMI)
<input type="checkbox"/>	(b) Multi-unit (must be 51% LMI)

1.8. The 2010-2015 Consolidated Plan goals are listed below. Select the goal appropriate to your project:

<input type="checkbox"/>	Affordable Rental Housing Opportunities
<input type="checkbox"/>	Maintenance and Preservation of Housing (rehabilitation activities)
<input type="checkbox"/>	Homeownership Opportunities (homebuyer programs)
<input type="checkbox"/>	Community Enhancement (public facilities/spaces)
<input checked="" type="checkbox"/>	Public Services to Special Needs Population and/or Low Moderate Income Persons

(Max Length for Questions 1.10 to 1.15: 2 Pages)**1.10. Explain how the proposed project addresses the goal selected:**

Services for high-risk and homeless youth are designed to benefit the Chula Vista community by providing support, services and opportunities for low and moderate-income youth who otherwise would exhibit risk factors and barriers including homelessness, substance abuse and gang involvement, which stand in their way of positive youth development and self-sufficiency.

1.11. Summarize any statistics and other supporting documentation that demonstrate the importance of addressing this need or problem:

Youth in Chula Vista experience a high rate of exposure to violence in the home combined with conditions of high unemployment, transience, high drop-out and truancy rates, substance abuse, teen pregnancy, lack of educational ties, gang involvement, family disintegration and homelessness. SBCS' proposed program aims to provide support and prevention/intervention services to youth experiencing any number of these issues.

1.12. List each service provided by the project. For each service, indicate whether it is a new service or an expansion of an existing service:

Activities provided for high-risk and homeless youth include the following:

- Assessment, individual case plan creation, and on-going support and case management;
- Individual, group and/or family counseling;
- Community Service activities and gang prevention;
- Monitoring of school attendance and access to academic tutoring and after-school programs;
- Referral to substance abuse prevention/intervention programs;
- Parenting classes and teen relationship violence prevention groups; and
- Access to SBCS' transitional housing programs, independent living skills training, workforce readiness, and any other programs necessary or deemed appropriate by a youth's case plan.

All of these services are on-going, and will be sustained with CDBG funding.

1.13. How does your agency plan to tell the target population about the project/services?

Information about the Services for At-Risk and Homeless Youth are advertised at the SBCS main agency, through flyers distributed to local Family Resource Centers, schools, the Chula Vista Community Collaborative and through local law enforcement and community service partners.

1.14. List up to three outcomes of the project (at least one is required). For each outcome listed, provide the number of participants who will benefit and the way data will be collected to track or verify the outcome:

The overall program goal is to provide bilingual, culturally appropriate services to high-risk and homeless youth within the Chula Vista community, allowing them the opportunity to lead healthy, productive lives, free from law enforcement contact, homelessness, substance abuse and gang involvement. The program will be evaluated based on the successful completion of the following objectives:

- 240 youth will have access to services, as measured by case files and program statistics;
- 75% of youth referred will complete the program successfully, as measured on service plans;
- 85% of youth will have no further contact with law enforcement while engaged in services, as noted in case files; and
- 85% of youth will report satisfaction with program participation as evidenced by client satisfaction questionnaires.

1.15. Will the project collaborate with other service providers in the community? If yes, list them and briefly describe the collaboration:	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No
---	-------------------------------------	-----	-----------------------------

SBCS receives referrals from and works closely with the Chula Vista Police Department, County Probation Department, Child Welfare Services, School Attendance Review Boards, School Districts, Family Resource Centers operated by the Chula Vista Community Collaborative, other homeless providers, and many other local agencies to carry out program activities, and cater to the needs of each individual youth.

Section 2: Agency Capacity (Max Score: 10 Points)

2.1. Who will be the person responsible for the overall oversight of the proposed project?

Name of person:	Mauricio Torre
Title of person:	Youth and Family Development Department Director
Relevant education:	B.S. Psychology
Telephone number:	(619) 420-3620
Date first employed:	1997

2.2. Who will be the alternate person responsible for the overall oversight of the proposed project?

Name of person:	Dina Chavez
Title of person:	Associate Director
Relevant education:	B.S. Criminal Justice Administration
Telephone number:	(619) 420-3620
Date first employed:	1989

2.3. Who will be the person responsible for the day-to-day operations and management of the proposed project?
Provide no more than two individuals:

Name of person:	Amanda Miscevic
Title of person:	Program Director
Relevant education:	B.S. Psychology
Telephone number:	(619) 420-3620
Date first employed:	October 2004
Name of person:	
Title of person:	
Relevant education:	
Telephone number:	
Date first employed:	

2.4. Who will be the person responsible for the financial oversight of the CDBG expenditures and fiscal compliance?
Provide no more than two individuals:

Name of person:	Elizabeth Iniguez
Title of person:	CFO
Relevant education:	B.S. Business Administration
Telephone number:	(619) 420-3620
Date first employed:	1993
Name of person:	
Title of person:	
Relevant education:	
Telephone number:	
Date first employed:	

(Max Length for Questions 2.5 to 2.8: 1 Page)

2.5. List the evaluation tools your agency plans to employ to track and monitor the progress of the project.

Upon entrance into the program, each youth is assessed utilizing the Family Well-Being Assessment, which gauges a youth/family's strengths and barriers. A Youth and Family Development Associate reviews the assessment with the youth, and based on its results, the two work together to create an Individualized Service Plan. As a youth progress toward his/her goals, the YFDA will document client progress in case notes, re-assess his/her needs and assist in amending the Service Plan relative thereto.

2.6. How does your agency plan to ensure compliance with applicable policy and procedural requirements (including those listed in HUD's "Playing by the Rules" Handbook)?

SBCS receives multiple types of HUD funding, and as such has aligned its financial management policies, methods of procurement and contracting, property management, record-keeping and reporting policies, administration and program requirements, and required financial audits in compliance with HUD's "Playing by the Rules" Handbook.

2.7. Describe any unresolved ADA issues in the project or project office and how your agency plans to address them. (If the objective of the project is ADA rehabilitation, do not repeat the project description here.)

Not applicable.

2.8. How many members does your Board of Directors have?	9
How many Board members are also members of the project's target population or reside in the project's target area? Indicate which ones in Appendix F.	5

Section 3: Auditing Control (Max Score: 15 Points; Max Length: 2 Pages)

3.1. Briefly describe your agency's payment and disbursement procedures, with relevance to the proposed project:

All funds are managed by SBCS' Fiscal Department. The Fiscal staff includes the Chief Financial Officer (CFO): Elizabeth Iniguez, 3 Accounting Associates, 1 Accounts Payable Clerk, and 1 Fiscal Aide. The following are SBCS' fiscal procedures:

Cash Disbursements: cash disbursements are prepared twice a month by our computerized accounts payable program. Payment is done for all authorized check requests. Where warranted, due to the significant amount of the purchase, approval from the Board of Directors is needed. Original supporting documents must be attached to all check request forms. After payment, all supporting invoices are stamped "paid" to avoid duplication of payment. All checks over \$1,000.00 require two signatures, the CEO and a member of the Board of Directors. Pre-numbered checks are used on all disbursements. Numerical and physical control is maintained over blank checks as well as issued checks. Void checks are adequately mutilated and filed in numerical order with canceled checks.

Cash Receipts: cash receiving is handled by the receptionist. She is in charge of opening all mail and logging in all checks received. The receptionist is not involved in any fiscal duties. Incoming cash receipts, primarily in the form of checks, are locked in a file cabinet until accumulation merits a deposit. The collection of cash is maintained by a separate cash receipt log. The Deposit is prepared by an Accounting Associate and posted to the general ledger by the Lead Accountant, maintaining discrete accounts for different funding sources. Periodic reconciliation of detailed cash receipt records to duplicate deposit slips, accounts receivables, and cash control accounts are prepared by personnel independent of cash functions.

Payroll and Personnel: New employees are investigated before being hired. Wage and personnel policies are current and in writing. Current and complete personnel files are maintained. An adequate system is used to insure proper recording of hours and time. All salary and wage payments are made by check. An outside payroll company is responsible for processing payroll and printing appropriate payroll checks. All payroll checks are delivered to our office for review, and distribution to employees. The payroll account is reconciled by someone other than the person preparing the payroll and signing checks.

Revenue, Billing, and Receivables: The CFO prepares all grant billings. Billings are done under reimbursement basis once a month and journalized as a receivable until the proper payment is made. The billings are done either on a preprinted form provided by the grantor or in-house prepared form. The CFO is in charge of monitoring the year-to-date expenses and comparing them to the annual budget. Under no circumstances will billings for a particular expense exceed the annual authorized budget. The fiscal department does a periodic analysis of receivables.

Petty Cash and Cash On Hand: Petty cash funds are maintained on an imprest basis, with one individual responsible for the fund. They are not combined with other receipts. Responsibility for petty cash is separate from cash disbursements, receipts, and receivables functions. Limits exist on the amount for reimbursements out of petty cash. Supporting documents are checked and canceled at the time the fund is replenished. The fiscal department makes periodic and surprise counts of funds.

3.2. Describe how your agency's Board of Directors exercises programmatic and fiscal oversight:

South Bay Community Services' Board of Directors meets every other month, during which they receive programmatic updates, and are advised on other significant agency business. The Board of Director's reviews and approves all funding requests, quarterly budget updates and the annual report. The Board is comprised of a number of sub-committees including the Executive Committee and Audit Committee, whose members attend to agency policies, procedures and financial management. The Board also directly oversees the President and CEO, who has the authority to act on the agency's behalf.

3.3. Briefly describe your agency's financial reporting system/accounting procedures, with relevance to the proposed project:

The Chief Financial Officer and Fiscal Staff utilize generally accepted accounting procedures in handling disbursement of funds and maintaining fiscal records. SBCS successfully manages more than 60 Federal, State, County, and city grants, as

well as Private Foundation funding. The agency is audited by an independent auditor on an annual basis, and has a history of clean financial audits.

3.4. Briefly describe your agency's record keeping system, with relevance to the proposed project:

Program Evaluation and Quality Management is an integrated process facilitated by the SBCS' Contract Compliance and Quality Assurance Department. The CCQA staff possess extensive experience with monitoring and evaluating service delivery, and they regularly review the conditions of each contract to ensure these conditions are being met correctly and with high quality. SBCS has written policies that address Privacy and Confidentiality and the Release of Information, and all program procedures are HIPAA compliant.

Direct service staff will use various tools to measure program success including contact logs, sign-in sheets, client surveys and case notes. All confidential files are transported in confidential lock boxes from program sites to the main agency, and are maintained in locked secure file cabinets when not in use.

3.5. Briefly describe your agency's auditing requirements, including those for the proposed project:

South Bay Community Services is audited by an independent auditor on an annual basis, and has a history of clean financial audits.

3.6. Briefly describe your agency's internal controls to minimize opportunities for fraud, waste, and mismanagement:

In addition to the Fiscal Policies listed above in 3.1, the CFO monitors the budget on a daily basis as receipts and debits are posted, as new grants come in, and as expenses and invoices are paid. There are regular meetings with the President and CEO to make sure funding streams are adequate for programs, and strategies are developed to apply for and acquire more funds as programs expand.

3.7. How does your agency plan to segregate CDBG funds from other agency funds for purposes of identification, tracking, and reporting?

Contracts, grants, and other major funding sources are accounted in separate departments to prevent overlap of expenses and maintain separate general ledgers for each funding source. This system facilitates the monthly monitoring of year-to-date expenses by funding source, and accounting for expenses to any particular funding source. CDBG funds will be managed in accordance with this agency policy.

Section 4: Agency Experience (Max Score: 10 Points; Max Length: 1 Page for Section 4/5 Combined)

4.1. Briefly highlight your agency's experience and major accomplishments in providing services to LMI residents and/or communities. You may expand in Appendix A.

South Bay Community Services (SBCS) is a dynamic 501(c)(3) organization and is the largest provider of social service and community development programs in San Diego County's South Bay. SBCS serves San Diego County's Southern Region, an area with a diverse population that is greatly affected by immigration, characterized by transience, low socioeconomic expectancy, high crime rates, intense gang activity, and substance abuse, making it difficult for them to find employment, affordable housing, and access community resources and services.

SBCS was created by dedicated community members in 1971 as a drop-in center for drug abusing teens. Responding to evolving community needs and concerns, we have developed a wide range of integrated, bilingual, prevention, intervention, and treatment options for youth and families, including mental health counseling; the region's only permanent shelter and support services for homeless families, youth, and domestic violence victims and their children; transitional and affordable housing; drug & alcohol prevention and intervention; domestic violence prevention and intervention; community development; child abuse prevention and intervention; and extensive youth programming.

The Youth Services Department, under which the At-Risk and Homeless Youth Program falls, has been serving youth since 1971, and currently provides youth with a full spectrum of services designed to offer families the resources and skills they need to reach their full potential and give their best to not only themselves but their community as well. From youth in need to peer mentors, all youth in the South Bay benefit from our services. Our programs reach more than 7,000 youth annually, the majority of whom are from low to moderate income families.

4.2. Has your agency received CDBG or other federal funds in any of the past three fiscal years (Fiscal Years 2011-2012, 2012-2013, through 2013-2014)? If yes, complete Appendix G for each of the grants received for the three Fiscal Years 2011, 2012, and 2013.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Section 5: Back-Up Plan (Max Score: 5 Points;)

5.1. Will your agency still implement this project should CDBG funds not be awarded? If yes, how will the implementation be achieved?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
---	-------------------------------------	-----	--------------------------	----

If funded at an amount less than requested, we will continue to provide services for at-risk and homeless youth, but will be forced to serve fewer youth.

5.2. If funded, how will your agency continue this project if CDBG funds are not available in future years?

Funding support for Services for At-risk Youth is spread over a wide base of local, county, state, and federal agencies as well as individual donors, local corporations, and private foundations, to guard against program closure because of the loss of a funding source. This strategic formula creates sustainability over time through the leveraging of diverse funding sources, and limits liability and dependence upon one type of support.

Appendix A: Narrative of Project (Max Length: 2 Pages)

In two pages or less, explain below your proposed project and make the case why it should be awarded funding.

The goal of the At-Risk Youth Services Program is to provide bilingual, culturally appropriate services to high-risk and homeless youth within the Chula Vista community, allowing them the opportunity to lead healthy, productive lives, free from law enforcement contact, homelessness, substance abuse and gang involvement. This is achieved by providing support, services and opportunities for low and moderate-income youth who otherwise would exhibit risk factors and barriers which stand in their way of positive youth development and self-sufficiency.

This Program is especially important because youth in Chula Vista experience a high rate of exposure to violence in the home combined with conditions of high unemployment, transience, high drop-out and truancy rates, substance abuse, teen pregnancy, lack of educational ties, gang involvement, family disintegration and homelessness. SBCS' proposed program aims to provide support and prevention/intervention services to youth experiencing any number of these issues. SBCS' At-Risk Youth Services Program aims to provide support and prevention and/or intervention services to youth experiencing any number of these issues.

Activities provided for high-risk and homeless youth include the following:

- Assessment, individual case plan creation, and on-going support and case management;
- Individual, group and/or family counseling;
- Community Service activities and gang prevention;
- Monitoring of school attendance and access to academic tutoring and after-school programs;
- Referral to substance abuse prevention/intervention programs;
- Parenting classes and teen relationship violence prevention groups; and
- Access to SBCS' transitional housing programs, independent living skills training, workforce readiness, and any other programs necessary or deemed appropriate by a youth's case plan.

Upon entrance into the program, each youth is assessed utilizing the Family Well-Being Assessment, which gauges a youth/family's strengths and barriers. A Youth and Family Development Associate (YFDA) reviews the assessment with the youth, and based on its results, the two work together to create an Individualized Service Plan, which may include any of the above mentioned services and supports, as needed and appropriate. Together the youth, family and YFDA work to overcome barriers and attain both positive youth development and self-sufficiency.

APPENDIX C-2: THREE-MONTH CASH RULE TEST

**CITY OF CHULA VISTA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FISCAL YEAR 2014-2015 APPLICATION**

THREE-MONTH CASH RULE TEST

The three (3)-month rule is used as a guideline to determine whether an Agency is solvent and has enough available cash to take a CDBG project from beginning to end during the 12-month allowed to complete the project. CDBG projects should not harm the day-to-day operations of the Agency, so enough funds must be available for both purposes.

Provide the information requested below to demonstrate that the agency has enough cash on hand to operate the proposed project on a reimbursement basis.

Balance Sheet - Audited Financial Statements.	FY <u>6/30/2013</u> CY _____	Page # _____
Document must be attached to Application		
Enter Agency Cash Balance (Cash cannot include Investments or Receivables)	<input style="width: 100%;" type="text" value="1,220,960"/>	
A. Multiply Agency Cash Balance by 4 = Cash available for project(s)	<input style="width: 100%;" type="text" value="4,883,840"/>	
List the amount of FY 2014-2015 CDBG funding applied for this application.	<input style="width: 100%;" type="text" value="39,550"/>	
List the amount of FY 2014-2015 CDBG funding applied for any other application.	<input style="width: 100%;" type="text" value="54,000"/>	
List the amount of FY 2014-2015 CDBG funding applied for any other application.	<input style="width: 100%;" type="text" value="93,550"/>	
B. Sum all the amounts for FY 2014-2015 CDBG funding request(s)	<input style="width: 100%;" type="text" value="93,550"/>	
Compare Agency Cash Balance Available (Item A) with Total FY 2014-2015 CDBG Funding Request (Item B):		
Item A <input style="width: 100%;" type="text" value="4,883,840"/>	Item B <input style="width: 100%;" type="text" value="93,550"/>	Difference <input style="width: 100%;" type="text" value="4,790,290"/>
Analyze Results		
1- If difference is a positive amount or equals \$0, the Agency is eligible to apply.		
2- If difference is a negative amount, the Agency has the options below:		
The Agency can adjust any of the FY 2014-2015 CDBG requested amount(s) to result in a positive or \$0 balance, as long as:		
A) EACH PROJECT MEETS THE MINIMUM REQUIRED AMOUNT FOR EACH OF THE APPLICATIONS, AND		
B) CASH AVAILABLE FOR PROJECTS IS NOW GREATER THAN OR EQUAL TO THE TOTAL FY 2014 CDBG FUNDING REQUEST.		

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 1 - BUDGET EXHIBIT**

AGENCY South Bay Community Services

PROJECT At-Risk Youth Services

		CDBG	Percentage
SALARIES & WAGES	(Schedule 2)	<u>29,558</u>	
FRINGE BENEFITS	(Schedule 3)	<u>8,492</u>	
TOTAL PERSONNEL		<u>38,050</u>	
SUPPLIES	(Schedule 5)	<u> </u>	
POSTAGE	(Schedule 5)	<u> </u>	
CONSULTANT SERVICES	(Schedule 5)	<u> </u>	
MAINTENANCE/REPAIR	(Schedule 5)	<u> </u>	
PUBLICATIONS/PRINTING	(Schedule 5)	<u> </u>	
TRANSPORTATION	(Schedule 5)	<u> </u>	
RENT	(Schedule 5)	<u> </u>	
EQUIPMENT RENTAL	(Schedule 5)	<u> </u>	
INSURANCE	(Schedule 5)	<u> </u>	
UTILITIES	(Schedule 5)	<u> </u>	
TELEPHONE	(Schedule 5)	<u> </u>	
OTHER EXPENSES (SPECIFY):			
<u>Program Expenses</u>	(Schedule 5)	<u>1,500</u>	
<u> </u>	(Schedule 5)	<u> </u>	
<u> </u>	(Schedule 5)	<u> </u>	
TOTAL NON-PERSONNEL		<u>1,500</u>	
TOTAL INDIRECT COSTS/ADMINISTRATIVE OVERHEAD (IC/AO)			
	(Schedule 4)	<u> </u>	<u>0</u>
[IC/AO Expenses limited to 15% of Total CDBG Project Budget]			
TOTAL CDBG PROJECT BUDGET		<u>39,550</u>	

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 2 - PERSONNEL SCHEDULE: GROSS PAY**

The purpose of this form is to list the positions being claimed against the CDBG funding request amount. The positions listed below must provide direct project/client services. Positions providing non-direct services must be included in the indirect costs/administrative overhead (IC/AO) line item. The Total CDBG Salary & Wages must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY South Bay Community Services
PROJECT At-Risk Youth Services

(1)	(2)	(3)	(4)
POSITION TITLE	GROSS PAY	PERCENT CHARGED	TOTAL SALARY & WAGES
Youth and Family Associate	39,410	75.00%	29,558.0
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
TOTAL CDBG SALARY & WAGES			29,558

1. List all positions charged against CDBG funding providing **direct CDBG project/client activity**.
2. List gross pay for each position listed.
3. List **percent of gross pay** to be charged against CDBG funding.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Biweekly
<input checked="" type="checkbox"/>	Twice a Month
<input type="checkbox"/>	

APPENDIX C-3: PUBLIC SERVICE

SCHEDULE 4 - INDIRECT COST/ADMINISTRATIVE OVERHEAD (IC/AO) CALCULATION

The purpose of this form is to list the IC/AO being claimed against CDBG funding amount requested. The Total IC/AO must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY South Bay Community Services

PROJECT At-Risk Youth Services

(1)	(2)	(3)	(4)
POSITION TITLE/LINE ITEM	AGENCY BUDGET AMOUNT	PERCENT CHARGED	TOTAL INDIRECT COST/ADMINISTRATIVE OVERHEAD
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
TOTAL CDBG INDIRECT COST/ADMINISTRATIVE OVERHEAD			-

(5) Total CDBG Budget 39,550 Percentage 0.00%
 (Must be equal or less than 15%)

1. List all personnel or nonpersonnel (NPE) charged against CDBG funding-include detailed description of indirect use.
2. List total Agency budget for position and/or NPE line item.
3. List PERCENT of total budget to be charged against CDBG funding.
4. Total indirect cost/administrative overhead to be charged against CDBG funding.
5. Enter the Total FY13 CDBG Budget; percentage will be AUTOMATICALLY calculated.

Pay Schedule (Check One)	
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Biweekly
<input type="checkbox"/>	Twice a Month
<input type="checkbox"/>	

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 5 - BUDGET JUSTIFICATION***

AGENCY South Bay Community Services

PROJECT At-Risk Youth Services

LINE ITEM	Program Expenses	AMOUNT
Detailed Explanation:		
Storage fee to Iron Mountaing to maintaing closed files. Monthly Fee \$125/mth		1,500
		TOTAL \$ 1,500
LINE ITEM	Program Expenses	AMOUNT
Detailed Explanation:		
		TOTAL \$ -
LINE ITEM	Program Expenses	AMOUNT
Detailed Explanation:		
		TOTAL \$ -

*All line items must be justified in relation to CDBG-funded activities to be completed. Add pages as needed.

Appendix D: Implementation (Max Length: 1 Page; Max Score: 5 Points)

Provide a listing below of the specific tasks or activities needed to implement the proposed project and a timeline for their completion. Number each task or activity, describe it, and give the projected date of completion. Add additional rows as needed.

#	Task/Activity	Description	Completion Date
1.	Accept/Screen Referrals	Accept and screen referrals for eligible youth	On-going
2.	Assess Youth	Assess youth using Family Well-Being Assessment	On-going
3.	Assign Case Manager	Assign youth to Youth and Family Development Associate (YFDA)	On-going
4.	Create Individualized Service Plan	Together Youth and YFDA discuss strengths/barriers and create Service Plan	On-going
5.	Provide adequate services/referrals	Link youth to services based on Individualized Service Plan	On-going
6.	Follow-up on Youth Progress	YFDA follows up with youth regarding program progress and re-assesses needs	Quarterly or more frequently as needed

Appendix E: Roster of Board Members & Professions

Provide a roster of the members of your agency's Board of Directors and their professions by filling out the table below:

Name / Board Position	Profession / Affiliation	Member of Target Population	Resides in Target Area
Anthony Perez, Board Chair	Union Bank, SVP/Region Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ceanne Guerra, Vice Chair	Cox Communications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
David D. Rowlands, Jr., Past Chair	Retired	<input type="checkbox"/>	<input type="checkbox"/>
Sue Belmonte, Audit Committee Chair	SD Daily Transcript	<input type="checkbox"/>	<input type="checkbox"/>
Charles Moore	Retired	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nancy Kerwin	Chula Vista Elementary School District	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fran Muncey	The Galley at the Marina	<input type="checkbox"/>	<input type="checkbox"/>
John Nelson	Chula Vista Elementary School District	<input type="checkbox"/>	<input type="checkbox"/>
Diane Rose	ResCare Workforce Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Appendix F: Disclosure Statement

Pursuant to City Council Policy 101-01, prior to any action on a matter that requires discretionary action by the City Council, Planning Commission or other official legislative body of the City, a statement of disclosure of certain ownerships, financial interests, payments, and campaign contributions must be filed. The following information must be disclosed:

1. List the names of all persons having a financial interest in the project that is the subject of the application, project or contract (e.g., owner, applicant, contractor, subcontractor, material supplier).

[[South Bay Community Services, Kathryn Lembo, Roger Dinsmore |

2. If any person* identified in section 1 above is a corporation or partnership, list the names of all individuals with an investment of \$2000 or more in the business (corporation/partnership) entity.

[[Type response here.]

3. If any person* identified in section 1 above is a non-profit organization or trust, list the names of any person who is the director of the non-profit organization or the names of the trustee, beneficiary and trustor of the trust.

[[Kathryn Lembo]

4. Please identify every person, including any agents, employees, consultants, or independent contractors, whom you have authorized to represent you before the City in this matter.

[[Kathryn Lembo, Dina Chavez, Mauricio Torre, Don Hunter]

5. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, had any financial dealings with an official** of the City of Chula Vista as it relates to this contract, project or application within the past 12 months? Yes No If yes, briefly describe the nature of the financial interest the official may have in this contract.

[[Not applicable..]

6. Has any person* anyone identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, made a campaign contribution of more than \$250 within the past twelve (12) months to a current member of the Chula Vista City Council? No Yes If yes, which Council member(s)?

[[Type response here.]

7. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, provided more than \$420 (or an item of equivalent value) to an official** of the City of Chula Vista in the past twelve (12) months? (This includes any payment that confers a personal benefit on the recipient, a rebate or discount in the price of anything of value, money to retire a legal debt, gift, loan, etc.) Yes No If Yes, list official and what was the nature of item provided?

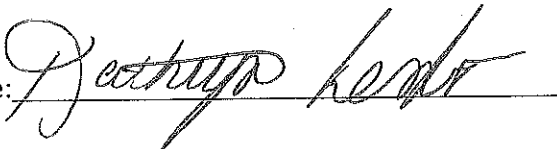
[[Not applicable.]

8. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, been a source of income of \$500 or more to an official** of the City of Chula Vista in the past twelve (12) months? Yes No If Yes, identify the official and the nature of the income provided?

[[Not applicable.]

January 15, 2014

[[Kathryn Lembo]

Signature: 

* Person is defined as: any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, any other county, city, municipality, district, or other political subdivision, or any other group or combination acting as a unit.

** Official includes, but is not limited to: Mayor, Council member, Planning Commissioner, Member of a board, commission, or committee of the City, and City employees or staff members.

Appendix G: Identification of Prior Year CDBG and/or Federal Funds

G.1. Agency name:	South Bay Community Services		
G.2. Project name:	At-Risk Youth Services		
G.3. Year of funding:	<input type="checkbox"/> Fiscal Year 2011	<input type="checkbox"/> Fiscal Year 2012	<input checked="" type="checkbox"/> Fiscal Year 2013
G.4. Indicate the source of the federal funding awarded to the prior project:			
<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):
G.5. Amount awarded:	\$39,550	G.6. Amount spent to date:	\$39,550
G.7. Amount reprogrammed to date:			

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	Provide 240 youth with the services, support, and opportunities they need to lead healthy and productive lives, avoiding further contact with law enforcement and gang involvement.
(2)	75% of youth referred will complete the program successfully, as measured on service plans; 85% of youth will have no further contact with law enforcement as noted in case files
(3)	85% of you will report satisfaction with program participation

G.9. Indicate below the outcomes achieved:

(1)	369 have completed the At-Risk Youth Program
(2)	94% completed the program successfully; 95% had no further contact with law enforcement
(3)	95% reported satisfaction with program participation

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[Not applicable.]

G.1. Agency name:	South Bay Community Services		
G.2. Project name:	At-Risk Youth Services		
G.3. Year of funding:	<input type="checkbox"/> Fiscal Year 2011	<input checked="" type="checkbox"/> Fiscal Year 2012	<input type="checkbox"/> Fiscal Year 2013
G.4. Indicate the source of the federal funding awarded to the prior project:			
<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):
G.5. Amount awarded:	\$39,550	G.6. Amount spent to date:	\$39,550
G.7. Amount reprogrammed to date:			

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	Provide a bilingual, culturally appropriate Youth services program to 240 high-risk children, youth and families in the community, which includes prevention, intervention, and supportive services, giving them the opportunities
-----	--

	they need to lead healthy and productive lives and avoid law enforcement contact and gang involvement.
(2)	75% of youth referred will complete the program successfully; 85% will have no further contact with law enforcement.
(3)	85% of you will report satisfaction with program participation.

G.9. Indicate below the outcomes achieved:

(1)	340 have completed the At-Risk Youth Program
(2)	96% completed the program successfully; 95% had no further contact with law enforcement
(3)	95% reported satisfaction with program participation

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[Not applicable.]

G.1. Agency name: South Bay Community Services

G.2. Project name: At-risk Youth Services

G.3. Year of funding: Fiscal Year 2011 Fiscal Year 2012 Fiscal Year 2013

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: \$39,550

G.6. Amount spent to date: \$39,550

G.7. Amount reprogrammed to date:

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	Provide a bilingual, culturally appropriate Youth services program to 240 high-risk children, youth and families in the community, which includes prevention, intervention, and supportive services, giving them the opportunities they need to lead healthy and productive lives and avoid law enforcement contact and gang involvement.
(2)	75% of youth referred will complete the program successfully; 85% will have no further contact with law enforcement.
(3)	85% of you will report satisfaction with program participation.

G.9. Indicate below the outcomes achieved:

(1)	300 youth have completed the program
(2)	93% completed the program successfully; 97% had no further contact with law enforcement
(3)	90% reported satisfaction with program participation.

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

Not applicable.



CDBG Application Summary

Applicant: Chula Vista Elementary Schools District for the Chula Vista Community Collaborative

Program/Project: Family Resource Center Emergency and Basic Services

Project Description: Low income and vulnerable families in Chula Vista will be provided emergency and basic needs services. Families in crisis or emergency situations will be provided with emergency food boxes, clothing, ancillary, and transportation services as well as assessed for additional ongoing services.

Type of Program/Project: Public Services [(\$570.201(e))]

Target Population: 05 - Public Services General Proposed Number to Serve: 475 (subject to change depending on funding recommendation) CFR§ 570.208(a)(2) Low Moderate Income Limited Clientele

Program Total Budget: \$222,031 C. V. Cost per Client: \$147 (Based on funding recommendation)

Funding Request: \$69,945 Prior Year Funding: \$39,312

Specific Use of Chula Vista Funding: Personnel Costs FUNDING RECOMENDED \$39,312

Staff Notes:



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Application for Funding for Fiscal Year 2014-2015

Project category: <i>(check one only)</i>	<input checked="" type="checkbox"/> Public service <input type="checkbox"/> Capital improvement
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Application Number:
(CDBG Program Office Use Only)

Applicant Agency Information

Applicant legal name:	Chula Vista Elementary School District for Chula Vista Community Collaborative					
Type of agency:	<input type="checkbox"/> 501(c)(3)	<input checked="" type="checkbox"/> Gov't./Public	<input type="checkbox"/> For Profit	<input type="checkbox"/> Faith-Based	<input type="checkbox"/> Other:	
Agency Address:	[Type response here.]					
Date of incorporation:	Established 1892		Tax ID number:	95-6000613		
Agency DUNS number:	066156274		Annual operating budget:	\$832,912		
Number of paid staff:	15		Number of volunteers:	10+		
Agency mission statement:						
Enhancing community partnerships to develop and implement coordinated strategies and systems for future generations						

Project Title:

Family Resource Center Emergency and Basic Services

Brief project description:

Low income and vulnerable families in Chula Vista will be provided emergency and basic needs services. Families in crisis or emergency situations will be provided with emergency food boxes, clothing, ancillary, and transportation services as well as assessed for additional and ongoing services

Funding Request

Total funding requested in this application <i>(you will provide a detailed budget in Appendix C:</i>	\$69,945	Other funds already secured for project:	
Total cost to complete project:		Other funds not yet secured for	

Project Information

If Project is a Public Service, will service be site specific? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If your answer is yes, please provide: Address(es) below:	Census tract:

Target Clientele: (Homeless, Youth, Elderly, Disabled, Other/General)	Low Income Chula Vista residents and families
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The following questions on individual clients and households to be served apply only to Public Service, and Minor Residential Rehabilitation projects:

Will the project serve individual clients (IC) or households (HH)?	<input type="checkbox"/> Individual clients	<input type="checkbox"/> Households
Total unduplicated IC/HH served:		
Annual cost per client/household:		

Section 1: Project Details (Max Score: 25 Points)

1.1. Provide a concise description of the proposed project (this description must match the one provided on the cover page). Space for a fuller narrative is provided in Appendix A.

Low income and vulnerable families in Chula Vista will be provided emergency and basic needs services. Families in crisis or emergency situations will be provided with emergency food boxes, clothing, ancillary, and transportation services as well as assessed for additional and ongoing services.

1.2. Project start date: 7/1/14 Anticipated end date: 6/30/15

1.3. Project's days/hours of operation: Monday – Friday 8 am to 4pm

1.4. Project category: (check one only)	<input checked="" type="checkbox"/> Public service	1.5 Project objective: (check one only)	<input checked="" type="checkbox"/> Suitable living environment
	<input type="checkbox"/> Capital improvement		<input type="checkbox"/> Decent housing
			<input type="checkbox"/> Economic opportunity
		1.6 Project outcome: (check one only)	<input checked="" type="checkbox"/> Availability/accessibility
			<input checked="" type="checkbox"/> Affordability
			<input checked="" type="checkbox"/> Sustainability

1.7. CDBG Criteria: Which CDBG criterion below does your proposed project meet?

<input checked="" type="checkbox"/>	(1) Area benefit: At least 51% of residents within the targeted activity area are low to moderate income (LMI). Please provide a map identifying the Census Tracts designated as LMI.
<input type="checkbox"/>	(2) Limited clientele (select subpart below):
<input type="checkbox"/>	(a) Special needs group (select benefit group from the list below):
<input type="checkbox"/>	(i) Abused children
<input type="checkbox"/>	(ii) Elderly persons 62 years or older
<input type="checkbox"/>	(iii) Battered spouses
<input type="checkbox"/>	(iv) Severely disabled adults (not children) – Census definition; documentation required
<input type="checkbox"/>	(v) Illiterate adults
<input type="checkbox"/>	(vi) Persons living with HIV/AIDS
<input type="checkbox"/>	(vii) Migrant farm workers
<input type="checkbox"/>	(viii) Homeless persons
<input type="checkbox"/>	(b) At least 51% of clientele to be served will be documented as LMI. How does your agency track and record client demographics?
<input type="checkbox"/>	(3) Housing (select subpart below):
<input type="checkbox"/>	(a) Single family (must be 100% LMI)
<input type="checkbox"/>	(b) Multi-unit (must be 51% LMI)

1.8. The 2010-2015 Consolidated Plan goals are listed below. Select the goal appropriate to your project:

<input type="checkbox"/>	Affordable Rental Housing Opportunities
<input type="checkbox"/>	Maintenance and Preservation of Housing (rehabilitation activities)
<input type="checkbox"/>	Homeownership Opportunities (homebuyer programs)
<input type="checkbox"/>	Community Enhancement (public facilities/spaces)
<input type="checkbox"/>	Public Services to Special Needs Population and/or Low Moderate Income Persons

(Max Length for Questions 1.10 to 1.15: 2 Pages)**1.10. Explain how the proposed project addresses the goal selected:**

[The proposed program will provide a safety net for families in Chula Vista who are facing poverty and food insecurity. The program addresses the priorities of Tier 1 by providing emergency and basic needs services for low income Chula Vista residents. The program also improves access to needed services for vulnerable and disengaged families in Chula Vista. Low income families will be able to access services through five conveniently located community sites in Chula Vista. In addition to emergency and basic services, families will be screened and assisted to access immediate social and health needs and will be referred to additional services as needed. Low income families in Chula Vista will be assisted to connect to support services for their children and adults. CVCC is currently facing a major financial risk as we have been notified by one of our primary funding sources (Sweetwater Union High School District) that funding will end June 30, 2014. This represents a major loss of funding and the closing of one FRC as of 6/30/14, which represent a major decrease in services to Chula Vista families. Therefore funding of safety net and emergency services is even more critical. |

1.11. Summarize any statistics and other supporting documentation that demonstrate the importance of addressing this need or problem:

[Western Chula Vista is home to a disproportionate rate of families who are experiencing socioeconomic disparities. According to SANDAG, the population in Chula Vista is 51% Hispanic, but the population in Western Chula Vista is 63% Hispanic. Western Chula Vista has a disproportionate number of residents who are Hispanic, poor, lack health insurance, and lack knowledge about where and how to access services, creating a hub of vulnerable and underserved population.

According to the US Department of Agriculture's report on "Household Food Security in the United States in 2012", low income households, single women households, and Hispanic households have a substantially higher food insecurity than other households. It goes on to state that these families can experience food insecurity up to 7 months of the year. The economic disparity of Chula Vista families is evident in western Chula Vista, where the median income in the 91911 zip code is only \$39,167, compared to the citywide median income of \$43,712.

According to the World Health Organization, "poor people have worse health outcomes than better-off people. Poverty and low income also cause ill-health ... poor people suffer from a multiplicity of deprivations that translate into high levels of ill-health. Poor people are thus caught in a vicious circle: poverty breeds ill health, ill-health maintains poverty."

Bulletin of the World Health Organization 2002, 80 (2) # World Health Organization 2002. |

1.12. List each service provided by the project. For each service, indicate whether it is a new service or an expansion of an existing service:

[Bilingual and culturally appropriate Emergency and basic services will be provided to at-risk/ low income families in the community. Services will include:

Emergency Food Boxes: Families in need will be provided with an emergency food box to meet their families need.

Grocery Store Gift Card: Families in food insecurity situations will be provided with a \$25 gift card to purchase perishable food items for their family.

Emergency Clothing: Families and individuals will be provided with clothing for all members of their family through the CVCC's community closet.

Ancillary Services: Family and individuals will be provided with emergency ancillary support such as shoes, diapers, uniforms, glasses, prescriptions costs, etc.

Emergency Transportation Costs: Family and individuals will be provided with emergency transportation costs to include bus tokens or bus passes to be able to go to needed appointments, school, or job. |

1.13. How does your agency plan to tell the target population about the project/services?

Services will be available through five conveniently located and community based Family Resource Centers located in western Chula Vista. Outreach will be conducted through schools, school events, community events, community presentations, website, and email announcements.

CVCC will leverage community education opportunities where Promotoras are already in the community and will spread the word (flyers and brochures) about services available at Family Resource Centers. In addition Promotoras are able to speak one-on-one to individuals in the community and readily share about services available through Family Resource Centers

1.14. List up to three outcomes of the project (at least one is required). For each outcome listed, provide the number of participants who will benefit and the way data will be collected to track or verify the outcome:

1. [The project will provide a safety net for low income families in Chula Vista
2. The project will increase **availability and accessibility** of needed services to the most vulnerable and needy population in Chula Vista (low income individuals and families).
3. The project will offer families needed emergency services such as food boxes, clothing, diapers, uniforms, etc. Families will be provided with immediate needs but will also be connected to ongoing services to ensure family strengthening and sustainability by assisting families to eliminate barriers to self sufficiency |

1.15. Will the project collaborate with other service providers in the community? If yes, list them and briefly describe the collaboration:

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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[The proposed activity will be conducted by CVCC staff only. As part of our partnerships, CVCC will collaborate with the Chula Vista Welfare Council and other donors to secure food boxes, gift cards, clothing donations, etc. As part of our services, referrals will be made to other agencies stationed within the Family Resource Centers and outside agencies. These agencies include; the Chula Vista Elementary School District, Home Start, South Bay Community Services, San Diego Adolescent Pregnant and Parenting Program (SDCOE) San Ysidro Health Center, Family Health Center and the County of San Diego Health and Human Services. CVCC has over 250 partner agencies and many have a reciprocal relationship with CVCC to refer clients to the most appropriate services |

Section 2: Agency Capacity (Max Score: 10 Points)**2.1. Who will be the person responsible for the overall oversight of the proposed project?**

Name of person:	Margarita Holguin
Title of person:	Director – CVCC
Relevant education:	Over 25 years of public service administration – Masters in Public Administration
Telephone number:	619 409-9412
Date first employed:	June 2007

2.2. Who will be the alternate person responsible for the overall oversight of the proposed project?

Name of person:	Heather Nemour
Title of person:	FRC Coordinator
Relevant education:	Over 16 years of experience in FRC Operations -MA in Sociological Practice
Telephone number:	619 498-8042
Date first employed:	September 1997

**2.3 Who will be the person responsible for the day-to-day operations and management of the proposed project?
Provide no more than two individuals:**

Name of person:	Heather Nemour
Title of person:	FRC Coordinator
Relevant education:	See above
Telephone number:	
Date first employed:	
Name of person:	Marvin Roxas
Title of person:	FRC Coordinator
Relevant education:	M.A. in Counseling Psychology, over 3 years of experience managing social service programs.
Telephone number:	
Date first employed:	

**2.4. Who will be the person responsible for the financial oversight of the CDBG expenditures and fiscal compliance?
Provide no more than two individuals:**

Name of person:	Margarita Holguin
Title of person:	Director
Relevant education:	See above
Telephone number:	
Date first employed:	
Name of person:	Christina Ross
Title of person:	Office Manager
Relevant education:	18+ years in the position with oversight for CVCC financial duties – prior experience in banking
Telephone number:	619 498-8044
Date first employed:	July 1995

(Max Length for Questions 2.5 to 2.8: 1 Page)

2.5. List the evaluation tools your agency plans to employ to track and monitor the progress of the project.

[The program will be reviewed and monitored on a regular basis as follows:

Monthly – the number of clients and services provided in reviewed monthly and monthly statistical reports are completed to demonstrate outcomes

Quarterly – the number of clients served and services provided is monitored to ensure compliance and that all goals of the program will be met

Quarterly – Complete and submit quarterly report to City staff

Ongoing- customer satisfaction surveys provided to all customers |

2.6. How does your agency plan to ensure compliance with applicable policy and procedural requirements (including those listed in HUD's "Playing by the Rules" Handbook)?

[CVCC has written policies and procedures in place. These policies and procedures are reviewed with staff and are part of new employee orientation. A copy of our policies and procedures are available upon request. |

2.7. Describe any unresolved ADA issues in the project or project office and how your agency plans to address them. (If the objective of the project is ADA rehabilitation, do not repeat the project description here.)

None

2.8. How many members does your Board of Directors have?

9 |

How many Board members are also members of the project's target population or reside in the project's target area? Indicate which ones in Appendix F.

6 |

Section 3: Auditing Control (Max Score: 15 Points; Max Length: 2 Pages)

3.1. Briefly describe your agency's payment and disbursement procedures, with relevance to the proposed project:

The proposed project covers personnel costs only. Our fiscal agent (Chula Vista Elementary School District, CVESD) receives a Personnel Action Form from CVCC detailing the funding breakdown. Payroll costs are updated monthly by CVESD in their Business Plus system. Any changes to funding require a new Personal Action Form to be generated by CVCC and submitted to CVESD Human Resources and Budget departments. Staff timecards are completed monthly and approved by immediate supervisor and site supervisor. Timecards are submitted to CVESD. The school district processes and cuts all checks and disbursements.

3.2. Describe how your agency's Board of Directors exercises programmatic and fiscal oversight:

The CVCC's Steering Committee has oversight for the CVCC and its Director. The Director is directly responsible for program operations and has collaborative oversight. The Steering Committee approves program direction and annual budget. Steering Committee approved new initiatives and grants/grant applications. Steering Committee meets monthly and reviews programs and plans and takes action on application items. Minutes of Steering Committee meetings are kept and clearly outline actions approved by the committee. Minutes are available upon request. The Steering Committee approved a five year strategic plan for the CVCC and as such, received regular updates to ensure all actions and programs are within the mission and vision of the CVCC.

3.3. Briefly describe your agency's financial reporting system/accounting procedures, with relevance to the proposed project:

All fiscal matters for CVCC as handled by the CVESD. The school district's systems and procedures are applicable to CVCC. CVCC works closely with the CVESD budget department and submits all payables and receivable through the CVESD. CVCC has access to the District's Business Plus system to check expenses and revenue. Quarterly reports are generated from the Business Plus system and reviewed by the CVCC Director, CVCC Clerk and CVESD financial department

3.4. Briefly describe your agency's record keeping system, with relevance to the proposed project:

The CVCC maintains a detailed Excel Spreadsheet to monitor expenses and quarterly CDBG payments. Payments are sent to the CVESD Accounting Department for deposit. Deposits are made to the San Diego County Treasurer or local banks on a regular basis and a receipt is returned to CVCC verifying the deposit. Quarterly the revenue is posted to the Business Plus system. Working closely with the CVESD budget department the CVCC spreadsheets and Business Plus postings are reviewed to be sure the project remains within budget.

3.5. Briefly describe your agency's auditing requirements, including those for the proposed project:

CVESD Board Policy AR3460 states that by April 1st of each year the Board shall supply the districts books and accounts for audit by a certified public accountant or a public accountant licensed by the State Board of Accountancy as deemed qualified by the State Controller. Prior to the audit, and on a regular basis, the CVESD budget department and the CVCC staff review the projects fund. CVCC works closely with the CVESD budget office and provides all necessary information and documentation. The school district audit includes the CVCC funds.

3.6. Briefly describe your agency's internal controls to minimize opportunities for fraud, waste, and mismanagement:

There is adequate separation of duties so no one individual has authority over the entire project. The CVCC Administration Handbook has a written policy on "Specific Funding Requirement" stating CVCC staff responsibilities on authorization of contract signing, financial transactions and staff training to meet specific outcomes and reporting criteria of the project. In addition, as the fiscal agent for CVCC, the School District reviews and approves all expenditures and disbursements for CVCC.

3.7. How does your agency plan to segregate CDBG funds from other agency funds for purposes of identification, tracking, and reporting?

CVESD, as the fiscal agent, uses the state standardized account code structure (SACS). CDBG funds and individual classifications (salary, FICA, SSI, etc.) have specific numbers assigned to them. CVCC Clerk uses the SACS numbers designated to the CDBG funds.

Section 4: Agency Experience (Max Score: 10 Points; Max Length: 1 Page for Section 4/5 Combined)

4.1. Briefly highlight your agency's experience and major accomplishments in providing services to LMI residents and/or communities. You may expand in Appendix A.

The CVCC is celebrating its 20th anniversary in 2013. CVCC has an established reputation for collaboration within the Chula Vista Community. CVCC consists of over 250 partner agencies and we work to enhance and improve the lives of Chula Vista residents. Through facilitation of issue specific coalitions, we strive to identify issues that affect our community and seek out and leverage resources for Chula Vista residents. CVCC operates five Family Resource Centers in Chula Vista. All of the Centers provide an access venue for families to receive an array of services including:

Emergency food and clothing, Parenting classes/support groups, Health insurance enrollment assistance (0-18), Employment preparation and search, Kinship services, Family advocacy, Linking to extracurricular activities, Referrals for counseling, Pregnant/parenting teen support, Information and referral, Energy assistance, CalFresh (Food Stamps) screening assistance, Adult education classes with free childcare, Paperwork assistance/workshops, Volunteer/community service opportunities, and Health and Nutrition classes.

Through its FRCs, CVCC served 12,999 individuals in 2011-2012. Families are assisted with basic and emergency services, and assisted in connecting to other programs and services. FRCs serve as a hub for services. Service providers outstation staff at the FRCs to provide services in the community. The CVCC FRCs conduct outreach efforts to ensure more families are made aware of community resources and have a venue to access services. The FRCs provides ancillary services for families including: Bread distribution, food baskets, toys, uniforms, clothing, etc. These services assist families in immediate situations and also connect them to additional services and programs aimed at increasing family self-sufficiency.]

<p>4.2. Has your agency received CDBG or other federal funds in any of the past three fiscal years (Fiscal Years 2011-2012, 2012-2013, through 2013-2014)? If yes, complete Appendix G for each of the grants received for the three Fiscal Years 2011, 2012, and 2013.</p>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Section 5: Back-Up Plan (Max Score: 5 Points;)

<p>5.1. Will your agency still implement this project should CDBG funds not be awarded? If yes, how will the implementation be achieved?</p>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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CVCC will implement this project even if funding is not received. This project is leveraged through other funding sources. If funding is not received we will significantly scale down the project and will not be able to assist the same number of families and individuals. CVCC is currently facing a major risk as we have been notified by one of our primary funding sources (Sweetwater Union High School District – SUHSD) that funding will end June 30, 2014. This represents a major loss of funding and the closing of one FRC as of 6/30/14. Therefore funding of safety net and emergency services is even more critical.

5.2. If funded, how will your agency continue this project if CDBG funds are not available in future years?

CVCC will continue services through leveraging partnerships and funding. The vision of the CVCC is to ensure “A healthy community of Chula Vista residents.” In accordance with our vision, we will continue to provide as many services as we are able to sustain to our families.

Appendix A: Narrative of Project (Max Length: 2 Pages)

In two pages or less, explain below your proposed project and make the case why it should be awarded funding.

The Chula Vista Community Collaborative (CVCC) through its network of five Family Resource Centers (FRCs) in Chula Vista provides a broad array of family support and wrap around services for families. This network of FRCs is a safety net to help the most vulnerable families in Chula Vista. Families can access services at any of the five locations, all of which are easily accessible through public transportation.

Low income and vulnerable families often faces crisis situations and suffer from hunger and food insecurity. CVCC's proposed program will provide emergency and basic needs services to families in Chula Vista. Every family that has an identified need for food will be provided with an immediate box of food to meet their families' emergency food needs along with a \$25 grocery store gift card for perishable items. At the same time, families will be prescreened for CalFresh benefits and if eligible, will be assisted with the application process for ongoing food support. Additionally, families that need to complete their CalFresh quarterly reporting or renew their applications will be assisted. The FRC's maintain a current list of other food resources available in the community. Families in unstable financial situation are concerned with their primary needs and often cannot afford clothing for their children or for themselves.

The programs will provide families with emergency clothing for all members of the family through our newly created community closet at Rayo de Esperanza FRC. The closet is consistently supplied with newer and gently used clothing for babies, children, youth and adults. The closet also has shoes and school uniforms. The CVCC has created a smooth process for each FRC to provide personalized clothing voucher for each family to take to the closet. Many families face situations in which their emergency needs cannot be met by various programs. Many times they cannot purchase a pair of shoes, diapers, uniforms, glasses or even pay for prescriptions or other critical needs. CVCC will provide families with ancillary services and/or will assist to pay for these types of unique and critical needs. Another unmet need for this population is often transportation needs. CVCC will provide families with basic transportation assistance such as bus tokens or a bus pass to ensure they are able to get to a job, school, medical, or needed appointments.

The program will improve access to needed services for low income and disengaged families in Chula Vista. Families will be able to access services through five conveniently located community sites in Chula Vista. All FRCs are located on school campuses and are open and accessible to the entire community (see below for list of FRCs). The CVCC has the ability to leverage resources and offer a comprehensive service delivery model that ensures non duplication of services and collective action to strengthen families.

As families access FRC services or as they are referred for services to the FRC, they will be assessed to determine the family's needs. All services will be provided in English or Spanish by bilingual and bicultural staff. All services are free of charge. Families typically enter the FRC with a crisis or with emergency needs. In order to strengthen and support families, to goal is to link them to a CVCC's social worker or other FRC staff to address other social issues that lead to the emergency situation. Some of the services they may be linked to are: employment services, CalFresh, family or individual counseling, teen parent case management, health clinics, kinship services, child care, health insurance, youth services, support groups, parenting classes, etc.

The project will increase availability and accessibility of needed services to the most vulnerable and needy population in Chula Vista (low income individuals and families). Though a comprehensive assessment, families

will be linked to needed and ongoing services to ensure family strengthening and sustainability by assisting families to eliminate barriers to self-sufficiency services.

Families in Western Chula Vista are challenged with a disproportionate rate of socioeconomic disparities. According to SANDAG, the population in Chula Vista is 51% Hispanic, but the population in Western Chula Vista is 63% Hispanic. Western Chula Vista has a disproportionate number of residents who are Hispanic, poor, lack health insurance, and lack knowledge about where and how to access services, creating a hub of vulnerable and underserved population. According to the US Department of Agriculture's report on *"Household Food Security in the United States in 2012"*, low income households, single women households, and Hispanic households have a substantially higher food insecurity than other households. It goes on to state that these families can experience food insecurity up to 7 months of the year. The economic disparity of Chula Vista families is evident in western Chula Vista, where the median income in the 91911 zip code is only \$39,167, compared to the citywide median income of \$43,712. According to the World Health Organization, "poor people have worse health outcomes than better-off people. Poverty and low income also cause ill-health ... poor people suffer from a multiplicity of deprivations that translate into high levels of ill-health. Poor people are thus caught in a vicious circle: poverty breeds ill health, ill-health maintains poverty." Bulletin of the World Health Organization 2002, 80 (2) # World Health Organization 2002.

By working together with Community partners, the CVCC seeks to provide wrap around services at each of the FRCs. As families request assistance, CVCC/FRC staff serve as advocates for families and assist families navigate the the various complex systems such as education, legal, health and mental health. FRC staff builds constructive and ongoing relationships with families. Once families are stabilized from their crisis or emergency situation, they tend to return for ongoing support and other resources. Through these services, we ensure a smoother continuum of services, avoid duplication, and increase access to resources and opportunities to assist Chula Vista families.

To ensure Chula Vista residents are aware of these services, CVCC will routinely advertise these services and will conduct outreach on a regular basis through school events, community events/fairs, community presentations, website, and email announcements.

List of CVCC Family Resource Centers:

Beacon FRC
Campus of Vista Square Elementary
540 G Street
Chula Vista, CA 91910

Rayo de Esperanza FRC
Campus of Otay Elementary
1671 Albany Ave.
Chula Vista, CA 91911

New Directions FRC
Campus of Rice Elementary
915 Fourth Ave
Chula Vista, CA 91911

Open Door FRC
Campus of Palomar High School
480 Palomar St.
Chula Vista, CA 91911

(This FRC may close effective July/August 2014)

Fair Winds FRC
Campus of Loma Verde Elementary
1450 Loma Lane
Chula Vista, CA 91911

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 1 - BUDGET EXHIBIT**

AGENCY Chula Vista Community Collaborative

PROJECT Family Resource Center Emergency and Basic Services

		CDBG	Percentage
SALARIES & WAGES	(Schedule 2)	<u>48,919</u>	
FRINGE BENEFITS	(Schedule 3)	<u>21,026</u>	
	TOTAL PERSONNEL	<u>69,945</u>	
SUPPLIES	(Schedule 5)	<u> </u>	
POSTAGE	(Schedule 5)	<u> </u>	
CONSULTANT SERVICES	(Schedule 5)	<u> </u>	
MAINTENANCE/REPAIR	(Schedule 5)	<u> </u>	
PUBLICATIONS/PRINTING	(Schedule 5)	<u> </u>	
TRANSPORTATION	(Schedule 5)	<u> </u>	
RENT	(Schedule 5)	<u> </u>	
EQUIPMENT RENTAL	(Schedule 5)	<u> </u>	
INSURANCE	(Schedule 5)	<u> </u>	
UTILITIES	(Schedule 5)	<u> </u>	
TELEPHONE	(Schedule 5)	<u> </u>	
OTHER EXPENSES (SPECIFY):	(Schedule 5)	<u> </u>	
	(Schedule 5)	<u> </u>	
	(Schedule 5)	<u> </u>	
	TOTAL NON-PERSONNEL	<u> 0</u>	
TOTAL INDIRECT COSTS/ADMINISTRATIVE OVERHEAD (IC/AO)			
	(Schedule 4)	<u> </u>	<u> 0</u>
[IC/AO Expenses limited to 15% of Total CDBG Project Budget]			
	TOTAL CDBG PROJECT BUDGET	<u>69,945</u>	

APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 4 - INDIRECT COST/ADMINISTRATIVE OVERHEAD (IC/AO) CALCULATION

The purpose of this form is to list the IC/AO being claimed against CDBG funding amount requested. The Total IC/AO must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY Chula Vista Community Collaborative
 PROJECT Family Resource Center Emergency and Basic Services

(1)	(2)	(3)	(4)
POSITION TITLE/LINE ITEM	AGENCY BUDGET AMOUNT	PERCENT CHARGED	TOTAL INDIRECT COST/ADMINISTRATIVE OVERHEAD
IA/AO is not being charged against CDBG			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
TOTAL CDBG INDIRECT COST/ADMINISTRATIVE OVERHEAD			-

(5) Total CDBG Budget 69,945 Percentage 0.00%
 (Must be equal or less than 15%)

1. List all personnel or nonpersonnel (NPE) charged against CDBG funding-include detailed description of indirect use.
2. List total Agency budget for positon and/or NPE line item.
3. List PERCENT of total budget to be charged against CDBG funding.
4. Total indirect cost/administrative overhead to be charged against CDBG funding.
5. Enter the Total FY13 CDBG Budget; percentage will be AUTOMATICALLY calculated.

<u>Pay Schedule (Check One)</u>	
<input checked="" type="checkbox"/>	Monthly
<input type="checkbox"/>	Biweekly
<input type="checkbox"/>	Twice a Month
<input type="checkbox"/>	

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 5 - BUDGET JUSTIFICATION***

AGENCY Chula Vista Community Collaborative

PROJECT Family Resource Center Emergency and Basic Services

LINE ITEM	Personnel	AMOUNT
Detailed Explanation:		
Community Referral Specialist (CRS), Enriquez		17,695
		TOTAL \$ 17,695
LINE ITEM	Personnel	AMOUNT
Detailed Explanation:		
Community Referral Specialist (CRS), Orozco		17,713
		TOTAL \$ -
LINE ITEM	Personnel	AMOUNT
Detailed Explanation:		
Community Referral Specialist (CRS), Servin		16,677
		TOTAL \$ 16,677

*All line items must be justified in relation to CDBG-funded activities to be completed. Add pages as needed.

Appendix D: Implementation (Max Length: 1 Page; Max Score: 5 Points)

Provide a listing below of the specific tasks or activities needed to implement the proposed project and a timeline for their completion. Number each task or activity, describe it, and give the projected date of completion. Add additional rows as needed.

#	Task/Activity	Description	Completion Date
1	<p><u>Emergency Food Boxes:</u> Families in need will be provided with an emergency food box to meet their families need.</p> <p><u>Grocery Store Gift Card:</u> Families in food insecurity situations will be provided with a \$25 gift card to purchase perishable food items for their family.</p>	300 Families or individuals will be provided a food box. Families will also receive a grocery store gift card	6/30/15
2	<p><u>Emergency Clothing:</u> Families and individuals will be provided with clothing for all members of their family through the CVCC's community closet.</p>	150 Families or individuals will be provided with emergency clothing	6/30/15
3	<p><u>Ancillary Services:</u> Family and individuals will be provided with emergency ancillary support such as shoes, diapers, uniforms, glasses, prescriptions costs, etc.</p>	50 Families or individuals will be provided with ancillary support	6/30/15
4	<p><u>Emergency Transportation Costs:</u> Family and individuals will be provided with emergency transportation costs to include bus tokens or bus passes to be able to go to needed appointments, school, or job.</p>	20 Families or individuals will be provided a transportation support	6/30/15

Appendix E: Roster of Board Members & Professions

Provide a roster of the members of your agency's Board of Directors and their professions by filling out the table below:

Name / Board Position	Profession / Affiliation	Member of Target Population	Resides in Target Area
Kendra Brandstein	Scripps Mercy Hospital Chula Vista	<input type="checkbox"/>	<input type="checkbox"/>
Tony De los Santos	Family Health Centers of San Diego	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paula Guerra	Home Start	<input type="checkbox"/>	<input type="checkbox"/>
Nancy Kerwin	Chula Vista Elementary School District	<input type="checkbox"/>	<input type="checkbox"/>
Victor Tapia Sanchez	Sweetwater Union High School District	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jessica Newmyer	Health & Human Services Agency - Co of SD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mauricio Torre	South Bay Community Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kristi McClure	City of Chula Vista - Recreation Dept	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tina Williams	South Bay Family YMCA	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Appendix F: Disclosure Statement

Pursuant to City Council Policy 101-01, prior to any action on a matter that requires discretionary action by the City Council, Planning Commission or other official legislative body of the City, a statement of disclosure of certain ownerships, financial interests, payments, and campaign contributions must be filed. The following information must be disclosed:

- 1. List the names of all persons having a financial interest in the project that is the subject of the application, project or contract (e.g., owner, applicant, contractor, subcontractor, material supplier).

[N/A]

- 2. If any person* identified in section 1 above is a corporation or partnership, list the names of all individuals with an investment of \$2000 or more in the business (corporation/partnership) entity.

N/A

- 3. If any person* identified in section 1 above is a non-profit organization or trust, list the names of any person who is the director of the non-profit organization or the names of the trustee, beneficiary and trustor of the trust.

[N/A]

- 4. Please identify every person, including any agents, employees, consultants, or independent contractors, whom you have authorized to represent you before the City in this matter.

[Margarita Holguin]

- 5. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, had any financial dealings with an official** of the City of Chula Vista as it relates to this contract, project or application within the past 12 months? Yes No If yes, briefly describe the nature of the financial interest the official may have in this contract.

[N/A]

- 6. Has any person* anyone identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, made a campaign contribution of more than \$250 within the past twelve (12) months to a current member of the Chula Vista City Council? No Yes If yes, which Council member(s)?

[N/A]

- 7. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, provided more than \$420 (or an item of equivalent value) to an official** of the City of Chula Vista in the past twelve (12) months? (This includes any payment that confers a personal benefit on the recipient, a rebate or discount in the price of anything of value, money to retire a legal debt, gift, loan, etc.) Yes No If Yes, list official and what was the nature of item provided?

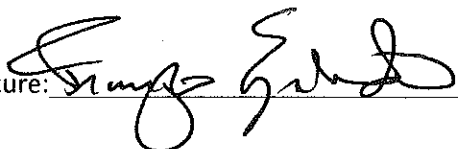
[N/A]

- 8. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, been a source of income of \$500 or more to an official** of the City of Chula Vista in the past twelve (12) months? Yes No If Yes, identify the official and the nature of the income provided?

[N/A]

[January 10, 2014] -

[Francisco Escobedo, Ed.D. Superintendent]

Signature: 

* Person is defined as: any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, any other county, city, municipality, district, or other political subdivision, or any other group or combination acting as a unit.

** Official includes, but is not limited to: Mayor, Council member, Planning Commissioner, Member of a board, commission, or committee of the City, and City employees or staff members.

Appendix F: Disclosure Statement

Pursuant to City Council Policy 101-01, prior to any action on a matter that requires discretionary action by the City Council, Planning Commission or other official legislative body of the City, a statement of disclosure of certain ownerships, financial interests, payments, and campaign contributions must be filed. The following information must be disclosed:

- List the names of all persons having a financial interest in the project that is the subject of the application, project or contract (e.g., owner, applicant, contractor, subcontractor, material supplier).

N/A

- If any person* identified in section 1 above is a corporation or partnership, list the names of all individuals with an investment of \$2000 or more in the business (corporation/partnership) entity.

N/A

- If any person* identified in section 1 above is a non-profit organization or trust, list the names of any person who is the director of the non-profit organization or the names of the trustee, beneficiary and trustor of the trust.

N/A

- Please identify every person, including any agents, employees, consultants, or independent contractors, whom you have authorized to represent you before the City in this matter.

N/A

- Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, had any financial dealings with an official** of the City of Chula Vista as it relates to this contract, project or application within the past 12 months? Yes No If yes, briefly describe the nature of the financial interest the official may have in this contract.

N/A

- Has any person* anyone identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, made a campaign contribution of more than \$250 within the past twelve (12) months to a current member of the Chula Vista City Council? No Yes If yes, which Council member(s)?

N/A

- Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, provided more than \$420 (or an item of equivalent value) to an official** of the City of Chula Vista in the past twelve (12) months? (This includes any payment that confers a personal benefit on the recipient, a rebate or discount in the price of anything of value, money to retire a legal debt, gift, loan, etc.) Yes No If Yes, list official and what was the nature of item provided?

N/A

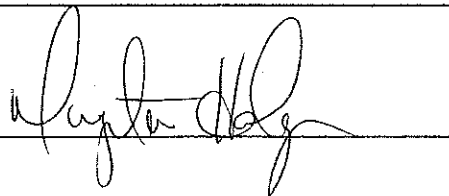
- Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, been a source of income of \$500 or more to an official** of the City of Chula Vista in the past twelve (12) months? Yes No If Yes, identify the official and the nature of the income provided?

N/A

January 10, 2014

Margarita Holguin

Signature: _____



* Person is defined as: any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, any other county, city, municipality, district, or other political subdivision, or any other group or combination acting as a unit.

** Official includes, but is not limited to: Mayor, Council member, Planning Commissioner, Member of a board, commission, or committee of the City, and City employees or staff members.

Appendix G: Identification of Prior Year CDBG and/or Federal Funds

G.1. Agency name: Chula Vista Elementary School District for Chula Vista Community Collaborative

G.2. Project name: Family Resource Center Assessment and Referral Services

G.3. Year of funding: Fiscal Year 2010 Fiscal Year 2011 Fiscal Year 2012

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: \$35,624
 G.6. Amount spent to date: \$39,312
 G.7. Amount reprogrammed to date: N/A

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	Created economic opportunities
(2)	Provided supportive services
(3)	

G.9. Indicate below the outcomes achieved:

(1)	Increases access to services for low income families
(2)	Allow at risk families to achieve stability
(3)	

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:
 All objectives achieved and exceeded

G.1. Agency name: Chula Vista Elementary School District for Chula Vista Community Collaborative

G.2. Project name: Family Resource Center Assessment and Referral Services

G.3. Year of funding: Fiscal Year 2010 Fiscal Year 2011 Fiscal Year 2012

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: \$39,312
 G.6. Amount spent to date: \$39,312
 G.7. Amount reprogrammed to date: N/A

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	Create a suitable living environment
(2)	
(3)	

G.9. Indicate below the outcomes achieved:

- | | |
|-----|---|
| (1) | Increased availability of services for low income families |
| (2) | Increased access to needed services for low income families |
| (3) | Increase access to emergency services for at risk families |

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

All objectives achieved and exceeded

(Max Length per Project: 1 Page)

G.1. Agency name:	Chula Vista Elementary School District for Chula Vista Community Collaborative
-------------------	--

G.2. Project name:	Family Resource Center Assessment and Referral Services
--------------------	---

G.3. Year of funding:	<input type="checkbox"/> Fiscal Year 2010	<input type="checkbox"/> Fiscal Year 2011	<input checked="" type="checkbox"/> Fiscal Year 2012
-----------------------	---	---	--

G.4. Indicate the source of the federal funding awarded to the prior project:			
<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded:	\$39,312	G.6. Amount spent to date:	\$39,312
----------------------	----------	----------------------------	----------

G.7. Amount reprogrammed to date:	N/A
-----------------------------------	-----

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):	
(1)	Create a suitable living environment
(2)	
(3)	

G.9. Indicate below the outcomes achieved:	
(1)	Increased availability of services for low income families
(2)	Increased access to needed services for low income families
(3)	Increase access to emergency services for at risk families

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:
--

All objectives achieved and exceeded

(Max Length per Project: 1 Page)

G.1. Agency name:

G.2. Project name:

G.3. Year of funding: Fiscal Year 2010 Fiscal Year 2011 Fiscal Year 2012

G.4. Indicate the source of the federal funding awarded to the prior project:

<input type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: G.6. Amount spent to date:

G.7. Amount reprogrammed to date:

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	<input type="text"/>
(2)	<input type="text"/>
(3)	<input type="text"/>

G.9. Indicate below the outcomes achieved:

(1)	<input type="text"/>
(2)	<input type="text"/>
(3)	<input type="text"/>

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[Type response here]

(Max Length per Project: 1 Page)

G.1. Agency name: N/A

G.2. Project name:

G.3. Year of funding: Fiscal Year 2010 Fiscal Year 2011 Fiscal Year 2012

G.4. Indicate the source of the federal funding awarded to the prior project:

<input type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: G.6. Amount spent to date:

G.7. Amount reprogrammed to date:

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

- (1)
- (2)
- (3)

G.9. Indicate below the outcomes achieved:

- (1)
- (2)
- (3)

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[Type response herG.]



CDBG Application Summary

Applicant: City of Chula Vista Recreation Department

Program/Project: Therapeutic Recreation Programs

Project Description: The Therapeutic Recreation programming provides persons with disabilities the opportunity to participate in recreation programs specifically designed for persons with developmental or physical disabilities. Programs are designed for ages six through adult and occur on a weekly basis year round. The programs include sports programs, dance classes, creative and enrichment activities, exercise and fitness classes, special events, and Learn to Swim programs all offered in a fun supportive environment.

Type of Program/Project: Public Services [(\$570.201(e))]

Target Population:	05B - Handicapped Services CFR§ 570.208(a)(2) Low Moderate Income Limited Clientele	Proposed Number to Serve:	100 <i>(subject to change depending on funding recommendation)</i>
---------------------------	--	----------------------------------	---

Program Total Budget:	\$22,516	C. V. Cost per Client:	\$225 <i>(Based on funding recommendation)</i>
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Funding Request:	\$22,516	Prior Year Funding:	\$20,100
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Specific Use of Chula Vista Funding:	Personnel Costs (\$18,516) and Supplies/Printing (\$4,000)	FUNDING RECOMENDED	\$20,100
---	--	---------------------------	-----------------

Staff Notes:



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Application for Funding for Fiscal Year 2014-2015

<i>Project category:</i> <small>(check one only)</small>	<input checked="" type="checkbox"/> Public service <input type="checkbox"/> Capital improvement
---	--

Application Number:
(CDBG Program Office Use Only)

Applicant Agency Information

<i>Applicant legal name:</i>	City of Chula Vista Recreation Department		
<i>Type of agency:</i>	<input type="checkbox"/> 501(c)(3)	<input checked="" type="checkbox"/> Govt./Public	<input type="checkbox"/> For Profit <input type="checkbox"/> Faith-Based <input type="checkbox"/> Other:
<i>Agency Address:</i>	276 Fourth Avenue, Bldg C	Chula Vista	CA 91910
<i>Date of incorporation:</i>	1911	<i>Tax ID number:</i>	95-6000-690
<i>Agency DUNS number:</i>	N/A	<i>Annual operating budget:</i>	\$22,516
<i>Number of paid staff:</i>	5 PT	<i>Number of volunteers:</i>	10
<i>Agency mission statement:</i>			
We enrich our community through recreational opportunities and services			

Project Title:

Therapeutic Recreation Programs & Classes

Brief project description:

<p>The Therapeutic Recreation programming provides persons with disabilities the opportunity to participate in recreation programs specifically designed for persons with developmental or physical disabilities. Programs are designed for ages six through adult and occur on a weekly basis year round. These programs include sports programs, dance classes, creative and enrichment activities, exercise and fitness classes, special events, and Learn to Swim programs all offered in a fun and supportive environment.</p>

Funding Request

<i>Total funding requested in this application (you will provide a detailed budget in Appendix C:</i>	\$22,516	<i>Other funds already secured for project:</i>	None
<i>Total cost to complete project:</i>	\$22,516	<i>Other funds not yet secured for:</i>	None

Project Information

<i>If Project is a Public Service, will service be site specific?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<i>If your answer is yes, please provide: Address(es) below:</i>	<i>Census tract:</i>
Various City Recreation Facilities and Swimming Pools.	

<i>Target Clientele: (Homeless, Youth, Elderly, Disabled, Other/General)</i>	Children, teens and adults with disabilities.
--	---

The following questions on individual clients and households to be served apply only to Public Service, and Minor Residential Rehabilitation projects:

Will the project serve individual clients (IC) or households (HH)?	<input checked="" type="checkbox"/> Individual clients	<input type="checkbox"/> Households
Total unduplicated IC/HH served:	100	
Annual cost per client/household:	\$225	

Section 1: Project Details (Max Score: 25 Points)

1.1. Provide a concise description of the proposed project (this description must match the one provided on the cover page). Space for a fuller narrative is provided in Appendix A.

The CDBG funds will be used for direct service delivery to community members who have a developmental or physical disability. These Therapeutic Recreation programs will operate at city recreation facilities within the City of Chula Vista. The program sites will operate year round to accommodate all levels and interests of those with special needs, in addition, it will allow parents some respite time while their child enjoys a community recreation experience. The program will offer scheduled and supervised activities designed to be educational, healthy, and recreational based. Activities are designed to build social skills, self-esteem, independence and sportsmanship. The programs anticipate having a core group of participants. All funds will benefit children, teens and adults with developmental and physical disabilities. (See Appendix A)

1.2. Project start date: July 2014 Anticipated end date: June 2015

1.3. Project's days/hours of operation: Various daytime and evening hours, Monday - Saturday

1.4. Project category: (check one only)	<input checked="" type="checkbox"/> Public service	1.5 Project objective: (check one only)	<input checked="" type="checkbox"/> Suitable living environment
	<input type="checkbox"/> Capital improvement		<input type="checkbox"/> Decent housing
			<input type="checkbox"/> Economic opportunity
		1.6 Project outcome: (check one only)	<input checked="" type="checkbox"/> Availability/accessibility
			<input type="checkbox"/> Affordability
			<input type="checkbox"/> Sustainability

1.7. CDBG Criteria: Which CDBG criterion below does your proposed project meet?

<input type="checkbox"/>	(1) Area benefit: At least 51% of residents within the targeted activity area are low to moderate income (LMI). Please provide a map identifying the Census Tracts designated as LMI.
<input checked="" type="checkbox"/>	(2) Limited clientele (select subpart below):
	<input checked="" type="checkbox"/> (a) Special needs group (select benefit group from the list below):
	<input type="checkbox"/> (i) Abused children
	<input type="checkbox"/> (ii) Elderly persons 62 years or older
	<input type="checkbox"/> (iii) Battered spouses
	<input checked="" type="checkbox"/> (iv) Severely disabled adults (not children) – Census definition; documentation required
	<input type="checkbox"/> (v) Illiterate adults
	<input type="checkbox"/> (vi) Persons living with HIV/AIDS
	<input type="checkbox"/> (vii) Migrant farm workers
	<input type="checkbox"/> (viii) Homeless persons
	<input type="checkbox"/> (b) At least 51% of clientele to be served will be documented as LMI. How does your agency track and record client demographics?
<input type="checkbox"/>	(3) Housing (select subpart below):
	<input type="checkbox"/> (a) Single family (must be 100% LMI)
	<input type="checkbox"/> (b) Multi-unit (must be 51% LMI)

1.8. The 2010-2015 Consolidated Plan goals are listed below. Select the goal appropriate to your project:

<input type="checkbox"/>	Affordable Rental Housing Opportunities
<input type="checkbox"/>	Maintenance and Preservation of Housing (rehabilitation activities)
<input type="checkbox"/>	Homeownership Opportunities (homebuyer programs)
<input type="checkbox"/>	Community Enhancement (public facilities/spaces)
<input checked="" type="checkbox"/>	Public Services to Special Needs Population and/or Low Moderate Income Persons

(Max Length for Questions 1.10 to 1.15: 2 Pages)

1.10. *Explain how the proposed project addresses the goal selected:*

[The South Bay area currently does not have any agencies providing Therapeutic Recreation programs specifically designed for children, teens and adults with disabilities. Our programs and classes would provide recreational opportunities and experiences for those persons with special needs.]

1.11. *Summarize any statistics and other supporting documentation that demonstrate the importance of addressing this need or problem:*

[The Sweetwater Union High School District has 796 students with Moderate & Moderate-Severe disabilities in the current 2013-2014 school year. The Chula Vista Elementary School District has 867 with Mild-Mod and Mod-Severe students in the 2013-2014 school year who are currently receiving special education services.]

1.12. *List each service provided by the project. For each service, indicate whether it is a new service or an expansion of an existing service:*

[We will provide recreational classes, activities and programs such as theme dances, Zumba, Hip Hop Dance, basketball, fitness and exercise, Legos, special events and Parent's Nights Out that showed great success and popularity in the past. We also stay current with trends and interest to provide new activities throughout the Chula Vista community.]

1.13. *How does your agency plan to tell the target population about the project/services?*

[We would advertise via email, Nixel, Facebook, our website, monthly citywide newsletters and press releases. Additionally we will distribute flyers throughout the school districts, all City of Chula Vista recreation centers, Southwestern College, and other organizations that support or serve persons with disabilities.]

1.14. *List up to three outcomes of the project (at least one is required). For each outcome listed, provide the number of participants who will benefit and the way data will be collected to track or verify the outcome:*

[The most important outcome for these programs would be to improve and enhance participants quality of life by increasing self- esteem, social skills, independence, and encouraging a healthy lifestyle for all participants. The number of participants will vary depending on their interest, but these were popular programs and we are rebuilding, so we would expect 30-50 participants. We will collect data by parental surveys, the number of registrations, staff feedback and supervisor observation.]

1.15. *Will the project collaborate with other service providers in the community? If yes, list them and briefly describe the collaboration:*

Yes

No

[The project will not formally collaborate with other services providers in the community. However, we will target specific schools and other organizations who serve children, teens, and adults with disabilities to inform them about the programs and events we will be offering. We will encourage them to inform their participants and refer them to our programs.]

Section 2: Agency Capacity (Max Score: 10 Points)

2.1. Who will be the person responsible for the overall oversight of the proposed project?

Wendi Garrison, Sr. Recreation Manager.

Name of person:	Wendi Garrison
Title of person:	Senior Recreation Manager
Relevant education:	Bachelor of Arts in Recreation Administration, minors in Health & Special Education
Telephone number:	(619)585-5617
Date first employed:	August 2012

2.2. Who will be the alternate person responsible for the overall oversight of the proposed project?

Name of person:	Anthony Ramos
Title of person:	Recreation Supervisor III
Relevant education:	Bachelor's Degree in Recreation Administration
Telephone number:	(619) 691-5266
Date first employed:	February 8, 2002

2.3. Who will be the person responsible for the day-to-day operations and management of the proposed project?
Provide no more than two individuals:

Name of person:	Carmel Wilson, CTRS
Title of person:	Recreation Supervisor II, CTRS
Relevant education:	Bachelor's Degree in Recreation Administration, Emphasis in Recreation Therapy Certified
Telephone number:	(619) 421-3859
Date first employed:	July 28, 2000
Name of person:	Anthony Ramos
Title of person:	Recreation Supervisor III
Relevant education:	Bachelor's Degree in Recreation Administration
Telephone number:	(619) 691-5266
Date first employed:	February 8, 2002

2.4. Who will be the person responsible for the financial oversight of the CDBG expenditures and fiscal compliance?
Provide no more than two individuals:

Name of person:	Wendi Garrison
Title of person:	Senior Recreation Manager
Relevant education:	Bachelor of Arts in recreation Administration, minors in Health & Special Education
Telephone number:	(619) 585-5617
Date first employed:	August 2012
Name of person:	Brian Cox
Title of person:	Principle Manager
Relevant education:	Bachelor of Arts in recreation & Leisure Studies, Master's Degree in Recreation Administration
Telephone number:	(691) 585-5619
Date first employed:	1987

(Max Length for Questions 2.5 to 2.8: 1 Page)

2.5. *List the evaluation tools your agency plans to employ to track and monitor the progress of the project.*

- 1. Quarterly surveys
- 2. Health Forms
- 3. Liability Waivers
- 4. Rosters

2.6. *How does your agency plan to ensure compliance with applicable policy and procedural requirements (including those listed in HUD's "Playing by the Rules" Handbook)?*

We would maintain and implement City Of Chula Vista standards that we hold every employee to and report accountability through appropriate CDBG documentation.

2.7. *Describe any unresolved ADA issues in the project or project office and how your agency plans to address them. (If the objective of the project is ADA rehabilitation, do not repeat the project description here.)*

[None]

2.8. <i>How many members does your Board of Directors have?</i>	N/A
<i>How many Board members are also members of the project's target population or reside in the project's target area? Indicate which ones in Appendix F.</i>	N/A

Section 3: Auditing Control (Max Score: 15 Points; Max Length: 2 Pages)

3.1. *Briefly describe your agency's payment and disbursement procedures, with relevance to the proposed project:*

[Payment and disbursement is completed by providing the appropriate documentation and staff timesheets each quarter to Community Development.]

3.2. *Describe how your agency's Board of Directors exercises programmatic and fiscal oversight:*

[N/A]

3.3. *Briefly describe your agency's financial reporting system/accounting procedures, with relevance to the proposed project:*

[The Recreation Department utilizes the City's financial system (IFAS). Hourly wages spent will be tracked through time sheets, which will be verified by Recreation Supervisor II, Carmel Wilson. The Department's Fiscal Office Specialist will submit all hours and expenditures for tracking in IFAS.]

3.4. *Briefly describe your agency's record keeping system, with relevance to the proposed project:*

[All expenditures will be tracked through the City's accounting system (IFAS). Hourly wages spent will be tracked through time sheets, which will be verified by Recreation Supervisor II, Carmel Wilson. The Department's Fiscal Office Specialist will submit all hours and expenditures for tracking IFAS.]

3.5. *Briefly describe your agency's auditing requirements, including those for the proposed project:*

[Recreation Supervisor II, Carmel Wilson will directly oversee the project and provide all necessary documentation. Recreation Supervisor III, Anthony Ramos and Sr. Recreation Manager, Wendi Garrison will verify all documentation submitted by Carmel Wilson. Principle Manager, Brian Cox will review all final documentation for final submittal.]

3.6. *Briefly describe your agency's internal controls to minimize opportunities for fraud, waste, and mismanagement:*

[All hourly wages submitted by staff will be verified by Recreation Supervisor II, Carmel Wilson and reviewed by Recreation Supervisor III, Anthony Ramos and Sr. Recreation Manager, Wendi Garrison on a bi-weekly basis. No supplies or services will be purchased without authorization by a Recreation Supervisor III or above.]

3.7. *How does your agency plan to segregate CDBG funds from other agency funds for purposes of identification, tracking, and reporting?*

[Funds will be put into a separate account with a specific account number (17530) and those funds will only be utilized for CDBG programs, classes, recreation supplies and materials.]

Section 4: Agency Experience (Max Score: 10 Points; Max Length: 1 Page for Section 4/5 Combined)

4.1. *Briefly highlight your agency's experience and major accomplishments in providing services to LMI residents and/or communities. You may expand in Appendix A.*

[The City of Chula Vista Recreation Department previously had great success serving children, teens, and adults with disabilities through our Therapeutics Section of programming. This section of programming began in the Recreation Department in 1969 and provided programs and services for children, teens, and adults with developmental and or physical disabilities. An array of classes, special events and day camps were offered year round and Chula Vista was the only organization providing recreational programs strictly for those with special needs in the South Bay area.]

4.2. *Has your agency received CDBG or other federal funds in any of the past three fiscal years (Fiscal Years 2011-2012, 2012-2013, through 2013-2014)? If yes, complete Appendix G for each of the grants received for the three Fiscal Years 2011, 2012, and 2013.*



Yes



No

Section 5: Back-Up Plan (Max Score: 5 Points;)

5.1. *Will your agency still implement this project should CDBG funds not be awarded? If yes, how will the implementation be achieved?*



Yes



No

[No Therapeutic programming will be administered. Participants will be encouraged to seek Inclusion services.]

5.2. *If funded, how will your agency continue this project if CDBG funds are not available in future years?*

[If CDBG funds are not available in the future, Therapeutics Programming would cease until a new funding source is found. New funding sources may include grant by other government agencies or allocation of funds through City Council.]

Appendix A: Narrative of Project (Max Length: 2 Pages)

In two pages or less, explain below your proposed project and make the case why it should be awarded funding.

[The Therapeutic Section of recreation programming began in the City of Chula Vista Recreation Department in 1969. It provided specifically designed programming for individual's ages six to adult with developmental and/or physical disabilities the opportunity to enjoy year round recreational activities in their community. The department has offered a variety of classes such as bowling, day camp, dances, hip hop dance, cooking class, aqua exercise, basketball, Saturday morning special events, field trips, wheelchair sports, hand cycling, wheelchair sports tournaments and specialty classes. The City also collaborated with other organizations such as the Chula Vista Elementary School District and the City of San Diego Therapeutic Services Department to offer joint programs and special events. In 2008, due to city-wide budget reductions the Therapeutic Recreation program was eliminated. The therapeutic programs eliminated were very low cost or no cost to the consumers leaving a large void of programming for our community with disabilities.

To date, there is no other organization offering programs or classes like these in the City of Chula Vista. The CDBG Funds will be used for direct service delivery to community residents and non-residents who have a developmental or physical disability. Funds will cover staff costs, trainings, supplies, and materials. The program will offer scheduled and supervised activities designed to be recreational, educational and healthy. Activities are designed to build social skills, increase self-esteem, independence, activities of daily living and sportsmanship. All of our programs would be offered in a fun, safe and supportive environment. The program anticipates having a core group of participants who in turn gain social skills, new friends and community support. All funds will benefit children, teens and adults with developmental or physical disabilities.

The requested CDBG funds would enable us to meet a community need that is not being met. It will allow us to continue to meet the Citywide strategic goal of connected community, by promoting diverse opportunities that connects every community member and fosters civic pride through comprehensive communication strategies and cultural, educational, and recreational programming. All of the funds requested would be used to cover staffing, supplies and materials.

Without the requested CDBG funding, the Recreation Department would not be able to offer Therapeutic Recreation programs to our community of people with disabilities.

APPENDIX C-1: LIST OF ALL FUNDING SOURCES FOR THE PROJECT

**CITY OF CHULA VISTA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FISCAL YEAR 2014-2015 APPLICATION**

This table serves to provide the listing of all funds to be made available for the project. There are 3 steps to the completion of this table:

- Step (1): Enter the FY 2014-2015 CDBG application funding request amount for this application;
- Step (2): Complete the following table with the amounts of other funding sources that have been secured or funding sources that are unsecured for the implementation of the project; and
- Step (3): Attach any supporting documentation that verifies the secured funding sources and amounts for the project.

NOTE: Amounts Unsecured should be funding sources that the Agency is reasonably sure will be available for the project. However supporting documentation is not yet available.

	AMOUNT SECURED	AMOUNT UNSECURED	% OF TOTAL
FY 2014-2015 CDBG Application Request from City of Chula Vista (Step 1)			#DIV/0!
List Other Sources Below: (Step 2)			
HOME			#DIV/0!
ESG			#DIV/0!
HOPWA			#DIV/0!
CDBG-R			#DIV/0!
NSP			#DIV/0!
HPRP			#DIV/0!
Other Federal Stimulus Funds			#DIV/0!
Other Federal Funds			#DIV/0!
San Diego Housing Commission			#DIV/0!
State Funds			#DIV/0!
County Funds			#DIV/0!
Local Funds			#DIV/0!
Private Funds			#DIV/0!
Agency Funds			#DIV/0!
			#DIV/0!
			#DIV/0!
			#DIV/0!
			#DIV/0!
			#DIV/0!
			#DIV/0!
			#DIV/0!
			#DIV/0!
			#DIV/0!
			#DIV/0!
			#DIV/0!
TOTAL	\$0	\$0	#DIV/0!

TOTAL PROJECT BUDGET **\$0**

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 1 - BUDGET EXHIBIT**

AGENCY	City of Chula Vista Recreation Department		
PROJECT	Therapeutic Recreation Programs & Classes		
		CDBG	Percentage
SALARIES & WAGES	(Schedule 2)	<u>15,734</u>	
FRINGE BENEFITS	(Schedule 3)	<u>2,782</u>	
	TOTAL PERSONNEL	<u>18,516</u>	
SUPPLIES	(Schedule 5)	<u>2,000</u>	
POSTAGE	(Schedule 5)		
CONSULTANT SERVICES	(Schedule 5)		
MAINTENANCE/REPAIR	(Schedule 5)		
PUBLICATIONS/PRINTING	(Schedule 5)	<u>2,000</u>	
TRANSPORTATION	(Schedule 5)		
RENT	(Schedule 5)		
EQUIPMENT RENTAL	(Schedule 5)		
INSURANCE	(Schedule 5)		
UTILITIES	(Schedule 5)		
TELEPHONE	(Schedule 5)		
OTHER EXPENSES (SPECIFY):	(Schedule 5)		
	(Schedule 5)		
	(Schedule 5)		
	TOTAL NON-PERSONNEL	<u>4,000</u>	
TOTAL INDIRECT COSTS/ADMINISTRATIVE OVERHEAD (IC/AO)	(Schedule 4)		<u>0</u>
[IC/AO Expenses limited to 15% of Total CDBG Project Budget]			
	TOTAL CDBG PROJECT BUDGET	<u>22,516</u>	

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 2 - PERSONNEL SCHEDULE: GROSS PAY**

The purpose of this form is to list the positions being claimed against the CDBG funding request amount. The positions listed below must provide direct project/client services. Positions providing non-direct services must be included in the indirect costs/administrative overhead (IC/AO) line item. The Total CDBG Salary & Wages must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY City of Chula Vista Recreation Department
PROJECT Therapeutic Recreation Programs & Classes

(1)	(2)	(3)	(4)
POSITION TITLE	GROSS PAY	PERCENT CHARGED	TOTAL SALARY & WAGES
Recreation Specialist	9,859	100.00%	9,859.0
Recreation Aide	5,440	100.00%	5,440.0
Aquatic LDR	435	100.00%	435.0
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
TOTAL CDBG SALARY & WAGES			15,734

1. List all positions charged against CDBG funding providing **direct CDBG project/client activity**.
2. List gross pay for each position listed.
3. List **percent of gross pay** to be charged against CDBG funding.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input checked="" type="checkbox"/>	Biweekly
<input type="checkbox"/>	Twice a Month

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 3 - PERSONNEL SCHEDULE: FRINGE BENEFITS**

The purpose of this form is to list the fringe benefits being claimed against CDBG funding request amount. The Total Fringe must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY City of Chula Vista Recreation Department

PROJECT Therapeutic Recreation Programs & Classes

(1)	(2)	(3)	(4)	(5)	(6)
POSITION TITLE	FRINGE TITLE	AMT OF INSURANCE	GROSS PAY	PERCENT CHARGED	AMOUNT
Recreation Specialist	PERS/PARS/ Medicare		2,477	100.00%	2,477
Recreation Aide	PERS/PARS/ Medicare		283	100.00%	283
Aquatic LDR	PERS/PARS/ Medicare		22	100.00%	22
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
TOTAL CDBG FRINGE BENEFIT					2,782

1. List all POSITIONS charged against CDBG funding providing **direct CDBG project/client activity**.
2. List Fringe Benefit title FOR EACH POSITION charged to CDBG funds.
3. List the amount of insurance for each position charged against CDBG funds.
4. Use gross pay for project / total all wages of agency. Then multiply by required percent for each fringe.
5. List percent of gross pay to be multiplied for insurance.

Pay Schedule (Check One)	
<input type="checkbox"/>	Monthly
<input checked="" type="checkbox"/>	Biweekly
<input type="checkbox"/>	Twice a Month

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 5 - BUDGET JUSTIFICATION***

AGENCY City of Chula Vista Recreation Department

PROJECT Therapeutic Recreation Programs & Classes

LINE ITEM	SUPPLIES	AMOUNT
Detailed Explanation:		
Splash-N-Groove = decorations, prizes, utensils, plates, refreshments		1,200
Monthly dances = decorations, prizes, refreshments		400
Fitness Classes = Fitness Equipment (weights, rubber bands, therapy balls)		400
TOTAL		\$ 2,000
LINE ITEM	PUBLICATIONS/PRINTING	AMOUNT
Detailed Explanation:		
Splash-N-Groove = Tickets, Flyers		500
Monthly Dances = Tickets Flyers		500
Fitness Classes = Tickets, Flyers		500
Wearing Apparel		500
TOTAL		\$ 2,000
LINE ITEM		AMOUNT
Detailed Explanation:		
TOTAL		\$ -

*All line items must be justified in relation to CDBG-funded activities to be completed. Add pages as needed.

Appendix D: Implementation (Max Length: 1 Page; Max Score: 5 Points)

Provide a listing below of the specific tasks or activities needed to implement the proposed project and a timeline for their completion. Number each task or activity, describe it, and give the projected date of completion. Add additional rows as needed.

#	Task/Activity	Description	Completion Date
1	Monthly Promotions of programs	Flyers and schedules will be distributed, website updates, to inform the public	7/2014-6/2015
2	Development and implementation of programs that are popular, new and successful	Survey participants at activities	7/2014-6/2015
3	Dances, Fitness Classes, Sports, Learn To Swim, Exercise Classes	Monthly activities will be set up and offered 1x a week	7/2014-6/2015
4	Special Events, Parent's Night Out	Quarterly events to bring in new participants and increase awareness	9/30/2014, 12/31/2014, 3/31/2015, 6/30/2015
5	Quarterly reporting	Quarterly reports due 4x	9/30/2014, 12/31/2014, 3/31/2015, 6/30/2015
6	Purchase Supplies and Materials	On-going supplies and materials to support classes, special events, Learn to Swim	7/2014-6/2015
7	Maintain registrations, health forms, waiver liabilities	On-going collection of participant and parental information, health info, waivers	7/2014-6/2015

Appendix G: Identification of Prior Year CDBG and/or Federal Funds

G.1. Agency name: City of Chula Vista, Recreation Department

G.2. Project name: Therapeutic Recreation Programs & Classes

G.3. Year of funding: Fiscal Year 2011 Fiscal Year 2012 Fiscal Year 2013

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: \$20,000

G.6. Amount spent to date: \$9,031

G.7. Amount reprogrammed to date: \$0

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	Provide Therapeutic Recreation activities to a population not being served in Chula Vista and the South Bay areas.
(2)	Increase independence, self-esteem, and a healthy lifestyle to persons with disabilities.
(3)	

G.9. Indicate below the outcomes achieved:

(1)	Provided a variety of classes, special events, and dances.
(2)	Programs were offered at various Recreation facilities and swimming pools throughout Chula Vista.
(3)	Participants learned new skills, enhanced activities of daily living and made new friends.

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[None]



CDBG Application Summary

Applicant: Center for Employment Opportunities

Program/Project: Employment Reentry for At-Risk Young Adults (18-25)

Project Description: CEO will provide 28 people, including 15 at-risk young adults (18-25) returning home from prison with life skills, education, paid transitional work, full time job placement and 12-month of retention services. Those served will have limited employment histories, low educational attainment levels and no source of legitimate income.

Type of Program/Project: Public Services [(\$570.201(e))]

Target Population: 05H - Employment Training
Proposed Number to Serve: 28
(subject to change depending on funding recommendation)
CFR§ 570.208(a)(2) Low Moderate Income Limited Clientele

Program Total Budget: \$67,674
C. V. Cost per Client: \$1,071
(Based on funding recommendation)

Funding Request: \$30,000
Prior Year Funding: \$14,000

Specific Use of Chula Vista Funding: Personnel Costs
FUNDING RECOMENDED \$14,000

Staff Notes:



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Application for Funding for Fiscal Year 2014-2015

Project category: <small>(check one only)</small>	<input checked="" type="checkbox"/> Public service <input type="checkbox"/> Capital improvement
---	--

Application Number:
(CDBG Program Office Use Only)

Applicant Agency Information

Applicant legal name:	Center for Employment Opportunities		
Type of agency:	<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't./Public	<input type="checkbox"/> For Profit <input type="checkbox"/> Faith-Based <input type="checkbox"/> Other:
Agency Address:	1350 6 th Avenue, Suite 180	San Diego	CA 92101
Date of incorporation:	04/06/1995	Tax ID number:	13-3843322
Agency DUNS number:	88-470-3257	Annual operating budget:	\$20,142,465.78
Number of paid staff:	192	Number of volunteers:	4
Agency mission statement:			
The Center for Employment Opportunities (CEO) is dedicated to providing immediate, effective and comprehensive employment services to men and women with recent criminal convictions. Our highly structured and tightly supervised programs help participants regain the skills and confidence needed for a successful transition to a stable, productive life.			

Project Title:

Employment Reentry for At-Risk Young Adults (18-25)

Brief project description:

CEO will provide 28 people, including 15 at-risk young adults (18-25) returning home from prison with life skills education, paid transitional work, full time job placement and 12-months of retention services. Those served will have limited employment histories, low educational attainment levels and no source of legitimate income. More than 70% of participants will reside in Chula Vista census tracts with a majority of LMI residents.
--

Funding Request

Total funding requested in this application <small>(you will provide a detailed budget in Appendix C:</small>	\$30,000	Other funds already secured for project:	\$37,674
Total cost to complete project:	\$67,674	Other funds not yet secured for	

Project Information

If Project is a Public Service, will service be site specific? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If your answer is yes, please provide: Address(es) below:	Census tract:

Target Clientele: <small>(Homeless, Youth, Elderly, Disabled, Other/General)</small>	Unemployed, at-risk LMI adults and young adults (18-25) on parole and probation currently residing in the City of Chula Vista
---	---

The following questions on individual clients and households to be served apply only to Public Service, and Minor Residential Rehabilitation projects:	
Will the project serve individual clients (IC) or households (HH)?	<input checked="" type="checkbox"/> Individual clients <input type="checkbox"/> Households
Total unduplicated IC/HH served:	28
Annual cost per client/household:	\$1,071

Section 1: Project Details (Max Score: 25 Points)

1.1. Provide a concise description of the proposed project (this description must match the one provided on the cover page). Space for a fuller narrative is provided in Appendix A.

CEO will provide 28 people (15 at-risk young adults aged 18-25) returning home from prison and jail with life skills education, paid transitional work, full time job placement and 12-months of job retention services. These individuals will have limited employment histories, low levels of educational attainment and no source of legitimate income. More than 70% of participants will reside in census tracts within the City of Chula Vista with a majority of LMI residents.

1.2. Project start date: 7/1/2014 Anticipated end date: 6/30/2015

1.3. Project's days/hours of operation: Monday-Friday; 7am-5pm

1.4. Project category: (check one only)	<input checked="" type="checkbox"/> Public service	1.5 Project objective: (check one only)	<input checked="" type="checkbox"/> Suitable living environment
	<input type="checkbox"/> Capital improvement		<input type="checkbox"/> Decent housing
		1.6 Project outcome: (check one only)	<input type="checkbox"/> Economic opportunity
			<input checked="" type="checkbox"/> Availability/accessibility
			<input type="checkbox"/> Affordability
			<input type="checkbox"/> Sustainability

1.7. CDBG Criteria: Which CDBG criterion below does your proposed project meet?

(1) **Area benefit:** At least 51% of residents within the targeted activity area are low to moderate income (LMI). Please provide a map identifying the Census Tracts designated as LMI.

(2) **Limited clientele** (select subpart below):

(a) **Special needs group** (select benefit group from the list below):

- (i) Abused children
- (ii) Elderly persons 62 years or older
- (iii) Battered spouses
- (iv) Severely disabled adults (not children) – Census definition; documentation required
- (v) Illiterate adults
- (vi) Persons living with HIV/AIDS
- (vii) Migrant farm workers
- (viii) Homeless persons

(b) At least 51% of clientele to be served will be documented as LMI. How does your agency track and record client demographics?

(3) **Housing** (select subpart below):

- (a) Single family (must be 100% LMI)
- (b) Multi-unit (must be 51% LMI)

1.8. The 2010-2015 Consolidated Plan goals are listed below. Select the goal appropriate to your project:

Affordable Rental Housing Opportunities

Maintenance and Preservation of Housing (rehabilitation activities)

Homeownership Opportunities (homebuyer programs)

Community Enhancement (public facilities/spaces)

Public Services to Special Needs Population and/or Low Moderate Income Persons

(Max Length for Questions 1.10 to 1.15: 2 Pages)**1.10. Explain how the proposed project addresses the goal selected:**

This project will create a better living environment for those directly served, and for other members of their communities, by providing residents of Chula Vista with immediate income and a pathway to permanent unsubsidized employment upon their release from prison or jail. Those served directly will be unemployed, highly concentrated within Chula Vista's most poverty-stricken neighborhoods and likely come from families that face similar economic circumstances. This project ensures that the labor market is accessible to these participants, many of whom are at risk of spending their entire lives in poverty, or worse, incarcerated for a new crime. This opportunity is extended to participants at a significant point in time—immediately after their release from incarceration—when participants face tremendous difficulties but are also highly motivated to change. In this moment, CEO offers the structure, stability and income people need to successfully reenter society. Expected benefits include: increased individual and household income; greater family stability; greater public safety through reduced recidivism; and fewer children at risk of criminal justice system involvement in the future.

1.11. Summarize any statistics and other supporting documentation that demonstrate the importance of addressing this need or problem:

The City of Chula Vista has over 840 people under criminal justice supervision, nearly all of whom return to low-income neighborhoods. This is a population that often has low levels of education and little (if any) experience in the workforce. For example, last year, 46 % of CEO participants had no HS Diploma or GED and 42% had no previous work experience. These individuals come home from incarceration disconnected from the labor market and, without services like the ones offered in this project, are likely to remain disconnected. Research has shown that incarceration creates “stickiness” at the bottom rung of the economic ladder. One study found that after twenty years, 67% of formerly incarcerated people were still living at or below poverty levels. By providing formerly incarcerated people with an immediate connection to income and employment, this project would seek to prevent this sustained poverty, placing participants on a pathway towards greater self-sufficiency and enhanced opportunity.

Many at-risk young adults in Chula Vista returning home from incarceration do not receive the services and supports that they need to be successful upon release. The consequences of this are severe. San Diego County has the third highest recidivism rate in California as nearly 70% of parolees return to state prison within three years. Not only does this recidivism correspond with high crime rates in low-income communities, it also means that more and more public resources must be spent on corrections agencies rather than invested into communities. Investing in programs like CEO that are proven to reduce recidivism is an effective use of public resources as the costs associated with incarceration are significant, especially in a time of constrained public sector budgets.

1.12. List each service provided by the project. For each service, indicate whether it is a new service or an expansion of an existing service:

This project will assist 13 at-risk adults and 15 young adults (ages 18-25) on parole and/or probation residing in Chula Vista to secure full-time employment through the provision of the following services (all are **expanded** services): **1) Life Skills Education (expansion)** - a one-week job readiness training course that offers basic “soft skills” training on job interviewing, addressing one’s conviction and employer expectations. The course also assists participants in securing all documents necessary in order to work; **2) Transitional job (expansion)** - all participants are immediately employed by CEO as staff members for our work crew business which provides general labor services to a variety of paying customers. Participants are paid daily for this work. **3) Full-Time Job Placement (expansion)** - While employed by CEO, participants are also required to work closely with employment specialists to secure a full-time job outside of CEO; **4) Job Retention services (expansion)** - After placement outside of CEO, participants receive 12 months of retention services, including financial incentives to motivate their progress and help CEO stay in touch with them as their jobs progress. In addition, if individuals lose their jobs, they can return to CEO and rejoin a work crew to ensure income and steady work while they pursue another placement with the help of CEO vocational staff.

1.13. How does your agency plan to tell the target population about the project/services?

CEO exclusively serves people on parole and probation and all referrals to CEO are made directly through a parole agent or probation officer. In just over a year of operation in San Diego County, CEO has already been able to establish solid partnerships with these agencies helping to ensure that our services are reaching those who can benefit from them most. ~~Based on the results of a random assignment evaluation of CEO and its efficacy in addressing the needs of high-risk clients,~~ Parole and Probation selects individuals with similar profiles: those who were released within the past 90 days and those at high risk of recidivism. Further, by working closely with these agencies, CEO is able to target additional high-impact sub groups, such as young adults ages 18-25, and people from specific high-need communities. Other community organizations may refer participants into the program so long as the parole or probation officer submits the official referral documentation. Rather than employ generalized outreach efforts, CEO's recruitment of participants is conducted in concert with the parole and probation officers supervising them, ensuring a streamlined selection process and that those referred are likely to benefit from CEO's program.

Once referred, participants are typically contacted by CEO staff within 1-3 weeks to begin the enrollment process. CEO staff members call participants directly, inviting them into the program and giving them all the necessary information about their first week in the job-readiness training. By relying on parole for the initial referral, CEO staff already have critical documentation on each participant, which includes demographic information, conviction history, address, marital status, and contact information, allowing the staff to begin building individualized case management plans immediately upon enrollment. All information from these referrals is entered into CEO's secure, customized cloud-based data system in Salesforce.com.

1.14. List up to three outcomes of the project (at least one is required). For each outcome listed, provide the number of participants who will benefit and the way data will be collected to track or verify the outcome:

Outcome Statement	Outcome measurement	Data Sources	Data Collection
A total of 28 formerly incarcerated at-risk LMI adults (15 young adults) will be employed in a transitional job with CEO, increasing their access to immediate income and work opportunity for improved quality of life.	# of unique individuals employed on CEO work crew	CEO work crew site logs and payroll records	CEO administrative and vocational staff will collect and track all work crew attendance data through CEO's customized system in Salesforce.com, which also tracks all relevant demographic data
At least 15 formerly incarcerated, at-risk LMI adults will be placed into full-time jobs at local businesses, providing increased access to income, greater self-sufficiency and a more suitable living environment for clients and their families	# of full-time job placements	Participant pay stubs	CEO job developers will enter all placement data into Salesforce.com as well as collect and store copies of paystubs; CEO follow-up unit will independently verify placements

1.15. Will the project collaborate with other service providers in the community? If yes, list them and briefly describe the collaboration:

Yes No

Parole and Probation - CEO works in close collaboration with these agencies building partnerships through steady communication and a mutual understanding of one another's roles. CEO staff maintains regular communication with their supervising officers and report both positive and negative aspects of a participant's performance.

Local Community Providers – CEO also works closely with a variety of local community providers that can supplement CEO's vocational services and respond to the multiple needs of the reentry population (e.g. drug treatment, housing). ~~In San Diego, CEO has already established relationships with Mental Health Systems Reentry Court Treatment Program,~~ Metro United Methodist Urban Ministry, the local EDD and One-Stop Career Centers, as well as a variety of other community organizations associated with the Reentry Roundtable.

Section 2: Agency Capacity (Max Score: 10 Points)**2.1. Who will be the person responsible for the overall oversight of the proposed project?**

Name of person:	Bill Heiser
Title of person:	Director of California Operations
Relevant education:	BA, Hampshire College; MA, University of Chicago
Telephone number:	510-251-2240 ext 613
Date first employed:	2010

2.2. Who will be the alternate person responsible for the overall oversight of the proposed project?

Name of person:	Sam Schaeffer
Title of person:	Chief Executive Officer and Executive Director, CEO
Relevant education:	BA, Reed College
Telephone number:	212-422-4430 ext 259
Date first employed:	2009

**2.3 Who will be the person responsible for the day-to-day operations and management of the proposed project?
Provide no more than two individuals:**

Name of person:	Keiara Auzenne
Title of person:	San Diego County Director
Relevant education:	BA, UC Santa Barbara; MBA, Monterey Institute; JD, UCLA School of Law
Telephone number:	619-684-4810 ext 650
Date first employed:	2011
Name of person:	Pablo Ramirez
Title of person:	Job Coach / Life Skills Educator
Relevant education:	BS, San Diego State University
Telephone number:	619-684-4810 ext 654
Date first employed:	2011

**2.4. Who will be the person responsible for the financial oversight of the CDBG expenditures and fiscal compliance?
Provide no more than two individuals:**

Name of person:	Hilda Romero
Title of person:	Comptroller
Relevant education:	BA, Universidad Francisco Marroquin
Telephone number:	212-422-4430 ext 454
Date first employed:	2006
Name of person:	Brad Dudding
Title of person:	Chief Operating Officer
Relevant education:	BA, University of Missouri; MA, Rutgers University
Telephone number:	212-422-4430 ext 211
Date first employed:	1994

(Max Length for Questions 2.5 to 2.8: 1 Page)**2.5. List the evaluation tools your agency plans to employ to track and monitor the progress of the project.**

Salesforce.com - CEO's program model depends on extensive data tracking across a variety of measures, using an in-house adaptation of Salesforce.com's online customer relationship management (CRM) database. This program data allows us to determine whether our Theory of Change is working as expected and whether we are having an impact in the communities that we serve. We collect extensive data on participant's demographics and also all individual events in the program (e.g. transitional work site attendance, job start readiness assessments, interview feedback, etc.) as they occur. This information allows CEO to chart progress against near-, mid- and long-term goals, such as job placement and retention, in real time. These tools are used by management and staff every day and they are essential to achieving organizational excellence. All participant and program related data is aggregated and displayed on a set of Dashboards that allow management, job developers and job coaches to have a real time feedback loop on progress towards outcomes. Furthermore, Salesforce.com allows CEO to easily create new reports and dashboards based on the specific needs of a project allowing us to track performance simultaneously for multiple projects.

Follow-up Unit -CEO holds itself to the highest standard of outcome verification and reporting. As one of our primary outcomes is the full-time employment of participants, CEO has an independent "follow-up" unit separate from job developers who are making these placements. Only those participants that the follow-up unit has independently verified as employed—via paystub, written confirmation by a parole/probation officer, or direct contact with an employer—are counted as working. CEO does not accept self-reported information on employment status to count against outcomes.

2.6. How does your agency plan to ensure compliance with applicable policy and procedural requirements (including those listed in HUD's "Playing by the Rules" Handbook)?

CEO is currently the recipient of two federal Social Innovation Fund awards which require CEO to meet fiscal and administrative requirements comparable to those that will be expected for CDBG. CEO has consistently been assessed as "low-risk" for non-compliance by our SIF grantors during regular internal audits. This includes thorough documentation of participant demographics, strong fiscal oversight and a management team that is fully committed to supporting all project staff and progress towards outcomes. Furthermore, CEO will be leveraging existing resources to ensure that all project activities are fully staffed and supported.

2.7. Describe any unresolved ADA issues in the project or project office and how your agency plans to address them. (If the objective of the project is ADA rehabilitation, do not repeat the project description here.)

CEO does not have any unresolved ADA issues at this time.

2.8. How many members does your Board of Directors have?

12

How many Board members are also members of the project's target population or reside in the project's target area? Indicate which ones in Appendix F.

0

Section 3: Auditing Control (Max Score: 15 Points; Max Length: 2 Pages)

3.1. Briefly describe your agency's payment and disbursement procedures, with relevance to the proposed project:

CEO's policies for purchasing/payroll are as follows:

1. A purchase requisition is required for all purchases of \$250 or more. Three bids are required for all purchases of furnishings, supplies or equipment costing \$1,000 or more.
2. Every position is supported by a job description. Full-time permanent employees have offers of employment or employment agreement.
3. All deductions from employee pay are supported by appropriate documentation to authorize each deduction.
4. Upon hiring, CEO examines and maintains all required information regarding employment eligibility under immigration laws (I-9).
5. All employees are required to prepare time sheets and sign attendance forms (time sheets).
6. Additional procurement requirements for specific government contracts are followed and procedures are modified as needed.

CEO procedures for payroll include the following:

1. HR Director assigns ID numbers to new employees, prepares Personnel Action form, obtains labor distribution and approvals from the COO, Executive Directors and CEO.
2. Once employees are entered into the payroll system, it is modified only after receipt of authorized notification of changes on a Personnel Action Form, approved by the appropriate level of management.
3. All regular CEO employees complete time sheets on a biweekly basis. Time sheets are reviewed and approved by the immediate supervisor.
4. After reviewing and approving employee time sheets, the supervisor releases the timesheets for payroll processing.
5. At the end of each pay period, the Payroll Manager resolves discrepancies with the supervisor, reviews information for accuracy and prepares export data to payroll system.
6. The Controller reviews and approves the payroll prior to payroll processing.
7. The Payroll Manager reviews the payroll for accuracy and completeness and forwards paychecks and paystubs to the HR Director for distribution.

CEO's policies for disbursement as follows:

1. All complete expense voucher packages are reviewed and approved by the Chief Financial Officer.
2. Only original documents with original request and original approval signatures will be processed for payment.

Disbursement Procedures are follows:

1. All invoices delivered to the Fiscal Office are stamped with a "received date" upon receipt.
2. A check request voucher is required for each approved invoice. The voucher package includes: purchase request and purchase order (if applicable); invoice and packing slip (if applicable) –original only; check request form with original signatures
3. The voucher package is reviewed by the CFO for documentation that is incomplete or missing.

Authorized check signers are the Executive Director, the Chief Operating Officer, the Chief of External and Legislative Affairs, the Board Treasurer, and the CFO. Checks over \$3,000 require two signatures.

3.2. Describe how your agency's Board of Directors exercises programmatic and fiscal oversight:

CEO's Board of Directors meets four times a year. At each board meeting CEO's program and fiscal performance is reviewed. Programmatically, CEO Management presents key performance indicators (KPIs) to the Board which summarizes program activities and outcomes related to CEO's mission. In addition, at CEO's Annual Meeting in January, CEO Management presents an annual performance review report for the previous fiscal year. This report provides data on outcomes and suggestions for process and program improvements. Financially, CEO updates the board at each meeting on CEO's financial condition and identifies financial risks to the organization. CEO Management meets with the Executive Committee, including the Treasurer, before each board meeting, to review financial projections in detail before reporting out to the full board. The CEO Board is also required to approve the organization's annual budget each year at the June board meeting. CEO also has an Audit Committee comprised of three board members. The Audit Committee coordinates CEO's independent annual audit held in the fall of each year after the June 30th fiscal year close. The Audit Committee meets with the independent auditor after the audit and reports on the results of the audit to the board at the annual board meeting. The audit is approved by the full board at this meeting. Finally, CEO Management provides interim financial statements to the Audit Committee one month after the close of each fiscal quarter.

3.3. Briefly describe your agency's financial reporting system/accounting procedures, with relevance to the proposed project:

CEO's accounting system is comprised of the methods and records used to identify, assemble, classify, record, and report accounting transactions. It is set up to:

- a. Identify and record all of CEO's transactions;
- b. Describe the transactions in enough detail to allow classification for financial reporting;
- c. Indicate the time period in which transactions occurred in order to record them in the proper period.

CEO has a computerized financial accounting system using Blackbaud Financial Edge software. When CEO gets a new funding source it assigns the grant a new fund number so that all transactions can be recorded and reported on.

3.4. Briefly describe your agency's record keeping system, with relevance to the proposed project:

CEO Record Policies: 1) Records will be maintained for the periods sufficient to satisfy IRS regulations, federal grant requirements, OMB A133 audit requirements, if applicable, and other legal needs as may be determined; 2) Record retention requirements are reviewed annually with legal counsel and independent auditors to determine any necessary changes. For a full listing of CEO's retention schedule see the included *CEO Fiscal Policies and Procedures Manual*.

3.5. Briefly describe your agency's auditing requirements, including those for the proposed project:

CEO's financial statements and internal controls are audited by the organization's independent auditor once a year. The audit is overseen by CEO's Audit Committee. CEO's independent auditor also performs an A-133 audit each year because CEO receives federal funds. CEO also works with funding agencies when conducting their program and financial audits.

3.6. Briefly describe your agency's internal controls to minimize opportunities for fraud, waste, and mismanagement:

CEO's internal control structure consists of policies and procedures that have been established to achieve CEO's objectives. This structure is established and maintained to reduce the potential unauthorized use of CEO's assets or misstatement of account balances. CEO's internal control structure is composed of the following basic elements:

The Control Environment - The control environment reflects the importance CEO places on internal controls as part of its day today activities.

1. The Accounting System - The accounting system comprises the methods and records used to identify, assemble, classify, record, and report accounting transactions.
2. Control Procedures - Control procedures are the procedures set up to strengthen CEO's internal control structure and thus safeguard the agency assets. They are divided into the following: Segregation of Duties; Restricted Access to valuable and movable assets is restricted to authorized personnel; Document Controls; Processing Control; Reconciliation Controls
3. The Accounting Cycle - The overall purpose of an accounting system is to accurately process, record, summarize, and report transactions of CEO. The component bookkeeping cycles fall into one of four primary functions: (1) Revenue, accounts receivable, and cash receipts, (2) Purchases, accounts payable, and cash disbursements, (3) Payroll, (4) General Ledger and Financial Statements.

3.7. How does your agency plan to segregate CDBG funds from other agency funds for purposes of identification, tracking, and reporting?

[CEO's accounting system allows for a separate set of books and records for each restricted grant/contract received. Hence each grant/contract has a standalone, detailed accounting of revenues and expenditures attributable to it during the life of the grant/contract. This accounting is based on the life of the grant and is irrespective of CEO's fiscal year. All charges to the grant are based on direct costs incurred or costs allocated on a consistent, verifiable basis following the agency's cost allocation plan.]

Section 4: Agency Experience (Max Score: 10 Points; Max Length: 1 Page for Section 4/5 Combined)

4.1. Briefly highlight your agency's experience and major accomplishments in providing services to LMI residents and/or communities. You may expand in Appendix A.

CEO has a long track record of providing paid transitional work and full time job placement to men and women recently released from incarceration who face steep barriers to finding and maintaining employment. Last year, CEO served 3,078 participants across the country who had limited, if any, sources of legitimate income. Further, these individuals were likely to return home to neighborhoods with pockets of deep and persistent poverty. The combination of CEO's highly-structured program and staff who are trained specifically to work with the formerly incarcerated population helps the organization effectively address the immediate need of clients, while also helping to achieve long-term impacts in support of their families and communities at large.

CEO's experience is marked by accomplishments; over 10,000 participants have been placed into full time jobs within the past ten years. In the past year alone, CEO San Diego provided paid transitional jobs to 157 people and helped 80 individuals secure full-time employment. In addition to providing jobs for a highly vulnerable LMI population, CEO has been shown to keep communities safer. The results of a three-year randomized control trial showed that CEO made statistically significant impacts on all measures of recidivism, including arrests, convictions and incarceration.

CEO San Diego is backed by the Center for Employment Opportunities, which operates in ten (10) jurisdictions and three (3) states across the country. CEO has replicated its proven model with fidelity in each state and as a result, the organization has been awarded CDBG funds in three localities, including Chula Vista. CEO's fiscal department has extensive experience in the oversight of CDBG funding allocations and ensuring that all expenses are allowable under HUD guidelines. In addition, CEO is currently the recipient of two Federal Social Innovation Fund awards supporting the expansion into CA through FY 2014. These awards require stringent fiscal accounting procedures, all of which have undergone recent federal A-133 audits. This experience ensures that CEO is capable of addressing all federal audit requirements.

4.2. Has your agency received CDBG or other federal funds in any of the past three fiscal years (Fiscal Years 2011-2012, 2012-2013, through 2013-2014)? If yes, complete Appendix G for each of the grants received for the three Fiscal Years 2011, 2012, and 2013.

	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Section 5: Back-Up Plan (Max Score: 5 Points;)

5.1. Will your agency still implement this project should CDBG funds not be awarded? If yes, how will the implementation be achieved?

	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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This application is in support of increased vocational services to expand CEO's program capacity in Chula Vista. CEO intends to move forward with implementing this project if CDBG funds are not awarded. Failure to receive funding may reduce some of the vocational support offered to new participants, though the organization will look to other revenue sources to fund these services.

5.2. If funded, how will your agency continue this project if CDBG funds are not available in future years?

CEO has a long track record of operating a financially sustainable organization that effectively leverages public and private sector support. To launch operations in San Diego County, CEO secured multi-year investments from two federal Social Innovation Fund awards that will extend through the current and next fiscal year. In the San Diego County office's first year of operation, CEO secured paying work crew customers and private foundation support that has begun to diversify the organization's sources of revenue. As CEO expands in San Diego County over the next few years, it is anticipated that CEO will be able to attract additional earned revenue from paying work crew customers, government grants and philanthropic investments that decrease the dependence on any single revenue source.

Appendix A: Narrative of Project (Max Length: 2 Pages)

In two pages or less, explain below your proposed project and make the case why it should be awarded funding.

DRAFT: ADD UPDATED STATS FOR CURRENT CDBG & OTHER CDBG AWARDS, ACCOMPLISHMENTS, ETC...

The Center for Employment Opportunities (CEO) has offered immediate, effective and comprehensive employment services exclusively to men and women under criminal justice supervision for over 30 years. Created as a pilot project of the Vera Institute of Justice, CEO became its own independent non-profit in 1996. CEO's vision is that anyone returning from prison who wants to work has the preparation and support needed to find a job and stay attached to the labor force. In Fiscal Year 2013, CEO helped 168 San Diego County residents (21 from the City of Chula Vista) to build the workplace skills and confidence needed for a successful transition to a stable, productive life. CEO's program model is specifically designed to help those participants most in need of a job, many of whom are returning to impoverished communities. At a time when few other options exist, CEO intervenes, offering the opportunity to work and earn a paycheck within one week of enrollment. Through its unique program, CEO enables participants to earn vital income in the short-term while also building the experience, skills and confidence that will help them secure long-term employment.

The CEO model consists of four phases specifically designed to assist people under community supervision in securing full-time employment. The program begins with a one week **Life Skills Education** course that quickly prepares participants to reenter the workforce. Immediately after completing the course *all* participants are placed into a **paid transitional job** on one of CEO's supervised work crews, where they receive a daily paycheck. This allows participants, none of whom have a source of income, to begin earning an income within 7 days of enrolling at CEO. The crews also provide an employment "laboratory" where participants can build the work experience that most are lacking four days a week, 7 hours a day. On the fifth day, participants work closely with employment specialists to secure full-time **job placements** outside of CEO. This approach enables those who are ready for permanent employment to move quickly into a private sector position opening space for new participants and enabling more people to benefit from CEO's services. On average, people spend about three months engaged with CEO on a daily basis before being placed into full-time jobs. More than just the income and work experience, the program serves as a stabilizing force, offering structure and routine at a time when participants' lives are often in a state of a tremendous flux. After placement CEO supports them by providing 12 months of **retention services**, including financial incentives that help motivate their progress and helps CEO stay in touch with participants as their jobs progress. In addition, if individuals lose their jobs they can return to CEO and rejoin a work crew to ensure income and steady work while they pursue another placement with CEO vocational staff.

Residents of Chula Vista who are on parole or probation are highly concentrated in some of the city's most poverty-stricken communities. CEO's participants reflect this concentration in economically depressed communities: last year, two-thirds of CEO participants in San Diego came from census tracts where more than 70% of residents were LMI, a trend that is likely mirrored in Chula Vista. These are communities where, in many cases, nearly a third of residents are living at or below federal poverty levels, placing them on the very/extremely low-income end of the economic spectrum. Further adding to their burdens, many CEO participants are parents and have a responsibility to provide for their children upon release. In the last fiscal year, 69 of the participants served in San Diego County had children. Research indicates that the incarceration of a parent depresses household income by 22% in their absence. Thus, the prospect of reliable employment upon release from prison or jail is of critical importance to both participants and their families, and to the communities to which they return.

The men and women who come to CEO often arrive lacking the knowledge and experience to successfully navigate the labor market. Just over half (54%) of participants served in San Diego last year had a High School Diploma or GED. Perhaps more startling, 42% of CEO participants had no work experience at all. Thus, for many, CEO is a first experience with legitimate employment. Connecting participants to the labor market is particularly critical to their long-term success given their relative youth; nearly 65% of CEO participants from Chula Vista are under 35 years

old, and 45% are under 25. In a typical career trajectory, most people spend their 20s and early 30s in jobs with progressively increasing levels of responsibility and pay. During this time, most will learn the skills necessary for their profession, establishing professional networks and laying the foundation upon which their career will be built. CEO participants too frequently spend these years incarcerated, excluded from even entry-level jobs and often faced with tremendous debt from fines, restitution, and unpaid child support. Research has clearly shown that the consequences of incarceration have a lifelong effect on economic mobility, with nearly 67% of formerly incarcerated men remaining on the bottom rung of the economic ladder 20 years after serving their sentence. By targeting a marginalized population highly concentrated in low-income neighborhoods, CEO stems the persistence of poverty in underserved communities.

In the last fiscal year, CEO served 21 people from the City of Chula Vista, 11 of whom were young adults. In the upcoming year, CEO seeks CDBG funding to serve an additional 28 people from Chula Vista, 15 of which will be young adult participants. Despite the barriers discussed above, CEO was able to place **over half of San Diego County participants** into full-time jobs. What's more, CEO's employment reentry intervention has been proven, through a three-year independent random assignment evaluation conducted by MDRC, to increase public safety and yield up to \$3.30 in taxpayer savings for every dollar invested. The study found that for those recently released, CEO made statistically significant impacts on all measures of recidivism, including arrests, convictions and incarceration. As the first reentry service provider nationally to submit to a random assignment evaluation, CEO offers an effective program model whose impact has met the highest possible standard of evidence.

While many organizations-- in San Diego and national-- serve formerly incarcerated clients, CEO's services are distinguished from other workforce development providers in several ways: the organization exclusively serves individuals with criminal convictions; all participants are guaranteed immediate paid transitional work up to four days per week; and every participant placed in full-time employment is given one year of retention services that combines intensive case management with work-related financial incentives. Several other components of the CEO model such as Life Skills Education, Job Coaching and Job Development are utilized by other local providers, but CEO links these services in a unique manner that allows participants to build basic work skills and earn immediate income while getting the support they need to secure full-time, permanent employment.

Over the next six months, CEO anticipates doubling its capacity in San Diego to serve 375 people with histories of incarceration. For this grant, CEO is requesting support for a portion of the vocational services to be provided to 28 at-risk adults residing in the City of Chula Vista. CEO is aiming to leverage monies from a variety of government and private sources for this project. Of note, if received, this funding will leverage dollars through two federal Social Innovation Funds that require a match source such as CDBG funding in order to be drawn down. Overall, CEO is asking for less than 45 percent of the project's total \$67,674 cost. The proportion of requested funding translates to a cost of \$1,071 per participant served—a modest investment, especially with consideration to the financial benefits that the CEO program has been demonstrated to provide taxpayers.

This project offers a cost-effective solution for improving public safety and connecting formerly incarcerated people to the labor market. CEO intervenes in our participants' lives at a time when they are highly motivated to find employment (recently after release) but are the least likely to be able to secure a job. By offering services at this critical juncture, CEO has proven that it can significantly reduce recidivism among participants and generate substantial cost savings to taxpayers. In times of strained state and municipal budgets, less spending on incarceration means more resources are available for other critical issues and population needs.

APPENDIX C-2: THREE-MONTH CASH RULE TEST

**CITY OF CHULA VISTA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FISCAL YEAR 2014-2015 APPLICATION**

THREE-MONTH CASH RULE TEST

The three (3)-month rule is used as a guideline to determine whether an Agency is solvent and has enough available cash to take a CDBG project from beginning to end during the 12-month allowed to complete the project. CDBG projects should not harm the day-to-day operations of the Agency, so enough funds must be available for both purposes.

Provide the information requested below to demonstrate that the agency has enough cash on hand to operate the proposed project on a reimbursement basis.

Balance Sheet - Audited Financial Statements.	FY _____	2013 CY _____	Page # _____
Document must be attached to Application			
Enter Agency Cash Balance (Cash cannot include Investments or Receivables)		2,491,637	
A. Multiply Agency Cash Balance by 4 = Cash available for project(s)		9,966,548	
List the amount of FY 2014-2015 CDBG funding applied for this application.		30,000	
List the amount of FY 2014-2015 CDBG funding applied for any other application.		95,810	
List the amount of FY 2014-2015 CDBG funding applied for any other application.		20,000	
List the amount of FY 2014-2015 CDBG funding applied for any other application.		150,000	
B. Sum all the amounts for FY 2014-2015 CDBG funding request(s)		295,810	
Compare Agency Cash Balance Available (Item A) with Total FY 2014-2015 CDBG Funding Request (Item B):			
Item A	9,966,548	Item B	295,810
		Difference	9,670,738
Analyze Results			
1- If difference is a positive amount or equals \$0, the Agency is eligible to apply.			
2- If difference is a negative amount, the Agency has the options below:			
The Agency can adjust any of the FY 2014-2015 CDBG requested amount(s) to result in a positive or \$0 balance, as long as:			
A) <u>EACH PROJECT MEETS THE MINIMUM REQUIRED AMOUNT FOR EACH OF THE APPLICATIONS, AND</u>			
B) <u>CASH AVAILABLE FOR PROJECTS IS NOW GREATER THAN OR EQUAL TO THE TOTAL FY 2014 CDBG FUNDING REQUEST.</u>			

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 1 - BUDGET EXHIBIT**

AGENCY Center for Employment Opportunities

PROJECT Employment Reentry for At-Risk Young Adults (18-25)

		CDBG	Percentage
SALARIES & WAGES	(Schedule 2)	<u>20,500</u>	
FRINGE BENEFITS	(Schedule 3)	<u>5,482</u>	
	TOTAL PERSONNEL	<u>25,982</u>	
SUPPLIES	(Schedule 5)	<u> </u>	
POSTAGE	(Schedule 5)	<u> </u>	
CONSULTANT SERVICES	(Schedule 5)	<u> </u>	
MAINTENANCE/REPAIR	(Schedule 5)	<u> </u>	
PUBLICATIONS/PRINTING	(Schedule 5)	<u> </u>	
TRANSPORTATION	(Schedule 5)	<u> </u>	
RENT	(Schedule 5)	<u> </u>	
EQUIPMENT RENTAL	(Schedule 5)	<u> </u>	
INSURANCE	(Schedule 5)	<u> </u>	
UTILITIES	(Schedule 5)	<u> </u>	
TELEPHONE	(Schedule 5)	<u> </u>	
OTHER EXPENSES (SPECIFY):	(Schedule 5)	<u> </u>	
	(Schedule 5)	<u> </u>	
	(Schedule 5)	<u> </u>	
	TOTAL NON-PERSONNEL	<u>0</u>	
TOTAL INDIRECT COSTS/ADMINISTRATIVE OVERHEAD (IC/AO)	(Schedule 4)	<u>4,018</u>	<u>0.1339333</u>
[IC/AO Expenses limited to 15% of Total CDBG Project Budget]			
	TOTAL CDBG PROJECT BUDGET	<u>30,000</u>	

Appendix D: Implementation (Max Length: 1 Page; Max Score: 5 Points)

Provide a listing below of the specific tasks or activities needed to implement the proposed project and a timeline for their completion. Number each task or activity, describe it, and give the projected date of completion. Add additional rows as needed.

#	Task/Activity	Description	Completion Date
1	Project Ramp-up	CEO will establish all data tracking, fiscal and administrative, programmatic procedures for operations and reporting on CDBG grant.	8/1/2014
2	Participant Recruitment	CEO will recruit 8 eligible at-risk LMI young adults from Probation and Parole Offices per quarter to start the program.	9/30/2014 12/31/2014 3/31/2015 6/30/2015
3	Life Skills Education	CEO will conduct at least one Life Skills Education class per month to accommodate program participants, graduating an average of 6 participants per quarter.	Last calendar day of each month
4	Transitional Work	CEO will run a transitional work crew offering participants 650 hours of paid transitional work per month where they learn basic skills and are evaluated daily by their supervisor.	Last calendar day of each month
5	Job Development	CEO will place 8 participants in full time jobs, approx. 3 per quarter , for the last three quarters of the year.	12/31/2014 3/31/2015 6/30/2015
6	Employer Outreach	CEO Job Development staff work with the business community to expand the number of employers CEO work with thereby increasing the amount of full-time job available to CEO clients. Progress will be tracked on a quarterly basis.	9/30/2014 12/31/2014 3/31/2015 6/30/2015

Appendix E: Roster of Board Members & Professions

Provide a roster of the members of your agency's Board of Directors and their professions by filling out the table below:

Name / Board Position	Profession / Affiliation	Member of Target Population	Resides in Target Area
David Moskovitz, Chair	Chief Executive, Accenture	<input type="checkbox"/>	<input type="checkbox"/>
Steven Fishner, Treasurer	Dir. Foreign Practice, KMPG	<input type="checkbox"/>	<input type="checkbox"/>
O. Peter Sherwood, Sec.	Judge, Supreme Court NY	<input type="checkbox"/>	<input type="checkbox"/>
Joel Hornstein, Audit Chair	M.D., American Dream Fund	<input type="checkbox"/>	<input type="checkbox"/>
Emary Aronson, Trustee	M.D., Robin Hood Foundation	<input type="checkbox"/>	<input type="checkbox"/>
Elizabeth Balfour, Trustee	Partner, SMR & Hampton, LLP	<input type="checkbox"/>	<input type="checkbox"/>
Cristine S. DeBerry, Trustee	Chief of Staff, DA George Gascon	<input type="checkbox"/>	<input type="checkbox"/>
Kathryn Jo Mannes, Trustee	Senior VP, AACC	<input type="checkbox"/>	<input type="checkbox"/>
William J. Snipes, Trustee	Partner, Sullivan & Cromwell	<input type="checkbox"/>	<input type="checkbox"/>
Andrew van der Vord, Trustee	VP, Credit Suisse Securities	<input type="checkbox"/>	<input type="checkbox"/>
Ellen V. Holloman, Trustee	Partner, Olshan Frome Wolosky	<input type="checkbox"/>	<input type="checkbox"/>
Jonathan D. Miller, Trustee	JDM Associates	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Appendix F: Disclosure Statement

Pursuant to City Council Policy 101-01, prior to any action on a matter that requires discretionary action by the City Council, Planning Commission or other official legislative body of the City, a statement of disclosure of certain ownerships, financial interests, payments, and campaign contributions must be filed. The following information must be disclosed:

- 1. List the names of all persons having a financial interest in the project that is the subject of the application, project or contract (e.g., owner, applicant, contractor, subcontractor, material supplier).

N/A

- 2. If any person* identified in section 1 above is a corporation or partnership, list the names of all individuals with an investment of \$2000 or more in the business (corporation/partnership) entity.

N/A

- 3. If any person* identified in section 1 above is a non-profit organization or trust, list the names of any person who is the director of the non-profit organization or the names of the trustee, beneficiary and trustor of the trust.

N/A

- 4. Please identify every person, including any agents, employees, consultants, or independent contractors, whom you have authorized to represent you before the City in this matter.

Sam Schaeffer (CEO/Executive Director), Brad Dudding (Chief Operating Officer), Keiara Auzenne (San Diego County Director)

- 5. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, had any financial dealings with an official** of the City of Chula Vista as it relates to this contract, project or application within the past 12 months? Yes No If yes, briefly describe the nature of the financial interest the official may have in this contract.

N/A

- 6. Has any person* anyone identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, made a campaign contribution of more than \$250 within the past twelve (12) months to a current member of the Chula Vista City Council? No Yes If yes, which Council member(s)?

N/A

- 7. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, provided more than \$420 (or an item of equivalent value) to an official** of the City of Chula Vista in the past twelve (12) months? (This includes any payment that confers a personal benefit on the recipient, a rebate or discount in the price of anything of value, money to retire a legal debt, gift, loan, etc.) Yes No If Yes, list official and what was the nature of item provided?

N/A

- 8. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, been a source of income of \$500 or more to an official** of the City of Chula Vista in the past twelve (12) months? Yes No If Yes, identify the official and the nature of the income provided?

N/A

January 23, 2014

Sam Schaeffer

Signature:

* Person is defined as: any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, any other county, city, municipality, district, or other political subdivision, or any other group or combination acting as a unit.

** Official includes, but is not limited to: Mayor, Council member, Planning Commissioner, Member of a board, commission, or committee of the City, and City employees or staff members.

Appendix G: Identification of Prior Year CDBG and/or Federal Funds

G.1. Agency name:	City of Tulsa
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G.2. Project name:	North Tulsa Employment Reentry Project
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G.3. Year of funding:	<input type="checkbox"/> Fiscal Year 2010	<input type="checkbox"/> Fiscal Year 2011	<input checked="" type="checkbox"/> Fiscal Year 2014
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G.4. Indicate the source of the federal funding awarded to the prior project:			
<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded:	43,771	G.6. Amount spent to date:	9,317.34
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G.7. Amount reprogrammed to date:	
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G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):	
(1)	Provide life skills education and job coaching to 120 new North Tulsa participants between 7/1/13 and 6/30/14
(2)	Place at least 70 individuals in full-time private sector employment
(3)	Provide at least 70 individuals with retention services post-placement

G.9. Indicate below the outcomes achieved:	
(1)	N/A
(2)	N/A
(3)	N/A

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:	
This contract is currently being executed during this year, Fiscal Year 2014.	

G.1. Agency name:	City of Chula Vista
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G.2. Project name:	Employment Reentry for at At-Risk Young Adults
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G.3. Year of funding:	<input type="checkbox"/> Fiscal Year 2010	<input type="checkbox"/> Fiscal Year 2011	<input checked="" type="checkbox"/> Fiscal Year 2014
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G.4. Indicate the source of the federal funding awarded to the prior project:			
<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded:	14,000	G.6. Amount spent to date:	0
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G.7. Amount reprogrammed to date:	
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G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):	
(1)	Provide life skills education and job coaching to 15 new Chula Vista participants
(2)	Place at least 8 individuals in full-time private sector employment
(3)	Provide at least 8 individuals with retention services post-placement

G.9. Indicate below the outcomes achieved:

(1)	N/A
(2)	N/A
(3)	N/A

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

This contract is currently being executed during this year, Fiscal Year 2014.

(Max Length per Project: 1 Page)

G.1. Agency name: City of Buffalo Department of Community Services

G.2. Project name: City of Buffalo Community Development Block Grant Entitlement Program

G.3. Year of funding: Fiscal Year 2010 Fiscal Year 2011 Fiscal Year 2013

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input checked="" type="checkbox"/> Other (Indicate below):
US HUD			

G.5. Amount awarded: 194,313

G.6. Amount spent to date: 188,798.27

G.7. Amount reprogrammed to date:

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	Provide life skills education and job coaching to 75 new City of Buffalo participants
(2)	Place at least 50 individuals in full-time private sector employment
(3)	Provide at least 50 individuals with retention services post-placement

G.9. Indicate below the outcomes achieved:

(1)	CEO provided life skills education and job coaching to approximately 196 participants between 5/1/12 and 4/30/13
(2)	CEO placed approximately 198 City of Buffalo residents into full-time private sector employment
(3)	CEO provided retention services to 122 City of Buffalo residents placed in full time employment

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

(Max Length per Project: 1 Page)

G.1. Agency name:

G.2. Project name:

G.3. Year of funding: Fiscal Year 2010 Fiscal Year 2011 Fiscal Year 2012

G.4. Indicate the source of the federal funding awarded to the prior project:

<input type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: G.6. Amount spent to date:

G.7. Amount reprogrammed to date:

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	<input type="text"/>
(2)	<input type="text"/>
(3)	<input type="text"/>

G.9. Indicate below the outcomes achieved:

(1)	<input type="text"/>
(2)	<input type="text"/>
(3)	<input type="text"/>

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[Type response hereG.]

(Max Length per Project: 1 Page)

G.1. Agency name:

G.2. Project name:

G.3. Year of funding: Fiscal Year 2010 Fiscal Year 2011 Fiscal Year 2012

G.4. Indicate the source of the federal funding awarded to the prior project:

<input type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: G.6. Amount spent to date:
 G.7. Amount reprogrammed to date:

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	<input type="text"/>
(2)	<input type="text"/>
(3)	<input type="text"/>

G.9. Indicate below the outcomes achieved:

(1)	<input type="text"/>
(2)	<input type="text"/>
(3)	<input type="text"/>

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[Type response herG.]



CDBG Application Summary

Applicant: Family Health Centers of San Diego

Program/Project: KidCare Mobile Medical Unit #3

Project Description: The Mobile Medical Units (MMU) provide high quality healthcare to low-income and medically underserved persons, including homeless children, youth, and adults. The MMU is a licensed medical clinic that provides immunizations, illness management, and health screenings to patients; thereby eliminating financial, cultural, linguistic, and transportation barriers to care.

Type of Program/Project: Public Services [(\$570.201(e))]

Target Population:	05M - Health Services CFR§ 570.208(a)(2) Low Moderate Income Limited Clientele	Proposed Number to Serve:	1,500 <i>(subject to change depending on funding recommendation)</i>
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Program Total Budget:	\$326,963	C. V. Cost per Client:	\$20 <i>(Based on funding recommendation)</i>
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Funding Request:	\$30,000	Prior Year Funding:	\$13,600
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Specific Use of Chula Vista Funding:	Personnel Costs	FUNDING RECOMENDED	\$13,600
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Staff Notes:



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Application for Funding for Fiscal Year 2014-2015

Project category: <small>(check one only)</small>	<input checked="" type="checkbox"/> Public service <input type="checkbox"/> Capital improvement
---	--

Application Number:
(CDBG Program Office Use Only)

Applicant Agency Information

Applicant legal name:	Family Health Centers of San Diego (FHCS)				
Type of agency:	<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't./Public	<input type="checkbox"/> For Profit	<input type="checkbox"/> Faith-Based	<input type="checkbox"/> Other:
Agency Address:	823 Gateway Center Way				
Date of incorporation:	1970	Tax ID number:	95-2833205		
Agency DUNS number:	02053-1893	Annual operating budget:	\$111,642,770		
Number of paid staff:	1074	Number of volunteers:	75		

Agency mission statement:
Our mission is to provide caring, affordable, high quality healthcare and supportive services to everyone, with a special commitment to uninsured, low income and medically underserved persons.

Project Title:

KidCare Express Mobile Medical Unit #3 (MMU)

Brief project description:

Our MMUs provide high quality healthcare to low-income and medically underserved persons, including homeless children, youth, and adults. The MMU is a licensed medical clinic that provides immunizations, illness management, and health screenings to patients, thereby eliminating financial, cultural, linguistic, and transportation barriers to care.

Funding Request

Total funding requested in this application <small>(you will provide a detailed budget in Appendix C)</small>	\$30,000	Other funds already secured for project:	\$0
Total cost to complete project:	\$326,963	Other funds not yet secured for	\$326,963

Project Information

If Project is a Public Service, will service be site specific? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If your answer is yes, please provide: Address(es) below:	Census tract:
Our MMU serves multiple sites in the City of Chula Vista and the greater South Bay region	127, 131.02, 132.03
Including schools, social service sites, community centers, and public gathering sites.	133.03, 134.19

Target Clientele: <small>(Homeless, Youth, Elderly, Disabled, Other/General)</small>	Low-income, medically underserved people in Chula Vista including homeless individuals, children, youth, and adults
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The following questions on individual clients and households to be served apply only to Public Service, and Minor Residential Rehabilitation projects:

Will the project serve individual clients (IC) or households (HH)?	<input checked="" type="checkbox"/> Individual clients	<input type="checkbox"/> Households
Total unduplicated IC/HH served:	1500	
Annual cost per client/household:	\$20	

Section 1: Project Details (Max Score: 25 Points)

1.1. Provide a concise description of the proposed project (this description must match the one provided on the cover page). Space for a fuller narrative is provided in Appendix A.

Our MMUs provide high quality healthcare to low-income and medically underserved persons, including homeless children, youth, and adults. The MMU is a licensed medical clinic that provides immunizations, illness management, and health screenings to patients, thereby eliminating financial, cultural, linguistic, and transportation barriers to care. In addition, the MMU serves as a conduit to a primary care medical home for those who do not have one.

1.2. Project start date: July 1, 2014 Anticipated end date: June 30, 2015

1.3. Project's days/hours of operation: Monday through Friday, 8am to 5pm but varies by location and day.

1.4. Project category: <i>(check one only)</i>	<input checked="" type="checkbox"/> Public service	1.5. Project objective: <i>(check one only)</i>	<input checked="" type="checkbox"/> Suitable living environment
	<input type="checkbox"/> Capital improvement		<input type="checkbox"/> Decent housing
			<input type="checkbox"/> Economic opportunity
		1.6. Project outcome: <i>(check one only)</i>	<input checked="" type="checkbox"/> Availability/accessibility
			<input type="checkbox"/> Affordability
			<input type="checkbox"/> Sustainability

1.7. CDBG Criteria: Which CDBG criterion below does your proposed project meet?

<input type="checkbox"/>	(1) Area benefit: At least 51% of residents within the targeted activity area are low to moderate income (LMI). Please provide a map identifying the Census Tracts designated as LMI.
<input checked="" type="checkbox"/>	(2) Limited clientele (select subpart below):
<input type="checkbox"/>	(a) Special needs group (select benefit group from the list below):
<input type="checkbox"/>	(i) Abused children
<input type="checkbox"/>	(ii) Elderly persons 62 years or older
<input type="checkbox"/>	(iii) Battered spouses
<input type="checkbox"/>	(iv) Severely disabled adults (not children) – Census definition; documentation required
<input type="checkbox"/>	(v) Illiterate adults
<input type="checkbox"/>	(vi) Persons living with HIV/AIDS
<input type="checkbox"/>	(vii) Migrant farm workers
<input type="checkbox"/>	(viii) Homeless persons
<input checked="" type="checkbox"/>	(b) At least 51% of clientele to be served will be documented as LMI. How does your agency track and record client demographics? We use our electronic health records and internal systems to track demographics.
<input type="checkbox"/>	(3) Housing (select subpart below):
<input type="checkbox"/>	(a) Single family (must be 100% LMI)
<input type="checkbox"/>	(b) Multi-unit (must be 51% LMI)

1.8. The 2010-2015 Consolidated Plan goals are listed below. Select the goal appropriate to your project:

<input type="checkbox"/>	Affordable Rental Housing Opportunities
<input type="checkbox"/>	Maintenance and Preservation of Housing (rehabilitation activities)
<input type="checkbox"/>	Homeownership Opportunities (homebuyer programs)
<input type="checkbox"/>	Community Enhancement (public facilities/spaces)
<input checked="" type="checkbox"/>	Public Services to Special Needs Population and/or Low Moderate Income Persons

(Max Length for Questions 1.10 to 1.15: 2 Pages)**1.10. Explain how the proposed project addresses the goal selected:**

Our MMU program is designed to increase access to health care for low-income and medically underserved people by eliminating financial, cultural and linguistic, and transportation barriers often associated with primary medical care services. By bringing the MMU to local schools, social service agencies, and store parking lots, we are helping vulnerable populations receive vital health care services. Many of these patients, especially homeless individuals, often rank health care concerns secondary to more immediate subsistence needs such as food and shelter. MMU services enable low to moderate income (LMI) patients to get health care in a timely manner when serious conditions are still preventable.

We have been providing mobile medical care onboard our MMUs throughout San Diego County since 1998. MMU services are provided to low-income and medically underserved patients in Chula Vista and non-Chula Vista residents in the South Bay approximately 32 hours per week in convenient, easily recognizable locations like school campuses and store parking lots. For the 2014-2015 fiscal year, we anticipate serving 1500 people, including homeless persons, individuals with substance abuse or mental health issues, public housing residents, children, youth, and adults.

1.11. Summarize any statistics and other supporting documentation that demonstrate the importance of addressing this need or problem:

According to the 2012 San Diego County Health Status Report, the South Region, which includes Chula Vista, leads the county in some troubling health statistics for both chronic and infectious diseases. The South Bay has the highest rate of female breast cancer, and Chula Vista had the highest rate of prostate cancer and overall cancer death in the region. The South Region has a coronary heart disease (CHD) hospitalization rate 32.3% higher than the county overall, with Chula Vista having the highest rates of death, hospitalization, and emergency department (ED) discharge for both CHD and stroke. The rate of diabetes hospitalization in the South Region is over 50% greater than the county overall, with Chula Vista having the highest rates of death, hospitalization, and ED discharge due to diabetes. The incidence rate for tuberculosis is 95.7% higher, and the rate of chronic hepatitis C is 170.7% higher in the South Region than the county overall. The South Region also had an incidence rate for chlamydia that is 15.4% higher than the county overall, with Chula Vista having the highest rate in the area. Though the infant mortality rate in the South Region is generally lower than the county overall, Chula Vista has the highest percentage of very low birth weights among the communities within the South Region. Chula Vista also had the highest rate of hospitalization due to assault, suicide, self-inflicted medical encounter, and fall-related deaths, hospitalizations, and ED discharges in the South Region. These health disparities are even more pronounced among the nearly 500 homeless individuals in Chula Vista, as homelessness is linked with greater need for mental health and supportive services, as well as increased use of paramedic health services and emergency hospital care.

These statistics and the fact that San Diego is one of the few large counties in California without a county hospital equates to a large need for health care services. FHCS D helps fill gaps by providing critical care on the MMU to vulnerable individuals who face significant barriers accessing healthcare. Despite the passage of the Affordable Care Act, it is estimated that 3 million Californians will still be uninsured or underinsured. As the largest provider of safety net health care in San Diego County, FHCS D serves the highest-risk and most vulnerable people. 80% of MMU patients typically have neither health insurance nor the means to pay for their visit. Compared with other County Regions, South Region residents are more likely to use public services (such as community clinics like FHCS D) as their usual source of care, it is therefore more important than ever to ensure that we continue providing services through our MMU.

1.12. List each service provided by the project. For each service, indicate whether it is a new service or an expansion of an existing service:

Our MMU program will continue to provide high quality, culturally competent health care services like immunizations, well check-ups, preventive care, illness management, and health screenings to LMI patients in the City of Chula Vista. In addition, we will expand our program using a targeted approach to ensure that we reach a significant portion of the homeless population in Chula Vista, including individuals who may not readily identify as homeless but meet the federal definition of homelessness (e.g., couch surfers and unstably housed individuals). We will continue to care for patients onboard the MMU and link them to FHCS D's larger system of care, helping them establish medical homes and referring

them to other services. This is even more critical for homeless individuals who not only need a primary medical home but would benefit from additional resources available through our federally funded Health Care for the Homeless Project (e.g., mental health services, vision care, restorative dental care, case management, transportation assistance, etc.).

We will continue to collaborate with existing partners like the Chula Vista Elementary School District and Sweetwater Union High School District, and explore partnerships with other social services agencies to promote and deliver MMU services to LMI residents in Chula Vista. MMU staff and agency outreach workers will also promote MMU services. A monthly schedule of MMU clinic sessions will be created, published, and provided to all partners. Individual patients will be encouraged to contact FHCSO directly to schedule an appointment or identify where the closest MMU clinic session will be held. Clinic sessions will be held in half day blocks of time, four hours each, four days a week. Patients will be registered at the point of services and then receive the health care that they need and/or request. Referrals to specialty care will be provided when needed. Patients will receive assistance in enrolling in public health benefit programs if they qualify. Patient data will be collected daily and will include the total number of patients and health care encounters for analysis and reporting purposes as required.

1.13. How does your agency plan to tell the target population about the project/services?

FHCSO has a long history of working with over 400 other service agencies throughout the county to promote our programs and services. We work with our community partners to reach the target population for our MMU program. In addition, we actively go out to the community conducting outreach activities to ensure that people know about the services available aboard the MMU. The quality of care we provide keeps our patients coming and encourages word of mouth advertising. The same holds true for MMU patients who are impressed with the high quality, culturally competent services we provide. They often refer other family members, friends, neighbors, and colleagues to FHCSO. We also have an Outreach Workers Network that promotes the MMU program to clients and helps us identify needs in the community to determine where to deploy the MMU. Our talented marketing team creates interesting promotional materials and helps us promote the MMU online via our website, Facebook page, and at community events.

1.14. List up to three outcomes of the project (at least one is required). For each outcome listed, provide the number of participants who will benefit and the way data will be collected to track or verify the outcome.

FHCSO will track the following measurable outcomes for the project: 1)the total number of unduplicated patients receiving care onboard the MMU; 2)the total number of MMU patients who meet the federal definition of homelessness; and 3)the total number of encounters/visits to the MMU. For fiscal year 2014-2015, we anticipate that we will serve 1500 unduplicated patients, through 1875 encounters. 300 of the total number of patients we serve during the fiscal year will meet the federal definition of homelessness. We will expand MMU services to reach a significant portion of the homeless population in Chula Vista through a concentrated effort involving targeted outreach and working closely with existing and new partners. Data will be collected through the use of our fully deployed electronic health records (EHR), our proprietary Clinical Management Information System (CMIS), clinic logs, daily productivity sheets, and other internal documents within our system.

1.15. Will the project collaborate with other service providers in the community? If yes, list them and briefly describe the collaboration:

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	-----	--------------------------	----

FHCSO collaborates with over 400 other service agencies to deliver primary healthcare to medically underserved persons including homeless individuals, people with substance abuse and mental health issues, public housing residents, at-risk children, youth, and adults, and other low-income individuals. For example, we partner with local non-profit homeless shelters and public housing sites to deliver primary healthcare to people without transportation or insurance. We also partner with non-profit mental health and substance abuse recovery agencies such as Vista Hill, Mental Health Systems, and McAllister Institute to deliver care to their residential clients. Our MMU program has a strong partnership with the Chula Vista Elementary School District, the Sweetwater Union High School District, community centers, and other local places of gathering (e.g., store parking lots) to deliver mobile healthcare to those who need it.

Section 2: Agency Capacity (Max Score: 10 Points)

2.1. Who will be the person responsible for the overall oversight of the proposed project?

Name of person:	Fran Butler-Cohen
Title of person:	CEO
Relevant education:	Masters in Business Administration
Telephone number:	619-515-2301
Date first employed:	1986

2.2. Who will be the alternate person responsible for the overall oversight of the proposed project?

Name of person:	Robert Lewis
Title of person:	Director of Special Populations
Relevant education:	Bachelors in Business Administration, 20+ years experience in healthcare
Telephone number:	619-515-2586
Date first employed:	1997

2.3. Who will be the person responsible for the day-to-day operations and management of the proposed project? Provide no more than two individuals:

Name of person:	Tom Stubberud
Title of person:	Manager of Homeless Services and Mobile Medical Services
Relevant education:	Masters in Public Health
Telephone number:	619-515-2372
Date first employed:	2005
Name of person:	
Title of person:	
Relevant education:	
Telephone number:	
Date first employed:	

2.4. Who will be the person responsible for the financial oversight of the CDBG expenditures and fiscal compliance? Provide no more than two individuals:

Name of person:	Ricardo Roman
Title of person:	CFO
Relevant education:	Masters in Taxation, Bachelors in Accounting
Telephone number:	619-906-4603
Date first employed:	2010
Name of person:	Fran Butler-Cohen
Title of person:	CEO
Relevant education:	Masters in Business Administration
Telephone number:	619-515-2301
Date first employed:	1986

(Max Length for Questions 2.5 to 2.8: 1 Page)

2.5. List the evaluation tools your agency plans to employ to track and monitor the progress of the project.

FHCSO has a robust infrastructure which includes EHR and CMIS, both of which are available and accessible aboard our MMU fleet. Both EHR and CMIS are vital evaluation tools that help us to track and monitor the progress of the project. Patient demographics and other relevant data will be collected onboard the MMU vehicle during each encounter using EHR and CMIS, which will allow us to generate reports for continuous program improvement and for submission to funders as required.

One measure of success is the ability to provide services to new patients who are not currently established with a primary care provider. This indicates that the program is reaching additional individuals who can benefit from health services provided.

Some specific mechanisms for monitoring and tracking the program include:

- 1) A monthly MMU schedule of all clinic locations, which will be created and distributed to all project partners;
- 2) Daily clinic productivity sheets, which will be maintained for each clinic session; and
- 3) Individual patient registration information, which will be collected and entered into CMIS.

By using electronic systems and CMIS data, we will track the number of unduplicated patients as a measure against established goals and objectives by June 30, 2015. MMU staff will also use clinic logs and CMIS data to track the number of patient encounters during the 2014-2015 fiscal year. In addition, MMU staff will maintain regular contact via phone, email, and in-person, with key partner agencies (e.g., Chula Vista Elementary School District and Sweetwater Union High School District) and site contacts to ensure the project is successfully providing high-quality health care services through June 30, 2015.

2.6. How does your agency plan to ensure compliance with applicable policy and procedural requirements (including those listed in HUD's "Playing by the Rules" Handbook)?

FHCSO has decades of experience receiving and successfully managing federal, state, and local government funding for the provision of primary health care. This includes funding as a result of our status as a Federally Qualified Health Center from the U.S. Department of Health and Human Services Bureau of Primary Health Care, Medi-Cal funding, State Office of Family Planning, and others. Over the years, we have built a successful history of receiving and managing CDBG funds from multiple sources including the County of San Diego and several cities (San Diego, Chula Vista, El Cajon, and Lemon Grove). FHCSO is familiar with all policies and procedural requirements pertaining to CDBG funds, including those listed in the HUD's Playing by the Rules Handbook.

2.7. Describe any unresolved ADA issues in the project or project office and how your agency plans to address them. (If the objective of the project is ADA rehabilitation, do not repeat the project description here.)

Our KidCare Express MMU is fully ADA compliant and does not have any unresolved issues in the project or project office.

2.8. How many members does your Board of Directors have?	15
How many Board members are also members of the project's target population or reside in the project's target area? Indicate which ones in Appendix F	9

Section 3: Auditing Control (Max Score: 15 Points; Max Length: 2 Pages)

3.1. Briefly describe your agency's payment and disbursement procedures, with relevance to the proposed project:

FHCSD utilizes state-of-the-art information systems, accounting software, and automated billing processes to collect, organize, and track key performance data and to report on the organization's financial status. We operate an extensive management information system coordinated through our Information Technology (IT) Department. FHCSD has an accounting system whereby costs are recorded by site, by department or program, and by object code or expense type. This system is in accordance with Generally Accepted Accounting Principles and applicable Office of Management Circulars (e.g., OMB A-122 Cost Principles for Non-Profit Organizations). The chart of accounts and the general ledger are structured by embedding the site, department, program or grant into the full account number. For service budgeting, expenditures, and reporting, a separate fund number is assigned for each grant. This separate fund number enables FHCSD to keep a clean accounting of the services provided and expenditures related to them. Budget modifications are submitted for approval when necessary.

3.2. Describe how your agency's Board of Directors exercises programmatic and fiscal oversight:

Our Governing Board of Directors meets monthly for oversight and governance, as codified in the organization's Amended and Restated Bylaws. The CEO and CFO provide monthly reports to the Board and FHCSD directors provide scheduled reports in accordance with an annual board calendar of topics, such as patient satisfaction, clinical outcomes, environment of care, and compliance measures. The Board approves all major grant applications, as well as FHCSD's annual budget. The Board provides direct oversight and evaluation of FHCSD's progress in meeting its annual and long-term programmatic and financial goals.

The Board requests presentations over the course of each year that include annual reports on Quality Assurance activities, service area environment of care/emergency, UDS clinic reports, Ryan White Care Act Program (Part C: HIV Early Intervention Services), and patient satisfaction. In addition to specific reports, periodic presentations are provided on key areas, including IT, budgets, sliding scale and fees, Healthcare for the Homeless and Public Housing activities, and the emergency management plan. The CEO and the CFO provide monthly financial and clinical performance progress reports to the Board. The Board uses this ongoing reporting and exchange of information to support strategic planning and continuous review of FHCSD's bylaws, policies, and procedures, patient satisfaction, and effectiveness in fulfilling our mission.

3.3. Briefly describe your agency's financial reporting system/accounting procedures, with relevance to the proposed project:

A monthly financial report is prepared for every grant or contract, summarizing the revenue recognized and the expenses incurred for the month and year-to-date compared to the grant budget. FHCSD also utilizes the Serenic Navigator accounting software to track the organization's financial status, including revenues, funds and expenses by grantor and other funding source, by site/location, by department/cost center, and by any combination of those parameters. We maintain detailed policies and procedures that govern processes for approval of all purchasing, cash receipts, cash disbursement, payroll, investment, patient/third party billing and revenue-related activities and transactions. A strong system of internal control is structured through implementation and oversight of these procedures. FHCSD receives an annual external audit under requirements of the U.S. OMB Circular A-133 (Audits of States, Local Governments and Non-Profit Organizations), performed in compliance with federal audit requirements.

3.4. Briefly describe your agency's record-keeping system, with relevance to the proposed project:

FHCSD has a robust infrastructure which includes a fully deployed EHR and our proprietary CMIS that allow us to manage both patient and financial records. Our Accounting Department maintains financial records for a minimum of seven years.

3.5. Briefly describe your agency's auditing requirements, including those for the proposed project:

In accordance with U.S. OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations, FHCSD receives an annual external audit performed in compliance with federal audit requirements. Our latest audit covers the period July 1, 2011 to June 30, 2012. There have been no major findings or questioned costs in any recent or near-recent

year. FHCS D's Accounting Department closely tracks grant expenditures. Expenditure reports for the MMU program are reviewed regularly by the Director of Special Populations. |

3.6. Briefly describe your agency's internal controls to minimize opportunities for fraud, waste, and mismanagement:

FHCS D, by virtue of being a non-profit organization, has established and continues to maintain effective internal Financial and Accounting controls in compliance with the strict requirements of the laws, regulations, contracts and grants applicable to federal, state, and county grants, among others. These internal controls, enforced by written policies and procedures, are designed to promote and achieve the following objectives:

- 1) Proper validation of documentation for evidence that a recorded transaction actually took place and that it occurred in accordance with the prescribed policies and procedures.
- 2) Ensuring accuracy of amounts and account classification.
- 3) Completeness of control processes to ensure that all transactions are initially recorded on a control document and accepted for processing only once recorded.
- 4) Appropriate maintenance control to keep track of accounting records after the entry of transactions to make certain that they continue to reflect the operations of the organization accurately. This involves procedures, decisions, documentation, and subsequent review by a responsible authorized individual. It also includes proper supervision and segregation of duties.
- 5) Physical security of assets to ensure adequate protection of the same.

These internal controls govern and provide clear distinction and separation of duties in processing transaction as opposed to approval and authorization; handling of cash against recording in the books; writing checks away from those who authorize; reconciliation process separate from those who record the transaction; policies on conflict of interest; to name a few. |

3.7. How does your agency plan to segregate CDBG funds from other agency funds for purposes of identification, tracking, and reporting?

FHCS D employs a methodology whereby costs are recorded by site, by department or program and by object code or expense type. The chart of accounts and the general ledger are structured by embedding the site, department, program or grant into the full account number. For service budgeting, expenditures, and reporting, a separate fund number is assigned for each grant. This separate fund number enables us to keep a clean accounting of the services provided and expenditures related to them. FHCS D is experienced in establishing and maintaining systems for the provision of claims data and information for billing purposes. A monthly financial report is prepared for every grant or contract, summarizing the revenue recognized and expenses incurred for the month and year-to-date compared to the grant budget. Depending upon the grant requirement for claims submission, claims are prepared monthly, quarterly, or per requested frequency, with the necessary expenditures information/details. When claim payments are received, funds are deposited and recorded in the general ledger under the appropriate grant. FHCS D's system is in accordance with generally accepted accounting principles and all applicable Office of Management Circulars, and we have not received a management letter related to our external independent audit for the last two decades. |

Section 4: Agency Experience (Max Score: 10 Points; Max Length: 1 Page for Section 4/5 Combined)

4.1. Briefly highlight your agency's experience and major accomplishments in providing services to LMI residents and/or communities. You may expand in Appendix A.

FHCSD has a proven track record of serving very low-income residents of San Diego County for over 44 years. In 2012, we cared for over 173,000 clients in more than 650,000 encounters through our 34 sites, including 17 primary care clinics, 5 dental clinics, 4 behavioral health centers, and 3 MMUs. A significant majority of the people we cared for in 2012 were impoverished: 86% of FHCSD's patients lived at or below 200% of the Federal Poverty Level (FPL), and 76% live below 100% FPL. 58% of our patients we served in 2012 were uninsured.

We operate health centers that serve LMI residents in communities including Barrio Logan, City Heights, Diamond Neighborhoods, Lemon Grove, El Cajon, Spring Valley, and Chula Vista. Our fleet of MMUs provide vital healthcare services to LMI residents at over 30 community locations, including homeless shelters, public housing sites, schools, and local community centers. FHCSD is the largest provider of school-based health services and HIV prevention and care services in San Diego County. We are the lead agency for the federal Health Care for the Homeless funding in San Diego and the coordinator of developmental and behavioral services for low-income children, aged birth to 5 in two County regions. FHCSD's recent accomplishments in providing services to LMI residents include the addition of radiology and physical therapy services at our newly expanded City Heights Family Health Center, the change in status of Rice Family Health Center from part-time to a full-time school based health center, and our soon to open new Diamond Heights Family Health Center, which will greatly expand our ability to serve patients in Southeast San Diego.

FHCSD was the second health center in the nation to receive The Joint Commission's designation as a Primary Care Medical Home and we are recognized as a Patient-Centered Medical Home by the National Committee for Quality Assurance. We are deeply committed to continuous program improvement and ensuring that we provide the highest quality care to our patients. FHCSD is a 2013 Eureka Silver California Award for Performance Excellence winner awarded by the California Council for Performance Excellence.

4.2. Has your agency received CDBG or other federal funds in any of the past three fiscal years (Fiscal Years 2011-2012, 2012-2013, through 2013-2014)? If yes, complete Appendix G for each of the grants received for the three Fiscal Years 2011, 2012, and 2013.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Section 5: Back-Up Plan (Max Score: 5 Points;)

5.1 Will your agency still implement this project should CDBG funds not be awarded? If yes, how will the implementation be achieved?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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In the event that FHCSD does not receive CDBG funds for this project, we will work to raise funds from local charitable organizations and foundations that fund health care services for low-income, uninsured, and underserved people in the City of Chula Vista. In the past, we have committed agency funds as well, but this is not a long-term sustainable model.

5.2. If funded, how will your agency continue this project if CDBG funds are not available in future years?
--

FHCSD maintains a diversified funding stream from partners at the federal, state, and local levels to facilitate continued operations during financially challenging times.

Appendix A: Narrative of Project (Max Length: 2 Pages)

In two pages or less, explain below your proposed project and make the case why it should be awarded funding.

Our KidCare Express Mobile Medical Unit (MMU) program proposes to continue providing needed high quality, culturally competent primary health care services to low to moderate income (LMI) and medically underserved people in Chula Vista, including homeless persons, public housing residents, people with mental health and substance abuse issues, and at-risk children, youth, and adults. We have been providing healthcare aboard our MMUs throughout San Diego County since 1998.

Our MMUs are 40 foot long converted buses that operate as fully-licensed medical clinics on wheels. The goal of the MMU program is to increase access to primary health care. We eliminate financial, cultural, linguistic, and transportation barriers to care by bringing much needed medical services to low-income and medically underserved people where and when they need them. The services offered aboard the MMU include immunizations, well check-ups, preventive care, illness management, health screenings, and referrals to other services.

Family Health Centers of San Diego (FHCS) collaborates with over 400 other service agencies to deliver primary healthcare to low-income and medically underserved people, including homeless individuals, children, youth, and adults. According to the 2013 Point In Time Count conducted by the Regional Task Force on the Homeless, there were 715 individuals who were homeless in the South Region, a majority of whom were found in Chula Vista (495). These homeless individuals include military veterans, people with severe mental illness, chronic substance abusers, people living with HIV/AIDS, and victims of domestic violence. At FHCS's two fixed-site clinics, Rice Family Health Center and Chula Vista Family Health Center, we served 1,130 individuals who met the federal definition of homelessness through 4,056 encounters in 2013. As the lead agency for the federal Health Care for the Homeless funding in San Diego, we know that homeless children and adults are among the most underserved by the health care community. Our agency collaborates with community partners throughout the county like South Bay Community Services, the South Bay Homeless Advocacy Coalition, and the Regional Task Force on the Homeless to provide respectful, culturally competent, and high quality services to homeless persons.

We also work with both the Chula Vista Elementary School District and the Sweetwater Union High School District to provide MMU services to students and their families on campus. We currently provide mobile health care on a regular basis throughout the school year at Castle Park Elementary, Castle Park Middle School, Lauderbach Elementary, Silverwing Elementary, Vista Square Elementary, and Feaster Charter School. FHCS also works with nonprofit mental health and substance abuse recovery agencies to deliver much needed medical services to their clients via the MMU. In Chula Vista, we partner with the McAlister Institute's South Bay Regional Recovery Center to deliver healthcare to residential clients.

In addition to being a vital community program that provides medical services to people in Chula Vista where and when they need them, our MMU also serves as a conduit to the broader system of care. Staff aboard the MMU routinely assist patients in establishing a primary medical care home at Rice Family Health Center, Chula Vista Family Health Center, or other clinics in the area. By linking MMU patients to a medical home they experience better health benefits due to the increased continuity of care.

As the largest Federally Qualified Health Center in the county, a critical provider of safety net health care in San Diego, and one of the first clinics in the state to provide mobile medical care to low-income people, FHCS has a proven track record of providing MMU services to vulnerable populations. Through our skilled staff, well cultivated partnerships, effective approaches, and a robust infrastructure, our program is able to demonstrate success through measurable outcomes. Our MMU has been credited with community accomplishments like improving attendance at elementary schools, delivering life-saving care, and reducing inappropriate use of local emergency rooms. Every

time an indigent San Diegan receives care at a local emergency room, the hospital loses at least \$455. That amount is just \$42 shy of FHCSA's cost of caring for the same patient for an entire year!

Mary (name changed) is a mother of four who is currently homeless and staying in a shelter. She came into a local community center for emergency food and employment assistance, and found out that health services were also available onsite through FHCSA's MMU program. Thanks to our MMU, Mary's children all received annual checkups and required vaccinations. All four of her children are healthy, up to date on their immunizations, and are now all enrolled in school. Mary continues to turn to the community center for fellowship and assistance, including healthcare, which our MMU provides.

Norman (name changed) was a 16 year old patient who came in to the MMU with his mother for a physical. He appeared weak, pale, and was not talkative. During the assessment, his mother informed the provider that Norman was newly diagnosed with Type 1 diabetes but did not have any medication. He also did not want to drink water because he was urinating frequently. The provider performed a glucose check and discovered that Norman had seriously high blood sugar levels (over 400 mg/dL). The provider immediately referred Norman to Children's Hospital where he was admitted for two weeks due to his uncontrolled glucose levels. The provider's assessment and quick action saved Norman's life, as very high blood sugar levels (600 mg/dL or higher) can lead to a coma or death if not addressed promptly.

These two stories are prime examples of how FHCSA's MMU program benefits the communities it serves. Many more stories like these happen every day as we continue to improve the health and quality of life of our patients in Chula Vista and the South Bay.

APPENDIX C-2: THREE-MONTH CASH RULE TEST

**CITY OF CHULA VISTA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FISCAL YEAR 2014-2015 APPLICATION**

THREE-MONTH CASH RULE TEST

The three (3)-month rule is used as a guideline to determine whether an Agency is solvent and has enough available cash to take a CDBG project from beginning to end during the 12-month allowed to complete the project. CDBG projects should not harm the day-to-day operations of the Agency, so enough funds must be available for both purposes.

Provide the information requested below to demonstrate that the agency has enough cash on hand to operate the proposed project on a reimbursement basis.

Balance Sheet - Audited Financial Statements.	FY <u>2012-2013</u>	CY _____	Page # <u>9</u>
Document must be attached to Application			
Enter Agency Cash Balance (Cash cannot include Investments or Receivables)		21,217,118	
A. Multiply Agency Cash Balance by 4 = Cash available for project(s)		84,868,472	
List the amount of FY 2014-2015 CDBG funding applied for this application.		30,000	
List the amount of FY 2014-2015 CDBG funding applied for any other application.		-	
List the amount of FY 2014-2015 CDBG funding applied for any other application.		-	
B. Sum all the amounts for FY 2014-2015 CDBG funding request(s)		30,000	
Compare Agency Cash Balance Available (Item A) with Total FY 2014-2015 CDBG Funding Request (Item B):			
Item A	84,868,472	Item B	30,000
Difference			84,838,472
Analyze Results			
1- If difference is a positive amount or equals \$0, the Agency is eligible to apply.			
2- If difference is a negative amount, the Agency has the options below:			
The Agency can adjust any of the FY 2014-2015 CDBG requested amount(s) to result in a positive or \$0 balance, as long as:			
A) <u>EACH PROJECT MEETS THE MINIMUM REQUIRED AMOUNT FOR EACH OF THE APPLICATIONS, AND</u>			
B) <u>CASH AVAILABLE FOR PROJECTS IS NOW GREATER THAN OR EQUAL TO THE TOTAL FY 2014 CDBG FUNDING REQUEST.</u>			

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 1 - BUDGET EXHIBIT**

AGENCY Family Health Centers of San Diego

PROJECT KidCare Express Mobile Medical Unit

		CDBG	Percentage
SALARIES & WAGES	(Schedule 2)	<u>22,800</u>	
FRINGE BENEFITS	(Schedule 3)	<u>7,200</u>	
	TOTAL PERSONNEL	<u>30,000</u>	
SUPPLIES	(Schedule 5)	<u> </u>	
POSTAGE	(Schedule 5)	<u> </u>	
CONSULTANT SERVICES	(Schedule 5)	<u> </u>	
MAINTENANCE/REPAIR	(Schedule 5)	<u> </u>	
PUBLICATIONS/PRINTING	(Schedule 5)	<u> </u>	
TRANSPORTATION	(Schedule 5)	<u> </u>	
RENT	(Schedule 5)	<u> </u>	
EQUIPMENT RENTAL	(Schedule 5)	<u> </u>	
INSURANCE	(Schedule 5)	<u> </u>	
UTILITIES	(Schedule 5)	<u> </u>	
TELEPHONE	(Schedule 5)	<u> </u>	
OTHER EXPENSES (SPECIFY):	(Schedule 5)	<u> </u>	
	(Schedule 5)	<u> </u>	
	(Schedule 5)	<u> </u>	
	TOTAL NON-PERSONNEL	<u>0</u>	
TOTAL INDIRECT COSTS/ADMINISTRATIVE OVERHEAD (IC/AO)	(Schedule 4)	<u> </u>	<u>0</u>
[IC/AO Expenses limited to 15% of Total CDBG Project Budget]			
	TOTAL CDBG PROJECT BUDGET	<u>30,000</u>	

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 2 - PERSONNEL SCHEDULE: GROSS PAY**

The purpose of this form is to list the positions being claimed against the CDBG funding request amount. The positions listed below must provide direct project/client services. Positions providing non-direct services must be included in the indirect costs/administrative overhead (IC/AO) line item. The Total CDBG Salary & Wages must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY Family Health Centers of San Diego
PROJECT KidCare Express Mobile Medical Unit

(1)	(2)	(3)	(4)
POSITION TITLE	GROSS PAY	PERCENT CHARGED	TOTAL SALARY & WAGES
Lead Medical Assistant	\$ 38,113.90	59.82%	22,800.0
			-
			-
			-
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			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
TOTAL CDBG SALARY & WAGES			22,800

1. List all positions charged against CDBG funding providing **direct CDBG project/client activity**.
2. List gross pay for each position listed.
3. List **percent of gross pay** to be charged against CDBG funding.

Pay Schedule (Check One)	
<input type="checkbox"/>	Monthly
<input checked="" type="checkbox"/>	Biweekly
<input type="checkbox"/>	Twice a Month

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 3 - PERSONNEL SCHEDULE: FRINGE BENEFITS**

The purpose of this form is to list the fringe benefits being claimed against CDBG funding request amount. The Total Fringe must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY Family Health Centers of San Diego
PROJECT KidCare Express Mobile Medical Unit

(1)	(2)	(3)	(4)	(5)	(6)
POSITION TITLE	FRINGE TITLE	AMT OF INSURANCE	GROSS PAY	PERCENT CHARGED	AMOUNT
Lead Medical Assistant	FICA	7.65%	\$ 38,113.90	78.71%	2,295
Lead Medical Assistant	Worker's Comp	1.78%	\$ 38,113.90	78.71%	534
Lead Medical Assistant	Health Insurance	10.32%	\$ 38,113.90	78.71%	3,096
Lead Medical Assistant	Retirement	2.41%	\$ 38,113.90	78.71%	723
Lead Medical Assistant	Others (Life, SUI, CME)	1.84%	\$ 38,113.90	78.71%	552
					-
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TOTAL CDBG FRINGE BENEFIT					7,200

1. List all POSITIONS charged against CDBG funding providing **direct CDBG project/client activity**.
2. List Fringe Benefit title FOR EACH POSITION charged to CDBG funds.
3. List the amount of insurance for each position charged against CDBG funds.
4. Use gross pay for project / total all wages of agency. Then multiply by required percent for each fringe.
5. List percent of gross pay to be multiplied for insurance.

Pay Schedule (Check One)	
<input type="checkbox"/>	Monthly
<input checked="" type="checkbox"/>	Biweekly
<input type="checkbox"/>	Twice a Month

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 5 - BUDGET JUSTIFICATION***

AGENCY Family Health Centers of San Diego

PROJECT KidCare Express Mobile Medical Unit

LINE ITEM	Lead Medical Assistant	AMOUNT
Detailed Explanation:		
Salary for Lead Medical Assistant providing care aboard KidCare Express		22,800
TOTAL		\$ 22,800
LINE ITEM	Lead Medical Assistant	AMOUNT
Detailed Explanation:		
Fringe benefits for Lead Medical Assistant providing care aboard KidCare Express		7,200
TOTAL		\$ 7,200
LINE ITEM		AMOUNT
Detailed Explanation:		
TOTAL		\$ -

*All line items must be justified in relation to CDBG-funded activities to be completed. Add pages as needed.

Appendix D: Implementation (Max Length: 1 Page; Max Score: 5 Points)

Provide a listing below of the specific tasks or activities needed to implement the proposed project and a timeline for their completion. Number each task or activity, describe it, and give the projected date of completion. Add additional rows as needed.

#	Task/Activity	Description	Completion Date
1	Contract Award	City Council Awards Funds	May 2014
2	Contract Agreement	Contract Agreement between FHCS and City	June 2014
3	Preparations	Program Manager meets with staff to plan for upcoming year; sites of service confirmed; MOUs are secured as appropriate	June 2014
4	Services Initiated and Continue Throughout Fiscal Year 2014-2015	Services covered by CDBG grant begin	July 2014 – June 2015
5	Internal Monthly Reports	Program Manager reviews program data for quality assurance and continuous program improvement	Monthly
6	First Quarter Report	Program Manager prepares and ensures the 1 st Quarter Report is submitted to the City	October 2014
7	Second Quarter Report	Program Manager prepares and ensures the 2 nd Quarter Report is submitted to the City	January 2015
8	Third Quarter Report	Program Manager prepares and ensures the 3 rd Quarter Report is submitted to the City	April 2015
	Fourth Quarter Report	Program Manager prepares and ensures the 4 th Quarter Report is submitted to the City	July 2015
	Annual Report	Program Manager prepares and ensures the annual report for fiscal year 2014-2015 is submitted to the City	July 2015

Appendix E: Roster of Board Members & Professions

Provide a roster of the members of your agency's Board of Directors and their professions by filling out the table below.

Name / Board Position	Profession / Affiliation	Member of Target Population	Resides in Target Area
Wayne Anderson, Board Member	Physician, Scripps Clinic	<input type="checkbox"/>	<input type="checkbox"/>
Margarita Carmona, Board Member	Community Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Barbara Carr, Board Chair	Community Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jose de la Garza, Board Member	Community Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frank Espinoza, Board Member	Community Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bertha Garcia, Board Member	Paralegal, Mexican-American Paralegal & Translation	<input type="checkbox"/>	<input type="checkbox"/>
Janice Gilmore-See, Board Member	Librarian, La Mesa-Spring Valley School District	<input type="checkbox"/>	<input type="checkbox"/>
Daniel Guillen, Board Member	Community Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sean Mathews, Board Member	Community Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steve Olson, Board Member	Community Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stephanie Perez, Board Member	Community Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walter Scott, Board Vice-Chair	Community Representative	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mary Sesson, Board Member	Mayor, City of Lemon Grove	<input type="checkbox"/>	<input type="checkbox"/>
Cesar Solis, Board Member	Assistant Chief, San Diego Police Department	<input type="checkbox"/>	<input type="checkbox"/>
Venus Thomas, Board Secretary/Treasurer	CPA, ShoeBox Accounting	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Appendix F: Disclosure Statement

Pursuant to City Council Policy 101-01, prior to any action on a matter that requires discretionary action by the City Council, Planning Commission or other official legislative body of the City, a statement of disclosure of certain ownerships, financial interests, payments, and campaign contributions must be filed. The following information must be disclosed:

- 1. List the names of all persons having a financial interest in the project that is the subject of the application, project or contract (e.g., owner, applicant, contractor, subcontractor, material supplier).

Family Health Centers of San Diego

- 2. If any person* identified in section 1 above is a corporation or partnership, list the names of all individuals with an investment of \$2000 or more in the business (corporation/partnership) entity.

N/A

- 3. If any person* identified in section 1 above is a non-profit organization or trust, list the names of any person who is the director of the non-profit organization or the names of the trustee, beneficiary and trustor of the trust.

Fran Butler-Cohen

- 4. Please identify every person, including any agents, employees, consultants, or independent contractors, whom you have authorized to represent you before the City in this matter.

Ben Avey and Robert Lewis

- 5. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, had any financial dealings with an official** of the City of Chula Vista as it relates to this contract, project or application within the past 12 months? Yes No If yes, briefly describe the nature of the financial interest the official may have in this contract.

- 6. Has any person* anyone identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, made a campaign contribution of more than \$250 within the past twelve (12) months to a current member of the Chula Vista City Council? No Yes If yes, which Council member(s)?

N/A

- 7. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, provided more than \$420 (or an item of equivalent value) to an official** of the City of Chula Vista in the past twelve (12) months? (This includes any payment that confers a personal benefit on the recipient, a rebate or discount in the price of anything of value, money to retire a legal debt, gift, loan, etc.) Yes No If Yes, list official and what was the nature of item provided?

N/A

- 8. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, been a source of income of \$500 or more to an official** of the City of Chula Vista in the past twelve (12) months? Yes No If Yes, identify the official and the nature of the income provided?

N/A

January 28, 2014

Fran Butler-Cohen

Signature: _____



* Person is defined as: any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, any other county, city, municipality, district, or other political subdivision, or any other group or combination acting as a unit.

** Official includes, but is not limited to: Mayor, Council member, Planning Commissioner, Member of a board, commission, or committee of the City, and City employees or staff members.

Appendix G: Identification of Prior Year CDBG and/or Federal Funds

G.1. Agency name: Family Health Centers of San Diego

G.2. Project name: KidCare Express Mobile Medical Unit #3 (MMU)

G.3. Year of funding: Fiscal Year 2011 Fiscal Year 2012 Fiscal Year 2013

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: \$17,000

G.6. Amount spent to date: \$17,000

G.7. Amount reprogrammed to date:

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	To provide 1,040 individuals with culturally competent health care services aboard the MMU.
(2)	To improve access to comprehensive health care services for low-income residents.
(3)	

G.9. Indicate below the outcomes achieved:

(1)	We provided 1,880 individuals with culturally competent health care services aboard the MMU.
(2)	Low-income residents experienced increased access to comprehensive health care services.
(3)	

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below

|N/A|



CDBG Application Summary

Applicant: City of Chula Vista Recreation Department

Program/Project: Norman Park Center Senior & Disabled Services

Project Description: Provide a multitude of unique services and support programs to seniors including those with disabilities. Program examples include: free computer and fitness classes, conversational Spanish, assistance in completing Christmas in July paperwork, blood pressure screenings, health workshops, information/referral services, RUOK phone calls made to those homebound, enrichment classes, social events, support groups and low cost/free meeting space for non-profit groups to provide a one-stop shop serving seniors.

Type of Program/Project: Public Services [(\$570.201(e))]

Target Population: 05A - Senior Services Proposed Number to Serve: 400 (subject to change depending on funding recommendation) CFR§ 570.208(a)(2) Low Moderate Income Limited Clientele

Program Total Budget: \$168,295 C. V. Cost per Client: \$102 (Based on funding recommendation)

Funding Request: \$41,013 Prior Year Funding: \$30,000

Specific Use of Chula Vista Funding: Personnel Costs FUNDING RECOMENDED \$30,000

Staff Notes:



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Application for Funding for Fiscal Year 2014-2015

<i>Project category:</i> <small>(check one only)</small>	<input checked="" type="checkbox"/> Public service <input type="checkbox"/> Capital improvement
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Application Number:
(CDBG Program Office Use Only)

Applicant Agency Information

<i>Applicant legal name:</i>	City of Chula Vista Recreation		
<i>Type of agency:</i>	<input type="checkbox"/> 501(c)(3)	<input checked="" type="checkbox"/> Gov't./Public	<input type="checkbox"/> For Profit <input type="checkbox"/> Faith-Based <input type="checkbox"/> Other:
<i>Agency Address:</i>	276 Fourth Ave Bldg C, Chula Vista		
<i>Date of incorporation:</i>	1911	<i>Tax ID number:</i>	95-60000690
<i>Agency DUNS number:</i>	N/A	<i>Annual operating budget:</i>	\$122,540
<i>Number of paid staff:</i>	9	<i>Number of volunteers:</i>	84
<i>Agency mission statement:</i>			
We enrich our community through recreational opportunities and services.			

Project Title:

Norman Park Center Senior & Disabled Services

Brief project description:

Provide a multitude of unique services and support programs to seniors including those with disabilities. Program examples include: free computer and fitness classes, conversational Spanish, assistance in completing Christmas in July paperwork, blood pressure screenings, health workshops, information/referral services, "RUOK" phone calls made to those homebound, enrichment classes, social events, support groups and low cost/free meeting space for non-profit groups to provide a one-stop shop serving seniors.
--

Funding Request

<i>Total funding requested in this application</i> <small>(you will provide a detailed budget in Appendix C:</small>	\$41,013	<i>Other funds already secured for project:</i>	\$0
<i>Total cost to complete project:</i>	\$168,295	<i>Other funds not yet secured for</i>	\$127,282

Project Information

<i>If Project is a Public Service, will service be site specific?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If your answer is yes, please provide: Address(es) below:</i>	<i>Census tract:</i>
Norman Park Center 270 F St Chula Vista, CA 91910	12302

<i>Target Clientele: (Homeless, Youth, Elderly, Disabled, Other/General)</i>	400 Elderly and disabled elderly, homeless
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<i>The following questions on individual clients and households to be served apply only to Public Service, and Minor Residential Rehabilitation projects:</i>	
<i>Will the project serve individual clients (IC) or households (HH)?</i>	<input checked="" type="checkbox"/> Individual clients <input type="checkbox"/> Households
<i>Total unduplicated IC/HH served:</i>	400

<i>Annual cost per client/household:</i>	\$138.47
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Section 1: Project Details (Max Score: 25 Points)

1.1. Provide a concise description of the proposed project (this description must match the one provided on the cover page). Space for a fuller narrative is provided in Appendix A.

Provide a multitude of unique services and support programs to the elderly including those with disabilities. Program examples include: summer cool zone, low cost meals, assistance in completing Christmas in July paperwork, free computer and fitness classes, conversational Spanish blood pressure screenings, health workshops, information and referral services, "are you okay" phone calls made to those homebound/medically fragile, enrichment classes, social events, support groups, low cost/free meeting space for non-profit groups to provide a one-stop shop serving seniors including partnerships with ElderLaw, AARP (American Association of Retired Persons) for tax assistance, Health & Human Services Agency (HHS), Aging & Independence Services (AIS) and Meals on Wheels.

1.2. Project start date: July 1, 2014 Anticipated end date: June 30, 2015

1.3. Project's days/hours of operation: Monday through Thursday 8am-7pm, Fridays 8am-5pm

1.4. Project category: <i>(check one only)</i>	<input checked="" type="checkbox"/> Public service	1.5 Project objective: <i>(check one only)</i>	<input checked="" type="checkbox"/> Suitable living environment
	<input type="checkbox"/> Capital improvement		<input type="checkbox"/> Decent housing
			<input type="checkbox"/> Economic opportunity
		1.6 Project outcome: <i>(check one only)</i>	<input checked="" type="checkbox"/> Availability/accessibility
			<input type="checkbox"/> Affordability
			<input type="checkbox"/> Sustainability

1.7. CDBG Criteria: Which CDBG criterion below does your proposed project meet?

<input type="checkbox"/>	(1) Area benefit: At least 51% of residents within the targeted activity area are low to moderate income (LMI). Please provide a map identifying the Census Tracts designated as LMI.
<input checked="" type="checkbox"/>	(2) Limited clientele (select subpart below):
<input checked="" type="checkbox"/>	(a) Special needs group (select benefit group from the list below):
<input type="checkbox"/>	(i) Abused children
<input checked="" type="checkbox"/>	(ii) Elderly persons 62 years or older
<input type="checkbox"/>	(iii) Battered spouses
<input type="checkbox"/>	(iv) Severely disabled adults (not children) – Census definition; documentation required
<input type="checkbox"/>	(v) Illiterate adults
<input type="checkbox"/>	(vi) Persons living with HIV/AIDS
<input type="checkbox"/>	(vii) Migrant farm workers
<input checked="" type="checkbox"/>	(viii) Homeless persons
<input type="checkbox"/>	(b) At least 51% of clientele to be served will be documented as LMI. How does your agency track and record client demographics?
<input type="checkbox"/>	(3) Housing (select subpart below):
<input type="checkbox"/>	(a) Single family (must be 100% LMI)
<input type="checkbox"/>	(b) Multi-unit (must be 51% LMI)

1.8. The 2010-2015 Consolidated Plan goals are listed below. Select the goal appropriate to your project:

<input type="checkbox"/>	Affordable Rental Housing Opportunities
<input type="checkbox"/>	Maintenance and Preservation of Housing (rehabilitation activities)
<input type="checkbox"/>	Homeownership Opportunities (homebuyer programs)
<input checked="" type="checkbox"/>	Community Enhancement (public facilities/spaces)
<input checked="" type="checkbox"/>	Public Services to Special Needs Population and/or Low Moderate Income Persons

(Max Length for Questions 1.10 to 1.15: 2 Pages)**1.10. Explain how the proposed project addresses the goal selected:**

Norman Park Senior Center has been an integral part of the City of Chula Vista for over 50 years. It is the only designated senior center in the City of Chula Vista that welcomes all seniors regardless of disability, income levels or ability to pay for direct services. Without Norman Park many of our elderly residents would have nowhere to go since there are no other designated senior centers in Chula Vista. Norman Park Senior Center is a unique one-stop shop which houses not only its own senior services, but also various non-profit organizations that provide valuable services to seniors, low income families and those with disabilities. Organizations housed at Norman Park Senior Center include: Meals-on-Wheels, Southern Caregivers, and Parkinson's disease Foundation. HomeStart Inc. is another organization at Norman Park which oversees a number of services including assisting seniors and those with disabilities in signing up for health care as well as providing mental health and emergency services. Norman Park also partners with several local senior clubs including the Korean Club (Korean speaking), Filipino-American Club, Chula Vista Senior Club, Parkinson's Disease Foundation, Chula Vista Garden Club and Club Amistad (Spanish speaking) to provide free space for meetings in a variety of languages for those in our community who have ESL or are non-English speaking. Norman Park's one-stop shop also includes partnerships with AARP for free income tax assistance and Driver Safety Courses; Scripps Health for free monthly health talks; HHSa and AIS for workshops on safety, fall prevention, healthy living, chronic conditions and fraud and scam prevention; Elder Law which provides free legal advice and assistance; a Bereavement Group led by San Diego Hospice; and Men's Health Discussion group led by a volunteer MD. In addition to all of the essential services listed above, Norman Park Senior Center also provides over 50 health, fitness, educational and enrichment classes and programs every month with an attendance of approximately 6,000 per month.

1.11. Summarize any statistics and other supporting documentation that demonstrate the importance of addressing this need or problem:

Starting in January 2011 the Chula Vista Recreation Department along with a number of other departments went through drastic budget cuts. The recreation department was forced to cut its budget in half, including laying off nearly 50% of its staff with significantly reduced hours of operations at most community/recreation centers. Norman Park Senior Center was severely impacted by the layoffs of most of its staff, greatly reducing operating hours and eliminating senior programs. As a result of the limited operating hours of 8am – 12pm Monday through Thursday, many seniors were displaced, and clubs, organizations and partnered services had nowhere to go. The public outcry was immediate with several seniors voicing their concerns and needs at public forums including to the city council. Additionally, through a needs assessment survey, public forums and program feedback, it was clearly demonstrated that the reduced operating hours of 16 per week were woefully inadequate to service the needs of our growing aging population. The funds provided through the grant would allow us to continue operations and service levels nearly consistent with the demands of the ever increasing senior community.

1.12. List each service provided by the project. For each service, indicate whether it is a new service or an expansion of an existing service:

Current: ROUK phone calls to check on homebound seniors to make sure they "are okay." Low cost office space for other non-profit organizations that serve seniors (Meals on Wheels, Southern Caregivers, Parkinson's Foundation, Home Start Inc.) Free meeting space for civic groups serving seniors leisure, education and health and wellbeing, such as the CV Garden Club, Club Amistad (Spanish speaking), CV Senior Citizen's Club, Filipino-American Club, Korean Club. Safe place to be during the day. Provide a recognized "Cool Zone" during hot summer months. Provide free and low-cost computer classes led by senior volunteers. Provide community engagement through a multitude of volunteer opportunities offered.

Expansion: Twelve free fitness classes, 4 low cost (\$1/class) fitness classes including Zumba gold. Free monthly "hot topic" seminars put on by unique partnerships with other community service or non-profit organizations to meet the needs of the senior community. Monthly seminars, workshops and classes include: Living with Chronic Conditions, Fraud and Scam Prevention & Awareness, Health Fair, healthy cooking classes, history talks, etc. Information and referral services and partnerships to meet the needs of our growing elderly and disabled population. Free educational, social, enrichment and active daily drop-in classes to provide essential services along with quality of life. Monthly special events such as a Health Fair, Holiday Brunch, Valentines Dinner and Movie and Summer BBQ to provide a healthy meal and educate our seniors about ways to stay healthy while providing for social opportunities and celebrating their active lifestyles.

1.13. How does your agency plan to tell the target population about the project/services?

We market our programs by providing a quarterly newsletter with all of our events, classes and activities that is posted on the Norman Park section of the city's webpage, which is also mailed out and provided in person at our volunteer run host(ess) desk. We post monthly "hot topics" seminars on our outdoor two-sided marquee. Programs are also promoted through our Facebook page, Nixel, press releases, and are also sent out through the city's monthly newsletter and Commission on Aging meetings. Additionally Norman Park staff serves in SoCAN (South County Action Network serving older adults and adults with disabilities) as well as attending outreach events and presentations such as Kiwanis Club and senior services meetings.

1.14. List up to three outcomes of the project (at least one is required). For each outcome listed, provide the number of participants who will benefit and the way data will be collected to track or verify the outcome:

- 1) Continue to partner with local non-profit organizations and clubs, to meet the city's operational excellence goal, in an effort to provide an increased variety of senior services and programs to meet the exponential growth in our aging community. – Track the number of unique partnerships created and the number of increased programs and participants through those partnerships. –Anticipate over 800 participants will be served along with connecting to at least 10 local senior organizations
- 2) Increase the number of low cost activities being offered in order to meet the communities' needs while working toward increasing revenue and therefore less dependence on grant and general fund monies. - Anticipate over 2,000 in attendance in new and expanded low cost opportunities tracked through attendance records.
- 3) Increase attendance at Norman Park Center by at least 10% to serve over 57,000/year. – Anticipate an additional 5,000 will be served. Staff will keep daily attendance sheets, tracking attendance

1.15. Will the project collaborate with other service providers in the community? If yes, list them and briefly describe the collaboration:

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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- Meals on Wheels Chula Vista headquarters, meeting & training space as well as a location for food pick up and drop off is hosted through a partnership with Norman Park Center. Expansion plans include utilizing Norman Park as an actual meal site, meaning NP participants could purchase a meal to eat at Norman Park or to have delivered to Norman Park for them to pick up and take home.
- Parkinson's Foundation: Through a partnership with Norman Park, Parkinson's has an office space on site as well as hosting two support groups each month, one in Spanish and one in English.
- Scripps Wellness Center: Through a partnership with Norman Park, Scripps offers a variety of free health talks and workshops led by medical professionals and doctors.
- Southern Caregivers: Southern Caregivers Resource Center not only has their Chula Vista headquarters and meeting space on site but also hosts two support groups each month, one in Spanish and one in English.
- Chula Vista Senior Citizen's Club: Provides opportunities for seniors to get involved and connected to their community by providing a variety of volunteer opportunities from manning the host(ess) desk and answering phones to setting up and breaking down rooms for various functions. Additionally, the senior club volunteers, along with Norman Park staff, plan and host a variety of weekly and monthly events such as bingo, potlucks, special events, trips and dances.
- Chula Vista Garden Club: We provide free meeting and event space on a monthly basis, during normal business hours, as well as space for promoting their upcoming events in our newsletter.
- Chula Vista American/Korean Club: We provide free meeting and event space on a monthly basis, during normal business hours, as well as space to promote their upcoming events in our newsletter.
- AARP: We provide registration, marketing and meeting space for AARP's driver's safety courses and Car-Fit for Seniors as well as their free tax assistance program.
- HHSA/AIS: We provide registration, promotion and meeting space for a variety of free workshops, classes and seminars such as Fraud and Scam Prevention, T'ai Chi classes and Healthy Living with Chronic Conditions.
- HomeStart Inc.: HomeStart Inc. not only has an office and meeting space on site but also hosts meetings and provides one-on-one assistance in Spanish and English on the California Care and First 5 programs.
- Club Amistad: We provide free meeting and event space on a monthly basis, during normal business hours, for this Spanish speaking club. We also provide space in our newsletter for promoting their upcoming events and meetings.
- ElderLaw: We provide a free private meeting space twice a month, during normal business hours, for Elder Law to offer free legal advice or assistance to seniors in need. Services provided include creating wills, assisting with senior fraud, etc.

Section 2: Agency Capacity (Max Score: 10 Points)

2.1. Who will be the person responsible for the overall oversight of the proposed project?

Name of person:	Wendi Garrison
Title of person:	Senior Recreation Manager
Relevant education:	Bachelor of Arts in Recreation Administration, minors in Health & Special Education
Telephone number:	619-585-5617
Date first employed:	August 2012

2.2. Who will be the alternate person responsible for the overall oversight of the proposed project?

Name of person:	Brian Cox
Title of person:	Principal Recreation Manager
Relevant education:	Bachelor of Arts in Recreation & Leisure Studies, Masters in Recreation Administration
Telephone number:	619-585-5619
Date first employed:	1987

2.3. Who will be the person responsible for the day-to-day operations and management of the proposed project?
Provide no more than two individuals:

Name of person:	Shannon Bullock
Title of person:	Recreation Supervisor 1 (hourly)
Relevant education:	Bachelor of Arts in Recreation Administration
Telephone number:	619-409-1931
Date first employed:	2002
Name of person:	Wendi Garrison
Title of person:	Senior Recreation Manager
Relevant education:	Bachelor of Arts in Recreation Administration, minors in Health & Special Education
Telephone number:	619-585-5617
Date first employed:	August 2012

2.4. Who will be the person responsible for the financial oversight of the CDBG expenditures and fiscal compliance?
Provide no more than two individuals:

Name of person:	Wendi Garrison
Title of person:	Senior Recreation Manager
Relevant education:	Bachelor of Arts in Recreation Administration, minors in Health & Special Education
Telephone number:	619-585-5617
Date first employed:	August 2012
Name of person:	Brian Cox
Title of person:	Principal Recreation Manager
Relevant education:	Bachelor of Arts in Recreation & Leisure Studies, Masters in Recreation Administration
Telephone number:	619-585-5619
Date first employed:	1987

(Max Length for Questions 2.5 to 2.8: 1 Page)

2.5. *List the evaluation tools your agency plans to employ to track and monitor the progress of the project.*

Staff perform hourly counts at all programs throughout the facility. Additionally we create and distribute surveys, hold public forums and work with the Commission on Aging to assist in understanding and staying current with trending needs of the senior population. We also use the provided intake forms to ensure we are gathering data correctly.

2.6. *How does your agency plan to ensure compliance with applicable policy and procedural requirements (including those listed in HUD's "Playing by the Rules" Handbook)?*

We provide copies of the city payroll journals that model the "Playing by the Rules" handbook. Additionally as a city agency, we follow city and department policies and procedures that also follow the Playing by the Rules" handbook.

2.7. *Describe any unresolved ADA issues in the project or project office and how your agency plans to address them. (If the objective of the project is ADA rehabilitation, do not repeat the project description here.)*

[None]

2.8. *How many members does your Board of Directors have?*

N/A

How many Board members are also members of the project's target population or reside in the project's target area? Indicate which ones in Appendix F.

N/A

Section 3: Auditing Control (Max Score: 15 Points; Max Length: 2 Pages)

3.1. *Briefly describe your agency's payment and disbursement procedures, with relevance to the proposed project:*

Payment and disbursement is done by providing the appropriate documentation and staff timesheets each quarter to Community Development.

3.2. *Describe how your agency's Board of Directors exercises programmatic and fiscal oversight:*

N/A

3.3. *Briefly describe your agency's financial reporting system/accounting procedures, with relevance to the proposed project:*

The Recreation Department utilizes the City's financial system (IFAS). Hourly wages spent will be tracked through time sheets, which will be verified by Shannon Bullock. The Department's Senior Fiscal Office Specialist will submit all hours and expenditures for tracking in IFAS.

3.4. *Briefly describe your agency's record keeping system, with relevance to the proposed project:*

All expenditures will be tracked through the City's accounting system (IFAS). Hourly wages spent will be tracked through time sheets, which will be verified by Recreation Supervisor I (hourly), Shannon Bullock and then Wendi Garrison, Senior Recreation Manager. The Department's Senior Fiscal Office Specialist, Cathy Martin, will then submit all hours and expenditures for tracking to IFAS.

3.5. *Briefly describe your agency's auditing requirements, including those for the proposed project:*

Recreation Supervisor I (hourly), Shannon Bullock, will directly oversee the project and provide all necessary documentation. Senior Recreation Manager, Wendi Garrison, will verify all documentation submitted to Senior Fiscal Office Specialist for final approval ensuring meeting auditing standards held by the City.

3.6. *Briefly describe your agency's internal controls to minimize opportunities for fraud, waste, and mismanagement:*

Payroll is first completed by the onsite supervisor, then submitted to the Senior Recreation Manager for approval then finally to the Senior Fiscal Office Specialist for review and submittal.

3.7. *How does your agency plan to segregate CDBG funds from other agency funds for purposes of identification, tracking, and reporting?*

[Since we are only requesting salary and fringe benefits from CDBG funds, we will track hours on the individual day to day time sheets. Only the hours associated with the grant funds will be billed. This can be back tracked by looking at copies of the time sheets per pay period. We will ensure tracking and reporting are accurate by providing staff costing worksheets each quarter which show the precise names, hours, positions and pay rates being billed to allocated CDBG funds.]

Section 4: Agency Experience (Max Score: 10 Points; Max Length: 1 Page for Section 4/5 Combined)

4.1. Briefly highlight your agency's experience and major accomplishments in providing services to LMI residents and/or communities. You may expand in Appendix A.

The City of Chula Vista's has managed the only senior center in all of Chula Vista for over 50 years, Norman Park Senior Center. A large majority, approximately 60%, of our senior population who attend are on a fixed income that falls into the LMI categories as demonstrated through our onsite participant intake forms. For the last 50+ years Norman Park has provided a wealth of free and low cost programs to meet the needs of our LMI seniors. Currently Norman Park is offering over 60 free or low cost programs, activities, classes, clubs, workshops and seminars every month which include: low cost computer classes led solely by senior volunteers, free blood pressure screenings, vision support groups, Singing Seniors, six different free bridge groups, free drop in pinochle, watercolor, free craft and art classes, book club, two bunco game nights, free computer and camera club, creative writers group, four social dancing classes, chess club, 12 free exercise classes, 4 low fee fitness classes (\$1 per class), knitting and crocheting, quilting, scrabble, free shuffleboard, free billiards, world affairs discussion group, Spanish conversation group, monthly special events, free movie days, out 2 lunch bunch, community trips, free special interest talks, a fitness center and much more.

Additionally, we have provided RUOK and information and referral services specifically targeting low-income seniors for over 11 years. The RUOK services have helped secure the safety of many seniors unable to leave their house due to health, illness or limited mobility. We place dozens of calls throughout the day to seniors signed up for the service. If they don't answer or they are not okay, we call either one of their emergency contact persons or the RSVP (Reserve Senior Volunteer Patrol) to go check on them at home. This provides safety and security for seniors who may be living alone and have no one to call on for help.

In an effort to continue to meet our aging communities needs while being fiscally responsible, in addition to the variety of services and activities we provide, we also partner with local non-profit agencies such as ElderLAW to provide free legal advice onsite two days a month; Southern Caregivers Resource Center, whose offices are located within Norman Park Center to provides free services & counselling in Spanish and English to caregivers of aging & frail adults or adults affected by a chronic illness or brain impairment; and AARP who provides free tax assistance and low cost driver's safety courses both held at Norman Park. We are also currently working with Meals on Wheels, whose headquarters are at Norman Park Senior Center, to provide low cost healthy meals onsite at least one day a week. In total, we partner with over 30 local organizations, agencies and clubs every year to expand our programming and provide additional services to seniors to provide that one stop shopping experience. One of our greatest accomplishments is our ability to create unique partnerships to leverage our limited funding.

4.2. Has your agency received CDBG or other federal funds in any of the past three fiscal years (Fiscal Years 2011-2012, 2012-2013, through 2013-2014)? If yes, complete Appendix G for each of the grants received for the three Fiscal Years 2011, 2012, and 2013.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Section 5: Back-Up Plan (Max Score: 5 Points;)

5.1. Will your agency still implement this project should CDBG funds not be awarded? If yes, how will the implementation be achieved?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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If funds are not awarded the city will need to drastically cut the senior services being provided at Norman Park, likely by approximately 55%, due to limited funding. This in turn would affect six non-profit agencies that have offices located within Norman Park, as well as over 30 other clubs, groups and partnerships, affecting about 40,000 seniors in attendance.

5.2. If funded, how will your agency continue this project if CDBG funds are not available in future years?

We are currently working with our senior population and our Commission on Aging to research alternative funding sources. Sources we are examining include grants, cost recovery classes and activities, new partnerships, sponsorships and paid advertising. Our goal is to find new long term funding options that will help us meet the needs of our exponentially growing senior population and reduce our needs for CDBG funds.

Appendix A: Narrative of Project (Max Length: 2 Pages)

In two pages or less, explain below your proposed project and make the case why it should be awarded funding.

Norman Park Senior Center has been an integral part of the City of Chula Vista for over 50 years. It is the only designated senior center in the City of Chula Vista that welcomes all seniors regardless of disability, income levels or ability to pay for direct services. Without Norman Park many of our elderly residents would have nowhere to go since there are no other designated senior centers in Chula Vista; nor are there any provided by other public agencies or private and non-profit organizations.

With the failure of Prop H in November 2010, the City of Chula Vista was forced to eliminate many of its core services in order to continue to provide some level of restructured services to the community. During this time, the City of Chula Vista's Recreation Department budget was cut by more than 50%, which resulted in layoffs of 50% of its full time staff. Norman Park Senior Center was severely impacted by these cuts, resulting in drastically reduced hours of service to only 16 per week, which caused a tremendous uproar in the senior community. Additionally, several non-profit organizations that are housed at Norman Park Senior Center were also severely affected by the limited hours of operation to the public. The enormous outcry from our senior population was the impetus for our department to seek unused CDBG funds in March 2011 so we could expand the hours and services to meet the unmet needs of our senior and disabled community.

Norman Park Senior Center is a unique, one-stop shop which houses not only its own senior services, but also various non-profit organizations that provide valuable services to seniors, low income families and those with disabilities. Organizations housed at Norman Park Senior Center include: Meals-on-Wheels, Southern Caregivers, and Parkinson's Disease Foundation. HomeStart Inc. is another organization at Norman Park which oversees a number of services including assisting seniors and those with disabilities in signing up for health care as well as providing mental health and emergency services.

Norman Park also partners with several local senior clubs including the Korean Club (Korean speaking), Filipino-American Club, Chula Vista Senior Club, Parkinson's Disease support group, Chula Vista Garden Club and Club Amistad (Spanish speaking) to provide free space for meetings in a variety of languages for those in our community who have ESL or are non-English speaking.

Norman Park's one-stop shop also includes partnerships with AARP for free income tax assistance and Driver Safety Courses; Scripps Health for free monthly health talks; HHSA and AIS for workshops on safety, fall prevention, healthy living, chronic conditions and fraud and scam prevention; Elder Law which provides free legal advice and assistance; a Bereavement Group led by San Diego Hospice; and Men's Health Discussion group led by a volunteer MD.

In addition to our vast community, as well as public and private partnerships, which provide for a connected and healthy community and ensure fiscal responsibility, the staff at Norman Park also provide extensive information and referral services which vary from meeting with seniors one-on-one to help complete their government applications or Christmas in October forms for housing rehabilitation, to referring them to a local public or private agency that directly provides the services they are in immediate need of. There is no other place in the city of Chula Vista that brings all of these services together under one roof for our seniors and those with disabilities.

In addition to all of the essential services listed above, Norman Park Senior Center also provides low cost computer classes taught solely by volunteers, blood pressure screenings, vision support groups, Singing Seniors (come by any Tuesday to hear their joyfulness), six different bridge groups, drop in pinochle, watercolor, craft and art classes, book club, two bunco game nights, computer and camera club, creative writers group, four social dancing classes, chess club, 12 free exercise classes, 4 low fee fitness classes (\$1 per class), knitting and crocheting, quilting,

scrabble, shuffleboard, billiards, world affairs discussion group, Spanish conversation group, monthly special events, movie days, out 2 lunch bunch, community trips, special interest talks and a fitness center.

Research has shown that our aging population will grow exponentially in the next several years and for the first time in history we are expected to have more people entering the senior population than we will have children being born. As we look to the future to serve the GI Generation, Silent Generation and our Baby Boomers, we will have an even larger senior population to serve each year, requiring additional efforts and resources to meet the needs of this expanding segment of our population.

Additionally, recent data shows 50% of all seniors 65 and up have a disability. This is substantially more than the 20% mark of the general population. Due to our increasing disabled population, Norman Park staff must constantly evaluate the services and make adjustments and adaptations to activities and programs that are provided to ensure we are meeting all seniors' needs, and particularly the needs of that 50% of the senior population with disabilities. Without funding for Norman Park Center, this often overlooked population of seniors with disabilities will not be served.

The \$41,013 in requested CDBG funds would enable us to continue to meet the City's strategic goals of providing a safe and secure neighborhood facility that engages and connects the community to City services, while promoting civic pride through extensive volunteerism with a focus on fostering a healthy aging population while creating unique partnerships to provide operational excellence and fiscal responsibility. All of the funds requested would go to the direct staff costs associated with operating Norman Park Senior Services for the hours requested and expected by our community and our non-profit partners housed within the building. None of the funds would be used to cover administrative or overhead costs associated with providing the services. The \$41,013 grant would allow us to continue to operate 53 hours per week and to continue to accommodate the 52,000 a year attendance supported by the facility.

Without the requested CDBG funds, Norman Park would have to significantly reduce its operating hours and the above services provided to our senior and disabled population. This in turn would displace or severely impact the operations of the other non-profit agencies (Meals-on-Wheels, Southern Caregivers, Home Start Inc. and Parkinson's Foundation) also housed in our facility.

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 1 - BUDGET EXHIBIT**

AGENCY Chula Vista Recreation Department

PROJECT Norman Park Senior & Disabled Services

		CDBG	Percentage
SALARIES & WAGES	(Schedule 2)	<u>38,985</u>	
FRINGE BENEFITS	(Schedule 3)	<u>2,028</u>	
	TOTAL PERSONNEL	<u>41,013</u>	
SUPPLIES	(Schedule 5)	<u>0</u>	
POSTAGE	(Schedule 5)	<u>0</u>	
CONSULTANT SERVICES	(Schedule 5)	<u>0</u>	
MAINTENANCE/REPAIR	(Schedule 5)	<u>0</u>	
PUBLICATIONS/PRINTING	(Schedule 5)	<u>0</u>	
TRANSPORTATION	(Schedule 5)	<u>0</u>	
RENT	(Schedule 5)	<u>0</u>	
EQUIPMENT RENTAL	(Schedule 5)	<u>0</u>	
INSURANCE	(Schedule 5)	<u>0</u>	
UTILITIES	(Schedule 5)	<u>0</u>	
TELEPHONE	(Schedule 5)	<u>0</u>	
OTHER EXPENSES (SPECIFY): _____	(Schedule 5)	<u>0</u>	
_____	(Schedule 5)	<u> </u>	
_____	(Schedule 5)	<u> </u>	
	TOTAL NON-PERSONNEL	<u>0</u>	
TOTAL INDIRECT COSTS/ADMINISTRATIVE OVERHEAD (IC/AO)	(Schedule 4)	<u>-</u>	<u>0</u>
[IC/AO Expenses limited to 15% of Total CDBG Project Budget]			
	TOTAL CDBG PROJECT BUDGET	<u>41,013</u>	

**APPENDIX C-3: PUBLIC SERVICE
SCHEDULE 2 - PERSONNEL SCHEDULE: GROSS PAY**

The purpose of this form is to list the positions being claimed against the CDBG funding request amount. The positions listed below must provide direct project/client services. Positions providing non-direct services must be included in the indirect costs/administrative overhead (IC/AO) line item. The Total CDBG Salary & Wages must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY _____ Chula Vista Recreation Department
PROJECT _____ Norman Park Senior & Disabled Services

(1)	(2)	(3)	(4)
POSITION TITLE	GROSS PAY	PERCENT CHARGED	TOTAL SALARY & WAGES
Recreation Specialist	42,744	60.00%	25,646.4
Rec Leader	29,641	45.00%	13,338.5
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
TOTAL CDBG SALARY & WAGES			38,985

1. List all positions charged against CDBG funding providing **direct CDBG project/client activity**.
2. List gross pay for each position listed.
3. List **percent of gross pay** to be charged against CDBG funding.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input checked="" type="checkbox"/>	Biweekly
<input type="checkbox"/>	Twice a Month

APPENDIX C-3: PUBLIC SERVICE

SCHEDULE 4 - INDIRECT COST/ADMINISTRATIVE OVERHEAD (IC/AO) CALCULATION

The purpose of this form is to list the IC/AO being claimed against CDBG funding amount requested. The Total IC/AO must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY Chula Vista Recreation Department
 PROJECT Norman Park Senior & Disabled Services

(1)	(2)	(3)	(4)
POSITION TITLE/LINE ITEM	AGENCY BUDGET AMOUNT	PERCENT CHARGED	TOTAL INDIRECT COST/ADMINISTRATIVE OVERHEAD
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
TOTAL CDBG INDIRECT COST/ADMINISTRATIVE OVERHEAD			-

(5) Total CDBG Budget 41,013 Percentage 0.00%
 (Must be equal or less than 15%)

1. List all personnel or nonpersonnel (NPE) charged against CDBG funding-include detailed description of indirect use.
2. List total Agency budget for position and/or NPE line item.
3. List PERCENT of total budget to be charged against CDBG funding.
4. Total indirect cost/administrative overhead to be charged against CDBG funding.
5. Enter the Total FY13 CDBG Budget; percentage will be AUTOMATICALLY calculated.

Pay Schedule (Check One)	
<input type="checkbox"/>	Monthly
<input checked="" type="checkbox"/>	Biweekly
<input type="checkbox"/>	Twice a Month

Appendix D: Implementation (Max Length: 1 Page; Max Score: 5 Points)

Provide a listing below of the specific tasks or activities needed to implement the proposed project and a timeline for their completion. Number each task or activity, describe it, and give the projected date of completion. Add additional rows as needed.

#	Task/Activity	Description	Completion Date
1	Expand the number enrolled in the ROUK phone program	Revise existing enrollment forms to be more user friendly and in a format that can be submitted online for seniors who may not be able to come to the center to complete them	06/30/15
2	Expand programming to meet the needs to our new ever expanding "baby boomer" seniors	Work with the Commission on Aging to find out what needs we are not currently meeting for the baby boomer generation.	06/30/15
3	Increase the number of classes, programs and activities being offered	Seek out new partnerships to expand facility offerings without having a fiscal impact on the city's budget	06/30/15
4	Provide a welcoming "cool zone" during hot summer months	Offer a variety of free drop in programs that seniors can participate in during the hot summer months when they need a place to cool off	09/30/14
5	Provide meeting space for civic groups and clubs serving seniors	Coordinate the reservation of meeting rooms and facilities for civic groups and clubs through our new online software program, ActiveNet	06/30/15
6	Improve marketing and customer service by increasing the ways for seniors to find and enroll in our classes and special events	Implement online registration through ActiveNet for classes and special events	12/30/14
7	Provide for a safe and secure neighborhood facility	The center provides a safe, secure and supervised place for those displaced or seeking security	06/30/15
8	Information & Referral Services	Continue to attend collaborative meetings in our community to increase our knowledge of potential services for LMI seniors to access	06/30/15
9	Provide low cost office space for non-profits serving seniors	Meals on Wheels, Southern Caregivers Resource Center, HomeStart and Parkinson's Foundation all have offices within Norman Park for a one stop shop	06/30/15
10	Partner with local non-profit agencies for free/low cost programs and services provided onsite	Coordinate with ElderLaw, AARP, Scripps, HHSA, AIS, and more to provide meeting or class space to offer free services such as legal advice, nutrition classes, fraud and scam prevention, health fairs, blood pressure screenings, bereavement support groups and more.	06/30/15

Appendix G: Identification of Prior Year CDBG and/or Federal Funds

G.1. Agency name: City of Chula Vista Recreation Department

G.2. Project name: Norman Park Afternoon and Friday Operations

G.3. Year of funding: Fiscal Year 2011 Fiscal Year 2012 Fiscal Year 2013

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: \$30,00

G.6. Amount spent to date: \$18,360

G.7. Amount reprogrammed to date: \$0

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

- (1) Provide free monthly computer classes, free fitness classes, free monthly seminars.
- (2) Enable the City to provide a safe and healthy supervised venue for activities for the elderly.
- (3) Provide a one stop shop for seniors for information and referral

G.9. Indicate below the outcomes achieved:

- (1) We now provide 12 free fitness classes per week along with 4 low cost (\$1/class) classes, for a total of over 736 free or low cost fitness classes a year, serving nearly 2,000 seniors in attendance per quarter. We offer 12 free intro to computer classes per year along with over 80 low cost classes (\$26 for a month of classes) serving 275 seniors. We partner with AARP, Scripps Wellness Center, HHSA, AIS, CV Historical Society, Buffalo Soldiers and the CV Police department to offer over 30 seminars and/or workshops throughout the year. This increases our programming on site by over 30%, now serving over 18,500 per quarter in attendance.
- (2) Provided a recognized "cool zone" for the hot summer month, including movie marathon days every Monday during those hot months. Held 23 weekly free, drop-in activities such as bridge, bunco, scrabble, world affairs discussion, knitting & quilting, book club, crafts, billiards, computer & camera club, singing seniors, Spanish conversation, chess club, bereavement support group, shuffleboard, pinochle, art and much more for seniors needing a safe and supervised place to be during the day.
- (3) Partnered with over 30 organizations to provide a variety of services onsite for seniors including Meals on Wheels, Southern Caregivers, Parkinson's Foundation, HomeStart Inc., ElderLaw, AARP, Scripps, Sharp, HHSA, AIS, COA, CV Senior Club, CV Garden Club, Korean Club, Club Amistad, Filipino-American Club, the VA and many more. Also assisted seniors in filling out forms for low income housing, emergency medical care, disability, and providing them with useful information or referral to local agencies to meet their immediate needs.

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

None

G.1. Agency name: City of Chula Vista Recreation Department

G.2. Project name: Norman Park Operations

G.3. Year of funding: Fiscal Year 2011 Fiscal Year 2012 Fiscal Year 2013

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: \$37,500

G.6. Amount spent to date: \$37,500

G.7. Amount reprogrammed to date: 0

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	Maintained increased hours of operation to provide unique social, educational and recreational opportunities to seniors
(2)	Enable the City to provide a safe and healthy supervised venue for activities for the elderly.
(3)	Provide a one stop shop for seniors for information and referral

G.9. Indicate below the outcomes achieved:

(1)	Provided 53 hours of programmed enrichment, recreational and educational activities, classes and events for seniors
(2)	Provided a recognized "cool zone" for the hot summer months. Held numerous drop- in activities for seniors needing a safe and supervised place to be during the day.
(3)	Partnered with over 20 organizations to provide a variety of services onsite for seniors. Also, assisted seniors in filling out forms for low income housing, emergency medical care, disability, and providing them with useful information or referral to agency's to meet their immediate needs.

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

None

(Max Length per Project: 1 Page)

G.1. Agency name: City of Chula Vista Recreation Department

G.2. Project name: Norman Park Operations

G.3. Year of funding: Fiscal Year 2011 Fiscal Year 2012 Fiscal Year 2013

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: \$50,000

G.6. Amount spent to date: \$50,000

G.7. Amount reprogrammed to date: \$0

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

- | | |
|-----|--|
| (1) | Expand hours of operation in order to provide unique social, educational and recreational opportunities to seniors |
| (2) | Enable the City to provide a safe and healthy supervised venue for activities for the elderly. |
| (3) | Provide a one stop shop for seniors for information and referral |

G.9. Indicate below the outcomes achieved:

- | | |
|-----|---|
| (1) | Increased hours of operation by 87%, allowing for restoration of approximately 75% of the pre-reduction operations. Additional hours and associated programming bolstered the existing limited activities. |
| (2) | Numerous programs that had been canceled were revived and activities held at less desirable venues were brought back to the facility providing a noteworthy increase (or rather restoration) in attendance. |
| (3) | Activities and requests for information and referrals picked up very quickly once hours were expanded, emphasizing the importance of the center to the community. Partnerships quickly picked up and services were able to grow substantially in a relatively short amount of time. |

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

None



CDBG Application Summary

Applicant: City of Chula Vista Housing Division

Program/Project: Fair Housing Services

Project Description: Cities receiving CDBG funds have the obligation to affirmatively further fair housing by providing fair housing related services which include anti-housing discrimination and tenant-landlord education services to advise persons of their rights under the Fair Housing Act.

Type of Program/Project: General Program Administration (570.206)

Target Population:	21D - Fair Housing Activity (subject to Admin. Cap)	Proposed Number to Serve:	N/A
	N/A		

Program Total Budget:	\$35,000	C. V. Cost per Client:	N/A
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Funding Request:	\$32000	Prior Year Funding:	\$35,000
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Specific Use of Chula Vista Funding:	Staff Costs and/or Consultant Costs	FUNDING RECOMENDED:	\$32,000
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Staff Notes:



CDBG Application Summary

Applicant: City of Chula Vista Finance Department

Program/Project: Section 108 Loan Repayment

Project Description: Funds will be used for the debt service payment of the \$9.5million Section 108 Loan which was received in 2007. The funds were used for the Castlepark Infrastructure Program which consisted of the completion of 11 new streets, including: sidewalks, curbs, gutters, lighting and signage.

Type of Program/Project: N/A

Target Population:	19F - Planned Repayments of Sec. 108 Loans	Proposed Number to Serve:	N/A
	N/A		

Program Total Budget:	\$756,715	C. V. Cost per Client:	N/A
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Funding Request:	\$756,715	Prior Year Funding:	\$756,756
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Specific Use of Chula Vista Funding:	Debt repayment	FUNDING RECOMENDED	\$756,715
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Staff Notes:

HUD 108 CONSOLIDATED AMORTIZATION SCHEDULE

FOR SERIES: 2008 - A

BORROWER: CHULA VISTA, CA
 NOTE NUMBER: B-05-MC-06-0540
 AMOUNT OF NOTE: \$9,500,000

NOTE DATE: 6/12/2008

PAYMENT DATE	INTEREST DUE	PRINCIPAL DUE	TOTAL P&M	UNPAID PRINCIPAL
2/1/2009	\$ 287,032.73	\$ -	\$ 287,032.73	\$ 9,500,000
8/1/2009	\$ 225,615.26	\$ 287,000.00	\$ 512,615.25	\$ 9,213,000
2/1/2010	\$ 221,855.55	\$ -	\$ 221,855.55	\$ 9,213,000
8/1/2010	\$ 221,855.55	\$ 302,000.00	\$ 523,855.55	\$ 8,911,000
2/1/2011	\$ 217,159.45	\$ -	\$ 217,159.45	\$ 8,911,000
8/1/2011	\$ 217,159.45	\$ 317,000.00	\$ 534,159.45	\$ 8,594,000
2/1/2012	\$ 211,707.05	\$ -	\$ 211,707.05	\$ 8,594,000
8/1/2012	\$ 211,707.05	\$ 332,000.00	\$ 543,707.05	\$ 8,262,000
2/1/2013	\$ 205,365.85	\$ -	\$ 205,365.85	\$ 8,262,000
8/1/2013	\$ 205,365.85	\$ 349,000.00	\$ 554,365.85	\$ 7,913,000
2/1/2014	\$ 198,385.85	\$ -	\$ 198,385.85	\$ 7,913,000
8/1/2014	\$ 198,385.85	\$ 367,000.00	\$ 565,385.85	\$ 7,546,000
2/1/2015	\$ 190,788.95	\$ -	\$ 190,788.95	\$ 7,546,000
8/1/2015	\$ 190,788.95	\$ 385,000.00	\$ 575,788.95	\$ 7,161,000
2/1/2016	\$ 182,453.70	\$ -	\$ 182,453.70	\$ 7,161,000
8/1/2016	\$ 182,453.70	\$ 404,000.00	\$ 586,453.70	\$ 6,757,000
2/1/2017	\$ 173,404.10	\$ -	\$ 173,404.10	\$ 6,757,000
8/1/2017	\$ 173,404.10	\$ 425,000.00	\$ 598,404.10	\$ 6,332,000
2/1/2018	\$ 163,714.10	\$ -	\$ 163,714.10	\$ 6,332,000
8/1/2018	\$ 163,714.10	\$ 446,000.00	\$ 609,714.10	\$ 5,886,000
2/1/2019	\$ 153,411.50	\$ -	\$ 153,411.50	\$ 5,886,000
8/1/2019	\$ 153,411.50	\$ 468,000.00	\$ 621,411.50	\$ 5,418,000
2/1/2020	\$ 142,015.70	\$ -	\$ 142,015.70	\$ 5,418,000
8/1/2020	\$ 142,015.70	\$ 492,000.00	\$ 634,015.70	\$ 4,926,000
2/1/2021	\$ 129,814.10	\$ -	\$ 129,814.10	\$ 4,926,000
8/1/2021	\$ 129,814.10	\$ 516,000.00	\$ 645,814.10	\$ 4,410,000
2/1/2022	\$ 116,785.10	\$ -	\$ 116,785.10	\$ 4,410,000
8/1/2022	\$ 116,785.10	\$ 542,000.00	\$ 658,785.10	\$ 3,868,000
2/1/2023	\$ 102,882.80	\$ -	\$ 102,882.80	\$ 3,868,000
8/1/2023	\$ 102,882.80	\$ 569,000.00	\$ 671,882.80	\$ 3,299,000
2/1/2024	\$ 88,117.25	\$ -	\$ 88,117.25	\$ 3,299,000
8/1/2024	\$ 88,117.25	\$ 597,000.00	\$ 685,117.25	\$ 2,702,000
2/1/2025	\$ 72,446.00	\$ -	\$ 72,446.00	\$ 2,702,000
8/1/2025	\$ 72,446.00	\$ 627,000.00	\$ 699,446.00	\$ 2,075,000
2/1/2026	\$ 55,830.50	\$ -	\$ 55,830.50	\$ 2,075,000
8/1/2026	\$ 55,830.50	\$ 659,000.00	\$ 714,830.50	\$ 1,416,000
2/1/2027	\$ 38,235.20	\$ -	\$ 38,235.20	\$ 1,416,000
8/1/2027	\$ 38,235.20	\$ 692,000.00	\$ 730,235.20	\$ 724,000
2/1/2028	\$ 19,620.40	\$ -	\$ 19,620.40	\$ 724,000
8/1/2028	\$ 19,620.40	\$ 724,000.00	\$ 743,620.40	\$ -
TOTAL:	40	\$ 5,880,634.28	\$ 9,500,000.00	\$ 15,380,634.28



CDBG Application Summary

Applicant: City of Chula Vista Housing Division

Program/Project: Housing Services

Project Description: Funds are used to cover staff costs associated with projects and programs funded through the HOME program. Examples of services provided include the following: Energy auditing, preparation of work specifications, reviewing of applications, loan processing, inspections, tenant selection, and assisting owners, tenants, contractors, and other entities participating or seeking to participate in housing projects assisted with the HOME program.

Type of Program/Project: General Program Administration (570.206)

Target Population: 14J - Housing Services HOME Program Proposed Number to Serve: N/A CFR§ 570.208(a)(3) Low Moderate Income Housing

Program Total Budget: \$50,000 C. V. Cost per Client: N/A

Funding Request: \$50,000 Prior Year Funding: \$54,705

Specific Use of Chula Vista Funding: Personnel Costs and Program Administration Expenses FUNDING RECOMENDED \$50,000

Staff Notes:

CDBG Application Summary

Applicant: Urban Corps of San Diego

Program/Project: Green Streets

Project Description: Urban Corps of San Diego proposes a “Green Streets” project that provides interior and exterior home improvements, basic weatherization, minor rehabilitation, and minor home security improvements to 10 Low Moderate Income (LMI) households in Chula Vista and distribute "do-it-yourself" water and energy conservation kits to an additional 20 LMI households. The applicant requests \$76,138. An additional \$76,862 is recommended to cover City staff costs and to cover a portion of additional health and safety related repairs that may be identified by City or Urban Corps staff. Total recommended funding is \$150,000.

Type of Program/Project: Low/Mod Housing [570.208(a)(3)]

Target Population:	14A - Single Unit Residential Rehab	Proposed Number to Serve:	30 <i>(subject to change depending on funding recommendation)</i>
	CFR§ 570.208(a)(3) Low Moderate Income Housing		

Program Total Budget:	\$84,620	C. V. Cost per Client:	\$2,537 <i>(Based on funding recommendation)</i>
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Funding Request:	\$76,138	Prior Year Funding:	\$0
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Specific Use of Chula Vista Funding:	Urban Corps: Personnel Costs (\$36,108) and Construction Costs (\$40,030) City Personnel Costs (\$73,862)	FUNDING RECOMENDED	\$150,000
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Staff Notes: Funding for the Urban Corp will be up to the amount requested (\$76,138). The remainder of the recommended amount will be utilized for City services.



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Application for Funding for Fiscal Year 2014-2015

Project category: <small>(check one only)</small>	<input type="checkbox"/> Public service <input checked="" type="checkbox"/> Capital improvement
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Application Number:
(CDBG Program Office Use Only)

Applicant Agency Information

Applicant legal name:	Urban Corps of San Diego County				
Type of agency:	<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't./Public	<input type="checkbox"/> For Profit	<input type="checkbox"/> Faith-Based	<input type="checkbox"/> Other:
Agency Address:	3127 Jefferson St., San Diego, CA				
Date of incorporation:	4/25/89	Tax ID number:	330352148		
Agency DUNS number:	605017888	Annual operating budget:	\$7,490,000		
Number of paid staff:	66	Number of volunteers:	10		

Agency mission statement:
 The Urban Corps of San Diego County is a certified local conservation corps and charter school whose mission is to provide young adults with a high school education combined with job training and community service.

Project Title:

Green Streets

Brief project description:
 The Green Streets project will provide interior and exterior home improvements, basic weatherization, minor rehabilitation, and minor home security improvements to 10 LMI households in Chula Vista and distribute do-it-yourself water and energy conservation kits to an additional 20 LMI households.

Funding Request

Total funding requested in this application <small>(you will provide a detailed budget in Appendix C:</small>	\$76,138	Other funds already secured for project:	\$8,482
Total cost to complete project:	\$84,620	Other funds not yet secured for	

Project Information

If Project is a Public Service, will service be site specific? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If your answer is yes, please provide: Address(es) below:	Census tract:

Target Clientele: <i>(Homeless, Youth, Elderly, Disabled, Other/General)</i>	All beneficiaries would be verified as LMI. We have completed similar projects serving LMI clients, and program applicants included elderly and disabled individuals. We expect a similar mix of applicants for the proposed project.
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The following questions on individual clients and households to be served apply only to Public Service, and Minor Residential Rehabilitation projects:

Will the project serve individual clients (IC) or households (HH)?	<input type="checkbox"/> Individual clients	<input checked="" type="checkbox"/> Households
Total unduplicated IC/HH served:	30	
Annual cost per client/household:	\$2,820.67	

Section 1: Project Details (Max Score: 25 Points)

1.1. Provide a concise description of the proposed project (this description must match the one provided on the cover page). Space for a fuller narrative is provided in Appendix A.

The Green Streets project will provide interior and exterior home improvements, basic weatherization, minor rehabilitation, and minor home security improvements to 10 LMI households in Chula Vista and distribute do-it-yourself water and energy conservation kits to an additional 20 LMI households.

1.2. Project start date: 7/1/14 Anticipated end date: 6/30/15

1.3. Project's days/hours of operation: M-F 7:30 a.m. - 4:30 p.m.

1.4. Project category: (check one only)	<input type="checkbox"/> Public service	1.5 Project objective: (check one only)	<input type="checkbox"/> Suitable living environment
	<input checked="" type="checkbox"/> Capital improvement		<input checked="" type="checkbox"/> Decent housing
			<input type="checkbox"/> Economic opportunity
		1.6 Project outcome: (check one only)	<input checked="" type="checkbox"/> Availability/accessibility
			<input type="checkbox"/> Affordability
			<input type="checkbox"/> Sustainability

1.7. CDBG Criteria: Which CDBG criterion below does your proposed project meet?

(1) **Area benefit:** At least 51% of residents within the targeted activity area are low to moderate income (LMI). Please provide a map identifying the Census Tracts designated as LMI.

(2) **Limited clientele** (select subpart below):

(a) **Special needs group** (select benefit group from the list below):

- (i) Abused children
- (ii) Elderly persons 62 years or older
- (iii) Battered spouses
- (iv) Severely disabled adults (not children) – Census definition; documentation required
- (v) Illiterate adults
- (vi) Persons living with HIV/AIDS
- (vii) Migrant farm workers
- (viii) Homeless persons

(b) At least 51% of clientele to be served will be documented as LMI. How does your agency track and record client demographics?

(3) **Housing** (select subpart below):

- (a) Single family (must be 100% LMI)
- (b) Multi-unit (must be 51% LMI)

1.8. The 2010-2015 Consolidated Plan goals are listed below. Select the goal appropriate to your project:

- Affordable Rental Housing Opportunities
- Maintenance and Preservation of Housing (rehabilitation activities)
- Homeownership Opportunities (homebuyer programs)
- Community Enhancement (public facilities/spaces)
- Public Services to Special Needs Population and/or Low Moderate Income Persons

(Max Length for Questions 1.10 to 1.15: 2 Pages)

1.10. Explain how the proposed project addresses the goal selected:

Urban Corps' Green Streets project will support the continued revitalization of Chula Vista's most underserved neighborhoods by providing basic weatherization, minor interior and exterior rehabilitation, and home security improvements to LMI residents at no charge to the homeowner. Through the project, low-income qualifying homeowners will benefit from a variety of residential rehabilitation services geared toward improving the livability, sustainability, safety, and security of homes.

The primary goal of the Green Streets program is to revitalize LMI neighborhoods by making minor home improvements and addressing safety concerns while creating long-term energy efficiency benefits for LMI residents. Improvements will assist in securing the safety and health of residents, while offering them more efficient use of energy and water and correcting minor defects due to deferred maintenance. In many cases, residents will also see improved curb appeal. Site visits will assess the needs of the home, and improvements will be performed on an "as-needed" basis. All homeowners receiving services will undergo an application and income verification process to qualify them as an LMI household.

Urban Corps will make every effort to employ green building methods and install improvements which will lower the cost of utilities for residents, using durable, non-toxic, and renewable materials to promote a healthy living environment. As an added benefit, the program will develop 8 LMI Chula Vista youth through paid job skills training and education at Urban Corps' onsite charter school, which will have the long-term effect of uplifting LMI communities by increasing the education level and economic opportunity of these LMI Chula Vista residents.

Additionally, Urban Corps will distribute 20 "do-it-yourself" (DIY) weatherization kits to eligible LMI residences. These kits will be provided free-of-charge to residents and are designed for easy use on minor repairs and upgrades such as caulking, insulation, and waterproofing. All residents receiving these kits will also undergo an application process proving their qualification as Low- to Moderate-Income. The DIY kits are intended to create a low-cost solution to energy efficiency issues for the greatest possible number of homeowners in these underserved neighborhoods.

It is expected that as these 30 LMI residents participating in the Green Streets project experience a healthier living environment and decreased energy bills, they will also take more pride in their homes and neighborhoods, inspiring them and their neighbors to take better care of their community.

1.11. Summarize any statistics and other supporting documentation that demonstrate the importance of addressing this need or problem:

According to a 2009 report by the White House's Council on Environmental Quality, homes in the U.S. generate more than 20 percent of the nation's carbon dioxide emissions, making them a significant contributor to climate change. Existing techniques and technologies in energy efficiency retrofitting—such as those used by Green Streets—can reduce home energy use by up to 40 percent per home and lower associated greenhouse gas emissions by up to 160 million metric tons annually by 2020. Home energy efficiency retrofits have the potential to reduce home energy bills by \$21 billion annually, paying for themselves over time. These savings are particularly relevant for LMI residents and communities, especially as the US economy attempts to recover from a deep recession.

Meanwhile, 100% of Urban Corps participants (Corpsmembers) are from LMI areas throughout San Diego County. Some are parentless; some are homeless; others are young single parents. Many are refugees from war-torn countries referred to Urban Corps by Catholic Charities or the International Refugee Committee. This project has the double benefit of not only serving LMI homeowners, but providing jobs and education to the LMI youth employed by Urban Corps. Urban Corps is committed to reversing the cycles of poverty that have kept these LMI residents from living productive, healthy lives. Urban Corps' dynamic work/learn program addresses the issues of youth poverty and lack of education. We are committed to employing 8 LMI Chula Vista youth for the proposed project. By providing jobs for LMI young adults to make minor home improvements for other LMI residents, we expand our impact into the homes of Chula Vista's most needy and underserved neighborhoods.

1.12. List each service provided by the project. For each service, indicate whether it is a new service or an expansion of an existing service:

Urban Corps will have two crews of four Corpsmembers and one Supervisor conduct home improvement work at 10 homes. Services may include, but are not limited to, caulking; weather stripping; repair, replacement, and/or installation of security doors and/or security screens; installation of smoke alarms; water heater blanket replacement or installation; window replacement; exterior rodent and vermin protection; low-flow shower head and faucet aerator installation; low-flow toilet installation; replacement and/or installation of electrical outlets, switch covers, and gaskets; washing down of mold and mildew and repainting with matching color; debris hauling; and window and door replacement. Additionally, crews will canvass, income-qualify, and distribute conservation kits at an additional 20 homes. The program is new for the City of Chula Vista, but it is an expansion of our existing Green Street program in other areas of San Diego County.

1.13. How does your agency plan to tell the target population about the project/services?

Urban Corps will canvass in underserved neighborhoods throughout the City of Chula Vista to gather applications to provide services and do-it-yourself home improvement kits to residents whose homes qualify. This process will be accomplished through door-to-door visits. In addition, services offered will be posted on the Urban Corps website and promoted in outreach materials, social media, and in the Urban Corps newsletter which goes to a wide variety of community partners in a position to refer qualifying homeowners. All homeowners who apply to receive services will have their LMI status verified through our application process. The Project Manager will visually assess potential work to be done, approach homeowners about the services offered, and follow-up throughout the income verification process.

1.14. List up to three outcomes of the project (at least one is required). For each outcome listed, provide the number of participants who will benefit and the way data will be collected to track or verify the outcome:

Outcome 1: Completion of minor home improvements for 10 LMI-qualifying households, providing affordable decent housing opportunities. Data will be collected through applications, before and after construction photos, approvals for scopes of work, initial and final inspection reports, and project status reports.

Outcome 2: Distribution of Do-It-Yourself water and energy efficiency kits to 20 LMI households. Data will be collected through initial applications and signatures acknowledging delivery.

Outcome 3: Job training and education provided to 8 LMI Chula Vista residents participating in the Urban Corps program. Data will be collected through participant enrollment records and daily rosters showing work accomplished in the Green Streets program.

1.15. Will the project collaborate with other service providers in the community? If yes, list them and briefly describe the collaboration:

<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
--------------------------	-----	-------------------------------------	----

N/A

Section 2: Agency Capacity (Max Score: 10 Points)

2.1. Who will be the person responsible for the overall oversight of the proposed project?

Name of person:	Robert Chávez
Title of person:	Chief Executive Officer
Relevant education:	B.S. Criminal Justice Administration; M.B.A.
Telephone number:	(619) 235-6884
Date first employed:	5/15/12

2.2. Who will be the alternate person responsible for the overall oversight of the proposed project?

Name of person:	Yolanda Maeder
Title of person:	Senior Operations Manager/Contracts Compliance Officer
Relevant education:	Paralegal Certificate
Telephone number:	(619) 235-6884
Date first employed:	9/1/08

2.3 Who will be the person responsible for the day-to-day operations and management of the proposed project?
Provide no more than two individuals:

Name of person:	Daniel Perez
Title of person:	GreenBuild Manager
Relevant education:	Responsible Managing Employee – State Contractors License
Telephone number:	(619) 235-6884
Date first employed:	4/1/11
Name of person:	John Reynolds
Title of person:	GreenBuild Coordinator
Relevant education:	B.A. History, Spanish Minor
Telephone number:	(619) 235-6884
Date first employed:	1/14/13

2.4. Who will be the person responsible for the financial oversight of the CDBG expenditures and fiscal compliance?
Provide no more than two individuals:

Name of person:	Kyle Kennedy
Title of person:	Chief Financial Officer
Relevant education:	B.S. Accounting, Certified Public Accountant
Telephone number:	(619) 235-6884
Date first employed:	12/16/13
Name of person:	Douglas Burns
Title of person:	Staff Accountant
Relevant education:	B.B.A. Accounting
Telephone number:	(619) 235-6884
Date first employed:	7/8/13

(Max Length for Questions 2.5 to 2.8: 1 Page)

2.5. List the evaluation tools your agency plans to employ to track and monitor the progress of the project.

Urban Corps employs a full-time Senior Operations Manager/Contracts Compliance Officer who maintains all reports and documentation relating to CDBG and other federal funds, making regular site visits to ensure projects progress according to schedule. She has six years of experience handling successful CDBG projects and is familiar with the HUD *Playing by the Rules* handbook, using that information as a guide to assist her in complying with applicable regulations and documentation. The Contracts Compliance Officer works with the Project Managers to ensure that all progress reports are completed in a timely, efficient manner.

2.6. How does your agency plan to ensure compliance with applicable policy and procedural requirements (including those listed in HUD's "Playing by the Rules" Handbook)?

Our Senior Operations Manager/Contracts Compliance Officer is responsible for researching policy and procedural requirements and ensuring that project activities are in compliance with these regulations. Urban Corps' Board of Directors also provides programmatic and fiscal oversight to ensure compliance with federal and state requirements.

2.7. Describe any unresolved ADA issues in the project or project office and how your agency plans to address them. (If the objective of the project is ADA rehabilitation, do not repeat the project description here.)

There are no unresolved ADA issues in the project. The project will be reviewed for compliance with federal and state laws as they relate to accessibility. If the home assessment identifies ADA health and safety needs, the project scope can include accessibility improvements such as grab bars and ADA-accessible ramps.

2.8. How many members does your Board of Directors have?

12

How many Board members are also members of the project's target population or reside in the project's target area? Indicate which ones in Appendix F.

0

Section 3: Auditing Control (Max Score: 15 Points; Max Length: 2 Pages)

3.1. Briefly describe your agency's payment and disbursement procedures, with relevance to the proposed project:

All required payments, disbursements, tax forms and schedules will be made in a timely, accurate and complete manner without exception. The Controller approves all Federal and State tax returns, as well as approving all employment-related tax forms. All disbursements are accompanied by a completed and approved requisition form or petty cash form. Invoices must be stamped with the date received prior to processing. Only original invoices are processed. Urban Corps does not pay from statement. Payment discount terms are used whenever possible. All check disbursements are prepared by the Controller. Checks are preprinted in numeric sequence and kept in a locked file. All checks require two (2) authorized signatures. As a general rule, checks are prepared on a weekly basis, usually on a Thursday. Prior to signatures and distribution, checks are compared with accompanying vouchers. Distribution of checks is by mailing or direct delivery to payee. The Controller maintains the disbursement register.

3.2. Describe how your agency's Board of Directors exercises programmatic and fiscal oversight:

One of the functions of the Urban Corps Board of Directors is to oversee the integrity of the organization's financial management systems, risk and controls related to financial reporting and compliance with laws, program regulations and our internal ethics policy. The Board of Directors also ensures the budget process is conducted in an accurate and timely manner by staff with a review of the preliminary upcoming annual budget in April of each year and approval of the final operating budget no later than July 31. Additionally, monthly financial statements are approved by the Board of Directors or executive staff. Lastly, written approval from the Board of Directors is required to open, modify or close any accounts within the Agency's primary banking institution.

3.3. Briefly describe your agency's financial reporting system/accounting procedures, with relevance to the proposed project:

Monthly financial statements are to be prepared in a timely and accurate manner on a monthly accrual basis and presented to the Board of Directors as a standing report. General standards include fairness of presentation, compliance with all prescribed requirements, timeliness, and usefulness. "Full disclosure" is the primary principle by which reports are made and presented. All significant costs are to be included. Form, content and arrangement of each financial statement should be as simple as possible. Detailed but brief explanation should be made for any items significantly different to budget. Reports are to be consistent in format from period to period.

3.4. Briefly describe your agency's record keeping system, with relevance to the proposed project:

Urban Corps ensures that all of its transactions are properly controlled and safeguarded. All income expenses are coded by project number to track direct costs. The Accounting Department holds primary responsibility, with the exception of limited involvement from the Chief Executive Officer. All receipts are recorded immediately in a receipts log, including the date of receipt, payer name, check number and the amount received. Receipts are stamped for deposit without delay, and deposited into an Urban Corps bank account intact. A copy of each item received is made and filed in chronological order. No cash receipts will be cashed and no substitution of monies, checks or other documents will be made for the actual receipts officially received. Full compliance within all federal, state and local laws and regulations that apply to public corporations are maintained at all times.

3.5. Briefly describe your agency's auditing requirements, including those for the proposed project:

An independent audit by a qualified outside audit firm of all agency financial operations and procedures is conducted on an annual basis approximately three (3) months after the end of each fiscal year. The audit is submitted to the Audit Committee of the Board of Directors for approval and presentation to the Board of Directors. The Controller initiates contact with the outside audit firm in the May/June timeframe each year and arranges a preliminary meeting where the dates and timeline for the audit are discussed and set. The Controller receives a list of required tasks, information and

schedules and ensures that everything is completed prior to the first day of audit fieldwork. The Controller and the Accounting Staff work as a team to prepare all required documents. The Controller and the Accounting Staff give the audit field team their first priority during the field team's time on site. The Controller briefs the Chief Executive Officer (CEO) on any matter pertaining to policy issues that may need to be addressed during the course of the audit. At the CEO's discretion, either the Controller or the audit team presents the results to the Audit Committee of the Board of Directors. The Audit Committee prepares and presents the audit report to the Board of Directors for final approval.

3.6. Briefly describe your agency's internal controls to minimize opportunities for fraud, waste, and mismanagement:

Fiscal oversight for the organization is provided by the Board of Directors' Audit Committee, which ensures that all financial processes are conducted in an accurate and timely manner by Staff with a review of the preliminary upcoming annual budget in April of each year and approval of the final operating budget no later than July 31 each year. The budget may be revised if and when necessary and only with the approval of the Board of Directors.

3.7. How does your agency plan to segregate CDBG funds from other agency funds for purposes of identification, tracking, and reporting?

Strict adherence to restricted funding such as that of CDBG is of utmost importance for Urban Corps' Accounting Staff. All restricted funds are subject to audit by Urban Corps' external auditor for restriction compliance. When services are specifically dedicated to CDBG, valid receipts of dollar value and/or description of services provided to Urban Corps with monetary value must be submitted from the applicable company, institution or employer. These receipts are then filed with the appropriate project file.

Urban Corps' accounting systems are fully automated utilizing Sage accounting software (MAS 200) including General Ledger, Accounts Payable, Accounts Receivable, Job Cost, Payroll, Inventory Management, Warehouse Management, Purchase Order, Bank Reconciliation, Fixed Assets and Time Card. Projects such as CDBG are assigned a unique identifier so that project associated costs can be tracked and reported correctly.]

Section 4: Agency Experience (Max Score: 10 Points; Max Length: 1 Page for Section 4/5 Combined)

4.1. Briefly highlight your agency's experience and major accomplishments in providing services to LMI residents and/or communities. You may expand in Appendix A.

Urban Corps has an excellent 25-year track record in meeting its contractual obligations from a wide variety of funding sources. We have received CDBG funding since 2005 and have successfully completed these projects without any negative project audits, resulting in improvements to many of San Diego County's most underserved neighborhoods. In addition to CDBG funds, we have received federal funding through the San Diego Workforce Partnership, successfully implementing and meeting the goals for the Workforce's Hire-A-Youth 2009, 2010 and 2011 programs. Regardless of where they take place, 100% of Urban Corps' work projects serve LMI youth and LMI communities in San Diego County.

Urban Corps provides high school education, paid job training, career counseling, life skills training, and job and higher education placement services to unemployed youth around San Diego County. We enroll approximately 180 young adults in our program at a time, some of whom reside in the City of Chula Vista. The young people we serve face many barriers to success. Nearly 100% of our Corpsmembers meet Federal Poverty levels, and over 80% have additional barriers to employment such as lack of transportation, need for child-care, language barriers, court and gang involvement, past substance abuse, and limited social skills. Through the job training program, these young people are able to gain transferable job skills while giving back to the community by planting trees, improving homes, painting out graffiti, restoring native habitat, and more. These services benefit thousands of residents, businesses, and visitors around the county.

4.2. Has your agency received CDBG or other federal funds in any of the past three fiscal years (Fiscal Years 2011-2012, 2012-2013, through 2013-2014)? If yes, complete Appendix G for each of the grants received for the three Fiscal Years 2011, 2012, and 2013.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Section 5: Back-Up Plan (Max Score: 5 Points;)

5.1. Will your agency still implement this project should CDBG funds not be awarded? If yes, how will the implementation be achieved?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Urban Corps is 85 percent funded by fee-for-service projects contracted by staff and undertaken by Corpsmembers, and the organization seeks additional funding through private donations, foundation grants, and other funding opportunities on the local, state, and federal levels. If this proposal is not funded by CDBG, we will pursue funding through all of these other avenues.

5.2. If funded, how will your agency continue this project if CDBG funds are not available in future years?
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If the Green Streets project is funded through CDBG in FY 2014-15 and further funding is not available, Urban Corps will seek assistance through work projects, other grant applications, and private donations as described above.

Appendix A: Narrative of Project (Max Length: 2 Pages)

In two pages or less, explain below your proposed project and make the case why it should be awarded funding.

The ultimate mission of Urban Corps' Green Streets project is to support the continued revitalization of Chula Vista's most disadvantaged neighborhoods by providing basic weatherization, minor interior and exterior rehabilitation, and minor home security improvements to LMI residents across the city. Urban Corps requests \$76,138 to complete the proposed Green Streets project, matched with \$8,482 in educational costs from our onsite charter school. The project will provide these small-scale home and community improvements free of charge to LMI residents. The improvements are intended to conserve resources, help beautify neighborhoods, and enhance living conditions in LMI communities. The work undertaken in Green Streets projects promotes sustainable, healthy living environments while developing job skills for LMI young adults, which increases residents' connection to—and ownership of—their neighborhoods. Since many of our program participants, or Corpsmembers, reside in the communities in which Green Streets operates, it also gives them a chance to give back to their disadvantaged neighborhoods while receiving paid work training and education in the process. This project combines many of Urban Corps' diverse and dynamic GreenBuild program services into one community-driven package which includes home weatherization and minor residential rehabilitation aimed at safety, curb appeal, and broader community revitalization. Past Green Streets projects have been uniformly successful from the perspective of both community members and Urban Corps' LMI youth population, as these projects have presented a unique opportunity to train and educate youth while improving neighborhoods.

Green Streets was specifically designed to target Low- to Moderate-Income communities, addressing multiple issues under one comprehensive project banner. Emphasis is placed on providing free renovation services to LMI-qualified households via an application and income verification process, as many homeowners in these neighborhoods cannot afford to provide improvements to their homes without financial assistance. This process proves that residents who will receive free services are LMI through paystub verification and a household survey. Urban Corps will also distribute 20 "do-it-yourself" energy and water efficiency kits to LMI residences. These kits are provided free-of-charge to residents and are designed for easy use on minor repairs such as caulking, insulation and waterproofing. All residents receiving these kits will undergo the same application process proving their qualification as Low- to Moderate-Income.

Weatherization retrofits are of key importance among the many home improvement services offered by Green Streets. These improvements help properly seal and insulate homes, which helps lower energy bills for residents, especially in the summer and winter months when weather is at its most extreme and use of heating and/or air conditioning is at a premium. Weatherization includes the use of caulking and weather stripping to prevent moisture damage to property, which would otherwise lead to mold and/or rot.

The ability to live in a healthy, safe environment is something that every resident should have, regardless of socio-economic status. Nevertheless, socioeconomic issues are what result in LMI neighborhoods becoming dilapidated and rundown, with individual homes often becoming infested with vermin or insects. In response, Green Streets provides key improvements like exterior rodent and vermin protection that prevents entry for pests into the home. As these pests can spread disease, create unpleasant living conditions, and further contribute to decline of property values, it is important for the homeowner's most basic standards of living to ensure they are kept out.

Green Streets can also install battery-operated smoke alarms for the safety of residents, as many don't even have the most minor defenses to alert them in case of a fire. Particularly relevant for the safety of children, the project also replaces and installs electrical outlet covers and gaskets that may be exposed, as toddlers can be susceptible to electrocution if outlets are left unprotected.

Security is also a crucial issue, especially in LMI communities. These neighborhoods often have higher crime rates than those with higher incomes, and homeowners may need assistance in keeping their families and property safe and free from intruders. Green Streets offers repairs, replacement, and installation of security doors and security screens, as well as window replacement to keep residents secure in their homes.

In many cases, LMI homeowners are forced to neglect home repairs for so long that even the most minor fixes can make a large difference. Following water heater blanket replacement or installation, residents see more efficient hot water results, while electricity bills go down. Likewise, with simple installation of low-flow shower heads, less water is wasted and more money stays in the homeowners' pockets. Green Streets can also install water-efficient, drought-tolerant landscaping for some homeowners, as residential lawn care is often the first area of home upkeep to be neglected when finances are at a minimum. Exterior and interior painting is also offered by the project. Both of these not only beautify the residences and enhance curb appeal, but contribute to the overall livability and revitalization of the neighborhood, which is the broader goal of Green Streets.

In addition to accomplishing residential rehabilitation on 10 homes, the project will distribute 20 "DIY" weatherization/conservation kits to qualifying LMI homeowners, enabling them to make minor home improvements on their own. Each kit may include such items as compact fluorescent light bulbs, faucet aerators, low-flow showerheads, energy-efficient nighttime lights, caulk, toilet kits (consisting of a wax ring and leak testing material), refrigerator bulbs and, most importantly, educational material explaining to residents how to accomplish these improvements. By putting these basic improvements in the hands of the homeowners themselves, Green Streets also gives them the opportunity to teach friends and neighbors how to improve their own houses. This creates a very affordable solution to promote decent housing, which ultimately results in the uplift of entire LMI communities.

When it comes to uplifting entire communities, little else compares to the impact of affecting a community's young people. Through Green Streets, a total of eight LMI youth Corpsmembers will gain real-world job experience and hands-on home improvement skills that they will take with them into the mainstream workforce. The paycheck they earn will go back into their LMI communities; the skills they acquire will help them attain future employment, benefitting them and their families well into the future. Most importantly, the Green Streets project supports these 18- to 25-year-old young adults in attaining a high school diploma, something most thought they would never get a second chance to earn. The costs related to educational services for this program are offered as a match and are not requested from CDBG. Through earning their diploma, and bettering their chances at future employment, they gain the confidence, life skills, and momentum needed to transition into self-reliant, productive members of the Chula Vista community. |



January 29, 2014

Angélica Davis
Housing Project Coordinator
City of Chula Vista
276 Fourth Avenue
Chula Vista, CA 91910

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Robert Chávez
Chief Executive Officer

Dear Ms. Davis:

The Urban Corps Charter School (UCCS) is pleased to submit this letter of commitment in reference to Urban Corps of San Diego County's proposal to the City of Chula Vista CDBG Program for its Green Streets program, which will help 30 low- to moderate-income Chula Vista households maintain safe, secure, healthy housing while employing eight disadvantaged young adults ages 18 to 25.

UCCS will provide classroom education to the eight youth participants while they are enrolled in the Green Streets program. This education will be financed by non-federal Average Daily Attendance (ADA) funds. A match of \$8,482 will be provided to Urban Corps for facilities use to support the educational component of the Green Streets program.

Following the Green Streets program, UCCS commits to enrolling these young people on a full-time basis while they are simultaneously engaged in Urban Corps' work programs, helping them to earn their high school diplomas. We offer our full support of Urban Corps' mission to positively affect out-of-school youth and their communities. We have every confidence that the Green Streets program goals of providing workforce training and education to out-of-school youth will benefit each individual's future job prospects and/or post-secondary education goals.

Should you have any questions about this partnership or our commitment, please do not hesitate to contact me.

Sincerely,

Dan Thomas
Dean of Education
Urban Corps Charter School

Certified Local Conservation Corps & Charter School

"Learning, Earning, & Conserving"

3127 Jefferson Street, San Diego, CA 92110; Mailing Address: P.O. Box 80156, San Diego, CA 92138-0156
Telephone (619) 235-6884; Fax (619) 235-5425; Toll Free (855) SD-CORPS; www.urbancorpsd.org

APPENDIX C-2: THREE-MONTH CASH RULE TEST

**CITY OF CHULA VISTA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FISCAL YEAR 2014-2015 APPLICATION**

THREE-MONTH CASH RULE TEST

The three (3)-month rule is used as a guideline to determine whether an Agency is solvent and has enough available cash to take a CDBG project from beginning to end during the 12-month allowed to complete the project. CDBG projects should not harm the day-to-day operations of the Agency, so enough funds must be available for both purposes.

Provide the information requested below to demonstrate that the agency has enough cash on hand to operate the proposed project on a reimbursement basis.

Balance Sheet - Audited Financial Statements.	FY _____	2013 CY _____	Page # _____
Document must be attached to Application			
Enter Agency Cash Balance (Cash cannot include Investments or Receivables)		542,935	
A. Multiply Agency Cash Balance by 4 = Cash available for project(s)		2,171,740	
List the amount of FY 2014-2015 CDBG funding applied for this application.		76,138	
List the amount of FY 2014-2015 CDBG funding applied for any other application.		558,675	
List the amount of FY 2014-2015 CDBG funding applied for any other application.		73,174	
B. Sum all the amounts for FY 2014-2015 CDBG funding request(s)		707,987	
Compare Agency Cash Balance Available (Item A) with Total FY 2014-2015 CDBG Funding Request (Item B):			
Item A	2,171,740	Item B	707,987
		Difference	1,463,753
Analyze Results			
1- If difference is a positive amount or equals \$0, the Agency is eligible to apply.			
2- If difference is a negative amount, the Agency has the options below:			
The Agency can adjust any of the FY 2014-2015 CDBG requested amount(s) to result in a positive or \$0 balance, as long as:			
A) <u>EACH PROJECT MEETS THE MINIMUM REQUIRED AMOUNT FOR EACH OF THE APPLICATIONS, AND</u>			
B) <u>CASH AVAILABLE FOR PROJECTS IS NOW GREATER THAN OR EQUAL TO THE TOTAL FY 2014 CDBG FUNDING REQUEST.</u>			

**APPENDIX C-5: MINOR RESIDENTIAL REHABILITATION (MRR)
SCHEDULE 1 - BUDGET EXHIBIT**

AGENCY Urban Corps of San Diego County

PROJECT Green Streets

		CDBG	Percentage
SALARIES & WAGES - PROJECT MGMT	(Schedule 2)	<u>4,473</u>	
FRINGE BENEFITS-PROJECT MGMT	(Schedule 3)	<u>1,383</u>	
<i>[Project mgmt PE & NPE are limited to 15% of Total CDBG Project Budget]</i>			
SALARIES & WAGES-CONST/RENOV	(Schedule 4)	<u>23,320</u>	
FRINGE BENEFITS-CONST RENOV	(Schedule 5)	<u>6,932</u>	
	TOTAL PERSONNEL	<u>36,108</u>	
PROJECT MANAGEMENT SERVICES	(Schedule 6)	<u>0</u>	<u>7.69%</u>
<i>[Project mgmt PE & NPE are limited to 15% of Total CDBG Project Budget]</i>			
LEAD-BASED PAINT ASSESSMENT/ ABATEMENT	(Schedule 6)	<u>0</u>	
CONSTRUCTION/RENOVATION	(Schedule 6)	<u>40,030</u>	
CONSULTANT/PROFESSIONAL SERVICES	(Schedule 6)	<u>0</u>	
OTHER EXPENSES (SPECIFY): _____	(Schedule 6)	<u> </u>	
_____	(Schedule 6)	<u> </u>	
_____	(Schedule 6)	<u> </u>	
_____	(Schedule 6)	<u> </u>	
	TOTAL NONPERSONNEL	<u>40,030</u>	
	TOTAL CDBG PROJECT BUDGET	<u>76,138</u>	

**APPENDIX C-5: MINOR RESIDENTIAL REHABILITATION (MRR)
 SCHEDULE 2-PERSONNEL GROSS PAY: PROJECT MANAGEMENT
*[Project MGMT Expenses are Limited to 15% of CDBG Project Budget]***

The purpose of this form is to list the positions being claimed against the CDBG funding request amount FOR PROJECT MANAGEMENT PURPOSES. The positions listed below must be providing direct project/client services. Positions providing non-direct services must be included in the indirect costs/administrative overhead (IC/AO) line item. The Total CDBG Salary & Wages must match the Budget Exhibit form. Round off totals to whole dollars.

AGENCY Urban Corps of San Diego County
 PROJECT Green Streets

(1) POSITION TITLE	(2) GROSS PAY	(3) PERCENT CHARGED	(4) TOTAL SALARY & WAGES
GreenBuild Manager	3,360	100.0%	3,360
GreenBuild Coordinator	1,113	100.0%	1,113
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
TOTAL CDBG SALARY & WAGES			4,473

1. List all positions charged against CDBG funding providing direct CDBG project/client activity.
2. List gross pay for each position listed.
3. List percent of gross pay to be charged against CDBG funding.

<u>Pay Schedule (Check One)</u>	
_____	Monthly
<input checked="" type="checkbox"/>	Biweekly
_____	Twice a Month

Appendix D: Implementation (Max Length: 1 Page; Max Score: 5 Points)

Provide a listing below of the specific tasks or activities needed to implement the proposed project and a timeline for their completion. Number each task or activity, describe it, and give the projected date of completion. Add additional rows as needed.

#	Task/Activity	Description	Completion Date
1	Recruitment	Canvass LMI neighborhoods throughout the City of Chula Vista to locate qualifying homeowners.	9/2014
2	Assessment/Approval	Assess needs of homes, compiling documentation of work to be completed at each home. Meet with homeowners to acquire signatures of approval for scopes of work. Obtain approval of scopes of work from CDBG staff.	11/2014
3	Minor Home Rehab	Provide interior and exterior home improvements, basic weatherization, minor rehabilitation, and minor home security enhancements to 10 homes according to approved scopes of work.	5/2015
4	Distribution of DIY kits	Distribute 20 do-it-yourself weatherization and home repair kits to qualifying LMI residents. Acquire signatures of receipt.	5/2015
5	Final documentation and closeout	Document and review completed work with homeowner. Acquire signatures of completion. Submit final documentation and reports to CDBG staff.	6/2015

Appendix E: Roster of Board Members & Professions

Provide a roster of the members of your agency's Board of Directors and their professions by filling out the table below:

Name / Board Position	Profession / Affiliation	Member of Target Population	Resides in Target Area
Ralph Williams, President	Titan Corporation	<input type="checkbox"/>	<input type="checkbox"/>
Christine Moore, 1 st V.P.	AT&T California	<input type="checkbox"/>	<input type="checkbox"/>
Ingrid Nielsen, 2 nd V.P.	Nielsen Properties	<input type="checkbox"/>	<input type="checkbox"/>
Tracey Williams, Treasurer	Sempra Energy	<input type="checkbox"/>	<input type="checkbox"/>
Daniel Morales, Secretary	San Diego Housing Commission	<input type="checkbox"/>	<input type="checkbox"/>
Leon Brooks	Leon Brooks & Associates	<input type="checkbox"/>	<input type="checkbox"/>
Bob Benson	National University International	<input type="checkbox"/>	<input type="checkbox"/>
Diane Chalmers	Retired, Non Profit Executive	<input type="checkbox"/>	<input type="checkbox"/>
Dick Freeman	San Diego Padres	<input type="checkbox"/>	<input type="checkbox"/>
Gail Weed	Torrey Pines Bank	<input type="checkbox"/>	<input type="checkbox"/>
Gino Mazzanti, Esq. (Ex-Officio)	Attorney-at-Law	<input type="checkbox"/>	<input type="checkbox"/>
Richard Barrera (Ex-Officio)	San Diego-Imperial Counties Labor Council	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Appendix F: Disclosure Statement

Pursuant to City Council Policy 101-01, prior to any action on a matter that requires discretionary action by the City Council, Planning Commission or other official legislative body of the City, a statement of disclosure of certain ownerships, financial interests, payments, and campaign contributions must be filed. The following information must be disclosed:

- 1. List the names of all persons having a financial interest in the project that is the subject of the application, project or contract (e.g., owner, applicant, contractor, subcontractor, material supplier).

Urban Corps of San Diego County

- 2. If any person* identified in section 1 above is a corporation or partnership, list the names of all individuals with an investment of \$2000 or more in the business (corporation/partnership) entity.

N/A

- 3. If any person* identified in section 1 above is a non-profit organization or trust, list the names of any person who is the director of the non-profit organization or the names of the trustee, beneficiary and trustor of the trust.

Robert Chávez

- 4. Please identify every person, including any agents, employees, consultants, or independent contractors, whom you have authorized to represent you before the City in this matter.

Robert Chávez, Anne Bernstein, Yolanda Maeder

- 5. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, had any financial dealings with an official** of the City of Chula Vista as it relates to this contract, project or application within the past 12 months? Yes No If yes, briefly describe the nature of the financial interest the official may have in this contract.

N/A

- 6. Has any person* anyone identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, made a campaign contribution of more than \$250 within the past twelve (12) months to a current member of the Chula Vista City Council? No Yes If yes, which Council member(s)?

N/A

- 7. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, provided more than \$420 (or an item of equivalent value) to an official** of the City of Chula Vista in the past twelve (12) months? (This includes any payment that confers a personal benefit on the recipient, a rebate or discount in the price of anything of value, money to retire a legal debt, gift, loan, etc.) Yes No If Yes, list official and what was the nature of item provided?

N/A

- 8. Has any person* identified in 1, 2, 3, or 4, above, or otherwise associated with this contract, project or application, been a source of income of \$500 or more to an official** of the City of Chula Vista in the past twelve (12) months? Yes No If Yes, identify the official and the nature of the income provided?

N/A

January 28, 2014

Anne Bernstein, COO

Signature:

* Person is defined as: any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, any other county, city, municipality, district, or other political subdivision, or any other group or combination acting as a unit.

** Official includes, but is not limited to: Mayor, Council member, Planning Commissioner, Member of a board, commission, or committee of the City, and City employees or staff members.

Appendix G: Identification of Prior Year CDBG and/or Federal Funds

G.1. Agency name: Urban Corps of San Diego County

G.2. Project name: Weatherization, Energy Efficiency, and Rehab (WEER) Program

G.3. Year of funding: Fiscal Year 2011 Fiscal Year 2012 Fiscal Year 2013

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: \$185,651

G.6. Amount spent to date: \$185,651

G.7. Amount reprogrammed to date: \$0

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

- (1) Send out Corpsmember Recruitment Teams to target districts and census tracts to disseminate program information and recruit residence owners. Meet with residence owners to go over agreement for services and acquire signature.
- (2) Complete assessments on all participant residences and have written documentation of the scope of work to be completed at each specific site. Meet with residence owner to go over assessment and scope of work to be completed and acquire approval signature.
- (3) Complete scope of work. Document work completed and review completed work with home/property owner, going over final checklist and acquiring signature of completion.

G.9. Indicate below the outcomes achieved:

- (1) Sent out Corpsmember Recruitment Teams to target districts and census tracts to disseminate program information and recruit residence owners. Met with residence owners to go over agreement for services and acquire signature.
- (2) Completed assessments on all participant residences and have written documentation of the scope of work to be completed at each specific site. Met with residence owner to go over assessment and scope of work to be completed and acquire approval signature.
- (3) Completed scope of work. Documented work completed and reviewed completed work with home/property owner, going over final checklist and acquiring signature of completion.

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

N/A

G.1. Agency name: Urban Corps of San Diego County

G.2. Project name: Green Streets

G.3. Year of funding: Fiscal Year 2011 Fiscal Year 2012 Fiscal Year 2013

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

--

G.5. Amount awarded:	\$115,037	G.6. Amount spent to date:	\$110,455
G.7. Amount reprogrammed to date:	\$4,582		

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

- | | |
|-----|--|
| (1) | Recruit property owners in target districts and census tracts; Meet with home/property owners to go over agreement for services and acquire signature. |
| (2) | Complete assessments on all participant sites and have written documentation of work to be completed at a specific site. Meet with home/property owner to go over assessment and scope of work to be completed and acquire approval signature. |
| (3) | Complete scope of work. Document work completed and review completed work with property owner, going over final checklist and acquiring signature of completion. |

G.9. Indicate below the outcomes achieved:

- | | |
|-----|--|
| (1) | Recruited property owners in target districts census tracts. Met with home/property owners to go over agreement for services and acquire signature. |
| (2) | Distributed 40 Do-It-Yourself Weatherization Kits to owner-occupied LMI residences within target Districts and eligible census tracts |
| (3) | Completed scope of work. Documented and reviewed completed work with property owner, going over final checklist and acquiring signature of completion. |

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

N/A

(Max Length per Project: 1 Page)

G.1. Agency name: Urban Corps of San Diego County

G.2. Project name: Weatherization, Energy Efficiency, and Rehab (WEER) Program

G.3. Year of funding: Fiscal Year 2011 Fiscal Year 2012 Fiscal Year 2013

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: \$114,953

G.6. Amount spent to date: \$109,268

G.7. Amount reprogrammed to date: \$5,685

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

- (1) Complete minor repairs and weatherization on 60 residences.
- (2) Distribute 40 Do-It-Yourself Weatherization Kits to owner-occupied LMI residences within target districts and eligible census tracts.
- (3)

G.9. Indicate below the outcomes achieved:

- (1) Completed minor repairs and weatherization on 60 residences.
- (2) Distributed 40 Do-It-Yourself Weatherization Kits to owner-occupied LMI residences within target districts and eligible census tracts.
- (3)

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

N/A

(Max Length per Project: 1 Page)

G.1. Agency name: Urban Corps of San Diego County

G.2. Project name: Campus Safety and Security Enhancement

G.3. Year of funding: Fiscal Year 2011 Fiscal Year 2012 Fiscal Year 2013

G.4. Indicate the source of the federal funding awarded to the prior project:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: \$352,901

G.6. Amount spent to date: \$352,901

G.7. Amount reprogrammed to date: \$0

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

- (1) Create a safe and secure enclosed campus and obstruction-free parking lot to enhance safety.
- (2)
- (3)

G.9. Indicate below the outcomes achieved:

- (1) Created a safe and secure campus by installing fencing, security cameras, and exterior lighting; completed parking lot improvements.
- (2)
- (3)

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

N/A

(Max Length per Project: 1 Page)

G.1. Agency name:

G.2. Project name:

G.3. Year of funding: Fiscal Year 2011 Fiscal Year 2012 Fiscal Year 2013

G.4. Indicate the source of the federal funding awarded to the prior project:

<input type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

G.5. Amount awarded: G.6. Amount spent to date:

G.7. Amount reprogrammed to date:

G.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	<input type="text"/>
(2)	<input type="text"/>
(3)	<input type="text"/>

G.9. Indicate below the outcomes achieved:

(1)	<input type="text"/>
(2)	<input type="text"/>
(3)	<input type="text"/>

G.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:

[Type response herG.]

CDBG Application Summary

Applicant: South Bay Community Services

Program/Project: Landis Studios

Project Description: The project consists of the rehabilitation and creation of 7 affordable housing units in the existing structure located at 192-196 Landis Avenue. The units will be used for housing opportunities for the homeless.

Type of Program/Project: Capital Improvement (\$570.202)

Conditions of Funding

- Secure other funding sources to fund the project
- Complete architectural plans
- Obtain necessary building permits
- Finalize proforma

Funding Recommendation Conditionally approving financial assistance in the form of a residual receipts loan in an amount not to exceed \$450,000.

Target Population: 14B - Multi-Unit **Proposed Units** 7
Residential
Rehabilitation

CFR§ 570.208(a)(3) Low
Moderate Income
Housing

Estimated Development Budget \$1,271,905



CDBG Application Summary

Applicant: City of Chula Vista Housing Division

Program/Project: Production of Affordable Housing Projects/Programs

Project Description: Funds will be used for affordable housing development, housing site improvements and other activities to stimulate housing for lower income persons in the City. The accomplishments will fulfill the City's Five-Year Affordable Housing goals. Once a firm affordable housing project is identified, staff will return to City Council for review and approval of the specific project.

Type of Program/Project: Low/Mod Housing [570.208(a)(3)]

Target Population:	Unknown at this time.	Proposed Number to Serve:	N/A
	CFR§ 570.208(a)(3) Low Moderate Income Housing		

Program Total Budget:	\$139,093	C. V. Cost per Client:	N/A
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Funding Request:	\$139,093	Prior Year Funding:	N/A
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Specific Use of Chula Vista Funding:	Unknown at this time.	FUNDING RECOMENDED	\$139,093
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Staff Notes:



CDBG Application Summary

Applicant: City of Chula Vista Housing Division

Program/Project: CDBG Grant Administration/Planning

Project Description: Administration funds will be utilized for the staff costs associated with the management and administration of Chula Vista's CDBG program. This includes preparation of the required planning documents, regulatory compliance, contract oversight of the partnering agencies, environmental reviews and fiscal management.

Type of Program/Project: General Program Administration (570.206)

Target Population:	21A - General Program Administration	Proposed Number to Serve:	N/A
	N/A		

Program Total Budget:	\$349,338	C. V. Cost per Client:	N/A
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Funding Request:	\$349,338	Prior Year Funding:	\$273,997
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Specific Use of Chula Vista Funding:	Personnel Costs and Program Administration Expenses	FUNDING RECOMENDED	\$349,338
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Staff Notes:



ESG Application Summary

Applicant: City of Chula Vista Housing Division

Program/Project: Homeless Prevention and Rapid ReHousing

Project Description: HPRP is a rental assistance program designed to help prevent and end homelessness by paying a portion a participants rent; up to a maximum of \$1,000 per month and up to a maximum of \$1,000 for the security deposit. The tenant’s portion of the rent is flexible based on their current income. Qualifying apartments must be in the City of Chula Vista and under Fair Market Rent. Apartment size is determined by family size.

Type of Program/Project: Public Services [(\$570.201(e))]

Target Population:	05S - Rental Housing Subsidies and/or 05T - Security Deposits CFR§ 570.208(a)(3) Low Moderate Income Housing	Proposed Number to Serve:	5 <i>(subject to change depending on funding recommendation)</i>
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Program Total Budget:	\$42,533	C. V. Cost per Client:	\$8,506 <i>(Based on funding recommendation)</i>
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Funding Request:	\$42,533	Prior Year Funding:	\$42,533
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Specific Use of Chula Vista Funding:	Direct Financial Assistance	FUNDING RECOMENDED	\$42,533
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Staff Notes:



ESG Application Summary

Applicant: City of Chula Vista Housing Division

Program/Project: ESG Grant Administration/Planning

Project Description: Administration funds will be utilized for the staff costs associated with the management and administration of Chula Vista's ESG program. This includes preparation of the required planning documents, regulatory compliance, contract oversight of the partnering agencies, environmental reviews and fiscal management.

Type of Program/Project: General Program Administration (570.206)

Target Population:	21A - General Program Administration	Proposed Number to Serve:	N/A
	N/A		

Program Total Budget:	\$8,985	C. V. Cost per Client:	N/A
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Funding Request:	\$8,985	Prior Year Funding:	\$8,985
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Specific Use of Chula Vista Funding:	Personnel Costs and Program Administration Expenses	FUNDING RECOMENDED	\$8,985
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Staff Notes:

ESG Application Summary

Applicant: South Bay Community Services

Program/Project: ESG - Casa Nueva Vida

Project Description: SBCS' Casa Nueva Vida I offers the only permanent short-term shelter/housing program for homeless families (which children) in the South Bay region, including victims of domestic violence. Staff utilize a comprehensive strengths-based assessment, after which together with clients, they develop an individualized treatment plan, to include any number of services include case management, counseling, employment assistance, childcare, etc. This helps each client work to re-establish a self-sufficient lifestyle free from homelessness. With the current economy there has been an increase in housing needs and over the past year, SBCS was forced to refuse 1,631 individuals in need of shelter because Casa Nueva Vida I was full. Without supportive housing programs like this, more individuals would be forced to live on the streets.

Type of Program/Project: Public Services [(\$570.201(e))]

Target Population:	O3T- Operating Costs Homeless	Proposed Number to Serve:	140 <i>(subject to change depending on funding recommendation)</i>
	CFR§ 570.208(a)(2) Low Moderate Income Limited Clientele		

Program Total Budget:	\$443,277	C. V. Cost per Client:	\$487 <i>(Based on funding recommendation)</i>
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Funding Request:	\$68,277	Prior Year Funding:	\$68,277
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Specific Use of Chula Vista Funding:	Personnel Costs (\$33,807), Consultant (\$4,500), Program Expenses (\$29,970)	FUNDING RECOMENDED	\$68,277
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Staff Notes:

ORIGINAL

DUE DATE: January 30, 2014

RECEIVED BY CITY ON: _____

BY (CITY STAFF NAME): _____



EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM GRANT APPLICATION

INTRODUCTION:

This application will help City staff and officials make a decision regarding the funding of your project through the Emergency Solutions Grant (ESG) program. It will be used for the preliminary review of your funding request only. Completion and submission of this application does not obligate the City of Chula Vista to allocate ESG funds to your activity.

FINAL ALLOCATION OF ESG FUNDS IS BY CITY COUNCIL ACTION ONLY.

Please be advised that ESG Contracts allow for a one-year contract term and are subject to City Council approval.

NOTE: Please keep your answers brief and contained within the space provided. In the event that additional information is needed, you will be contacted by ESG program staff. **Unsolicited information will not be forwarded to the City Council.**

Section 1. General Application Information

Project Name:	Casa Nueva Vida I		
Applicant Name	South Bay Community Services		
Applicant Contact:	Kathryn Lembo, President and CEO		
Applicant Address:	430 F Street, Chula Vista, CA 91910		
Phone Number:	(619) 420-3620	Fax Number:	(619) 420-8722
E-Mail Address:	klembo@csbcs.org		
Federal Tax ID:	95-2693142	Business License No.:	068557
DUNS#:	113407779		

Business licenses are available at no cost to non-profit agencies

The location of the facility where this program is operated requires a Conditional Use Permit (CUP)
If the facility is located in an area that requires a Conditional Use Permit (CUP), please attach a copy. Application will not be considered complete without including a copy.

ESG Funds Requested: \$68,277

Type of Organization
(please check one)

- 501(c)(3) registered non-profit
Date of certificate: September 1972
- Not currently registered as non-profit
- Government Entity
- Non-profit status applied for
- For-Profit Organization

Other Organization Characteristics
(check all that apply)

- Faith-Based Organization
Requested for HUD statistical purposes only. Response does not affect funding decision.
- Institution of higher education
- Have you previously received ESG funding from the City of Chula Vista?

Is the primary purpose of your proposed program any of the following? (Please check all that apply).

- Help prevent Homelessness Help those with HIV/AIDS Help the homeless
- Primarily help persons with disabilities

Section 2. Proposed Project Summary

Provide a *brief* summary of your proposed program, including proposed increases in services.

This description will be used in the application summaries for the City Council throughout the application process.

SBCS' Casa Nueva Vida I offers the only permanent short-term shelter/housing program for homeless families (with children) in the South Bay region, including victims of domestic violence. Staff utilize a comprehensive strengths-based assessment, after which together with clients they develop an individualized treatment plan, to include any number of services including case management, counseling, employment assistance, childcare, etc. so each client can work to re-establish a self-sufficient lifestyle free from homelessness. With the current economy we have seen an increase in housing needs and over the past year, SBCS was forced to refuse 1,631 individuals in need of shelter because Casa Nueva Vida I was full. Without supportive housing programs like Casa Nueva Vida, more individuals would be forced to live on the streets.

What types of activities will be conducted within your proposed program?

Please provide a comprehensive list of all activities to be carried out or services to be provided with the funds requested. If your project is approved, this information will be included in the contract.

Casa Nueva Vida emergency shelter program includes the following services and activities:

- Emergency housing for homeless families;
- Strengths-based assessments and treatment plan development;
- On-going case management and support for homeless families;
- Access to emergency food, clothing, and transportation support;
- Individual and group counseling;
- Substance abuse prevention and intervention services;
- Employment assistance and financial literacy classes and services;
- Connection to advocacy and community resources;
- Childcare while participating in services; and
- Specialized preschool and school readiness services for children 0-5 in SBCS' Mi Escuelita Preschool.

What specific community needs or issues is your proposed program designed to address?

Casa Nueva Vida I responds to the needs of homeless families in the community. These needs are increasing due to the current economic climate and lack of affordable housing in the area: in FY 12-13 1,631 individuals were turned away from the shelter because we were full. Without programs like Casa Nueva Vida I these families would be forced to live on the streets.

Briefly describe your organization's experience with implementing the proposed program.

SBCS has successfully operated the Casa Nueva Vida I Shelter Program since 1993. The most frequent reasons cited by those seeking shelter include domestic violence, lack of affordable housing, exacerbation of other problems due to substance abuse, job loss, loss of home and lack of income and job skills. We address these issues with the families in our program, and in FY 12-13 had 80% of our clients graduate to safe, stable housing (compared to the 30% National Average).

What is the service area for the proposed program?

Please be as specific as possible. If the program is restricted to certain census tracts, please list the census tracts.

The Casa Nueva Vida I Shelter Program focuses on homeless families in the South Bay with the majority within the City of Chula Vista.

Section 3. Organization Experience and Information

Briefly describe your organization's experience using government funding, including ESG funds.

SBCS has received CDBG funding from the City since 1999, and currently manages over 60 different Federal, State and local contracts, all of which are operating successfully without any findings or default. SBCS has an excellent track record of developing, implementing, and sustaining programming in response to community needs, and with continued ESG funding Casa Nueva Vida I will continue to touch the lives of the homeless within Chula Vista.

Briefly describe your fundraising experience and techniques. Also, describe the use of volunteers to carry out the proposed activity.

Please note that ESG funds may not be used to pay for fundraising activities.

SBCS has received CDBG funding from the City of Chula Vista since 1999, and leverages funding from a variety of sources, and utilizes volunteers for program support. The ESG funding is only 14% of the total cost of operating the shelter – other funds come from the federal government, State and private donations.

What other organizations will you cooperate with in the implementation of the proposed program?

SBCS works closely with the Chula Vista Police Department, the District Attorney's Office, Child Welfare Services, the region's hospitals and clinics, Family Resource Centers operated by the Community Collaboratives, school districts, Legal Aid of San Diego and other local organizations like the Regional Taskforce on the Homeless and the Homeless Advocacy Coalition in order to respond to the needs of homeless families.

Key Staff Members: Please list key staff members responsible for implementing and administering the proposed program and provide a description of the exterior of these staff members.

Note: Please attach résumés of key staff members detailing their experience in implement and administering programs similar to the proposed program.

STAFF MEMBER'S NAME	POSITION/TITLE	EXPERIENCE
Kathryn Lembo	President and CEO	BA in Psychology/Sociology, CEO of SBCS for 32 years
Pam Wright	Clinical Director	MSW, 20+ years experience with SBCS
Don Hunter	FWSS Department Director	BS in Business Admin, Co-creator of DV Response Team
Dina Chavez	Associate Director	BS in CJA, 20+ years experience with SBCS
Amaris Sanchez	Program Director	BA in Women's Studies, 10+ years experience w/ SBCS

Board of Directors: If your organization has a board of directors, please list all members.

BOARD MEMBER'S NAME	OCCUPATION	YEARS ON BOARD
Anthony Perez	Union Bank	3
David D. Rowlands, Jr.	Retired	5
Ceanne Guerra	Cox Communications	5
Fran Muncey	The Galley at the Marina	8
Charles Moore	Retired	20
John Nelson	CVESD	6
Nancy Kerwin	CVESD	5
Sue Belmonte	San Diego Daily Transcript	16
Diane Rose	ResCare Workforce Services	1

Section 4. Project Activity

Emergency Solutions Grant Eligible Activities: Note: Due to the 60% cap on Street Outreach and Emergency Shelter activities, the application will abide by these limits.

1. Street Outreach
2. Emergency Shelter
3. HMIS
4. Rapid Re-Housing
5. Homeless Management Information System

Street Outreach	<input type="checkbox"/>
Emergency Shelter	<input checked="" type="checkbox"/>
HMIS	<input type="checkbox"/>
Rapid Re-Housing	<input type="checkbox"/>
Homeless Prevention	<input checked="" type="checkbox"/>

HUD Performance Measures: Identify both a ESG Objective and Outcome for the proposed program.

See information below for assistance in selecting an appropriate Objective and Outcome.

OBJECTIVE (check one)	OUTCOME (check one)
1. Create a suitable living environment <input checked="" type="checkbox"/>	1. Availability/Accessibility <input type="checkbox"/>
2. Provide decent affordable housing <input type="checkbox"/>	2. Affordability <input type="checkbox"/>
3. Create economic opportunity <input type="checkbox"/>	3. Sustainability <input checked="" type="checkbox"/>

Objectives:

1. *Creating suitable living environments relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (i.e., crime prevention, literacy, child care, elderly services).*
2. *Providing decent housing focuses on housing activities whose purpose is to meet individual family or community housing needs.*
3. *Creating economic opportunities applies to activities related to economic development, commercial revitalization, or job creation.*

Outcomes:

1. *Availability/Accessibility applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities.*
2. *Affordability applies to activities that provide affordability in a variety of ways to low- and moderate-income people. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.*
3. *Sustainability applies to activities that are aimed at improving communities or neighborhoods, helping to make them viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas.*

Total clients served: Please complete the following table for unduplicated clients served.

Note: The City's program year is defined as June 30 – July 1.

Type of clients	2011/2012 # of clients (Actual)	2011/2012 % Low Income (Actual)	2012/2013 Served to Date	2012-2013 % Low Income (served to date)	2013-2014 # of clients (Estimate)	2013-2014 % Low Income (Estimate)
Chula Vista	106	100%	47	100%	60	80%
Non-residents	125	100%	130	98%	80	80%
Total	231	100%	187	99%	140	80%

Describe how you will monitor and evaluate the success of the proposed program. Include key benchmarks and performance measures in your description.

The overall program goal is to provide emergency housing with supportive services to low-income, homeless families so that each client can work toward self-sufficiency and transition to safe and stable housing.

The program will be evaluated based on the successful completion of the following objectives:

- Provide emergency shelter for 140 persons/families while they work toward self-sufficiency; (CDBG funds pay for 14% of shelter services to persons/families, or 14% of the total 87 beds (12 beds));
- Provide babysitting for homeless clients participating in groups, employment development and other program activities;
- Provide homeless families with food, clothing, and other items necessary for program success; and
- Provide 100% of clients with access to case management and mental health/counseling services.

Section 5. Program Financial Information

Using the tables below itemize income and expenses.

Income	A Most Recent Fiscal Year 2012/2013	B Current Fiscal Year 2013/2014	C Proposed Budget July 1, 2014– June 30, 2015	D % Change	E % Total
PRIVATE SUPPORT					
Contributions	\$0.00	\$0.00	\$0.00		
Grants	\$17,000	\$30,000	\$30,000	0%	6%
Fundraising	\$71,225	\$58,700	\$109,000	85%	25%
Other	\$0.00	\$0.00	\$0.00		
Subtotal	\$ 88,225	\$ 88,700	\$ 139,000	57%	31%
GOVERNMENT					
Federal	\$120,496	\$121,400	\$104,277	-14%	24%
State	\$200,000	\$200,000	\$200,000	0%	45%
Local	\$0.00	\$0.00	\$0.00		
Subtotal	\$ 320,496	\$ 321,400	\$ 304,277	-5%	69%
OTHER REVENUE					
Membership Dues	\$0.00	\$0.00	\$0.00		
Program Fees	\$0.00	\$0.00	\$0.00		
Other	\$0.00	\$0.00	\$0.00		
Subtotal	\$ 0.00	\$ 0.00	\$ 0.00		
TOTAL REVENUE	\$ 408,721	\$410,100	\$443,277	8%	100%

Column A is the Audited, or most recently completed 12-month period.

Column D represents the percent change from Column B to Column C ((C-B)/B). Explain changes greater than 15% under comments.

Column E represents the percent of total budgeted for Column C.

Expenses	A Most Recent Fiscal Year 2012/2013	B Current Fiscal Year 2013/2014	C Proposed Budget July 1, 2014 – June 30, 2015	D % Change	E % Total
Personnel (salaries, benefits, taxes, etc.)	\$224,013	\$238,574	\$294,003	23%	66%
Capital (equipment, supplies, services, utilities, etc.)	\$58,450	\$51,509	\$48,976	-5%	11%
Other (insurance, audits, etc.)	\$126,258	\$120,017	\$100,298	-16%	23%
TOTAL EXPENSES	\$ 408,721	\$410,100	\$443,277	8%	100%
Surplus (or Deficit) of Total Support & Revenue	\$ 0.00	\$ 0.00	\$ 0.00		
Other Expenses	\$0.00	\$0.00	\$0.00		

Column A is the Audited, or most recently completed 12-month period.

Column D represents the percent change from Column B to Column C ((C-B)/B). Explain changes greater than 15% under comments.

Column E represents the percent of total budgeted for Column C.

Organization Income and Expense Comments.

Explain any changes in organizational budget items greater than 15% in this area. This area may also be used to explain other revenue sources and expenses.

Fundraising efforts were increased to cover government funding reductions and increased staff costs due to cost of living increases and staff raises/merit increases.

Match Requirement

Pursuant to HUD regulations, all recipients of ESG funding are required to match the grant amount. In the space below, please list match amount and source of funding. **Note:** Matching funds for ESG grants may not come from other federal funding sources (i.e., CDBG).

Funding Source	Amount
Fundraising	\$109,000
Grants from Foundations	\$30,000
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
TOTAL	\$139,000

ESG Budget for Various Activities

Use the tables below to breakdown the requested budget by allowable ESG activity to demonstrate the regulated caps are met.

Activity/Services	Essential Services	Operations (excluding Staff)	Operations (Staff Costs)	Homeless Prevention
Resident Manager	\$0.00	\$0.00	\$6,636	\$6,636
Maintenance	\$0.00	\$27,171	\$0.00	\$27,171
Insurance	\$0.00	\$3,596	\$0.00	\$3,596
Utilities	\$0.00	\$10,773	\$0.00	\$10,773
Telephone	\$0.00	\$2,101	\$0.00	\$2,101
Repairs and Maintenance Supplies	\$0.00	\$7,500	\$0.00	\$7,500
Food	\$0.00	\$6,000	\$0.00	\$6,000
Sub-contract: RTFH	\$0.00	\$4,500	\$0.00	\$4,500
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REQUEST	\$ 0.00	\$61,641	\$6,636	\$68,277

Section 7. Insurance Requirements

Provide the information requested.

The City of Chula Vista required general liability insurance, automobile liability insurance (if any vehicle are operated for any organizational purpose that the City has funded), and worker's compensation and employer's liability insurance (if any individuals are employed by your organization). **Note:** If your funding request is approved, the City will require that new insurance certificates and endorsements be issued pursuant to City requirements. The City of Chula Vista requires minimum limits of liability insurance to be not less than \$1,000,000 per occurrence. Please refer to Attachment

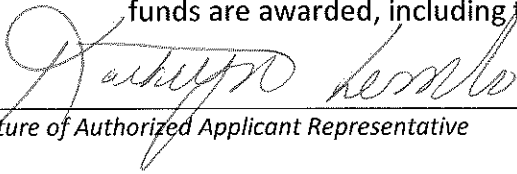
Name of Insurance Company	Effective Dates of Policy	Limits of Liability	Deductibles per Occurrence
General Liability Insurance			
Zenith Insurance Company	07/08/2013	\$3,000,000	\$1,000
Automobile Liability			
Zenith Insurance Company	07/08/2013	\$1,000,000	\$500
Worker's Compensation			
Zenith Insurance Company	01/01/2014	\$1,000,000	\$0

Section 8. Certifications

Complete the following certifications.

The undersigned certifies that:

- (a) The information contained in this document is complete and accurate;
- (b) The proposed program described in this application meets one of the Eligible Activities governing the use of Emergency Solution Grant (ESG) funds;
- (c) The applicant shall comply with all Federal and City policies and requirements affecting the ESG program;
- (d) If the project is a facility, the sponsor shall maintain and operate the facility for its approved use throughout its economic life.
- (e) Sufficient funds are available from non-ESG sources to complete the project as described, if ESG funds are allocated to the applicant; and
- (f) The applicant has review the Subrecipient Contract and is able to comply with the Contract if funds are awarded, including the insurance requirements.



1-29-14

Signature of Authorized Applicant Representative

Date

Kathryn Lembo, President and CEO

Print Name and Title of Authorized Applicant Representative

Section 9. Application Submittal

PLEASE SUBMIT THIS APPLICATION AND ALL REQUIRED DOCUMENTS (SEE ATTACHED CHECKLIST) TO: **City of Chula Vista, Redevelopment and Housing, 276 Fourth Avenue Building 300, Chula Vista, CA 91910, Attn: Jose Dorado, Project Coordinator**

You will be contacted, by the Project Coordinator regarding the receipt and status of your grant application. If you have any questions regarding your grant application, or the ESG program in general, please contact Jose Dorado, Project Coordinator at (619) 476-5375.

**Applications must be received by JANUARY 30, 2014, 4:00 PM
NO LATE OR FAXED APPLICATIONS WILL BE ACCEPTED**

Thank you for your interest

Please submit applications to the following address no later than **January 30, 2014 at 4:00 PM**

**City of Chula Vista, Redevelopment and Housing
276 Fourth Avenue Building 300
Chula Vista, CA 91910
Attn: Jose Dorado, Project Coordinator**

If you have any questions regarding the required documents to be submitted or need assistance with this application, please contact Jose Dorado, Project Coordinator, at (619) 476-5375

COPY

DUE DATE: January 30, 2014

RECEIVED BY CITY ON: _____

BY (CITY STAFF NAME): _____

EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM GRANT APPLICATION



INTRODUCTION:

This application will help City staff and officials make a decision regarding the funding of your project through the Emergency Solutions Grant (ESG) program. It will be used for the preliminary review of your funding request only. Completion and submission of this application does not obligate the City of Chula Vista to allocate ESG funds to your activity.

FINAL ALLOCATION OF ESG FUNDS IS BY CITY COUNCIL ACTION ONLY.

Please be advised that ESG Contracts allow for a one-year contract term and are subject to City Council approval.

NOTE: Please keep your answers brief and contained within the space provided. In the event that additional information is needed, you will be contacted by ESG program staff. **Unsolicited information will not be forwarded to the City Council.**

Section 1. General Application Information

Project Name:	Casa Nueva Vida I		
Applicant Name	South Bay Community Services		
Applicant Contact:	Kathryn Lembo, President and CEO		
Applicant Address:	430 F Street, Chula Vista, CA 91910		
Phone Number:	(619) 420-3620	Fax Number:	(619) 420-8722
E-Mail Address:	klembo@csbcs.org		
Federal Tax ID:	95-2693142	Business License No.:	068557
DUNS#:	113407779		

Business licenses are available at no cost to non-profit agencies

The location of the facility where this program is operated requires a Conditional Use Permit (CUP)
If the facility is located in an area that requires a Conditional Use Permit (CUP), please attach a copy. Application will not be considered complete without including a copy.

ESG Funds Requested: \$68,277

**Type of Organization
(please check one)**

- 501(c)(3) registered non-profit
Date of certificate: September 1972
Not currently registered as non-profit
Government Entity
Non-profit status applied for
For-Profit Organization

**Other Organization Characteristics
(check all that apply)**

- Faith-Based Organization
Requested for HUD statistical purposes only. Response does not affect funding decision.
Institution of higher education
Have you previously received ESG funding from the City of Chula Vista?

Is the primary purpose of your proposed program any of the following? (Please check all that apply).

- Help prevent Homelessness Help those with HIV/AIDS Help the homeless
Primarily help persons with disabilities

Section 2. Proposed Project Summary

Provide a *brief* summary of your proposed program, including proposed increases in services.

This description will be used in the application summaries for the City Council throughout the application process.

SBCS' Casa Nueva Vida I offers the only permanent short-term shelter/housing program for homeless families (with children) in the South Bay region, including victims of domestic violence. Staff utilize a comprehensive strengths-based assessment, after which together with clients they develop an individualized treatment plan, to include any number of services including case management, counseling, employment assistance, childcare, etc. so each client can work to re-establish a self-sufficient lifestyle free from homelessness. With the current economy we have seen an increase in housing needs and over the past year, SBCS was forced to refuse 1,631 individuals in need of shelter because Casa Nueva Vida I was full. Without supportive housing programs like Casa Nueva Vida, more individuals would be forced to live on the streets.

What types of activities will be conducted within your proposed program?

Please provide a comprehensive list of all activities to be carried out or services to be provided with the funds requested. If your project is approved, this information will be included in the contract.

Casa Nueva Vida emergency shelter program includes the following services and activities:

- Emergency housing for homeless families;
- Strengths-based assessments and treatment plan development;
- On-going case management and support for homeless families;
- Access to emergency food, clothing, and transportation support;
- Individual and group counseling;
- Substance abuse prevention and intervention services;
- Employment assistance and financial literacy classes and services;
- Connection to advocacy and community resources;
- Childcare while participating in services; and
- Specialized preschool and school readiness services for children 0-5 in SBCS' Mi Escuelita Preschool.

What specific community needs or issues is your proposed program designed to address?

Casa Nueva Vida I responds to the needs of homeless families in the community. These needs are increasing due to the current economic climate and lack of affordable housing in the area: in FY 12-13 1,631 individuals were turned away from the shelter because we were full. Without programs like Casa Nueva Vida I these families would be forced to live on the streets.

Briefly describe your organization's experience with implementing the proposed program.

SBCS has successfully operated the Casa Nueva Vida I Shelter Program since 1993. The most frequent reasons cited by those seeking shelter include domestic violence, lack of affordable housing, exacerbation of other problems due to substance abuse, job loss, loss of home and lack of income and job skills. We address these issues with the families in our program, and in FY 12-13 had 80% of our clients graduate to safe, stable housing (compared to the 30% National Average).

What is the service area for the proposed program?

Please be as specific as possible. If the program is restricted to certain census tracts, please list the census tracts.

The Casa Nueva Vida I Shelter Program focuses on homeless families in the South Bay with the majority within the City of Chula Vista.

Section 3. Organization Experience and Information

Briefly describe your organization's experience using government funding, including ESG funds.

SBCS has received CDBG funding from the City since 1999, and currently manages over 60 different Federal, State and local contracts, all of which are operating successfully without any findings or default. SBCS has an excellent track record of developing, implementing, and sustaining programming in response to community needs, and with continued ESG funding Casa Nueva Vida I will continue to touch the lives of the homeless within Chula Vista.

Briefly describe your fundraising experience and techniques. Also, describe the use of volunteers to carry out the proposed activity.

Please note that ESG funds may **not** be used to pay for fundraising activities.

SBCS has received CDBG funding from the City of Chula Vista since 1999, and leverages funding from a variety of sources, and utilizes volunteers for program support. The ESG funding is only 14% of the total cost of operating the shelter – other funds come from the federal government, State and private donations.

What other organizations will you cooperate with in the implementation of the proposed program?

SBCS works closely with the Chula Vista Police Department, the District Attorney's Office, Child Welfare Services, the region's hospitals and clinics, Family Resource Centers operated by the Community Collaboratives, school districts, Legal Aid of San Diego and other local organizations like the Regional Taskforce on the Homeless and the Homeless Advocacy Coalition in order to respond to the needs of homeless families.

Key Staff Members: Please list key staff members responsible for implementing and administering the proposed program and provide a description of the exterior of these staff members.

Note: Please attach résumés of key staff members detailing their experience in implement and administering programs similar to the proposed program.

STAFF MEMBER'S NAME	POSITION/TITLE	EXPERIENCE
Kathryn Lembo	President and CEO	BA in Psychology/Sociology, CEO of SBCS for 32 years
Pam Wright	Clinical Director	MSW, 20+ years experience with SBCS
Don Hunter	FWSS Department Director	BS in Business Admin, Co-creator of DV Response Team
Dina Chavez	Associate Director	BS in CJA, 20+ years experience with SBCS
Amaris Sanchez	Program Director	BA in Women's Studies, 10+ years experience w/ SBCS

Board of Directors: If your organization has a board of directors, please list all members.

BOARD MEMBER'S NAME	OCCUPATION	YEARS ON BOARD
Anthony Perez	Union Bank	3
David D. Rowlands, Jr.	Retired	5
Ceanne Guerra	Cox Communications	5
Fran Muncey	The Galley at the Marina	8
Charles Moore	Retired	20
John Nelson	CVESD	6
Nancy Kerwin	CVESD	5
Sue Belmonte	San Diego Daily Transcript	16
Diane Rose	ResCare Workforce Services	1

Section 4. Project Activity

Emergency Solutions Grant Eligible Activities: Note: Due to the 60% cap on Street Outreach and Emergency Shelter activities, the application will abide by these limits.

1. Street Outreach
2. Emergency Shelter
3. HMIS
4. Rapid Re-Housing
5. Homeless Management Information System

Street Outreach	<input type="checkbox"/>
Emergency Shelter	<input checked="" type="checkbox"/>
HMIS	<input type="checkbox"/>
Rapid Re-Housing	<input type="checkbox"/>
Homeless Prevention	<input checked="" type="checkbox"/>

HUD Performance Measures: Identify both a ESG Objective and Outcome for the proposed program.

See information below for assistance in selecting an appropriate Objective and Outcome.

OBJECTIVE (check one)	OUTCOME (check one)
1. Create a suitable living environment <input checked="" type="checkbox"/>	1. Availability/Accessibility <input type="checkbox"/>
2. Provide decent affordable housing <input type="checkbox"/>	2. Affordability <input type="checkbox"/>
3. Create economic opportunity <input type="checkbox"/>	3. Sustainability <input checked="" type="checkbox"/>

Objectives:

1. *Creating suitable living environments relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (i.e., crime prevention, literacy, child care, elderly services).*
2. *Providing decent housing focuses on housing activities whose purpose is to meet individual family or community housing needs.*
3. *Creating economic opportunities applies to activities related to economic development, commercial revitalization, or job creation.*

Outcomes:

1. *Availability/Accessibility applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities.*
2. *Affordability applies to activities that provide affordability in a variety of ways to low- and moderate-income people. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.*
3. *Sustainability applies to activities that are aimed at improving communities or neighborhoods, helping to make them viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas.*

Total clients served: Please complete the following table for unduplicated clients served.

Note: The City's program year is defined as June 30 – July 1.

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Chula Vista	106	100%	47	100%	60	80%
Non-residents	125	100%	130	98%	80	80%
Total	231	100%	187	99%	140	80%

Describe how you will monitor and evaluate the success of the proposed program. Include key benchmarks and performance measures in your description.

The overall program goal is to provide emergency housing with supportive services to low-income, homeless families so that each client can work toward self-sufficiency and transition to safe and stable housing.

The program will be evaluated based on the successful completion of the following objectives:

- Provide emergency shelter for 140 persons/families while they work toward self-sufficiency; (CDBG funds pay for 14% of shelter services to persons/families, or 14% of the total 87 beds (12 beds));
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- Provide 100% of clients with access to case management and mental health/counseling services.

Section 5. Program Financial Information

Using the tables below itemize income and expenses.

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PRIVATE SUPPORT					
Contributions	\$0.00	\$0.00	\$0.00		
Grants	\$17,000	\$30,000	\$30,000	0%	6%
Fundraising	\$71,225	\$58,700	\$109,000	85%	25%
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Subtotal	\$ 88,225	\$ 88,700	\$ 139,000	57%	31%
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Federal	\$120,496	\$121,400	\$104,277	-14%	24%
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Local	\$0.00	\$0.00	\$0.00		
Subtotal	\$ 320,496	\$ 321,400	\$ 304,277	-5%	69%
OTHER REVENUE					
Membership Dues	\$0.00	\$0.00	\$0.00		
Program Fees	\$0.00	\$0.00	\$0.00		
Other	\$0.00	\$0.00	\$0.00		
Subtotal	\$ 0.00	\$ 0.00	\$ 0.00		
TOTAL REVENUE	\$ 408,721	\$410,100	\$443,277	8%	100%

Column A is the Audited, or most recently completed 12-month period.

Column D represents the percent change from Column B to Column C $((C-B)/B)$. Explain changes greater than 15% under comments.

Column E represents the percent of total budgeted for Column C.

Expenses	A Most Recent Fiscal Year 2012/2013	B Current Fiscal Year 2013/2014	C Proposed Budget July 1, 2014 – June 30, 2015	D % Change	E % Total
Personnel (salaries, benefits, taxes, etc.)	\$224,013	\$238,574	\$294,003	23%	66%
Capital (equipment, supplies, services, utilities, etc.)	\$58,450	\$51,509	\$48,976	-5%	11%
Other (insurance, audits, etc.)	\$126,258	\$120,017	\$100,298	-16%	23%
TOTAL EXPENSES	\$ 408,721	\$410,100	\$443,277	8%	100%
Surplus (or Deficit) of Total Support & Revenue	\$ 0.00	\$ 0.00	\$ 0.00		
Other Expenses	\$0.00	\$0.00	\$0.00		

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Column D represents the percent change from Column B to Column C $((C-B)/B)$. Explain changes greater than 15% under comments.

Column E represents the percent of total budgeted for Column C.

Organization Income and Expense Comments.

Explain any changes in organizational budget items greater than 15% in this area. This area may also be used to explain other revenue sources and expenses.

Fundraising efforts were increased to cover government funding reductions and increased staff costs due to cost of living increases and staff raises/merit increases.

Match Requirement

Pursuant to HUD regulations, all recipients of ESG funding are required to match the grant amount. In the space below, please list match amount and source of funding. **Note:** Matching funds for ESG grants may not come from other federal funding sources (i.e., CDBG).

Funding Source	Amount
Fundraising	\$109,000
Grants from Foundations	\$30,000
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
TOTAL	\$139,000

Section 6. Project-Specific Financial Information-Request for Funding

Proposed Project Budget: Use the table below to provide a project-specific budget for the proposed project.

Note: A final budget may be requested if grant funds are awarded to match the City's allocation amount.

Budget Line Item	Proposed Chula Vista ESG Share	Other Sources	Total Costs
Salaries	\$24,101	\$200,150	\$224,251
Fringe benefits (FICA, SUI, etc.)	\$9,706	\$60,046	\$69,752
Space Rental	\$0.00	\$0.00	\$ 0.00
Utilities	\$10,773	\$7,853	\$18,626
Insurance (general liability, directors and officers, worker's comp., automotive, etc.)	\$3,596	\$3,850	\$7,446
Consultant Services: Sub-contract (RTFH)	\$4,500	\$0.00	\$4,500
Travel	\$0.00	\$1,800	\$1,800
Supplies	\$0.00	\$7,700	\$7,700
Equipment	\$0.00	\$0.00	\$ 0.00
Client Services (describe under comments)	\$6,000	\$10,350	\$16,350
Other Expenses (describe under comments)	\$9,601	\$83,251	\$92,852
Total Expenses	\$68,277	\$375,000	\$443,277

Budget Comments: Explain expenditures listed above (if necessary).

Client Services include bus vouchers/tokens, motel vouchers, translator services, emergency food vouchers
Other expenses include telephone, repairs and maintenance, food, administrative cost.

Funding Sources for Proposed Project: List all additional funds to be provided by Other Sources.

Note: Indicate if the other sources have been awarded and the date the funds will be available.

Funding Source	Award Date	Date Available	Amount
Cal EMA	TBD	TBD	\$200,000
FEMA		7/1/14	\$36,000
Fundraising		7/1/14	\$109,000
Grants from Foundations		7/1/14	\$30,000
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Total Other Sources			\$ 375,000

ESG Budget for Various Activities

Use the tables below to breakdown the requested budget by allowable ESG activity to demonstrate the regulated caps are met.

Activity/Services	Essential Services	Operations (excluding Staff)	Operations (Staff Costs)	Homeless Prevention
Resident Manager	\$0.00	\$0.00	\$6,636	\$6,636
Maintenance	\$0.00	\$27,171	\$0.00	\$27,171
Insurance	\$0.00	\$3,596	\$0.00	\$3,596
Utilities	\$0.00	\$10,773	\$0.00	\$10,773
Telephone	\$0.00	\$2,101	\$0.00	\$2,101
Repairs and Maintenance Supplies	\$0.00	\$7,500	\$0.00	\$7,500
Food	\$0.00	\$6,000	\$0.00	\$6,000
Sub-contract: RTFH	\$0.00	\$4,500	\$0.00	\$4,500
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REQUEST	\$ 0.00	\$61,641	\$6,636	\$68,277

Section 7. Insurance Requirements

Provide the information requested.

The City of Chula Vista required general liability insurance, automobile liability insurance (if any vehicle are operated for any organizational purpose that the City has funded), and worker's compensation and employer's liability insurance (if any individuals are employed by your organization). **Note:** If your funding request is approved, the City will require that new insurance certificates and endorsements be issued pursuant to City requirements. The City of Chula Vista requires minimum limits of liability insurance to be not less than \$1,000,000 per occurrence. Please refer to Attachment

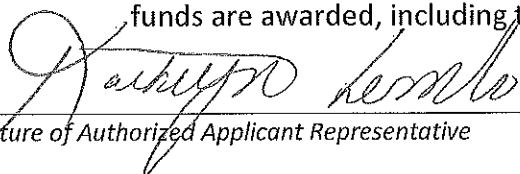
Name of Insurance Company	Effective Dates of Policy	Limits of Liability	Deductibles per Occurrence
General Liability Insurance			
Zenith Insurance Company	07/08/2013	\$3,000,000	\$1,000
Automobile Liability			
Zenith Insurance Company	07/08/2013	\$1,000,000	\$500
Worker's Compensation			
Zenith Insurance Company	01/01/2014	\$1,000,000	\$0

Section 8. Certifications

Complete the following certifications.

The undersigned certifies that:

- (a) The information contained in this document is complete and accurate;
- (b) The proposed program described in this application meets one of the Eligible Activities governing the use of Emergency Solution Grant (ESG) funds;
- (c) The applicant shall comply with all Federal and City policies and requirements affecting the ESG program;
- (d) If the project is a facility, the sponsor shall maintain and operate the facility for its approved use throughout its economic life.
- (e) Sufficient funds are available from non-ESG sources to complete the project as described, if ESG funds are allocated to the applicant; and
- (f) The applicant has review the Subrecipient Contract and is able to comply with the Contract if funds are awarded, including the insurance requirements.



1-29-14

Signature of Authorized Applicant Representative

Date

Kathryn Lembo, President and CEO

Print Name and Title of Authorized Applicant Representative

Section 9. Application Submittal

PLEASE SUBMIT THIS APPLICATION AND ALL REQUIRED DOCUMENTS (SEE ATTACHED CHECKLIST) TO: **City of Chula Vista, Redevelopment and Housing, 276 Fourth Avenue Building 300, Chula Vista, CA 91910, Attn: Jose Dorado, Project Coordinator**

You will be contacted, by the Project Coordinator regarding the receipt and status of your grant application. If you have any questions regarding your grant application, or the ESG program in general, please contact Jose Dorado, Project Coordinator at (619) 476-5375.

**Applications must be received by JANUARY 30, 2014, 4:00 PM
NO LATE OR FAXED APPLICATIONS WILL BE ACCEPTED**

Thank you for your interest

Please submit applications to the following address no later than January 30, 2014 at 4:00 PM

**City of Chula Vista, Redevelopment and Housing
276 Fourth Avenue Building 300
Chula Vista, CA 91910
Attn: Jose Dorado, Project Coordinator**

If you have any questions regarding the required documents to be submitted or need assistance with this application, please contact Jose Dorado, Project Coordinator, at (619) 476-5375



HOME Application Summary

Applicant: City of Chula Vista Housing Division

Program/Project: HOME Grant Administration/Planning

Project Description: Administration funds will be utilized for the staff costs associated with the management and administration of Chula Vista's HOME program. This includes preparation of the required planning documents, regulatory compliance, contract oversight of the partnering agencies, environmental reviews and fiscal management.

Type of Program/Project: General Program Administration (570.206)

Target Population:	21A - General Program Administration	Proposed Number to Serve:	N/A
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Program Total Budget:	\$59,881	C. V. Cost per Client:	N/A
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Funding Request:	\$59,881	Prior Year Funding:	\$59,881
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Specific Use of Chula Vista Funding:	Personnel Costs and Program Administration Expenses	FUNDING RECOMENDED	\$59,881
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Staff Notes:



CDBG Application Summary

Applicant: Meals-on-Wheels Greater San Diego, Inc.

Program/Project: Meals on Wheels

Project Description: Meals-on-Wheels will deliver meals to homebound Chula Vista seniors. Meals will be delivered for 365 days a year, including holidays, by volunteers who not only deliver a meal, but provide social contact to homebound seniors to combat isolation.

Type of Program/Project: Public Services [(\$570.201(e))]

Target Population:	05A - Senior Services CFR§ 570.208(a)(2) Low Moderate Income Limited Clientele	Proposed Number to Serve:	220 <i>(subject to change depending on funding recommendation)</i>
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Program Total Budget:	\$346,920	C. V. Cost per Client:	\$54 <i>(Based on funding recommendation)</i>
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Funding Request:	\$12,000	Prior Year Funding:	\$12,000
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Specific Use of Chula Vista Funding:	Food and packaging expenses	FUNDING RECOMENDED	\$12,000
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Staff Notes: