



A G E N D A

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
VIRTUAL ONLY
Thursday, February 24, 2022
6:00 PM

Pursuant to California Government Code section 54953(e)(1)(A) and (C) and the Seaside City Council's resolution authorizing virtual participation in public meetings given the COVID-19 pandemic; meetings of the Seaside City Council and its Boards, Commissions and Committees are being conducted with a hybrid format providing both in person and virtual (electronic) participation in order to promote social distancing and protect the health and safety of attendees.

PUBLIC COMMENTS: To make a public comment, the following options are available:

- Before the Meeting via Email: Written comments can be emailed to hnoori@ci.seaside.ca.us Include the following subject line: "Public Comment Item #" (insert the agenda item number relevant to your comment). Written comments are due at least two (2) hours prior to the start of the scheduled meeting time. All submitted comments are provided to the Commission for consideration.
- During the meeting via Public Comment: When the Chair calls for public comment, attendees can queue to speak with the "Raise Hand" feature. On the Zoom application, click the "Raise Hand" button. On the phone, press *9. The Clerk will call speaker names and unmute speaker microphones. You will have up to 3 minutes to provide your comments, with time set by the discretion of the Chair.

VIRTUAL MEETING ACCESS

This meeting can be watched via the City of Seaside Recreation YouTube channel:

https://www.youtube.com/channel/UC8Y_aD_dLjYsqZYtSwnaKNg

Or by joining the Zoom meeting link:

<https://us02web.zoom.us/j/87636921228?pwd=STFBd3VwckozREsxMGNTdWtkNndJdz09>

Or call in phone number: 669-900-9128

Meeting ID: 876 3692 1228

Passcode: 699494

1. CALL TO ORDER

2. ROLL CALL

Tina Cormier
Trent Parker
Dayana Bergman

Chair
Committee Member
Committee Member

3. PUBLIC COMMENT

Members of the public wishing to address the Commission on matters within the jurisdiction of the City of Seaside, but not on this agenda, may do so during the Public Comment period for up to three (3) minutes. Comments on specific agenda items are heard under that item. For the public record, please state your name.

4. NEW BUSINESS

A. DISCUSS AND RECOMMEND FUNDING ALLOCATIONS FOR CDBG PUBLIC SERVICE PROGRAMS AND CAPITAL IMPROVEMENT PROJECTS FOR FISCAL YEARS 2022-2023 AND 2023-2024

5. REPORTS FROM COMMITTEE MEMBERS

6. REPORTS BY STAFF

7. ADJOURNMENT

Next Regularly Scheduled Meeting:
TBD

The City of Seaside is committed to providing accessible facilities and accommodating people with disabilities in all of its services programs and activities. If special considerations are needed by any person to fully participate in this meeting, contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. Agendas are posted at:
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CITY OF SEASIDE STAFF REPORT

Item No.: 4.A.

TO: Community Development Advisory Committee

BY: Haroon Noori, Administrative Analyst II

DATE: February 24, 2022

**SUBJECT: DISCUSS AND RECOMMEND FUNDING ALLOCATIONS FOR CDBG
PUBLIC SERVICE PROGRAMS AND CAPITAL IMPROVEMENT
PROJECTS FOR FISCAL YEARS 2022-2023 AND 2023-2024**

PURPOSE & RECOMMENDATION

Discuss and recommend funding allocations for proposed CDBG Public Service programs and Public Facilities and Infrastructure projects for fiscal years 2022-2023 and 2023-2024.

BACKGROUND

The CDBG program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. As an entitlement jurisdiction under the CDBG program, The City of Seaside receives funds annually on a formula grant basis. The City of Seaside has historically expended its CDBG funds on projects benefiting low- and moderate-income (LMI) Seaside residents through a wide range of public service programming as well as improvement of public facilities and infrastructure.

HUD regulations require all CDBG funded activities to meet one of the three national objectives:

- Benefit low-and moderate-income (LMI) persons or households;
- Aid in the prevention or elimination of slums or blight; or
- Meet an urgent community need.

HUD regulations also require the City to meet its goals and serve target groups as identified in its 2020-2024 Consolidated Plan which are outlined below:

2020-2024 Consolidated Plan goals

- Access to community and social services
- Improve accessibility to persons with disabilities
- Provide quality facilities and infrastructure
- Promote beautification
- Assist microbusinesses
- Prevent, prepare for, and respond to the coronavirus pandemic

2020-2024 Consolidated Plan Target Groups

- Extremely low-income and very low-income households
- Seniors
- Youth, primarily ages 6–17
- Persons with disabilities

The Consolidated Plan is available on the City website: www.ci.seaside.ca.us/CDBG

FY22-FY24 NOFA:

The CDBG program operates under a two-year funding request cycle. This funding cycle represents the City's third and fourth operating year of the 2020-24 Consolidated Plan.

A [Notice of Funding Availability \(NOFA\)](#) was issued on December 1, 2021, to solicit applications for awards of CDBG funds for fiscal years 2022-2023 and 2023-2024. The NOFA was also published in the Monterey County Weekly on November 25, 2021. A mandatory pre-proposal conference was also conducted on December 10, 2021, to assist applicants with program regulations and project eligibility questions.

FUNDING AVAILABILITY:

The City anticipates receiving approximately \$375,000 per fiscal year in CDBG funds from the U.S. Department of Housing and Urban Development (HUD). This allocation amount is estimated based on the prior year CDBG allocation. The City also anticipates receiving approximately \$105,000 in program income per fiscal year, which will be available for allocation to CDBG activities. Of these funds, the City will allocate 20% to CDBG program planning and administration, 15% to public services, and the remaining 65% to public facilities and infrastructure projects. A summary of the City's estimated annual allocation and program is shown in the table below.

	FY2022-23	FY2023-24
Estimated Funds Available for Public Service Grants (15% Cap)	\$72,000	\$72,000
Estimated Funds Available for CDBG Planning/Admin (20% Cap)	\$96,000	\$96,000
Estimated Funds Available for Public Facilities and Infrastructure	\$312,000	\$312,000
TOTAL	\$480,000	\$480,000

HUD will announce the actual allocation amount in or about March 2022. HUD provides the CDBG funds in September; therefore, funded capital projects will be issued Notices to Proceed after the funds are received by the City.

CDBG APPLICATIONS

In response to the 2022-24 NOFA, the City received 6 public service and 6 public facilities and infrastructure project applications. Of the 6 public service applications, one application (for Girls Inc of the Central Coast) was submitted outside the application window – agency letter of explanation for late submission of their application is attached for CDAC consideration. Additionally, the City did not receive applications from the following three current CDBG subrecipients: Community Partnership for Youth, Village Project, and Palenke Arts.

A summary of the applications received is provided in the table below:

Agency Name	FY2020-2022 Funding Cycle Awards			FY2022-2024 Funding Cycle Requests		
	Year 1	Year 2	TOTAL	Year 1	Year 2	TOTAL
Public Services (15% CAP)						
Greater Victory Temple	10,486	10,518	21,004	15,000	15,000	30,000
Legal Services for Seniors	10,486	10,518	21,004	15,000	15,000	30,000
Meals on Wheels Monterey Peninsula	6,990	7,012	14,002	20,000	20,000	40,000
Eden Council for Hope and Opportunity	5,592	6,640	12,232	9,390	9,390	18,780
Gathering for Women - Monterey	--	--	--	10,000	10,000	20,000
Girls Inc of the Central Coastal	5,592	5,609	11,201	15,000	15,000	30,000
Subtotal				84,390	84,390	168,780
Public Facilities and Infrastructure						
City of Seaside Engineering Department, Cutino Park improvements	112,484	266,045	378,532	250,000	250,000	500,000
Community Human Services, Genesis House facility improvements	30,000	30,000	60,000	40,000	40,000	80,000
Boys & Girls Clubs of Monterey County, Seaside Clubhouse improvements	70,000	20,000	90,000	50,000	50,000	100,000

MPUSD, Monterey Adult School - Portable Rehab Phase II	42,786	--	42,786	55,000	--	55,000
Monterey Peninsula Unified School District, Community Mural	20,000	--	20,000	58,000	--	58,000
Meals on Wheels Monterey Peninsula, Inc., Automatic Flow Wrapping Machine	--	--	--	80,000	--	80,000
Subtotal	275,270	316,045	591,315	533,000	340,000	873,000

STAFF REVIEW OF APPLICATIONS

Per 24 CFR 507.200 (a)(2), the City must document the eligibility for all Community Development Block Grant (CDBG) funded activities. An eligibility determination includes, but is not limited to, information pertaining to the national objective, eligible category, activity description and additional attachments contingent upon the national objective. City staff screened applications for the following criteria:

CDBG Eligibility

1. Meets a HUD CDBG National Objective
 - a. The proposed project is a CDBG qualifying eligible activity
 - b. Proposed project costs are eligible and allocable under CDBG regulations
2. Meets a City Consolidated Plan Priority
3. HUD has not listed the organization on its excluded parties list
4. Met performance goals and outcomes, and was compliant with CDBG regulations and reporting requirements (applicants funded with CDBG in recent prior years)

STAFF RECOMMENDATION:

Staff recommend funding the proposed public service and capital improvement programs and projects as follows. Staff also recommends allocating 20% (approx. \$96,000/year) of the CDBG allocation and program income to CDBG program planning and administration.

Agency Name	FY2022-2024 Funding Request			FY2022-2024 Funding Recommendation		
	Year 1	Year 2	TOTAL	Year 1	Year 2	TOTAL
Public Services (15% CAP)						
Greater Victory Temple	15,000	15,000	30,000	13,152	13,152	26,304
Legal Services for Seniors	15,000	15,000	30,000	13,152	13,152	26,304
Meals on Wheels Monterey Peninsula	20,000	20,000	40,000	13,152	13,152	26,304
Eden Council for Hope and Opportunity	9,390	9,390	18,780	9,390	9,390	18,780
Gathering for Women - Monterey	10,000	10,000	20,000	10,000	10,000	20,000

Girls Inc of the Central Coastal	15,000	15,000	30,000	13,152	13,152	26,304
Subtotal	84,390	84,390	168,780	71,998	71,998	143,996
Public Facilities and Infrastructure						
City of Seaside Engineering Department, Cutino Park improvements	250,000	250,000	500,000	247,000	247,000	494,000
Community Human Services, Genesis House facility improvements	40,000	40,000	80,000	30,000	30,000	60,000
Boys & Girls Clubs of Monterey County, Seaside Clubhouse improvements	50,000	50,000	100,000	35,000	35,000	70,000
MPUSD, Monterey Adult School - Portable Rehab Phase II	55,000	--	55,000	--	--	--
Monterey Peninsula Unified School District, Community Mural	58,000	--	58,000	--	--	--
Meals on Wheels Monterey Peninsula, Inc., Automatic Flow Wrapping Machine	80,000	--	80,000	--	--	--
Subtotal	533,000	340,000	873,000	312,000	312,000	624,000

Staff do not recommend the following projects for funding based on the reasons outlined below:

1) Monterey Peninsula Unified School District - Portable Rehab II (Requested Amount - \$55,000):

Applicant's proposed project is submitted under CDBG matrix code - "05h Employment Training" - 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2). The focus of activities under this matrix code is to provide assistance to increase self-sufficiency, including literacy, independent living skills, and job training. Activities proposed under this matrix code are considered public service activities and do not qualify for Public Facilities and Infrastructure funding. The agency's presentation indicated that they intend to procure consumable and non-consumable supplies and contract services - these do not qualify as a public facility and infrastructure project.

2) Monterey Peninsula Unified School District - Community Mural (Requested Amount - \$58,000):

Applicant's proposed project is submitted under CDBG National Objective - "Aid in the prevention or elimination of slums or blight." The focus of activities under this national objective is a change in the physical environment of a deteriorating area. This contrasts with

the LMI benefit national objective where the goal is to ensure that funded activities benefit LMI persons. There are three categories that can be used to qualify activities under this national objective:

A) Slum Blight Area Basis (SBA)

This category covers activities that aid in the prevention or elimination of slums or blight in a designated area. Examples of activities that qualify when they are located within the slum or blighted area include:

- Rehabilitation of substandard housing located in a designated blighted area when the housing is brought to standard condition;
- Infrastructure improvements in a deteriorated area; and
- Economic development assistance in the form of a low-interest loan to a business as an inducement to locate a branch store in a redeveloping blighted area.

To qualify under this category, the area in which the activity occurs must be designated as slum or blighted. The following tests apply: The designated area in which the activity occurs must meet the definition of a slum, blighted, deteriorated or deteriorating area under state or local law. Additionally, the area must meet either one of the two conditions specified below:

- Public improvements throughout the area are in a general state of deterioration; or
- At least 25 percent of the properties throughout the area exhibit one or more of the following:
 - Physical deterioration of buildings/improvements;
 - Abandonment of properties;
 - Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings;
 - Significant declines in property values or abnormally low property values relative to other areas in the community; or
 - Known or suspected environmental contamination.

B) Slum Blight Spot Basis (SBS)

These are activities that eliminate specific conditions of blight or physical decay on a spot basis and are not located in a slum or blighted area. Examples include: – Acquisition and demolition of a dilapidated property;

- Rehabilitation of a decayed community center that eliminates code violations that are detrimental to the health and safety of potential occupants like faulty wiring, falling plaster, or other similar conditions;

- Preservation of a deteriorated building of historic significance; and – Financial assistance to a business to demolish a decayed structure

Activities under this category are limited to acquisition, clearance, relocation, historic preservation, remediation of environmentally contaminated properties, and building rehabilitation activities. Furthermore, rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety.

C) Slum Blight Urban Renewal Area (SBR)

These are activities located within an Urban Renewal project area or Neighborhood Development Program (NDP) action area that are necessary to complete an Urban Renewal Plan. A copy of the Urban Renewal Plan in effect at the time the CDBG activity is carried out; including maps and supporting documentation must be maintained for record keeping purposes. This national objective category is rarely used as there are only a handful of communities with open Urban Renewal Plans

3) Meals on Wheels of Monterey Peninsula - Purchase of Automatic Flow Wrapping Machine (Requested Amount - \$80,000):

Pursuant to 24 CFR § 570.207(b)(ii) - Furnishings and personal property, the purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture is generally ineligible. CDBG funds may be used, however, to purchase or to pay depreciation in accordance with 2 CFR part 200, subpart E, for such items when necessary for use by a recipient or its subrecipients in the administration of activities assisted with CDBG funds, or when eligible as fire fighting equipment, or when such items constitute all or part of a public service pursuant to § 570.201(e).

TIMELINE AND NEXT STEPS

CDAC is requested discuss staff recommendations and recommend funding allocations to the City Council. Based upon direction from CDAC, City staff will prepare a draft Annual Action Plan and present it to the City Council on March 17, 2022. At the March 17th City Council meeting, City staff will be asking the Council to consider CDAC funding recommendations and authorize City staff to prepare an Annual Action Plan and make it available for a period of 30 days for public review and comment, as require by HUD. Following the 30-day public comment period, City staff will return the AAP to the City Council for final adoption at the April 21st City Council meeting.

The Annual Action Plan represents the City's formal annual grant application to HUD pursuant

to receipt of CDBG funds. HUD requires submittal of AAP no later than 45 days prior to the start of the program year, or May 15th of every year.

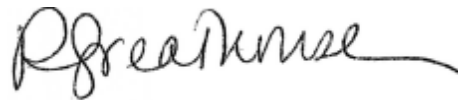
ENVIRONMENTAL REVIEW

For purposes of the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA), budgeting in itself is not a project. Prior to commitment or release of funds for each of the proposed projects, staff will carry out the required environmental reviews or assessments and certify that the review procedures under CEQA, HUD and NEPA regulations have been satisfied for each particular project.

ATTACHMENTS

1. PS - Girls Inc of Central Coast
2. PS - Greater Victory Temple
3. PS - Legal Services for Seniors
4. PS - MOWMP
5. PS - ECHO
6. PS - Gathering for Women - Case Management - Casa de Noche Buena
7. PF&I - City of Seaside Cutino Park Improvements
8. PF&I - Community Human Services - Genesis House Improvements
9. PF&I - Meals on Wheels Community Kitchen
10. PF&I - Monterey Adult School - Portable Rehab Phase II
11. PF&I - MPUSD Community Mural
12. PF&I - Boys and Girls Club Seaside Clubhouse Kitchen & Exterior Door Improvements
13. Girls Inc Letter of Explanation for Late Application Submittal
14. Selection Checklist and Evaluation Form

Reviewed for Submission to the City Council by:



Roberta Greathouse, Acting City Manager

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information				
Legal Name of Organization		Girls Inc. of the Central Coast		
Submitting Proposal:				
Program/Project Name:		After School Program		
Person Completing Application:		Patty Fernandez	Title:	Executive Director
Direct Telephone:		(831) 772-0882		
Email Address:		pfernandez@girlsinccc.org		
Authorized Official: (e.g. Exec. Dir.):		Patty Fernandez	Title:	Executive Director
Direct Telephone:		(831) 772-0882		
Email Address:		pfernandez@girlsinccc.org		
Program/Project Contact:		Patty Fernandez	Title:	Executive Director
Direct Telephone:		(831) 772-0882		
Email Address:		pfernandez@girlsinccc.org		
Authorized Contact:		Patty Fernandez	Title:	Executive Director
Direct Telephone:		(831) 772-0882		
Email Address:		pfernandez@girlsinccc.org		
Finance Contact:		N/A	Title:	
Direct Telephone:		N/A		
Email Address:		N/A		
Organization Mailing Address:		318 Cayuga St. Suite 206	City:	Salinas Zip: 93901
Organization's Website Address:		www.girlsinccc.org		
Organization Telephone:		(831) 772-0882		
Organization Fax:		(831) 772-0773		
Tax ID Number:		20-5040398 9 digits, format xx-xxxxxxx		
Organization DUNS Number:		80-232-8455 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:		09055		
Type of Organization (check all that apply):		☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?			July 1, 2021 to June 30, 2022	
Date of your organization's most recently completed audit. (Month/Year)			December 2020	
Was this audit conducted in compliance with the Single Audit Act?			Yes	
Are there any outstanding audit findings which remain unresolved?			No	
Are you a Legal Services provider?			No	

Select type of Funding Requested and Type of Activity, then click to Update Application	
We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$15,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a [City of Seaside](#) project.

2. Select the type of assistance you provide. [05D - Youth Services](#)

3. Mark the box below that indicates the national objective met:
[Activities Benefiting Low and Moderate-Income Persons. 570.208\(a\)](#)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.
 Girls Inc. will serve girls and young women, ages 9 – 13 attending elementary and middle schools in Seaside. In our Growing Together program, we will also serve the mothers (or guardians) of girls entering puberty. The majority of those we serve are low income: 80% of families have incomes below \$30,000/year; 86% are Latina.

As a result of their participation: Middle school girls participating in (1) Will Power/Won't Power and (2) Friendly PEERsuasion will acquire the information, knowledge, and skills to avoid risky behaviors, such as early sexual experimentation, drug and alcohol abuse, giving in to peer and media pressures, and getting involved in unhealthy relationships. They will learn how to identify and handle bullying, and how to manage stress in healthy ways. They will also learn much-needed factual and accurate information on health and sexuality, and understand how personal values and relationships impact their behavioral choices. Girls will acquire the tools to resist pressures to act unwisely and the ability to defend their positions under stress. Participants learn to value themselves enough to say no to these temptations, even if their friends are encouraging them to do otherwise. (3) Through Growing Together, elementary age girls and their moms learn factual information on health, hygiene and puberty, develop positive communication and problem-solving skills, learn pathways to better understand each other allowing them to discuss female health and sexuality without embarrassment. Girls also develop values to create healthy

relationships, postpone risky behaviors. Families will gain practical information on how to access available health information and seek appropriate health care when needed.

5. How will people or conditions in the community change as a result of what you do?

Staying in school, setting goals, making decisions, taking the necessary steps to be successful, and avoiding behaviors that interfere with accomplishing their goals are of tremendous benefit to the individual girls, their families and their communities. Many girls are at risk of dropping out of school, engaging in risky behaviors that could result in teen pregnancy, alcohol or substance abuse, and gang participation. These behaviors, without meaningful guidance, could result in young women entering the criminal justice system, living in an on-going cycle of poverty, homelessness, or ill-health. Youth development and prevention strategies are far less costly and significantly more effective than treatment or government intervention programs. Our programs result in fewer residents on public assistance due to lack of education, early pregnancy, drug and alcohol addiction, homelessness – and increased economic self-sufficiency. The health-related programs, offered in Seaside middle and elementary schools, inspire girls to value themselves and resist peer pressure to engage in risky behaviors, by identifying and avoiding those activities that would short circuit their progress toward achieving their goals.

Increasing positive relationships between mothers and daughters establishes mutual trust that will last long after they have completed the program. Often mothers were not comfortable initiating conversations with their daughters about puberty and sexuality, and stated that the program helped them to do this and that their daughters now come to them for talks and information. The increased trust and communication make it more likely that daughters will seek out their moms for guidance on difficult decisions, helping them to avoid behaviors that are detrimental and unhealthy – rather than going to a peer for advice. The program also provides information on healthcare and encourages them to access care when needed, which promotes health and wellness for themselves and, by extension, to the community.

In addition, younger girls benefit from the mentorship and guidance of the Youth Leaders, viewing them as role models who are just a few years older. This modeling of positive attitudes and behaviors results in girls seeking to follow in the footsteps of the Youth Leaders: focusing on excelling in school, pursuing health and wellness, avoiding unhealthy behaviors and relationships, graduating from high school, going to college, and providing valuable contributions to their communities.

Check if the proposed activity will:

- ☐ Help prevent homelessness?
- ☐ Help those with HIV or AIDS?
- ☐ Help the homeless?
- ☐ Help the disabled?

6. Outcome Performance Measurement
1. Please choose the most appropriate performance measurement objective Create Suitable Living Environments
2. Please choose the most appropriate performance measurement outcome. Availability/Accessibility

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.
We will provide developmentally appropriate after-school programming addressing: (a) teen pregnancy, substance abuse, bullying, and other risky behaviors; (b) school dropout rates, particularly among minority and low-income students and (c) limited services and resources for youth. All programs focus on goal setting, decision-making, identifying and avoiding risky behaviors, values clarification, and developing resiliency skills that will enable them to successfully live healthy lifestyles and achieve economic self-sufficiency.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
18	Workshops Participants
18	Workshops Participants
22	Workshops Participants
32	Workshops Participants

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Will Power/Won't Power: Workshop topics include learning age-appropriate information about their bodies and how to stay healthy, identifying sexual pressures and how to resist them, exploring personal values and their importance in decision-making, defending your decisions, identifying values about sexual behavior and abstinence, combating bullying, and avoiding risks
Activity #2	Friendly PEERsuasion, phase 1: Workshop topics include communication, healthy stress management, recognizing and resisting peer and media pressures, harmful and illegal substances, combating bullying, and developing leadership skills.
Activity #3	Friendly PEERsuasion, phase 2: Similar topics as in Activity 2, without the focus on developing leadership skills
Activity #4	Growing Together: Workshops help establish mutual trust, create a safe space for bonding, and allow mothers and daughters to spend quality time together while learning about open communication, decision-making and physical life changes (i.e.; puberty).

4. Provide any additional relevant description of proposed activity or project.

Girls Inc. actively engage girls to see themselves as educated, self-confident, healthy and productive citizens. Our programs promote and support safe and livable communities for girls and their families. We encourage girls to make smart choices regarding their academic futures, promote post-secondary education, provide them accurate information on health and sexuality, and equip them with the tools to avoid risky situations. We focus on leadership and self-empowerment through after-school programming offered at Seaside Middle School, Ord Terrace and Martin Luther King Elementary Schools. Programs assist with developing skills in decision-making, goal setting,

public speaking, and provide support to their parents. We inspire girls to serve their communities and acquire the ability and wisdom to lead healthy lifestyles. Youth Leaders facilitate programs and mentor their younger peers. As a result, younger girls look up to the Youth Leaders, who may be just a few years ahead of them in school, and want to move through all the programs so that they, too, will have the opportunity to become leaders. This strategy provides girls with a clear and visible path to a successful future that includes graduating from high school and pursuing college and a career. To date, 98% of our youth leaders have gone to college, so they are great role models for the participants.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Will Power/Won't Power is a series of 10 interactive assertive communication workshops for girls ages 12-14, whose topics include: learning age-appropriate information about their bodies and how to stay healthy, identifying sexual pressures and how to resist them, exploring personal values and their importance in decision-making, defending your decisions, identifying values about sexual behavior and abstinence, and avoiding risks.	September -December
Friendly PEERSuasion is a unique response to girls' needs because it approaches drug-abuse prevention as a peer issue, using the positive influence of young people modeling healthy behavior. In Part 1, 7th grade girls participate in a series of 12 workshops on communication, stress management, recognizing and resisting peer and media pressures, harmful and illegal substances, and combating bullying. They practice walking away from situations where they feel pressured to use alcohol or drugs. They are also trained as facilitators to provide programming to younger girls.	December-March
Friendly PEERSuasion Part II: The newly trained Phase 1 graduates plan and deliver 7 substance-abuse prevention workshops for girls in 4th & 5th grades. . The girls learn effective communication skills and techniques, and practice refusing invitations to use drugs and alcohol in an assertive but friendly manner. Looked up to as leaders, the older girls' commitment to stay drug and alcohol free is reinforced.	March -June
Growing Together Offered in English and Spanish, the 5 workshops increase positive communication between mothers and their 9 -12 year old daughters, and helps them discuss questions about sexual behavior and puberty without embarrassment, establish mutual trust, and allows them to spend quality time together while learning about open communication, decision-making and physical life changes.	October, Nov, March

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

This is not a new project: participants have always been recruited through their schools.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

Program participants will be evaluated to determine their participation and the effectiveness of program activities as follows:

- Attendance and retention of all participants will be recorded. An analysis will be conducted to determine why participants are not attending or if they dropped out of the program.
- A Pre and Post Survey will be conducted to determine any changes of participant knowledge, attitudes, and behaviors.
- After each session, participants will complete an evaluation to determine the effectiveness of the materials. After each session, program facilitators will complete a self-evaluation to comment on the effectiveness of the materials.
- Program site coordinators attend program workshops to observe and assist facilitators if needed.
- Girls Inc. staff will follow-up to determine if the girls will be attending more Girls Inc. programs as they progress through school grades.

The following outcomes will be achieved:

80% of Will Power/Won't Power girls will:
Distinguish between safe and harmful relationships
Demonstrate skills in resisting sexual pressures
Learn facts on health and reproductive health
Understand/identify bullying

80% of Friendly PEERSuasion girls will:
Identify the effects of drugs, alcohol, tobacco
Identify skills for refusing peer pressure
Recognize/manage stress
Understand/identify bullying

85% of moms & daughters will:
Demonstrate positive communication and problem-solving/conflict resolution skills
Identify risky behaviors that lead to unhealthy results
Understand female reproductive system, menstrual cycle, and importance of hygiene

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

We will continue to offer services to the girls in Seaside, following school protocols for in-person or remote learning. We are currently working at the school sites, but if schools close, we will make a smooth transition to virtual learning, using the skills learned in the previous 15 months. The programs we offer are health-related, providing us the opportunity to discuss COVID safety procedures (including wearing masks, social distancing, hand washing), and ensuring those protocols are followed during our workshops session. We will also discuss the value of getting tested being vaccinated to limit the impact of COVID if contracted, and encourage girls to discuss these safety precautions with their families.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

Youth Leaders will act as guides for the younger girls, modeling behaviors that relate directly to COVID as well as other healthy behaviors that are integral to our programs' goals. Girls learn to avoid risky situations, unhealthy behaviors, and unhealthy relationships. They learn to take personal responsibility for their behaviors, resist pressure from peers to engage in behaviors that could lead to unhealthy results, and stand up for their personal values even if it means disagreeing with their friends or the "in" group. Mothers and daughters in Growing also will understand the importance of assuming personal responsibility for one's health, including accessing available health information and seeking appropriate health care when needed. This includes learned appropriate COVID safety procedures and ensuring their families – adults and children are tested and vaccinated.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

Based on requests from girls participating on our virtual programs, we revised programs to be more responsive to the needs of girls dealing with fear and depression, and with the help of mental health professionals, responded to their desire to interact on a social level by providing activities to help relieve the stress and anxiety of isolation caused by the pandemic. Although we did not increase the number of activities, we enhanced the quality of the services we provided to ensure we were meeting the needs of the girls.

11. Explain how your organization will avoid duplication of benefits?

Girls Inc. offers unique, youth-led programming not offered by other organizations in Seaside. Youth Leaders, who are graduates of our ECHO program in other cities, are mentors and guides to the girls. An individual girls may participate of Girls Inc. programs beginning at 9 years of age in Growing Together and/or Friendly PEERsuasion Phase 2, while attending elementary school. In 7th grade they can join Friendly PEERsuasion and in 8th grade, Will Power/Won't Power. Each of these programs are age-appropriate and designed to meet the needs of girls at that specific time in their lives.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

All programs would continue with a reduced funding commitment. In such a case, we would search for funds from other sources before denying access to our programs to any girl. If such funds could not be garnered, then a reduction in award amount would mean a reduction in the number of girls served in each program. Because our programs are facilitated by Youth Leaders (program graduates), staffing level will remain the same regardless of numbers served (hence, this cost will not change). However, the costs associated with program materials, workshop supplies and travel expenses depend on the number of girls in each program. Less money would impact our ability to provide the materials and supplies needed to adequately support the girls in these programs. Thus, we would be obligated to limit the number of girls accepted into each program. We would have to calculate the impact of reduced funding – dependent upon the amount – and cut costs accordingly. CDBG funding will allow us to serve more girls, and augment existing curricula with additional activities.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

At Seaside Middle School, 80% of the population is low income, 71% are Hispanic, 31% are English learners - and all fall far below the state average on standardized tests regardless of income, race or ethnicity. At Ord Terrace Elementary School, 87% of students are Hispanic and 95% are low income. Again, test scores are about half the state average, except for the small percentage that is not considered low-income. The demographics for Martin Luther King, Jr. Elementary School are analogous to Ord Terrace; however, at this school even the students not classified as low income fall well below the state average. These statistics are very concerning, and indicate the critical need for enrichment programs for these children that stimulate learning and enhance critical thinking skills.

Activities outlined in the Monterey County Health Department's 2018-2020 Strategic Plan include working with community agencies to provide evidence-based teen pregnancy and STI prevention programs, including a focus on healthy relationships, bullying and violence prevention, obesity prevention, wellness education, teen dating violence, substance abuse prevention, and comprehensive sex education. The plan also advocates the efficacy of using peer educators as a method of reaching a wider audience, particularly among youth. The plan specifically names youth leadership development, and the partnership of which Girls Inc. is a founding member, Girls Health in Girls Hands, as a means of addressing the health issues faced by girls in our communities.

These activities are clearly described as a part of the methodology for the county health department working with organizations to address county health priorities; by inference the issues impacting county residents are inherent in the document: substance abuse, teen pregnancy, unhealthy and violent relationships, bullying, obesity, and sexually transmitted infections. Further, the current plan advocates the utilization of teens as leaders and educators as an effective means of addressing the issues—the central tenet of Girls Inc.

Key risk periods for drug abuse occur during major transitions in children's lives, such as early adolescence, when children are likely to encounter drugs for the first time. Peer pressure to fit in is intense in middle school and the pressure to fit in by experimenting with drugs is widely prevalent. According to the California Healthy Kids Survey, by the 9th grade, 50% of Monterey County students have indulged in alcohol; 36% have used marijuana. The prevalence of gangs in the county, whose members often use drugs and alcohol, is a strong indicator of the need for this prevention.

Finally, both after school programming and opportunities for community involvement by youth are lacking in Seaside and unengaged youth often participate in risky behaviors.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

☒ Access to community services (youth and senior services are priority services)

☐ Provide quality infrastructure (includes construct/upgrade public facilities)

☐ Improve accessibility for persons with disabilities

☐ Promote beautification (CDAC preferred not to use the term "blight")

☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Our programs serve populations listed in the Consolidated Plan under the high priority level need of Public Services. We work with families with children, individuals (youth), low and extremely low-income residents. Although we do not track these specific issues, girls we serve may be homeless, in foster care, victims of domestic violence or from families with histories of drug or alcohol abuse. All girls at a particular school site (specifically chosen based on low income level students) are eligible to participate.

Our after-school enrichment programs address substance abuse prevention, family dynamics and communication, conflict resolution, the importance of making personal choices that lead to good health and the avoidance of risky behaviors – all activities described in the plan that benefit low-income youth and their families.

Will Power/Won't Power: Will Power/Won't Power is a pregnancy prevention program that offers girls the opportunity to develop and improve their critical thinking and communications skills – which will continue to serve them throughout their lives. They learn how to identify and stand up for their values, and develop the confidence to do so in the face of pressure. The program also teaches them health basics and begins the practice of taking personal responsibility for healthy behaviors and health outcomes. Workshop topics include: learning age-appropriate information about their bodies and how to stay healthy, identifying sexual pressures and how to resist them, exploring personal values and their importance in decision-making, defending your decisions, identifying values about sexual behavior and abstinence, and avoiding risks.

Friendly PEERsuasion: Phase One, will be offered to 7th grade girls. They will participate in activities and discussions on communications, stress management, peer and media pressures, harmful and illegal substances, and leadership skills. Youth Leaders deliver this part of the program. In Phase Two, the middle schoolers plan and deliver activities on these same topics to 4th and 5th grade girls. Youth Leaders, during this phase, provide support to the 7th graders to help them improve their facilitation skills and prepare for their sessions.

Growing Together: Offered in English and Spanish, the program is designed to increase positive communication between mothers and their 10 -12 year old daughters, and help them to discuss questions about sexual behavior and puberty without embarrassment. This program helps establish mutual trust, and allows mothers and daughters to spend quality time together while learning about open communication, decision-making and physical life changes. Growing Together promotes the importance of assuming personal responsibility for one's health, including the ability to differentiate between healthy and risky behaviors – and to act accordingly. Participation encourages families to access available health information and seek appropriate health

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Increased Decent and Affordable Housing

5. Describe how you will meet the goal identified above.

Many girls are at risk of dropping out of school, engaging in risky behaviors that could result in teen pregnancy, alcohol or substance abuse, and gang participation. These behaviors, without meaningful guidance, could result in young women entering the criminal justice system, living in an on-going cycle of poverty, homelessness, or ill-health.

Will Power/Won't Power and Friendly PEERsuasion both focus on providing girls with the information, knowledge, and skills to avoid risky behaviors: engaging in early sexual experimentation, drug and alcohol abuse, giving in to peer and media pressures, and getting involved in unhealthy relationships. These programs, and Growing Together, provide much-needed factual and accurate information, and explore how personal values impact their behavioral choices. The girls develop tools to resist pressures to act unwisely and the ability to defend their positions under stress. The programs are offered to middle school students – a time in a young person's life when the desire to fit in, regardless of the consequences, is paramount. These programs have demonstrably helped our participants value themselves enough to say no to these temptations. Growing Together, also develops positive communication and understanding between mothers and daughters, allowing them to discuss female health and sexuality without embarrassment.

Girls Inc. has offered these programs in Seaside for more than 18 years, resulting in higher outcomes for girls than anticipated every year. We have documented evaluations that demonstrate that at least 85% of Will Power/Won't Power graduates can distinguish between safe and risky behaviors, demonstrate refusal skills and how to resist sexual pressures, know the importance of assuming responsibility for personal health behaviors, and have learned factual knowledge on women's health. At least 90% of Girls in Friendly PEERsuasion can identify safe and unsafe practices for using over-the-counter drugs and supplements, and the effects of drugs on the body. They know how to identify and resist the influence of the media and their peers to use drugs and alcohol, and have learned how to recognize stress and healthy tools for managing stress. These newly learned behaviors provide a foundation for future health and well-being, maintaining their personal power and the confidence to stand by their beliefs and decisions. Both mothers and daughters value the lessons learned in Growing Together. They expressed appreciation for how the program "opened a window to communication" and deepened their understanding of how the other thinks and feels. Learning where and when to access medical professionals is vital to maintaining good health throughout their lives. These programs have a strong impact on the participants, many of whom continue to participate in Girls Inc. programs as they age.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.

- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
Packard Foundation	Yes	\$2,735	\$0	\$2,735		\$2,735	100%	Private Funds
Harden Foundation	Yes	\$3,125	\$0	\$3,125		\$3,125	100%	Private Funds
Program fees	Yes	\$900			\$900	\$0	0%	Private Funds
Events	No	\$3,275		\$0	\$3,275	\$0	0%	Private Funds
Donations	No	\$3,500			\$3,500	\$0	0%	Private Funds
Investments	No	\$550	\$550		\$0	\$550	100%	Private Funds
Carry-Over funds	Yes	\$3,500	\$3,500			\$3,500	100%	Private Funds
TOTAL		\$32,585	\$4,050	\$5,860	\$22,675	\$9,910	30%	

Leveraging Ratio

46%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

We have secured multi-year funding from the Packard Foundation, \$80,000 for organizational support in Monterey County and \$25,000 from the Harden Foundation for 8 school sites in Monterey County for Will Power/Won't Power. The Monterey Peninsula Foundation has granted funds to us, since our inception, both annual and multi-year awards. We will apply again to them for organizational support in our tri-county service areas in June for \$90,000, allocating \$2,300 for Seaside programs and anticipate funding as in every previous year. By January 31, we will submit our annual \$20,000 application to The William McCaskey Chapman and Adaline Dinsmore Chapman Foundation for programs in Monterey and Seaside. We will allocate \$3,600 for the middle school programs in Seaside. We will apply again for funding from the Barnet Segal Charitable Trust (\$20,000) in February and the Nancy Buck Ransom Foundation (\$30,000) in June, both for Monterey County programs only, with \$3,400 allocated to Seaside. As with the other local organizations listed, these foundations have funded us every year for over a decade or longer; thus, we anticipate renewed funding. We also receive funding from many sources that supports our high school program, ECHO, which is the source of our Youth Leaders who facilitate all programs. Since Youth Leaders are critical to the implementation of both our high school and middle school programs, we will continue to raise funds for their work through all grants for which we apply. Of the grants listed above, all are restricted except Packard and Barnet Segal. We also anticipate carry-over funds received in the current year that will be allocated to FY 2022-23. In addition, we raise funds through donations and special events, allocating a portion of that income to programs in Seaside.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

Schools are significant partners in implementing our projects. We work with them to make presentations in classrooms and at lunchtime, refer participants, and set up a schedule for the workshops to be implemented. This process was implemented several years ago and continues today with annual formal approval given by administration officials. We also collaborate the Monterey County Health Department (Reproductive Health), Monterey County Rape Crisis Center (Relationships), Food Bank (snacks for workshops), and community guests (workshops on careers/goals and dreams).

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The mission of Girls Inc. is to inspire all girls to be strong, smart and bold, to respect themselves and the world around them. Our commitment is to ensure that participating girls and young women are active partners in program design and service delivery. Our vision is to create a community of girls and women who have the strength and experience to become a leader and agent of change. Our role is to cultivate and grow those qualities. Our organization was founded in 2001 and became an affiliate of National Girls Inc. in 2006. Girls Inc. was intentionally designed to result in youth-led programming. Peer mentoring is a core value and operational strategy, offering girls opportunities to move beyond economic barriers and racial/ethnic stereotypes, as leaders for others. As a result of their participation, girls report increased self-confidence to defend their beliefs, combat bullying, resist peer pressure, advocate with state legislators, and speak in public.

We continue to work on our approved business plan goals:

- Girls Inc. will be a stable, sustainable organization, with sufficient financial, personnel, and infrastructure resources to for future strategic growth and impact.
- The board of directors will have the skills, expertise, resources, and representation needed to lead the organization and grow its impact.
- Girls Inc. will have systems in place that support high performance and satisfaction among staff, retention of qualified staff, and smooth staff transitions.

2. List the locations of all facilities, and days and hours of operation.

Administration Office: Girls Inc. of the Central Coast, 318 Cayuga St, Suite 206, Salinas, CA 93901, Days:

Monday-Friday Time: 9:00am-5:00pm.

All programs are conducted at school sites.

• ECHO Leadership program (August to March) at 10 high schools: Alisal (E. Salinas), Salinas, Alvarez (N. Salinas)

- Monterey County, Soledad, Greenfield, King City; San Benito (Hollister); and Pajaro Valley High School. ECHO meets once every other week, after school on school grounds (5:30pm-7:00pm)
- Will Power/Wont Power (September to December). Offered in 10 middle schools: El Sausal and Washington in Salinas, Main Street in Soledad, Vista Verde in Greenfield, North Monterey County Middle School in Castroville, Seaside Middle School in Seaside, Walter Colton in Monterey, and Chalone Peaks in King City Middle Schools; San Justo in Hollister; Cesar Chavez in Watsonville. Meets once a week, after school on school grounds (3:30pm-5:30pm).
- Friendly PEERsuasion 1st phase (December to April). Offered at 10 middle schools working with 7th grade girls: El Sausal and Washington in Salinas, Main Street in Soledad, Vista Verde in Greenfield, North Monterey County Middle School in Castroville, Seaside Middle School in Seaside, Walter Colton in Monterey, and Chalone Peaks in King City Middle Schools; San Justo in Hollister; Cesar Chavez in Watsonville. Meets once a week, after school on school grounds (3:30pm-5:30pm).
- Friendly PEERsuasion 2nd phase (April to May). Offered at 10 elementary schools working with 4th & 5th grade girls: Los Padres and Mission Park in Salinas, Gabilan in Soledad, Oak Avenue in Greenfield, Castroville in Castroville, Ord Terrace in Seaside, Monte Vista, and Del Rey in King City; Ladd Lane Elementary School in Hollister; and H.A. Hyde in Watsonville. Meets once a week, after school on school grounds (3:30pm-5:30pm).
- Growing Together (Oct - May) Offered at Martin Luther King, Jr. in Seaside, Monte Vista in Monterey, Castroville Elementary School, Mary Chapa in Greenfield, Cesar Chavez and Mission Park in Salinas, Santa Lucia in King City, Jack Francioni in Soledad, Freedom in Watsonville, Calaveras school in Hollister. Once/week for 5 weeks. (6:00pm-8:00pm)
- Smart Choices (June). We offer this 5 day program at UC Santa Cruz. We serve girls from: King City, Greenfield, Soledad, East Salinas, Castroville, Marina, Seaside, and South Salinas; and in multiple cities in San Benito and Santa Cruz Counties. (9am-8pm)
- Strong, Smart & Bold Summer Camp (July). Two week program offered at McKinnon Elementary School in Salinas for girls recruited from all of Salinas and South Monterey County. (9am-5pm)

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Financial Policies Manual, reviewed by finance committee and approved by Executive Committee/Board of Directors. The manual describes internal procedures and controls for all transactions. The accounting function consists of three staff members who manage and process financial information for Girls Inc. of the Central Coast. The positions comprising the accounting department of Girls Inc. of the Central Coast are the Executive Director, Office Manager and the Deputy Director. In addition to the board of directors, other officers who have financial responsibilities are the President, Vice President, Secretary and Treasurer. The organization has an annual financial audit. All grants submitted are voted upon by the board and signed by the executive director. The director is responsible for managing all grants, monitoring the budget, overseeing all programs and operations of the organization. All requests for funding are authorized and signed by the executive director. She is the official spokesperson for Girls Inc. The deputy director is directly responsible for program and participant record-keeping, recruiting volunteers, participants and youth leaders and developing strong working relationships with school officials. She reports directly to the executive director on all aspects of the program, including outcomes and budgetary needs. Monthly financial and program reports are reviewed by the board of directors. Financial Policies attached.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

We provide all of our constituents with information that we adhere to the procurement provisions under 24 CFR Part 85 or 84.

Minority Business Enterprise Reporting for HUD/CDBG we don't subcontract for any of our activities. All activities were conducted in house by the Girls Inc. staff.

5. Describe the record-keeping system to be used to maintain program data.

Girls Inc. of the Central Coast keeps all records: program evaluations, pre-post surveys, alumni records and participant records in our locked file cabinets and keeps a database with all information.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

All girls are required to fill out an application form that includes their family income (attached please find the application), which must be signed by a parent or guardian. The school verifies the income of the student.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

The Girls Inc. of the Central Coast personnel policies state the following: We maintain a strong policy of equal employment opportunity and uphold EEOC regulations for all staff members. Girls Inc. of the Central Coast actively seeks to recruit individuals without regard to race, religion, color, gender, sexual orientation, gender identity, age, disability, marital status, veteran status, national origin, ancestry, political belief, medical condition, or other non-job related factors. We cultivate a work environment that encourages fairness, teamwork and respect among all employees. We are firmly committed to maintaining a work atmosphere in which people of diverse backgrounds and lifestyles may grow personally and professionally. Our equal employment opportunity policy applies to all aspects of employment, including recruitment, training, promotion, transfer, job benefits, pay and dismissal. Girls Incorporated programs are open to all girls, ages 8-18, attending school sites where programs are held, according to the standards adhered to in our personnel policies. Youth leader positions are open to all graduates of the ECHO programs and decisions for hiring are made through an interview process in accordance with our personnel policies.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Attached please find the copies of all intake forms and data collections tools. The Deputy Director and Program Coordinators are responsible for monitoring progress.

1. Recording the attendance/retention of all participants
2. Conducting a Pre- and Post-Program survey with participants and Youth Leaders to determine changes in knowledge, attitudes and behavior, and if outcomes have been met
3. Participants anonymously evaluate each session to see if we are accomplishing our objectives for each session. If we are not, we will change the session and/or activities for the next year.
4. Youth Leaders self-evaluate each session to measure their own perceived growth, and to seek their opinions on

- the program curriculum
- 5. Youth Leaders meet monthly with staff to evaluate progress/improve skills
- 6. Conducting focus groups with ECHO participants to find out if the program has accomplished its objectives, evaluate contributions of Youth Leaders and mentors
- 7. Program coordinators observing and visiting of each site, assisting Youth Leaders when needed
- 8. Girls Inc. staff will follow-up to determine if the girls will be attending more Girls Inc. programs as they progress through school grades.
- 9. Compiling statistical research for up to 5 years on the continuing education and pregnancy rates of Youth Leaders/GICC participants compared to all County youth.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

Girls Inc. has received grant awards from Seaside CDBG funds and the Seaside Mayor's Youth Fund since 2015. We also received funding from Salinas and Monterey County CDBG funds for the past several years. We have a specific methodology in place for quantifying and measuring results that we have used for the past 19 years and have demonstrated success in achieving and often, surpassing the outcomes predicted. We utilize pre- and post-surveys to measure progress, evaluations after each workshop session, observations from program facilitators and program coordinators, all under the oversight of our Deputy Director, who has been with Girls Inc. since 2002. Each staff person has been trained in evaluation protocols and we diligently follow the criteria for every program offered.

We have reported both the anticipated and actual outcomes to all grant sources, including CDBG grant sources and continue to receive funding from based on our performance outcomes and our ability to successfully carry out the proposed programs. We have never been denied funding because we failed to complete a specified program or, in any way, mismanaged funds granted to us.

Furthermore, we have successfully implemented the proposed programs in the Seaside community for more than 18 years. Our track record is excellent, and 99% of the girls who attend our programs graduate from high school. Over 65% pursue higher education. Over the past 18 years, at least 98% of our youth leaders have gone to college.

We continue to enhance our capacity with board skills trainings, diversifying revenue streams, creating a detailed donor development plan, hiring a skilled donor relations officer to work with the board, and revising our programs to more effectively meet the needs of our participants. Our treasurer is a CPA and a former CEO of a nonprofit rural lending organization with several years' experience on other nonprofit boards. Our office manager, trained by our former treasurer, is now skilled at accounting procedures, bringing these skills in-house. We have board-approved financial policies and procedures in place.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$15,000					\$15,000
Rent	\$0					\$0
TOTAL	\$15,000	\$0	\$0	\$0	\$0	\$15,000

Total Budget less capital improvements	\$15,000
Application progam percent	100%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Girls Inc. of the Central Coast	\$6,804
FY 2019-2020	Girls Inc. of the Central Coast	\$7,814
FY 2018-2019	Girls Inc. of the Central Coast	\$10,126
FY 2017-2018	Girls Inc. of the Central Coast	\$9,177
FY 2016-2017	Girls Inc. of the Central Coast	\$6,261

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

We have received funds from the City of Seaside for 7 years implementing our programs and achieving anticipated outcomes. However, in the spring of FY 2020, we had to cancel Friendly PEERsuasion, phase 2 due to school closures and the difficulty in establishing online programming for elementary school programs. We were able, however, to offer Growing Together prior to the closures. During the last fiscal year (2020-21), we were able to offer all programs virtually using Zoom. This current year, we are offering all programs in-person, but can smoothly transition to virtual programming if school must close.

Part 8 - For CDBG Funds

12. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide: 05D - Youth Services

3. This program provides assistance of the following type:

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average

July 1, 2020 - June 30, 2021	36	3
July 1, 2021 - December 31, 2021	12	2

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
Will Power/Won't Power: Workshop topics include learning age-appropriate information about their bodies and how to stay healthy, identifying sexual pressures and how to resist them, exploring personal values and their importance in decision-making, defending your decisions, identifying values about sexual behavior and abstinence, combating bullying, and avoiding risks	18	100%	0	0%	0	0%	0	0%	18
Friendly PEERsuasion, phase 1: Workshop topics include communication, healthy stress management, recognizing and resisting peer and media pressures, harmful and illegal substances, combating bullying, and developing leadership skills.	0	0%	18	100%	0	0%	0	0%	18
Friendly PEERsuasion, phase 2: Similar topics as in Activity 2, without the focus on developing leadership skills	0	0%	0	0%	22	100%	0	0%	22
Growing Together: Workshops help establish mutual trust, create a safe space for bonding, and allow mothers and daughters to spend quality time together while learning about open communication, decision-making and physical life changes (i.e.; puberty).	0	0%	0	0%	0	0%	32	100%	32
TOTAL	18	20%	18	20%	22	24%	32	36%	90

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	90	80	89%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$15,000	90	\$166.67

8. Indicate the funding set-aside the activity belongs to: Youth Services

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

We do not believe the cost per beneficiary is high: our programs are comprehensive and have resulted in positive outcomes for our participants over the past 18 years. Friendly PEERsuasion is offered first to 7th graders for 12 sessions and then to 4th graders for 7 sessions. Given the intensity of the programs, the low cost per participant of \$166.67 is very well justified. Youth Leaders plan, facilitate and evaluate Will Power/Won't Power and Friendly PEERsuasion for between 90-145 hours during the fiscal year, depending on the program(s) they deliver. Each Youth Leader earns \$15.00/hour as interns, while also developing their public speaking, planning, leadership and mentoring skills. This operational strategy not only provides the teens with these useful skills; it allows Girls Inc. to keep staff costs at a reasonable level – thereby reducing the cost-per-beneficiary even further.

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

This project is cost-effective because of the demonstrable positive results of those who participate.

1. Our middle and elementary school girls will learn how to avoid risky behaviors, say “no” to peer pressure to

- engage in such activities, and understand the health issues involved in substance abuse and unsafe sexual activity.
- All participants will understand the importance of continuing their education beyond high school and to understand - and accomplish - the steps needed to do so.
- Mothers and daughters will develop trust and positive open communication with each other, establishing a strong pattern of mutual respect that will last.
- Teens will look to parents as a valuable resource of support and information, rather than as antagonists. They will also gain skills in conflict resolution.
- Growing Together families will understand the importance of assuming personal responsibility for one's health, including accessing available health information and seeking appropriate health care when needed – increasing the health and well-being of these families.

Our programming is cost-effective because we achieve these results with regularity. We designed school-based programming to overcome transportation challenges and avoid the need to secure and maintain a large facility. We rely on volunteer support and our youth leaders to minimize the need for a large staff and operating costs. By utilizing teens, who are also program participants, as program staff, we are not only offering them the opportunity for paid work at a professional level, but are able to deliver these programs for far less than the cost of hiring adult staff. It is a win-win-win situation: we keep our costs low, provide training and support for teen leaders, and deliver high-quality, innovative programs to the community. These results promote communities that are healthier places to live, free from unwanted pregnancies, violence, substance abuse and apathy. Thus, it is not only the girls who participate who benefit from our programs but the greater community as well.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested.
Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Middle School Program Coordinator	100%	\$7,000
Growing Together Program Facilitator	100%	\$3,000
Youth Leaders	100%	\$5,000
Grand Total		\$15,000

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
Middle School Program Coordinator	\$8,000	\$7,020	-12%	\$7,000
Growing Together Program Facilitator	\$3,200	\$2,190	-32%	\$3,000
Youth Leaders	\$9,220	\$9,540	3%	\$5,000
Other Staff	\$4,680	\$5,200	11%	-----
Supplies and Materials				
Consumable Supplies	\$3,490	\$2,620	-25%	
Non-Consumable Supplies				
Outside Services				
Telephone	\$130	\$285	119%	
Utilities	\$155	\$795	413%	
Maintenance				
Contract/Consultant Services	\$720	\$1,140	58%	
Other Charges				
Rent	\$1,380	\$2,380	72%	\$0
Travel (Mileage)	\$570	\$590	4%	
Insurance	\$235	\$290	23%	
Capital Outlay				
Equipment/Furniture				
Other - # of lines needed: 3				
Training: Staff/Youth Leaders	\$145	\$145	0%	\$0
Fees to Girls Inc.	\$405	\$405	0%	
Admin. Expenses	\$225	\$240	7%	
Total	\$32,555	\$32,840	1%	\$15,000
Total Funding Requested from Part 1				\$15,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	HUD_Certificate_Girls_Inc._of_the_Central_Coast.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Girls_Inc.of_the_Central_Coast_501_c_3_status.pdf
3 ☒ Articles of Incorporation/Bylaws	Articles_of_Incorporation_Girls_Inc._of_the_Central_Coast.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	Girls_Inc._Certificate_of_Good_Standing.pdf
5 ☒ Organizational Chart	Organizational_Chart_FY_2021-22.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	Board_of_Directors_Roster_and_Calendar_2021-22_1.pdf
	N/A

7 ☐ Resumes of Program Administrator and Fiscal Officer	
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	21-22_Workers_Comp_Certificate.pdf ERISA Fidelity Bond Girls Inc. of the Central Coast.pdf 21-22 General Liability Certificate.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	Girls Inc 2020-2021 Financial Statements.pdf Girls Inc 2019-2010 Financial Statements.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Signed_Authorization_to_Request_Funds_.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Designation_of_Autorized_officials.pdf
12 ☒ Conflict of Interest Policy	Conflict_of_Interest.pdf
13 ☒ Project Team Experience and Qualifications	Staff_Roster_2021-22_MG_Updated.pdf
14 ☒ Project/Activity Timeline	CDBG Project Activity Time line City of Seaside.pdf
15 ☒ Financial Policies	Accounting_Policies_Manual-Final_JUNE_2019_MG.pdf
16 ☒ Procurement Policies	Procurement_Policies.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	Girls_Inc._Program_Application.pdf
18 ☐ Project/Activity Support Letters	N/A
19 ☒ Program Evaluations	WPWP_program_survey.pdf Friendly_PEERsuasion_Evaluation.pdf Friendly_PEERsuasion_Phase_2_PEERsuade_Me_Evaluation.pdf Growing_Together_Evaluations_-English.pdf
20 ☒ Outreach Materials	Will Power Wont Power Flyer.pdf Friendly_PEERsuasion_Phase_1_Flyer.pdf Friendly_PEERsuasion_Phase_2_Flyer.pdf Growing_Together_Flyer.pdf
21 ☐ Evidence of Project Support/Community Outreach (written endorsements, when available)	N/A
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	LEP_Plan.pdf Posting_notice_Section_504.pdf
23 ☒ Employee Handbook	Girls_Inc._of_the_Central_Coast_Employee_Handbook.pdf
24 ☒ Record Retention Policies	Record_Retention_Policies_2019.pdf
25 ☒ Federal Tax Form 990	Girls_Inc._of_the_Central_Coast_2020_990.pdf
26 ☒ State Tax Form 199	Girls_Inc._State_Tax_Form_199.pdf
27 ☒ Rental/Lease Agreement (if applicable)	Lease_2017-24.pdf
28 ☐ Cost Allocation Plan	N/A
29 ☐ Other	
30 ☐ Other	
31 ☒ Other xyz	

Program Manager Signature Patty Fernandez
Date Signed 01/18/2022

Approved By: Haroon Noori
Date Signed 01/30/2022

Initially submitted: Jan 18, 2022 - 16:23:03

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Greater Victory Temple		
Submitting Proposal:			
Program/Project Name:	Afternoon Community Program		
Person Completing Application:	Angelia Britt	Title:	Executive Director
Direct Telephone:	831-277-2506		
Email Address:	asbritt05@yahoo.com		
Authorized Official: (e.g. Exec. Dir.):	Angelia Britt	Title:	Executive Director
Direct Telephone:	831-277-2506		
Email Address:	asbritt05@yahoo.com		
Program/Project Contact:	Maratha Curves	Title:	Program Manager
Direct Telephone:	831-394-2774		
Email Address:	gvteducation1@yahoo.com		
Authorized Contact:	Angelia Britt	Title:	Executive Director
Direct Telephone:	831-394-2774		
Email Address:	gvteducation1@yahoo.com		
Finance Contact:	Patricia Webb	Title:	CFO
Direct Telephone:	831-394-2774		
Email Address:	gvteducation1@yahoo.com		
Organization Mailing Address:	P. O. Box 1070	City:	Seaside Zip: 93955
Organization's Website Address:			
Organization Telephone:	831-394-2774		
Organization Fax:			
Tax ID Number:	77-0333113 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	82-737-3044 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☒ Faith-Based		
What is your agency's fiscal year?	January		
Date of your organization's most recently completed audit. (Month/Year)			
Was this audit conducted in compliance with the Single Audit Act?	No		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$30,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05L - Child Care Services

3. Mark the box below that indicates the national objective met:
 Activities Benefiting Low and Moderate-Income Persons. 570.208(a)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

The purpose of the program is to provide opportunities to extend a students learning time outside the regular classroom day. Research shows this will increase academic achievement and provide safe alternatives for youth.

5. How will people or conditions in the community change as a result of what you do?

Children in quality after school programs are more likely to come to school and stay in school, more likely to hand in their homework and get better grades. It also helps children succeed in higher level schools and develop professional skills that will help them in the workforce. Providing snacks and evening meals to low to moderate income children who are at-risk for hunger and failure to thrive.

Check if the proposed activity will:

- ☒ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☒ Help the homeless?
☐ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

The program will provide an after school tutoring program for the children of Seaside and surrounding area. Snacks and meals will be provided to the students. Staff is needed to provide these services. The Tutor, Executive Director, Program Director, Site Director will assist and instruct students on a daily bases.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
100	Enrolled in new educational programs

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	After school to low to moderate low income students and families and providing meals and snacks to students.

4. Provide any additional relevant description of proposed activity or project.

The program will focus on humanitarian services by providing an effective program that will provide an educational basis for the children of Seaside as well as reading and homework assistance. Students learn about positive relationships, bullying prevention, etiquette and S.T.E.M. activities. This program will also provide snacks and meals to students who are at risk for hunger and failure to thrive. Family members are also invited to share meals with students.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Provide after school tutoring to students who need additional help outside the classroom. Also, provide snacks and meals to students who are at risk of hunger and failure to thrive.	June 30

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

[N/A](#)

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

[Indicators to make outcome measurable will consist of assisting with understanding the need of the community through the program to gather data to decide where the program improvement might be necessary and collaborating with community partners to fulfill this goal.](#)

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

[The program has complied with shelter in place and will continue to meet the needs of the students of very low and moderate incomes families. Services will be offered via zoom, face time to assist with studies. We will provide groceries and school supplies to these families while sheltered-in.](#)

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

[Program adjustment will be made to accommodate the students to meet the objectives as needed. Air purifiers have been placed in the building and social distancing will be adhered to. Temperatures will be checked up on entering, masks and hand sanitizers will be available to all students and family members. We will also redirect funds to provide groceries to students and their families every month if sheltered in.](#)

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

[Proactive measures are in place to decrease exposure and the spread of the coronavirus. Service will be continue to be provided according to county, state and national guidelines.](#)

11. Explain how your organization will avoid duplication of benefits?

[NA](#)

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

The funding would allow us to continue to provide tutoring four (4) days a week to the very low to moderate income families. This program is at no cost to families. With funds we would not be able to provide the services needed in this low income area. The program meals and snacks for the students who are at risk for hunger and failure to thrive.

Greater Victory Temple provides rent free space, equipment, materials, supplies, telephone, utilities, masks, hand sanitizers and help maintain a clean and sanitary environment. All of this is in-kind donations by Greater Victory Temple.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

The Monterey County Census Report 2018 for Seaside was used to determine the need for the program. Approximately 40% of house incomes are under \$50K, 14.7% under the poverty line with children under the age of 18. Providing access to after school tutoring program which provide snacks and meals will decrease at risk for hunger and failure to thrive. COVID -19 and sheltering in place has caused family incomes to decrease and misplace many families. Our program will provide additional help to families not only tutoring the students but providing food.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

This program will provide a safe learning environment for all students to increase their knowledge and skills to enhance their learning ability. The program will provide meals and two snacks to students and families at no cost. We will collaborate with teachers and family members to identify the needs of the students. We will continue to advertise to the community the services that are available.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

[Increased Decent and Affordable Housing](#)

5. Describe how you will meet the goal identified above.

The program is in place and serves the community providing a healthy, safe alternative to potential juvenile delinquency. Instead, students focus on academic achievement with personalized tutoring and homework assistance. Also, children learn computer skills and participate in S.T.E.M. activities learning Science, Technology, Engineering, and Math. Discuss with Monterey Peninsula School District teachers the individual needs of students.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed
TOTAL		\$30,000	\$0	\$0	\$30,000	\$0	0%

Leveraging Ratio

100%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources,

collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

We are requesting funds of \$30,000 for a two year program. All funds will be used to hire staff: Executive Director, Program Director, Site Director, and Tutor. CDBG is our only funding source for staff. In-kind donations will be provided by Greater Victory Temple: rent, telephone, utilities, supplies for participants, instructional materials, setting facility up, insurance and transportation, aside from donations. We have collaborated with The Village Project, Martin Luther Jr. School of the Arts, and M.P.U.S.D. to prioritize children most in need. There are no other funding sources. There are planned funders.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

As mentioned above, we enroll students based on a greatest need. We collaborate with M.P.U.S.D. and specifically M.L.K. School of the Arts, as well as The Village Project to identify at-risk youth in need. There are waiting lists for children to be accepted at various after school programs in the community. Again, we will collaborate with our partner to provide services to these at-risk children.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The purpose of the after school program is to provide educational opportunities for moderate to low income students and families. The program has been in operation for 7 years.

Mission Statement: To provide educational opportunities to youth and to offer humanitarian services to low to moderate income families to improve self-reliance and self-worth.

2. List the locations of all facilities, and days and hours of operation.

The location of the after school program will be held at Greater Victory Temple Church. The program will be for four (4) days a week: Monday, Tuesday, and Thursday for four (4) hours per day and five (5) hours a day on Wednesdays.

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Executive Director maintains records documenting attendance, academic achievement, timesheets, sign-in sheets, and financial expenditures of funds according to policy and procedure, state, and federal regulations.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

N/A

5. Describe the record-keeping system to be used to maintain program data.

Written records have been maintained since the initiation of the after school program data and successes as stated in policy and procedures.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

Application process and intake forms attached.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

We adhere to all federal regulations including non-discrimination and equal employment opportunities.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

The Executive Director is responsible for monitoring progress. The Site Director meets with M.L.K. principal /teachers for pre/post assessments to determine academic growth.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

We have experience administering Technology Educational Services, Summer Math Program, and an After School Program targeting very low to moderate low income families and students. This includes State and Federal grant administration over five years.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$30,000	\$0	\$0	\$0	\$0	\$30,000
TOTAL	\$30,000	\$0	\$0	\$0	\$0	\$30,000

Total Budget less capital improvements

\$30,000

Application program percent

100%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount
--------------	---------	--------

		Funded City of Seaside
FY 2020-2021	After School Tutoring Program	\$10,486
FY 2019-2020	After School Tutoring Program	\$9,812
FY 2018-2019	After School Tutoring Program	\$11,181
FY 2017-2018		
FY 2016-2017		

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

All our experiences have been positive.

Part 8 - For CDBG Funds

12. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide: 05L - Child Care Services

3. This program provides assistance of the following type:

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average
July 1, 2020 - June 30, 2021	82	7
July 1, 2021 - December 31, 2021	45	8

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
After school to low to moderate low income students and families and providing meals and snacks to students.	25	25%	25	25%	25	25%	25	25%	100
TOTAL	25	25%	25	25%	25	25%	25	25%	100

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	100	100	100%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$30,000	100	\$300.00

8. Indicate the funding set-aside the activity belongs to: None of the above

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

At-risk students receive benefits unavailable in the community as other after school programs are full. Research demonstrates that the key risk period for Juvenile delinquency and crime increase is due to a lack of after school programs for these students.

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

Costs are kept to a minimum, providing small group and individualized personal tutoring to improve academic achievement for at risk youth. Also, providing meals to students who are at risk for hunger and failure to thrive. This program is at no cost to families. Without the funds we would not have staff for this program.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested.
Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Executive Director		\$7,000
Program Director		\$7,000

Site Director		\$7,000
Tutor		\$5,000
cook		\$4,000
Grand Total		\$30,000

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
Executive Director	\$3,574	\$3,600	1%	\$7,000
Program Director	\$0	\$3,500	-100%	\$7,000
Site Director	\$3,028	\$3,500	16%	\$7,000
Tutor	\$2,056	\$2,500	22%	\$5,000
cook	\$1,859	\$2,000	8%	\$4,000
Other Staff				-----
Supplies and Materials				
Consumable Supplies				
Non-Consumable Supplies				
Outside Services				
Telephone	\$0			
Utilities				
Maintenance				
Contract/Consultant Services				
Other Charges				
Rent				
Travel (Mileage)				
Insurance				
Capital Outlay				
Equipment/Furniture				
Other - # of lines needed: 0				
Total	\$10,517	\$15,100		\$30,000
Total Funding Requested from Part 1				\$30,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	HUD_certification.PDF
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Tax_Exemption_Letter.PDF
3 ☒ Articles of Incorporation/Bylaws	Final_2017_By-Laws_2.doc
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	Letter_of_Good_Standing.PDF
5 ☒ Organizational Chart	organization_Chart.docx
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	Board_members_addresses.PDF
7 ☒ Resumes of Program Administrator and Fiscal Officer	Executive_Director_Resume.PDF Fiscal_Officer_Resume_PW.docx
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	Liability_Insurance.PDF
9 ☐ Audited Annual Financial Statements covering 2 Years	NA
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Authority_to_act.PDF
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Authorization_to_apply_for_grants.PDF
12 ☒ Conflict of Interest Policy	Conflict_of_Intrest.PDF
13 ☒ Project Team Experience and Qualifications	M_Cuevas_Resume.pdf
14 ☒ Project/Activity Timeline	Activity_Timeline.docx
15 ☒ Financial Policies	Financial_Policy.PDF
16 ☐ Procurement Policies	NA
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	Intake-application.PDF
18 ☒ Project/Activity Support Letters	Support_Letter.PDF
19 ☒ Program Evaluations	program_evaluation_1.docx
20 ☒ Outreach Materials	Outreach_Material_2.PDF
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	community_award.PDF
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	language_access_policy_t.doc Equal_access_policy.docx
23 ☒ Employee Handbook	Employee_Handbook.PDF

24	☒ Record Retention Policies	Record_Retention_Policy.doc
25	☐ Federal Tax Form 990	Exempt 501(c)(3) Religious Organization
26	☐ State Tax Form 199	Exempt 501(c)(3) Religious Organization
27	☐ Rental/Lease Agreement (if applicable)	N/A
28	☐ Cost Allocation Plan	N/A
29	☐ Other	
30	☐ Other	
31	☐ Other	

Program Manager Signature	Angelia Britt
Date Signed	01/07/2022
Approved By:	Haroon Noori
Date Signed	01/15/2022

Initially submitted: Jan 7, 2022 - 12:21:32

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Legal Services for Seniors, Monterey County		
Submitting Proposal:			
Program/Project Name:	Legal Services for Seniors		
Person Completing Application:	Creighton Mendivil	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	creighton@lssmc.net		
Authorized Official: (e.g. Exec. Dir.):	Creighton Mendivil	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	creighton@lssmc.net		
Program/Project Contact:	Creighton Mendivil	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	creighton@lssmc.net		
Authorized Contact:	Creighton Mendivil	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	creighton@lssmc.net		
Finance Contact:	Nancy Miccoli	Title:	Office Administrator
Direct Telephone:	831-899-0492		
Email Address:	nmiccoli@legalservicesforseniors.org		
Organization Mailing Address:	915 Hilby Avenue, Suite 2	City:	Seaside Zip: 93955
Organization's Website Address:	www.lssmc.net		
Organization Telephone:	831-899-0492		
Organization Fax:	831-401-3185		
Tax ID Number:	77-0073127 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	19-770-9090 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July 1 2021 - June 30 2022		
Date of your organization's most recently completed audit. (Month/Year)	10/2021		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	Yes		

Select type of Funding Requested and Type of Activity, then click to Update Application	
We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$15,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05C - Legal Services

3. Mark the box below that indicates the national objective met:

Activities Benefiting Low and Moderate-Income Persons. 570.208(a)
 LMC-Limited Clientele. 570.208(a)(2)
 Low/Mod Clientele. 570.208(a)(2)(i)
 Presumed Benefit. 570.208(a)(2)(i)(A)
 Elderly Persons (62 years of age or older)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

LSS will provide 300 Seaside residents in crisis, age 62+, each year, with direct, confidential, no-cost legal representation. Services will range from direct representation in court (40+ hours) far more complex cases to legal support to resolve bureaucratic processes such as Medicare and Medi-cal issues, landlord tenant disputes (approximately 5 hours) to brief service and counsel (one hour).

LSS will provide four educational workshops each year that will teach approximately 50 Seaside residents to recognize and prevent the kinds of senior abuse that lead to homelessness.

5. How will people or conditions in the community change as a result of what you do?

Frail, frightened and confused low-income seniors represent some of Monterey County's most vulnerable residents. They are often preyed upon by greedy or abusive family members, contractor, landlord and scam artists, or they are unsophisticated so they cannot untangle the bureaucratic nightmares of Medicare and Medi-cal, or Social Security. These seniors cannot afford private legal help and still pay for basic necessities.

LSS fills the 'justice gap' by providing qualified, competent legal services to seniors by licenses California attorneys at no cost, so that low-income seniors have the same access to justice as those who can afford to pay private attorneys.

Last year, LSS helped more than 300 Seaside seniors remain stable in their own homes by making sure they had the medical and financial benefits they earned and didn't become victims of abuse. The City suffers from elder abuse, too, because seniors who can't care for themselves are at risk of homelessness or becoming financial burdens to the City. Countywide LSS helps seniors retain more than \$1 million dollars in benefits, money that was returned to our communities to build our economic base.

Our Seaside office attorneys and legal advocates send a clear message to the community that elder abuse and neglect (physical, financial or emotional) won't be tolerated in Seaside.

Check if the proposed activity will:

- ☒ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☒ Help the homeless?
☒ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Sustainability](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

Legal Services for Seniors requests \$1w5,000 each year for two years to help pay for our legal staff's salaries to provide no-cost legal representation to Seaside seniors ages 62+ who are in crisis and to provide 4 workshops in Seaside each year to help caregivers, family members and elder care professionals recognize and prevent mortgage fraud, consumer fraud, landlord abuses and elder abuse.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
300	Advocacy
50	Workshops Participants

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Provision of Legal Services
Activity #2	Provision of educational workshops

4. Provide any additional relevant description of proposed activity or project.

Legal Services for Seniors will provide full range of legal services to City of Seaside seniors, along with educational workshops.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Provision of Legal Services	June 30, 2024
Provision of educational workshop	June 30, 2024

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

[This is an ongoing activity.](#)

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

Legal Services for Seniors provides direct, confidential no-cost legal representation to over 2,200 Monterey County seniors ranging from full legal representation in court to simple advice and counsel. 300 of those seniors live in Seaside.

Health Care & Insurance - when a senior faces Medicare and Medi-Cal and private insurance denials of coverage we are able to restore benefits. Seniors who receive health care maintain independence and avoid living in institutionalized settings.

Housing - we assist in protecting seniors' eligibility for affordable public housing; protect and defend them from unlawful evictions and substandard living situations and other related issues. We protect homeowners from dishonest contractors and from losing their homes to unscrupulous individuals.

Public benefits - When Social Security / other pensions are denied, LSS advocates get those benefits returned, mainly through Administrative Law Hearings.

Financial & Physical Elder Abuse Prevention / Consumer Protection - Financial Abuse: Seniors are frequent targets of home equity scams, telemarketing fraud, contest schemes and overselling of services and home repairs. Senior scam victims' feelings of independence are damaged in these situations. When seniors realize they have been scammed, they hesitate to report the abuse, afraid others will question their ability to make their own independent decisions. When they fail to seek help, seniors live with severely restricted funds - forcing them to forego paying bills or buying food and life-saving medicine. Our attorney-client privilege of privacy and confidentiality allows seniors to be comfortable talking with us, knowing their secrets are never shared with anyone.

Physical abuse - seniors are embarrassed to disclose physical abuse they suffer from the hands of a spouse, child, or other family member. LSS helps seniors obtain restraining orders to protect them from physical harm through the Superior Court Domestic Violence Restraining Order hearing process.

Advance Health Care Directives (AHCD) & Wills - A senior's well-being encompasses the peace of mind they experience knowing their health care wishes will be followed when they no longer can speak for themselves. An AHCD allows a senior to name a person whom they trust to make health care decisions for them. AHCD also provide notifications to health care professionals of a senior's desired level and extent of care, organ donation preferences and funeral arrangements. A will gives a senior a sense of autonomy knowing their last wishes will be acknowledged when they pass away.

We employ California-licensed attorneys and legal advocates to address and correct all types of legal harm done to seniors.

We educate more than 3,500 seniors, family members, caregivers, community members and professionals each year providing vital legal information about preventing financial and physical elder abuse at workshops and seni

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

First, legal services are being provided virtually when ever possible to reduce potential for spreading COVID 19 and the variants.

Second, all workshops are being provided virtually when no safe alternative is possible. Outreach workshops are being done in person in smaller settings for seniors who have limited ability to attend computer based workshops because of lack of technology, lack of safe navigating the virtual workshop process, or internet access. This is a change from the previous 100% in person workshops presented by LSS before COVID 19.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

LSS virtual legal aid and workshops satisfy the prevention objective. LSS is continuing to protect the legal rights of seniors while; protecting seniors. LSS is helping to normalize the COVID-19 safety protocols for the senior population.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

Dozens of clients who were not vaccinated who could only be helped virtually, went out and received vaccinations to allow these seniors to participate in limited meetings in the LSS offices in Seaside. These limited meetings include signing complaints, signing Advance Health Care Directives, signing wills, and coming to the LSS offices to use our technology to participate in appeals processes (Social Security, SSI, and labor board hearings).

11. Explain how your organization will avoid duplication of benefits?

LSS is the only nonprofit providing legal aid to seniors in Monterey County. LSS works with other legal aid organizations that serve MONTEREY COUNTY often to be sure of referrals and non duplication of services.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

LSS relies on many grants including this CDBG grant to serve as many seniors as we have the adequate staff to support. If we do not receive funding, that will reduce our ability to serve as many seniors as who need our help.

If our proposal is funded, we will be able to provide more low-income seniors with no-cost confidential legal representation.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

In 2018 85,236 seniors (60 years+) lived in Monterey County. In 30 years it is estimated there will be over 150,000 seniors, which is almost an 80% increase. The need for free legal services is growing exponentially. To our

knowledge, LSS is the only organization in Monterey County providing free legal services to seniors. Every year LSS helps over 2,200 low-income seniors in Monterey County who otherwise would not be able to afford the services of a private attorney. If LSS did not help with those seniors' services, their legal problems would escalate, run unchecked and eventually result in a senior's deteriorating health and homelessness.

California State courts, including Monterey County, have seen an almost unmanageable increase in unrepresented litigants in the past 10 years. Although the court provides some assistance in court-based self-help centers, the outcomes for 'in pro per' (self-represented) litigants is marked less favorable than for individuals those who can afford to pay a private attorney.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

LSS serves only seniors in Monterey County with legal aid services.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Increased Decent and Affordable Housing

5. Describe how you will meet the goal identified above.

LSS provides services to low-income seniors who many times are in danger of losing their housing because of the bad acts of landlords or property managers. LSS provides free legal representation to these seniors to advocate for their rights, and fight to keep them housed. Without our services these seniors would not be able to afford a private attorney to represent them, and would ultimately end up homeless.

Providing funding will allow LSS to continue to serving Seaside seniors with housing issues along with many other civil legal issues like physical and financial abuse, income maintenance, end-of-life planning, and more.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand (A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed
TOTAL		\$15,000	\$0	\$0	\$15,000	\$0	0%

Leveraging Ratio

100%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

Strong support from this grant also stimulates donations from private citizens in the form of in-kind or non-cash contributions. Our FY 2020-21 audit reports LSS received more than \$375,000 in in-kind legal services last year. In-kind services are defined as 'those services (a) (which) create or enhance non-financial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization.

We are fortunate to have volunteers providing office and fundraising services as well. We receive in-kind hours from students interested in law (from our local law school - Monterey College of Law and pre-law California State University of Monterey Bay students) and local private attorneys. Private Attorneys provide legal expertise in their field as pro bono attorney services. These services are not included in the totals above because they do not meet the criteria for reporting.

To develop as secure and diverse a financial base as possible, LSS continues to search for new sources of funds and to develop our donor base and fundraising activities.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative

partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

Seniors who come to us with legal issues are always first assisted by our advocates.

When a senior needs non-legal assistance, such as home meal service, health insurance assistance or other non-legal problems, our advocates know which agencies to contact. Because of our good working relationship with these agencies, seniors who seek legal help by first contacting a social services agency are directed to LSS for our legal representation. Client confidentiality regulations prohibit us from contracting with collaborative partners.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

Protecting seniors from physical and financial abuse, unscrupulous business practices and income-threatening bureaucracy has been LSS' mission since its inception in 1985.

In 37 years, LSS has represented over 110,000 Monterey County low-income and very low-income seniors facing life crises including financial or physical elder abuse, landlord-tenant conflicts, Medicare, Medi-cal and private insurance issues. Every year LSS helps clients recover more than \$1 million lost in financial scams, unreturned security deposits and more, which benefits Monterey County commerce. We provide our services at no cost to our seniors.

2. List the locations of all facilities, and days and hours of operation.

The following is the list of hours once COVID-19 restrictions are lifted. Currently LSS is closed to walk in clients.

Seaside office: 915 Hilby Avenue, Suite 2, Seaside, CA 93955
Monday through Friday 9am - 5pm

Periodic workshop presentations:
Oldemeyer center, 986 Hilby Ave, Seaside, CA 93955

Salinas office:
Alliance on Aging, 247 Main St, Salinas, CA 93901
Tuesday & Thursdays, 9am - 4pm

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Financial records are maintained by our bookkeeper and office administrator using QuickBooks.

The Board's Budget & Finance subcommittee reviews financial reports each month and presents its findings to the Board as a whole, which assures complete organizational transparency.

Expenses are tracked by line item, office and program. All checks require signatures by two authorized individuals. Bank accounts are reconciled each month.

LSS is audited annually. In addition to the Board of Directors internal fiscal oversight, outside oversight is maintained through monitoring by the Area Agency on Aging and the California State Bar's Legal Services Trust Fund.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

Legal Services for Seniors' solely provides legal services, an intellectual property that requires no procurement of goods. Our Employee Handbook and By-laws contain a written code of standards of conduct governing employee performance in providing legal representation to our clients.

No employees or officers may participate in any representation or create any form of relationship involving a conflict of interest, real or apparent. See LSS Procurement Policy, attached.

5. Describe the record-keeping system to be used to maintain program data.

LSS maintains its confidential client data in an industry-standard, secure legal database program called "PIKA." PIKA follows the legal services-wide standard for compilation and maintenance of confidential client data. Our data is backed up nightly on our local server as well as maintained on removable data by the Executive Director. Clients are tracked by age, gender, ethnicity, race, city of residence, legal problem, case resolution, financial information and other statistical data. The Board reviews monthly reports summarizing cases by office, geographic area, advocate, legal problem and results.

To measure the success of our services, we will:

- 1) Track the number of seniors we serve in a 12-month period
- 2) Track the type of legal issue for each case
- 3) Track the number of office visits to our outreach sites
- 4) Track client demographic data
- 5) Track the number of elder abuse prevention sessions conducted

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

Legal Services for Seniors clients are all presumed benefit limited clientele (elderly persons). As required by HUD, we maintain documentation showing that our services are designed for exclusive use of seniors (age 62+) presumed to be LMI individuals. Clients self-report age and income level. Documentation is retained for four years.

Our client intake sheet (using the PIKA client tracking database) is attached.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

Legal Services for Seniors' Board of Directors and administrative staff are committed to equal opportunity and

nondiscrimination in the office and for their clients. LSS' personnel policy, employee handbook, by-laws and Board resolutions specify this commitment and requirement. Minority and physically disabled individuals are encouraged to apply for employment and for volunteer positions, as available. See By-Laws and Handbook, attached.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Obtaining 'performance reviews' in the context of legal proceedings is particularly difficult. Vulnerable clients may be too intimidated to respond effectively to client satisfaction surveys. Additionally, the imperfect nature of the justice system may mean the 'best' outcome was not the client's 'desired' outcome.

We do know we serve approximately 2,200 clients each year at NO COST, providing legal services to solve problems only attorneys can address. These seniors' issues, if dealt with in the private-pay legal community, would cost low-income seniors approximately \$2 million in attorneys' fees.

We do know that last year we helped Monterey County seniors recoup almost \$1 million in misappropriated funds, negotiating the return of their homes, resolving fraudulent annuity sales, recovering Social Security and Disability benefits wrongfully or mistakenly denied.

This money, when returned to our seniors, allows them to reinvest in our local communities. Each time we return a senior's home, we ensure that a senior remains independent and secure in his or her own home and continues to be a resourceful, helpful member of the community.

Executive Director Creighton Mendivil will be responsible for monitoring progress. He oversees the compilation of monthly caseload statistics for submission to the Board of Directors. These detailed monthly reports reflect demographics and describe the types of legal problems faced by individual seniors.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

LSS has provided legal representation to Monterey County seniors for 37 years with no break in service. Our legal staff has numbered from 7 at its lowest to 12 at its highest. We actively recruit and cultivate talented, motivated attorneys and legal advocates to provide direct services to Monterey County seniors. Because of their intense experience, they are often more skilled in senior legal issues than private practice attorneys paid significantly more than non-profit agencies can afford to pay.

As part of their California Bar certification, our attorneys must maintain continuing education credits and staff participates regularly in continuing education with organizations such as Asian Pacific American Legal Center, California Indian Legal Services, Immigrant Legal Resource Center, Mexican American Legal Defense and Education Fund (MALDEF), National Legal Aid and Defender Association (NLADA) and National Immigration Law Center.

We maintain bilingual and bicultural staff to serve our seniors and regularly connect staff to cultural competency training. Five of our eight client services staff members are bilingual in Spanish; one is bilingual in Tagalog; and one is bilingual in French. We are able to communicate complex legal terminology and services in English, Spanish and Tagalog. When other languages are required, we refer clients to a language line service for nonprofit organizations at their own cost. Our outreach materials are provided in both English and Spanish.

Along with offices in Salinas and Seaside, LSS holds outreach office hours in a 8 senior-accessible locations in Monterey County each Tuesday (COVID-19 permitting).

With approximately 8 years' experience with government funding and contract management at the federal, state, county, and city levels, as well as private grant funding, we have extensive experience and systems to track the services we deliver and report accurately how the funds have been expended.

As previously described, LSS maintains its confidential client data in an industry-standard secure legal database program called "PIKA." PIKA follows the legal services-wide standard for compilation and maintenance of confidential client data and supports LSS' commitment to provide timely and accurate reporting on all grant funding.

Our Office Manager/Grant Manager has more than 10 years' experience preparing quarterly and annual reports for federal funding agencies that track both expenditures and outcomes.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$15,000					\$15,000
TOTAL	\$15,000	\$0	\$0	\$0	\$0	\$15,000

Total Budget less capital improvements \$15,000
Application program percent 100%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Legal Service for Seniors	\$10,518
FY 2019-2020	Legal Services for Seniors	\$11,181
FY 2018-2019	Legal Services for Seniors	\$17,126
FY 2017-2018	Legal Services for Seniors	\$10,000

FY 2016-2017	Legal Services for Seniors	\$11,400
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12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them
 Legal Services for Seniors has received City of Seaside CDBG funds for the past few grant cycles. Our experience has been extremely beneficial for our low-income seniors.

Legal Services for Seniors' office is located in the City of Seaside (915 Hilby Avenue, Suite 2). We have also made extensive use of the Oldemeyer Center for our 'Education is Endowment' series of workshops. We have a good relationship with the City's new activities at the Oldemeyer Center and already have plans (and reservations) for many more legal educational events at the Oldemeyer Center.
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Part 8 - For CDBG Funds

12. Our proposal is for a [City of Seaside](#) project.

2. Select the type of assistance you provide: [05C - Legal Services](#)

3. This program provides assistance of the following type: [Presumed Benefit - Elderly persons \(62+\)](#)

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average
July 1, 2020 - June 30, 2021	169	14
July 1, 2021 - December 31, 2021	93	16

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
Provision of Legal Services	75	25%	75	25%	75	25%	75	25%	300
Provision of educational workshops	1	33%	1	33%	0	0%	1	33%	3
TOTAL	76	25%	76	25%	75	25%	76	25%	303

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	303	303	100%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$15,000	303	\$49.50

8. Indicate the funding set-aside the activity belongs to: [Senior Services](#)

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

For approximately \$50 per senior served, Legal Services for Seniors provides no-cost full legal representation to every client seeking legal assistance. Our services range from full representation in court (4-6 hours per client) to consultation (1-2 hours per client) to brief advice (less than 1 hour per client). Individual cases may require more time, depending on the complexity of the case.

A private pay attorney in Monterey County would charge a minimum of \$2,100 for 6 hours of legal service. Our clients, living on \$900-\$1,500 per month, face a daily financial challenge to meet their basic needs of food, clothing, shelter and medical care. These financial challenges preclude them from seeking a private attorney when they need help even though state statistics indicate that self-representation yields less favorable outcomes for seniors in court and in hearings.

Not factored into this calculation, LSS actually works to increase client income: Last year, we were able to recoup almost \$1 million in misappropriated funds to area seniors, negotiating return of their homes, resolving fraudulent annuity sales, recouping Social Security and Disability benefits wrongfully or mistakenly denied. This was money those seniors then reinvested in our local communities.

///

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

LSS is a small, lean organization whose mission and budget are focused on the provision of direct representation to

our clients. We have no superfluous costs: 76% of LSS' budget is directly allocated to staff salaries (including education, continuing education licensing and health care). The remaining 24% supports our staff in rent, organizational insurance and other administrative costs. We have progressed into a virtually paperless office to save

office supply and document storage costs. LSS understands our responsibility of using funds from all our funders in the most efficient way so we can reach as many seniors as we can.

Our thrifty and conscientious use of funds ensures we continue to provide no-cost legal representation to seniors facing devastating and life-threatening legal circumstances who otherwise could never afford a private attorney.

Our staff and board understand the responsibility placed upon us to use the funds we receive from the City of Salinas

and other funders to the greatest efficiency possible - ensuring we continue to provide no-cost legal services to seniors who otherwise will never be able to afford the services of a private attorney in the face of devastating legal problems.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested.

Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Attorney	7%	\$4,350
Legal Advocate	14%	\$5,325
Legal Advocate	14%	\$5,325
Grand Total		\$15,000

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
Attorney	\$60,000	\$68,000	13%	\$4,350
Legal Advocate	\$37,310	\$40,560	9%	\$5,325
Legal Advocate	\$37,310	\$40,560	9%	\$5,325
Other Staff	\$540,380	\$540,380	0%	-----
Supplies and Materials				
Consumable Supplies	\$4,000	\$5,000	25%	
Non-Consumable Supplies	\$30,160	\$32,000	6%	
Outside Services				
Telephone	\$15,000	\$15,000	0%	
Utilities	\$0	\$0		
Maintenance	\$13,000	\$13,000	0%	
Contract/Consultant Services	\$28,758	\$32,000	11%	
Other Charges				
Rent	\$59,100	\$62,000	5%	
Travel (Mileage)	\$10,000	\$10,000	0%	
Insurance	\$17,300	\$17,300	0%	
Capital Outlay				
Equipment/Furniture	\$25,000	\$50,000	100%	
Other - # of lines needed: 5				
Printing and reproductions	\$5,000	\$5,000	0%	
postage	\$2,000	\$2,000	0%	
development	\$25,000	\$25,000	0%	
Law				
Library/training/memberships	\$14,200	\$14,200	0%	
other	\$300	\$300	0%	
Total	\$923,818	\$972,300	5%	\$15,000
Total Funding Requested from Part 1				\$15,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	2020.01.08_City_of_Seaside_HUD_signed_2020.01.08_.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	updated_5013_tax-exempt_status.pdf 1987_non-profit_certification.pdf
3 ☒ Articles of Incorporation/Bylaws	2003-09-18_LSS_By-Laws_bylaws_adopted.20030918.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	Certificate_of_Status.pdf
5 ☒ Organizational Chart	LSS_Staff_Organizational_Chart_2022-1-1.pdf

6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	LSS_2021-22_Board_Roster_with_committees_01163151-4.docx
7 ☒ Resumes of Program Administrator and Fiscal Officer	1-2-2018_Nancy_Miccoli_Synopsis_of_Resume_of.pdf Resume_Creighton_Mendivil_2020-12.pdf
8 ☐ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	Our new certificate is coming, will submit as soon as it is received.
9 ☒ Audited Annual Financial Statements covering 2 Years	Legal_Services_for_Seniors_Audit_7.1.2021.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	2020.01.08_City_of_Seaside_Letter_of_Approval_CDBG_2020_application_signed.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	2020.01.08_City_of_Seaside_Letter_of_Approval_CDBG_2020_application_signed.pdf
12 ☒ Conflict of Interest Policy	conflict_and_procurement.pdf
13 ☒ Project Team Experience and Qualifications	Staff_Experience_and_Qualifications.pdf
14 ☐ Project/Activity Timeline	Our services are year-long with no end to the program.
15 ☒ Financial Policies	financial_policies.pdf
16 ☒ Procurement Policies	conflict_and_procurement.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	pika_data_collection.pdf
18 ☒ Project/Activity Support Letters	mcle.pdf
19 ☒ Program Evaluations	program_evaluations.pdf
20 ☒ Outreach Materials	outreach_materials.pdf
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	elc_2019_morgantini_presentation_Kellie_Morgantinis_conflicted_copy.key 2019.12.30_Flyer_Jan_8_2020-1.pdf Oldemeyer_Facility_Request.pdf
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	LEP.pdf
23 ☒ Employee Handbook	17_LSS_Employee_Handbook_July_2015.pdf
24 ☒ Record Retention Policies	Records_Retention_Policy.pdf
25 ☒ Federal Tax Form 990	2019-20_LSS_8879-EO_990.pdf
26 ☒ State Tax Form 199	2019-2020_LSS_8453-EO.pdf
27 ☒ Rental/Lease Agreement (if applicable)	Seaside_Lease_2_fully_executed.pdf 2019-2020_1_Signed_Seaside_Lease_Suite_18_.pdf
28 ☐ Cost Allocation Plan	n/a
29 ☐ Other n/a	
30 ☐ Other n/a	
31 ☐ Other n/a	

Program Manager Signature

Creighton Mendivil

Date Signed

01/10/2022

Approved By:

Haroon Noori

Date Signed

01/15/2022

Initially submitted: Jan 10, 2022 - 13:45:52

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Meals on Wheels Monterey Peninsula, Inc.		
Submitting Proposal:			
Program/Project Name:	Home Delivered Meals		
Person Completing Application:	Esther Hobbs	Title:	Development Manager
Direct Telephone:	831-375-4454		
Email Address:	ehobbs@mowmp.org		
Authorized Official: (e.g. Exec. Dir.):	Christine Winge	Title:	Executive Director
Direct Telephone:	831-375-4454		
Email Address:	cwinge@mowmp.org		
Program/Project Contact:	Jacob Shafer	Title:	Development Director
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Authorized Contact:	Jacob Shafer	Title:	Development Director
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Finance Contact:	Jacob Shafer	Title:	Development Director
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Organization Mailing Address:	700 Jewell Avenue	City:	Pacific Grove 93950 Zip:
Organization's Website Address:	https://www.mowmp.org/		
Organization Telephone:	831-375-4454		
Organization Fax:	831-375-9887		
Tax ID Number:	94-2157521 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	123590747 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	7-1-2021 to 6-30-2022		
Date of your organization's most recently completed audit. (Month/Year)	2-11-2021		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$20,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05A - Senior Services

3. Mark the box below that indicates the national objective met:

Activities Benefiting Low and Moderate-Income Persons. 570.208(a)
 LMC-Limited Clientele. 570.208(a)(2)
 Low/Mod Clientele. 570.208(a)(2)(i)
 Presumed Benefit. 570.208(a)(2)(i)(A)
 Elderly Persons (62 years of age or older)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

MOWMP will serve 230+ frail, elderly and disabled homebound clients who reside in the City of Seaside. In 2021, the last year for which complete figures are available, MOWMP made 23,524 deliveries of 2.5 meals (58,809 individual meals) to 233 frail elderly and disabled Seaside clients. Of those clients, 67% of clients served were women and 33% men. 74% lived alone. Ethnicity/Race: 44% - Caucasian; 26% - African American; 11% Hispanic, and 19% other/mixed race. Of all clients of any group, 5% if clients were disabled. Of all homebound clients in the City of Seaside, 94% were low income and 59% lived at or below the federal poverty level of \$12,060. 12% were 60-74; 49% were 75-84 years of age; and 29% were 85 or older.

5. How will people or conditions in the community change as a result of what you do?

The Home Delivered Meals program addresses food insecurity among seniors in Monterey County, 73% of whom cite food as their number one need. The program benefits frail, elderly and disabled low-income clients who cannot shop or cook for themselves and who have no full-time caregiver in the home to prepare meals. The vast majority of clients are low-income, living on fixed or limited income. 94% of clients will be low-income and will not have the requisite income to meet their basic needs, much less cook and/or purchase meals that meet federal standards for senior nutrition. Not only will clients receive daily meals, designed in tandem with a nutritionist from the Area Agency on Aging, those meals will meet the rigorous federal nutritional benchmarks for senior nutrition. The program offers additional ancillary benefits. MOWMP volunteer drivers/driver teams provide clients with a daily wellness check, social interaction, and information. The Home Delivered Meals program also enables seniors and the disabled to remain in their own homes with a high quality of life for as long as possible.

Check if the proposed activity will:

- ☒ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☐ Help the homeless?
☒ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

To help support Home Delivered Meals program services for low-income frail elderly and disabled adults in the City of Seaside, Meals on Wheels of the Monterey Peninsula respectfully seeks a CDBG grant at the \$20,000 level. MOWMP anticipates that it will provide 2.5 meals per day to approximately 230+ eligible Seaside homebound residents in all areas of Seaside. The program also includes a daily wellness check from a caring volunteer and daily socialization with that volunteer.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
60000	Meals Distributed

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	MOWMP anticipates that it will provide 2.5 meals per day to approximately 230+ eligible Seaside homebound residents.

4. Provide any additional relevant description of proposed activity or project.

Our mission is to empower seniors, disabled adults, and veterans to remain independent by nourishing their bodies, minds, and spirits, and drive out hunger and isolation in Monterey County.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
MOWMP anticipates that it will provide 2.5 meals per day to approximately 230+ eligible Seaside homebound residents.	6-30-2022

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

MOWMP will evaluate the number of clients and meals served by Home Delivered Meals program in the City of Seaside and report its findings to the City. Because MOWMP receives Administration on Aging pass through funds of the Monterey County Area Agency on Aging, it is required by its federal grant to maintain detailed records on the number of clients and meals served, as well as information regarding the nutritional health and activities of daily living of its clients.

Upon entry into the program, the MOWMP staff conducts an intake assessment of nutritional risk and activities of daily living, as required by the Older Americans Act Nutritional program. Data is entered into the Area Agency on Aging GetCare database from which reports are drawn. This data helps to ascertain the degree to which federal benchmarks for healthy nutrition are met. Volunteers contact clients either in person or by phone and update individual client assessments. MOWMP is additionally required to conduct two HDM client surveys per year, one in November/December and one in May/June. Responses to survey questions are entered into a database and shared with funding entities and with the Area Agency on Aging.

The client survey measures outcomes, as self-reported by clients, to the following federal benchmarks for healthy nutrition: 1) Eating healthy nutrition daily; 2) Eating fruits, vegetables and dairy daily; 3) Eating 2 meals per day daily. MOWMP also asks the impact on the program on 1) Client ability to remain at home and 2) Client sense of health and well-being as a consequence of participation in the program. Qualitative queries regarding quality of food, service, volunteers are also included.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

MOWMP has partnered with United Way Monterey County to provide meals for COVID-quarantining clients in Seaside, and across the Monterey Peninsula. This partnership aims to facilitate quarantining and isolation for residents who test positive for COVID-19 by ensuring the delivery of freshly prepared meals five days a week.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

MOWMP has increased its food production capacity to help address the challenges faced by local seniors, one of the most impacted communities amid the COVID-19 pandemic. Shelter-in-place orders designed to keep high-risk members of the community safe have led to a steady increase in the number of local seniors who rely on the agency's Home Delivered Meals program. MOWMP is uniquely positioned to reach vulnerable individuals and has developed creative solutions to ramp-up food delivery.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

Through the addition of on-site storage, a new, large-capacity tilt skillet and walk-in freezer, more staff to prepare meals, and strong community partnerships with the Food Bank for Monterey County and Meals on Wheels of the Salinas Valley, the agency is now producing meals to meet a 93% increase in total demand.

11. Explain how your organization will avoid duplication of benefits?

MOWMP is currently the only program on the Monterey Peninsula to deliver 2.5 nutritious meals five days per week to the homebound. Where once the home delivered meals program acted as supplemental nutrition for homebound adults, it has now become the chief source of nutrition for a population significantly impacted by health challenges and a volatile economy.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

Seaside CDBG funds will be used to cover the costs of food only. We estimate food costs to be to be approximately \$9.20 per delivery. We estimate that we will make 25,000 deliveries. At \$9.20 per delivery for 25,000 deliveries, food costs alone will be \$230,000 for the Seaside program. A grant of \$20,000 will cover 9% of food costs. Total Seaside program costs are estimated to be \$375,000. A Seaside contribution of \$20,000 would equal 5% of total program costs.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

Upon entry into the program, the MOWMP staff conducts an intake assessment of nutritional risk and activities of daily living, as required by the Older Americans Act Nutritional program. Data is entered into the Area Agency on Aging GetCare database from which reports are drawn. This data helps to ascertain the degree to which federal benchmarks for healthy nutrition are met. Volunteers contact clients either in person or by phone and update individual client assessments. MOWMP is additionally required to conduct two HDM client surveys per year, one in November/December and one in May/June. Responses to survey questions are shared with funding entities and with the Area Agency on Aging.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☒ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Founded in 1972, MOWMP's Home Delivered Meals program has developed over the past 49 years to meet the complex nutritional health needs of frail, elderly and disabled homebound adults who cannot shop or cook for themselves and have no adult caregiver in the home. Meals on Wheels of the Monterey Peninsula's program has been in continuous operation since that date and provided uninterrupted services in the face of a 94% increase in demand since the onset of COVID-19.

MOWMP serves daily meals that included milk, cereal, juice, fresh fruit, a freshly prepared hot entrée, soup or salad, a sandwich, and a dessert. The hot entrée includes one protein, one vegetable and at least 600 calories. On Friday, MOWMP offers a double meal that provides food for one day of the weekend. Per federal contract, MOWMP meals meet rigorous national guidelines for healthy senior nutrition.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Increased Decent and Affordable Housing

5. Describe how you will meet the goal identified above.

Meals on Wheels is one of only 10% of Home Delivered Meals programs nationwide that still serves a freshly prepared hot meal daily. Clients who received home-delivered meals had greater improvements in self-rated health and had reduced rates of hospitalization compared to homebound clients who received frozen meals several times per week. This group was also significantly more likely to have improvements in feelings of isolation and loneliness and worries about aging in place compared to homebound adults who received frozen meals or adults who did not receive home delivered meals.

MOWMP's Home Delivered Meals program also offers ancillary benefits to clients. As outlined by the Administration on Aging, Meals on Wheels programs present opportunities for social engagement, which contribute to overall health and well-being.

Volunteer drivers provide clients with daily social interaction and information. Drivers also monitor client well-being and look for signs of elder abuse or self-neglect. In such instances, the program manager informs family members, emergency services and county adult protective services as appropriate. The program has literally saved lives, as attested by numerous testimonials.

To ensure that families have the information they need to address issues facing an elderly, disabled parent or relative, MOWMP partners with Monterey County Adult Protective Services, the Monterey County Area Agency on Aging, and nonprofits such as the Alliance on Aging, United Way Monterey County, and Legal Services for Seniors.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
City of Monterey CDBG	Yes	\$20,000			\$20,000	\$0	0%	State/Local Funds
CHOMP Foundation	Yes	\$10,000	\$10,000			\$10,000	100%	Private Funds
Community Foundation Monterey County	Yes	\$30,000			\$30,000	\$0	0%	Private Funds
Monterey Peninsula Foundation	Yes	\$50,000			\$50,000	\$0	0%	Private Funds
Monterey County CDBG	Yes	\$20,000			\$20,000	\$0	0%	State/Local Funds
TOTAL		\$150,000	\$10,000	\$0	\$140,000	\$10,000	7%	

Leveraging Ratio

13%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

Seaside CDBG funds will be used to cover the costs of food only. We estimate food costs to be to be approximately \$9.20 per delivery. We estimate that we will make 25,000 deliveries. At \$9.20 per delivery, food costs alone are estimated to be \$230,000 for the City of Seaside home delivered meals program. A grant of \$20,000 will cover 9% of food costs. Total Seaside program costs are estimated to be \$15.00 per delivery for 25,000 deliveries or \$375,000 per year. A Seaside contribution of \$20,000 would equal 5% of total program costs.

Through the generous support of other local organizations and through the use of MOWMP's endowment fund, the agency is able to zero-balance costs for the Home Delivered Meals program. All contributions, including local/state/federal, are not enough to cover the total program costs and this is why MOWMP uses its own endowed funds to zero-balance costs.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

The Home Delivered Meals program is run by MOWMP's small kitchen and administrative staff and corps of 200+ volunteer drivers. Without the support of volunteers, the program would simply not be sustainable.

Increasingly, home delivered meals clients are at risk and low-income. The economy continues to have a significant impact on seniors, many of whom are aging up and out of their savings. More than half of our clients cannot afford to make any donation or can only make a small donation to their daily delivery. Increasingly, Meals on Wheels is becoming a significant source of healthy nutrition for homebound seniors. Seaside client donations have fallen again from \$2.49 per delivery last fiscal year to \$1.51 per delivery on average. Continued efforts at cost containment by kitchen management and an ongoing partnership with the Food Bank of Monterey County has helped MOWMP to hold the line on food/supply costs.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

Our mission is to empower seniors, disabled adults, and veterans to remain independent by nourishing their bodies, minds, and spirits, and drive out hunger and isolation in Monterey County. MOWMP has been operational since 1972. Our programs are dedicated to promoting the physical, social, and personal well-being and independence of seniors, homebound frail elderly, and disabled adults on the Monterey Peninsula. Programs and services enable people to enjoy good health and the highest quality of living as long as possible.

2. List the locations of all facilities, and days and hours of operation.

Meals on Wheels of the Monterey Peninsula is located at the MOW Community Center in Pacific Grove. The Center, and MOWMP, is operational from 8-5pm M-F and supplies all of the food for group dining sites in Pacific Grove, Monterey, Marina, and Seaside.

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Meals on Wheels of the Monterey Peninsula's internal controls are policies and procedures it follows in its operations. Administrative controls include determining the segregation of duties among departments and employees, deciding which departments are authorized to conduct particular activities and developing independent verification systems. The latter means that the departments oversee one another's activities, providing a system of checks and balances.

Administrative departments handle major planning activities, often in collaboration with other departments. Other administrative responsibilities include ensuring Meals on Wheels of the Monterey Peninsula complies with laws and contracts and making sure it has appropriate insurance. Administrative departments frequently handle much of the correspondence with clients as well. Administrative departments ensure the agency complies with safety standards and schedule facilities inspections as needed.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

Procurement of goods and services for Meals on Wheels of the Monterey Peninsula must be conducted in an open and competitive environment to ensure that prices paid are fair and reasonable. Purchasing activities are conducted in the Operations department. Purchasing activities include obligations for proper transaction documentation, fiscal responsibility, ethical behavior, adherence to federal and state government regulations, and compliance with agency by-laws and policies.

Procurement Services provides support to Meals on Wheels of the Monterey Peninsula in the selection, acquisition, use and disposal of goods and services by:

- A. Maximizing the agency's purchasing power by focusing on strategic sourcing and obtaining the best value.
- B. Leveraging its expertise in contract negotiations and supplier management to advantage the agency.
- C. Streamlining processes and investing in new technologies to provide administrative efficiencies.
- D. Ensuring that purchases are made in accordance with all applicable agency bylaws, laws, regulations, codes, and ordinances.

5. Describe the record-keeping system to be used to maintain program data.

Upon entry into the program, the MOWMP staff conducts an intake assessment of nutritional risk and activities of daily living, as required by the Older Americans Act Nutritional program. Data is entered into the Area Agency on Aging GetCare database from which reports are drawn. This data helps to ascertain the degree to which federal benchmarks for healthy nutrition are met. Volunteers contact clients either in person or by phone and update individual client assessments. MOWMP is additionally required to conduct two HDM client surveys per year, one in November/December and one in May/June. Responses to survey questions are entered into an Excel spreadsheet and shared with funding entities and with the Area Agency on Aging.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

Our Home Delivered Meal Program serves seniors aged 60 and older who are homebound and have limited access to shopping and preparing meals on a consistent basis.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

Meals on Wheels of the Monterey Peninsula does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. Meals on Wheels of the Monterey Peninsula is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

HUD requires the City to assess and report the productivity and impact of CDBG funds. CDBG recipients must be able to establish clearly defined outcomes and quantify the effectiveness of activities. All applicants must

demonstrate how they will measure the short-term and long-term success of their activities.

MOWMP will evaluate the number of clients and meals served by Home Delivered Meals program in the City of Seaside and report its findings to the City. Because MOWMP receives Administration on Aging pass through funds of the Monterey County Area Agency on Aging, it is required by its federal grant to maintain detailed records on the number of clients and meals served, as well as information regarding the nutritional health and activities of daily living of its clients.

The client survey measures outcomes, as self-reported by clients, to the following federal benchmarks for healthy nutrition: 1) Eating healthy nutrition daily; 2) Eating fruits, vegetables and dairy daily; 3) Eating 2 meals per day daily. MOWMP also asks the impact on the program on 1) Client ability to remain at home and 2) Client sense of health and well-being as a consequence of participation in the program. Qualitative queries regarding quality of food, service, volunteers are also included.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

Meals on Wheels is also one of only 10% of home delivered meals programs nationwide that still serves a freshly prepared hot meal daily. Receiving a fresh meal delivered daily by a caring volunteer impacted the well-being of the homebound. Clients who received home-delivered meals had greater improvements in self-rated health and had reduced rates of hospitalization compared to homebound clients who received frozen meals several times per week. This group was also significantly more likely to have improvements in feelings of isolation and loneliness and worries about aging in place compared to homebound adults who received frozen meals or adults who did not receive home delivered meals. Although a small pilot study, the data suggests that receiving freshly prepared home delivered meals daily makes clients feel safer, results in more social contact and less loneliness than clients receiving frozen meals.

The Home Delivered Meals program also offers ancillary benefits to clients. As outlined by the Administration on Aging, Meals on Wheels programs present opportunities for social engagement, which contribute to overall health and well-being.

Volunteer drivers provide clients with daily social interaction and information. Drivers also monitor client well-being and look for signs of elder abuse or self-neglect. In such instances, the program manager informs family members, emergency services and county adult protective services as appropriate. The program has literally saved lives, as attested by numerous testimonials.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application		\$0				\$0
Staff	\$724,087					\$724,087
Supplies		\$288,600				\$288,600
Capital					\$71,400	\$71,400
Insurance				\$15,187		\$15,187
Misc.			\$10,200			\$10,200
TOTAL	\$724,087	\$288,600	\$10,200	\$15,187	\$71,400	\$1,109,474

Total Budget less capital improvements \$1,038,074
Application program percent 0%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Home Delivered Meals	\$7,012
FY 2019-2020	Home Delivered Meals	\$7,817
FY 2018-2019	Home Delivered Meals	\$7,187
FY 2017-2018	Home Delivered Meals	\$10,000
FY 2016-2017	Home Delivered Meals	\$10,000

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

MOWMP values its relationship with the City of Seaside. The past CDBG, COVID-specific, and Social Service grant funds awarded by the City of Seaside to MOWMP has helped to provide warm meals and daily wellness checks to homebound seniors across the Monterey Peninsula.

Part 8 - For CDBG Funds

12. Our proposal is for a [City of Seaside](#) project.

2. Select the type of assistance you provide: [05A - Senior Services](#)

3. This program provides assistance of the following type: [Presumed Benefit - Elderly persons \(62+\)](#)

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average

July 1, 2020 - June 30, 2021	169	14
July 1, 2021 - December 31, 2021	230	38

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
MOWMP anticipates that it will provide 2.5 meals per day to approximately 230+ eligible Seaside homebound residents.	58	25%	58	25%	58	25%	58	25%	232
TOTAL	58	25%	58	25%	58	25%	58	25%	232

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	232	232	100%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$20,000	232	\$86.21

8. Indicate the funding set-aside the activity belongs to: [Senior Services](#)

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

Seaside CDBG funds will be used to cover the costs of food only. We estimate food costs to be to be approximately \$9.20 per delivery. We estimate that we will make 25,000 deliveries. At \$9.20 per delivery for 25,000, food costs alone will be \$230,000 for the Seaside program. A grant of \$20,000 will cover 9% of food costs. Total Seaside program costs are estimated to be \$375,000. A Seaside contribution of \$20,000 would equal 5% of total program costs.

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

The Home Delivered Meals program enhances the quality of life for a diverse community of frail, elderly, and disabled Seaside residents. It is a cost effective, fiscally-sound program that addresses the needs of Seaside families by offering daily wellness checks, socialization, and healthy nutrition five days a week for homebound elders and disabled adults. The home delivered meals program supports not only the health of senior residents, it supports community and family needs. The program offers nutritional resources, respite, and assurance to families that the nutritional health and well-being of a homebound family member is being addressed and monitored daily by a leading social service agency, by agency staff and by trained and caring agency volunteers. Daily wellness checks apprise family members, medical teams, emergency service personnel, and in some cases, Adult Protective Service administrators of the health and well-being of vulnerable community residents. Socialization with an MOWMP volunteer ensures that homebound residents have access to nutritional and agency information and are less isolated within their communities.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested.
Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Grand Total		\$0

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
Other Staff	\$1,206,812	\$1,206,812	0%	-----
Supplies and Materials				
Consumable Supplies	\$288,600	\$288,600	0%	\$20,000
Non-Consumable Supplies	\$71,400	\$71,400	0%	
Outside Services				
Telephone	\$17,550	\$17,550	0%	
Utilities	\$17,550	\$17,550	0%	
Maintenance	\$17,550	\$17,550	0%	
Contract/Consultant Services	\$17,550	\$17,550	0%	
Other Charges				
Rent	\$116,400	\$116,400	0%	

Travel (Mileage)	\$0	\$0	
Insurance	\$15,187	\$15,187	0%
Capital Outlay			
Equipment/Furniture	\$100,000	\$100,000	0%
Other - # of lines needed:			
Total	\$1,868,599	\$1,868,599	\$20,000
Total Funding Requested from Part 1			\$20,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	MOWMP_HUD_Cert_2022.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	MOWMP_501c3.pdf
3 ☒ Articles of Incorporation/Bylaws	MOWMP_Articles_of_Incorporation.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	MOWMP_Entity_Status_2022.pdf
5 ☒ Organizational Chart	MOWMP_Org_Chart_Seaside_CDBG.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	MOWMP_BOD_List_12-17-21.pdf
7 ☐ Resumes of Program Administrator and Fiscal Officer	NA
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	MOWMP_Insurance_Seaside.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	MOWMP_Audited_FS_2020.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	MOWMP_Request_for_Funds_2022.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	MOWMP_Designation_of_Authorized_Officials_2022.pdf
12 ☒ Conflict of Interest Policy	MOWMP_Conflict_of_Interest_Policy.pdf
13 ☐ Project Team Experience and Qualifications	NA
14 ☐ Project/Activity Timeline	NA
15 ☒ Financial Policies	MOWMP_Internal_Financial_Controls.pdf
16 ☒ Procurement Policies	MOWMP_Procurement_Policy.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	MOWMP_New_Client_Intake_Form.pdf
18 ☐ Project/Activity Support Letters	https://www.mowmp.org/testimonials/
19 ☒ Program Evaluations	HDM_Survey_Spreadsheet_Jan-Jun_21.pdf
20 ☒ Outreach Materials	Home_Delivered_Meals_Program_Materials.pdf
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	Griffin_Gazette_Dec_2021.pdf
22 ☐ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	NA
23 ☒ Employee Handbook	202104_MOWMP_Employee_Handbook_FINAL_APPROVED.pdf
24 ☒ Record Retention Policies	MOWMP_Record_Retention_and_Document_Control_Policy_2022.pdf
25 ☒ Federal Tax Form 990	MOWMP_Federal_990.pdf
26 ☐ State Tax Form 199	NA
27 ☐ Rental/Lease Agreement (if applicable)	NA
28 ☐ Cost Allocation Plan	NA
29 ☐ Other	
30 ☐ Other	
31 ☐ Other	

Program Manager Signature
Date Signed

Esther Hobbs
12/28/2021

Approved By:
Date Signed

Haroon Noori
01/15/2022

Initially submitted: Dec 28, 2021 - 11:34:18

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Eden Council for Hope and Opportunity		
Submitting Proposal:			
Program/Project Name:	Fair Housing and Tenant/Landlord Services		
Person Completing Application:	Marjorie A. Rocha	Title:	Executive Director
Direct Telephone:	510-581-9380		
Email Address:	margie@echofairhousing.org		
Authorized Official: (e.g. Exec. Dir.):	Marjorie A. Rocha	Title:	Executive Director
Direct Telephone:	510-581-9380		
Email Address:	margie@echofairhousing.org		
Program/Project Contact:	Marjorie A. Rocha	Title:	Executive Director
Direct Telephone:	510-581-9380		
Email Address:	margie@echofairhousing.org		
Authorized Contact:	Marjorie A. Rocha	Title:	Executive Director
Direct Telephone:	510-581-9380		
Email Address:	margie@echofairhousing.org		
Finance Contact:	Oscar Gonzalez	Title:	Senior Bookkeeper
Direct Telephone:	510-581-9380		
Email Address:	oscar@echofairhousing.org		
Organization Mailing Address:	22551 Second St Ste 200	City:	Hayward Zip: 94541
Organization's Website Address:	www.echofairhousing.org		
Organization Telephone:	510-581-9380		
Organization Fax:	510-537-4793		
Tax ID Number:	94-6124081 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	08-139-5120 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:	9038		
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July 1 - June 30		
Date of your organization's most recently completed audit. (Month/Year)	June 2021		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$9,390
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05J - Fair Housing Activities-Subj.to Pub.Serv.Cap

3. Mark the box below that indicates the national objective met:

Activities Benefiting Low and Moderate-Income Persons. 570.208(a)
 LMC-Limited Clientele. 570.208(a)(2)
 Low/Mod Clientele. 570.208(a)(2)(i)
 Income Certification. 570.208(a)(2)(i)(C)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

ECHO's Fair Housing and Tenant/Landlord Services will assist City of Seaside tenants and landlords who require information regarding fair housing and discrimination, or complainants who allege discrimination based on federal, state, and local protected classes. Protected classes are the following: race, color, ancestry, national origin, religion, mental or physical disability, gender, sexual orientation, gender identity, marital status, familial status, source of income, or any other arbitrary class. Tenant/Landlord Services will provide counseling, mediation, and renters' rights and responsibilities services to low income persons, racial and ethnic minorities, single and female heads of households, the disabled, and seniors; and housing providers.

ECHO's prompt response to discrimination complaints may result in mediation and amicable resolution, and

prevents a complainant from filing with the State Department of Fair Employment and Housing or the Department of Housing and Urban Development for further processing at public expense. Legal fees are saved by providing information on their rights and responsibilities and by ECHO's intervention and mediation when appropriate.

In the investigative work that we do, positive results will force a change in discriminatory behavior, a most desirable outcome, either through education or legal enforcement. We are privileged to witness this in most cases. If not, the attorneys and government agencies apprise us of the outcome of enforcement measures.

Our purpose for providing tenant/landlord counseling and education is to empower renters to become self-sufficient and make educated decisions regarding their housing choices. In the provision of mediation services we are able to see the results of the service. A successful outcome, in this instance, is accomplished when both parties come to a mutually agreeable solution.

ECHO attempts to mediate nearly every eviction due to its drain on financial and emotional resources of the client. The number of Unlawful Detainers (eviction actions) filed and litigated consists of inestimable costs that are difficult to breakdown specifically. However, ECHO's intervention prior to eviction proceedings prevents this cost from escalating further, may allow the tenants to remain housed, and spares them relocation costs. Successful intervention prevents costly institutionalization, and the landlord is spared the expense of court costs and fees.

5. How will people or conditions in the community change as a result of what you do?

ECHO's mission is to promote equal access in housing and provide support services which will aid in the prevention of homelessness and promote permanent housing conditions. The methods and techniques used to assist clients and change conditions in the community have been developed and streamlined over a half century of service provision.

FAIR HOUSING SERVICES assist clients by:

- o Providing necessary counseling regarding renter and property owner issues;
- o Identifying groups that are at risk of being discriminated against and informing them of their rights;
- o Investigating and analyzing suspected cases of discrimination;
- o Allowing us to bring, when appropriate, the parties to the negotiating table to achieve mutually agreeable solutions to problems;
- o Conducting fair housing audits; and
- o Offering education regarding fair housing laws to housing providers and other members of the housing industry.

TENANT/LANDLORD SERVICES assist clients by:

- o Providing information and counseling regarding evictions, deposits, harassment, retaliation, illegal entry, repairs, rent increases, and leases and rental agreements;
- o Informing low-income households about HUD subsidies such as the Housing Choice Voucher Program;
- o Providing referrals to Public Housing Authorities and to HUD subsidized housing complexes;
- o Providing conciliation between renters and their housing providers to prevent evictions, effect repairs, and address habitability issues.

Check if the proposed activity will:

- ☒ Help prevent homelessness?
- ☒ Help those with HIV or AIDS?
- ☐ Help the homeless?
- ☒ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Provide Decent Affordable Housing](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

ECHO proposes to provide fair housing information and education to renters and housing providers, investigate suspected cases of housing discrimination, conduct a systemic audit to uncover housing discrimination, and provide counseling and conciliation to renters and housing providers regarding their rights and responsibilities in rental housing. Additionally, ECHO will conduct presentations and conduct mass media advertising (social media ads, TV/radio interviews, electronic flyers) throughout the City of Seaside.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
5 households	Counseling Sessions
5 households	Investigations
5 sites	Audits
20 households	Counseling Sessions
5 households	Successful mediation

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Provide Fair Housing Counseling to 5 households
Activity #2	Provide Fair Housing Investigation to 5 households
Activity #3	Conduct a 5-site Fair Housing Audit
Activity #4	Provide Tenant/Landlord Counseling to 20 households

Activity #5 | Facilitate 5 Tenant/Landlord Conciliations/Mediations

4. Provide any additional relevant description of proposed activity or project.

OUTREACH & EDUCATION

In addition to the above activities, ECHO will provide training to the general public on fair housing and tenant/landlord laws and how they are observed. Efforts will be targeted to property owners and managers to insure their awareness of and compliance with the laws. ECHO will also identify groups who are at risk of being discriminated against and inform them of their rights. See below:

- 1) Provide City of Seaside renters, housing providers, and service providers with 4 presentations on housing rights;
- 2) Distribute annual mass media ads (Facebook and Twitter ads, educational material and participate in TV/radio interview).

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Provide Fair Housing Counseling to 5 households	June 30, 2023
Provide Fair Housing Investigation to 5 households	June 30, 2023
Conduct a 5-site Fair Housing Audit	June 30, 2023
Provide Tenant/Landlord Counseling to 20 households	June 30, 2023
Facilitate 5 Tenant/Landlord Conciliations/Mediations	June 30, 2023
Outreach: 4 presentations and distribute 6 annual mass media ads.	June 30, 2023

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

The ECHO Housing outreach plan for Fair Housing and Tenant/Landlord Services consists of the following:

1. List of renters, local service providers, and landlords to schedule presentations;
2. List of Community-Based Organizations for flyer outreach;
3. List of local television or radio stations for interviews leading to mass outreach;
4. List of local mass media outlets for mass outreach.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

We measure the impact of our programs by following up with our clients upon completion of counseling to determine if needs have been met. This follow-up is in the form of phone interviews or a written request for evaluation of the services provided to help us better meet client needs.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

ECHO Housing provided fair housing and tenant/landlord services for 29 households in fiscal year 2019-2020. Because of unemployment issues leading to non-payment rent, prohibitive rent increases and illegal harassment by landlords, in fiscal year 2020-2021, the demand for housing counseling services and mediation increased to 38 households, a 31% increase.

We anticipate a further increase in the number of households requiring fair housing counseling based on disability, reasonable accommodation, or reasonable modification due to effects of COVID. Likewise, the need for counseling and mediation will increase regarding just cause evictions, rent increase caps, and protections for Housing Voucher certificate holders, all state laws which went into effect at the onset of the COVID pandemic, and are designed to stabilize housing for low income tenants.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

ECHO is educating the community regarding the protections available to them regarding COVID-19. In response to the Coronavirus pandemic, and included in the fair housing and tenant landlord services, ECHO will provide education to the general public on fair housing and rental laws and how they are observed, and to insure awareness of and compliance with the laws.

Since the pandemic began, we have been working remotely. In order to assist persons while remaining protected from the virus, we are continuing to contact them by phone, email, and, since the shelter-in-place mandate, video conferencing. Fair Housing and Tenant/Landlord presentations have been converted to live webinars that are broadcast on a monthly basis to eliminate the need for in-person gatherings.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

The federal Fair Housing Act (FHA) prohibits discrimination in rental housing based on disability. A landlord cannot:

- o Refuse to rent to people with disabilities;
- o Ask prospective tenants if they have a disability;
- o Charge higher rent to people with disabilities;
- o Refuse to make reasonable accommodations that are necessary for a disabled tenant to use the premises;
- o Refuse to allow disabled tenants to make reasonable changes to their unit that are necessary for them to fully enjoy the property;
- o Harass or retaliate against tenants with disabilities.

A tenant with COVID-19 is protected against disability discrimination. It is illegal for a landlord to discriminate against a tenant based on an actual or perceived disability. Under certain circumstances a tenant with the virus or

impairments as a result of COVID, is also entitled to reasonable accommodations or reasonable modifications. A tenant with a history of COVID-19 that limits a major life activity is protected from discrimination and entitled to reasonable accommodation. Examples follow:

- o Scheduling the payment of rent to coincide with benefit payments;
- o Flexibility or additional time with scheduling;
- o A closer parking spot and/or an accessible parking spot;
- o Moving to a more accessible vacant unit;
- o A video inspection rather than an in-person inspection;
- o Communicating by email or telephone, and signing lease documents digitally;
- o Permission to have an animal needed for disability, including an emotional support animal;
- o Permission to have delivery items brought up directly to the unit, rather than collected in the lobby.

ECHO provides information and investigation regarding disability, which includes COVID-19, and how to protect oneself against discrimination based on this disability, how to secure reasonable accommodations or reasonable modifications to assist the disabled tenant with essential life functions, and how to make their living space accessible for their individual needs.

ECHO responds to rental housing inquiries, particularly regarding COVID-19 safeguards, for tenants and landlords, the California Protections Act of 2019 (rent caps and just cause evictions), leases and month-to-month rental agreements, landlord harassment, security deposits, and other rental housing rights and responsibilities. As trained mediators, one of our most important tools is to assist the disputants to reach a resolution, settlement, or other understanding which would prevent homelessness, and resolve other housing issues. This is especially important during this COVID-19 crisis, with the potential of a wave of evictions resulting from non-payment of rent and foreclosures of multi-family dwellings.

11. Explain how your organization will avoid duplication of benefits?

ECHO Housing's services are unique in Monterey County, and more particularly in the City of Seaside. ECHO Housing is the only Qualified Fair Housing Enforcement Organization in Monterey County. Additionally, as a HUD-approved comprehensive housing counseling agency, we specialize in tenant/landlord counseling and provide free mediation services regarding housing rights and responsibilities.

Legal Services for Seniors offers services to low income seniors, which precludes anyone under 60 years of age; and California Rural Legal Assistance provides services to a limited number of tenants. We have referred several clients with actionable cases to CRLA and they have all returned to tell us they couldn't be helped. Neither Legal Services for Seniors nor California Rural Legal Assistance provide mediation.

When counseling clients, ECHO's Counselor asks if the client has been served by other agencies within the jurisdiction. We do not want to duplicate services or usurp the authority of another service provider. The ECHO Counselor will provide counseling only if the client has not received help, was referred to us by the aforementioned agencies, or if the client was not satisfied with the assistance provided.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

If this application is not fully funded, we will be unable to provide the services at the level stated in the proposal until we find sufficient funding to fully staff it. Without CDBG funds we would be unable to provide any services.

Funding from the City allows us to attract and leverage other funding sources. More importantly, continued funding allows us to affirmatively further fair housing and provide necessary tenant/landlord services to everyone who requires them, as follows:

- 1) Responding to fair housing inquiries;
- 2) Investigating and analyzing suspected cases of discrimination;
- 3) Conducting fair housing audits as a means of proactively identifying evidence of discrimination;
- 4) Offering education regarding fair housing laws to property owners and other members of the housing industry;
- 5) Responding to rental housing inquiries;
- 6) Providing information and counseling regarding evictions, deposits, harassment, retaliation, illegal entry, repairs, rent increases, and leases and rental agreements; and
- 7) Allowing us to bring, when appropriate, the parties to the negotiating table to achieve mutually agreeable solutions to problems.

The Counselors are committed to provide service to every Seaside resident that comes to ECHO. Our counselors do not turn anyone away, and are able to determine what type of assistance our clients need in order to refer them to additional services from a department within ECHO or to resources outside our agency.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

The U.S. Department of Housing and Urban Development (HUD) has a long-standing commitment to the elimination of illegal discrimination in housing. HUD's mission boldly sets forth 'affirmatively furthering fair housing as a top priority. HUD has strongly encouraged the adoption and enforcement of state and local fair housing laws and the elimination of separation by race, ethnicity or disability status in all of its housing and community development programs. Through the community development programs, HUD seeks to further its goals of increasing equal and free access to residential housing in order to achieve equality of opportunity for all persons regardless of race, color, religion, sex, national origin, disability or familial status (Executive Order 12892, 1994).

The priority needs identified by the City of Seaside in its Housing Element includes reducing housing

discrimination, increasing and expanding activities designed to prevent those currently housed from becoming homeless, and enhancement of accessibility for individuals with physical disabilities. The Monterey County Analysis of Impediments to Fair Housing Choice 2019 (AI) indicates that 58.6% of Seaside residents are renters, who comprise the focus areas for CDBG Public Services funding, including the improvement of access to rental housing, reducing housing discrimination, landlord/tenant counseling and mediation and assistance for seniors and disabled individuals to sustain housing in the City.

The Analysis of Impediments also indicates a need for fair housing services. Discrimination continues to be a problem particularly among ethnic minorities, the disabled, the economically disadvantaged, and female-headed households. Cases filed with the Department of Fair Employment and Housing and the Department of Housing and Urban Development show a trend of discrimination based on disability and sex.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☒ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

ECHO's services assist: extremely low to moderate, families with children, elderly, single headed households, veterans, persons with HIV/AIDS, victims of domestic violence, emancipated youth, persons with mental disabilities, and persons with developmental disabilities. ECHO's primary reason for existence is to prevent homelessness by providing services to this segment of our community. This is in our mission statement.

This need will be met by 'affirmatively furthering fair housing' , creating accessibility in housing and providing fair housing choice. It is illegal to discriminate based on race, color, religion, familial status, ancestry, marital status, national origin, gender, sexual orientation, mental or physical disability, source of income, or any other arbitrary reason. ECHO achieves furthering fair housing by holding landlords accountable to fair housing laws through education, investigation, mediation, and enforcement.

ECHO will also provide information to tenants on how to protect themselves against illegal evictions, deposit withholding, retaliation, illegal entry, harassment, predatory habitability, and lease violations. We provide education to landlords, and provide mediation between the parties in order to preserve housing. If the landlord remains non-compliant, the tenant may be referred to any number of entities (e.g., Legal Assistance for Seniors, California Rural Legal Assistance, Small Claims Court, Code Enforcement, Vector Control, private attorneys, etc.) to stabilize their housing.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Enhanced Neighborhood Conditions

5. Describe how you will meet the goal identified above.

As stated in #3, above, ECHO's services assist: extremely low to moderate, families with children, elderly, single headed households, veterans, persons with HIV/AIDS, victims of domestic violence, emancipated youth, persons with mental disabilities, and persons with developmental disabilities. ECHO's primary reason for existence is to prevent homelessness by providing services to this segment of our community.

This need will be met by 'affirmatively furthering fair housing' , creating accessibility in housing and providing fair housing choice. It is illegal to discriminate based on race, color, religion, familial status, ancestry, marital status, national origin, gender, sexual orientation, mental or physical disability, source of income, or any other arbitrary reason. In a 2018 trends report by the National Fair Housing Alliance, discrimination against persons with disabilities (51%) was the most prevalent form of discrimination.

ECHO achieves furthering fair housing by holding landlords accountable to fair housing laws through education, investigation, mediation, and enforcement.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
City of	Yes	\$20,000		\$0	\$20,000	\$0	0%	Other

Alameda FH CDBG								Federal Funds
City of Berkeley FH CDBG	Yes	\$35,000		35000	\$0	\$35,000	100%	Other Federal Funds
City of Hayward FH/TL CDBG	Yes	\$45,000		\$0	45000	\$0	0%	Other Federal Funds
City of Monterey FH/TL CDBG	Yes	\$13,600		\$0	13600	\$0	0%	Other Federal Funds
City of Oakland FH CDBG	Yes	\$86,250		\$0	86250	\$0	0%	Other Federal Funds
City of San Leandro FH CDBG	Yes	\$10,000		\$0	10000	\$0	0%	Other Federal Funds
City of San Leandro TL GF	Yes	\$21,600		\$0	21600	\$0	0%	State/Local Funds
City of Union City FH CDBG	Yes	\$10,000		10000	\$0	\$10,000	100%	Other Federal Funds
City of Union City TL GF	Yes	\$25,000		25000	\$0	\$25,000	100%	State/Local Funds
Alameda County FH/TL CDBG	Yes	\$85,000		85000	\$0	\$85,000	100%	Other Federal Funds
Contra Costa Co. Consortium FH/TL CDBG	Yes	\$237,660		\$0	237660	\$0	0%	Other Federal Funds
Monterey County FH/TL CDBG	Yes	\$25,000		\$0	25000	\$0	0%	Other Federal Funds
Concord TL CV3	Yes	\$122,500		\$122,500	\$0	\$122,500	100%	Other Federal Funds
Contra Costa Co. TL CV3	Yes	\$300,000		\$300,000	\$0	\$300,000	100%	Other Federal Funds
Walnut Creek TL CV3	Yes	\$39,463		\$39,463	\$0	\$39,463	100%	Other Federal Funds
TOTAL		\$1,085,463		\$0	\$616,963	\$468,500	\$616,963	57%

Leveraging Ratio

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

ECHO's Executive Director seeks out and applies for foundation and corporate funding in order to maintain current funding levels and to leverage the funding currently received. In recent years, various jurisdictions have been unable to fully fund ECHO. In those instances and instances where funders require a match, ECHO will use its discretionary funding as a match.

We have applied to and received funding from HUD and several foundations in order to provide those services, which would have ordinarily been funded by the CDBG program. Although funding is restricted to the individual funding sources, the economy of scale permits savings in administrative costs. The following jurisdictions will benefit the City of Seaside by funding approximately 99% of administrative salaries, benefits, and operating costs for this program: Cities of Alameda, Antioch, Berkeley, Concord, Hayward, Monterey, Oakland, Salinas, San Leandro, Union City, Walnut Creek, the Contra Costa County Consortium, and the Counties of Alameda, Contra Costa, and Monterey.

We will continue to diversify and seek out alternative sources of funding. We seek out in-kind services, such as volunteers for clerical assistance, and donations of supplies. Currently, we have a volunteer mediator who provides mediation services along side our certified mediators. ECHO also collaborates with the Department of Fair Employment and Housing, the Department of Housing and Development, and private attorneys for their assistance with enforcement.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative

partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

ECHO is developing collaborative partners that provide services in Seaside. We have developed partnerships with Housing Resource Center, Housing Choices, the Salvation Army, the Non-profit Alliance of Monterey County, Legal Services for Senior, and make referrals to Central Coast Center for Independent Living.

We work very closely with the Department of Fair Employment and Housing and the Department of Housing and Urban Development to assist clients to stabilize their housing. As we continue to work in Seaside, we will continue to develop and enhance local collaborative relationships.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The Eden Council for Hope and Opportunity (ECHO Housing) was founded in 1964 and incorporated in 1965 by community volunteers dedicated to equal housing opportunities and the prevention and elimination of homelessness. Established as a fair housing agency, ECHO provided counseling and investigation from the Castro Valley home of one of the founders.

Since then, ECHO has expanded to a full service housing counseling organization providing services to very low and moderate income clients. ECHO received its first jurisdictional funding for discrimination investigation from the City of Hayward in 1973. ECHO now receives funding to provide services in Alameda, Contra Costa, and Monterey Counties.

ECHO is a HUD-approved Housing Counseling Agency, and satisfies the HUD definition of Qualified Fair Housing Enforcement Organization (QFHO). ECHO's services reach over 3,000 clients per year with information, referrals, and housing assistance. More recent services have been directed to intervention and prevention of homelessness through rental and deposit assistance. However, ECHO's primary service component continues to be equal housing access.

Current service programs include:

- o Fair Housing Services, serving unincorporated and urban Alameda, Contra Costa, and Monterey Counties (except for the Cities of Fremont and Pittsburg);
- o Tenant/Landlord Counseling Programs, serving unincorporated and urban Alameda, Contra Costa, and Monterey Counties (except for the Cities of Berkeley, Fremont, Oakland, and Oakland);
- o Homeseeking Program serving the Cities of Livermore and Pleasanton;
- o Shared Housing and Placement serving the Cities of Livermore and Pleasanton;
- o HUD Pre-Purchase Counseling serving Alameda, Contra Costa, and Monterey Counties;
- o HUD First-Time Homeownership Program serving Alameda, Contra Costa, and Monterey Counties;
- o Rental Assistance Program serving Alameda County.

Additionally, ECHO Housing is program administrator for the Alameda County Rent Review Ordinance, City of Albany Rent Review Ordinance, the City of Concord Rent Review Ordinance, the City of Union City Rent Review and Eviction Harassment Ordinances, and the City of Emeryville Eviction Harassment Ordinance. ECHO is also responsible for providing counseling on the Tenant Protection Act of 2019, the various 'just cause' ordinances enacted locally since Governor Newsom signed AB1482, AB1110; and SB329, which provides fair housing protections for households in possession of Housing Choice Vouchers.

ECHO's ultimate goal is to promote equal access in housing and provide support services which would aid in the prevention of homelessness and promote permanent housing conditions.

2. List the locations of all facilities, and days and hours of operation.

ECHO Housing's hours of operation are 9AM to 5PM, Monday through Friday. Counselors can be reached at 831-566-0824 or, toll free, 855-ASK-ECHO. We are operating remotely due to COVID restrictions. However, locations are as follows:

Monterey Office (City Hall)
580 Pacific Street
Monterey, CA 93940
Tuesday, Thursday

Hayward Office (Administrative Office)
22551 Second Street #200
Hayward, CA 94541
510-581-9380
Monday through Friday

Livermore Office
141 N. Livermore Avenue
Livermore, CA 94550
925-449-7340
Monday through Friday

Oakland Office
1305 Franklin Street #305
Oakland, CA 94612
510-496-0496
Monday through Friday

Antioch Office
301 W. Tenth Street
Antioch, CA 94509
925-732-3919
Monday through Friday

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

ECHO adheres to generally accepted accounting procedures. Our records are kept on a fund basis with the fiscal year running from July 1 through June 30th. Cash receipts, cash disbursements, payroll and general ledgers are maintained on an accrual basis. For cash disbursements, ECHO uses a computerized check writing system with two (2) signatures for each check. One signature must be a Board member. ECHO utilizes a computerized system for reimbursables, financial statements, and general ledgers.

ECHO Housing utilizes the services of an outside auditor on an annual basis. The audit is conducted in accordance with Government Auditing Standard by a small, local, minority-owned auditing firm.

ECHO Housing pays payroll taxes and workers' compensation as required by Federal and State law. ECHO utilizes State Compensation Insurance Fund - Workers' Compensation - \$1,000,000; the company of DeManouel Insurance Group for the following coverage with Non-Profits Insurance Alliance of California/Philadelphia Insurance: Bodily Injury - \$1,000,000 Each Occurrence, \$3,000,000 Aggregate Limit, Property Damage - Single Limit - \$1,000,000, Employee Dishonesty (commercial blanket) Coverage - \$50,000, D & O Liability - \$1,000,000. See attached Accounting Manual. See attached Accounting Manual.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

ECHO has a procurement policy that limits the amount of purchases unless the Board of Directors provides authorization. See attached procurement policy.

5. Describe the record-keeping system to be used to maintain program data.

ECHO utilizes the Salesforce database, designed to interface with HUD. We use intake logs to maintain program data and track outputs and outcomes. Salesforce and the intake logs track demographic information and record actual accomplishments, and allow us to clearly measure the services delivered and any monthly deficits. The Counselor is instantly aware of any deficits. The Executive Director addresses the deficit with the Counselor, and determines a course of action appropriate to meet the goal. Often, it is a matter of not enough outreach to the target population, and the Executive Director adjusts the marketing plan.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

When completing an intake on a client having a complaint in Seaside, we ask for the address of the unit in question, to ensure we are serving clients living in, or attempting to move to or out of, the City. The intakes and case files will be presented to the City for its review of our program.

Because illegal housing discrimination is not limited to low-income persons, HUD does not have income requirements for the fair housing program. However, we do ask for income levels from all clients, and they are self reported by clients. The clients are asked for the amount of income from all sources. Unless necessary to assist the client in his/her fair housing complaint, ECHO does not require verification of a client's income. See attached intake forms.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

Since 1973, when ECHO received its first Community Development Block Grant, it has developed policies and procedures to ensure compliance with federal regulations both in dealing with internal issues and the public at-large. In 1980, ECHO became a HUD-approved housing counseling agency, and began to apply directly to HUD for funding to conduct mortgage counseling, home equity conversion, and homebuyer education. We have participated in and passed every HUD biennial review since 1980.

ECHO's administration prides itself on having the highest ethical standards for compliance with federal regulations, particularly non-discrimination, equal employment opportunities, conflict of interest and self-dealing policies.

Please see attached bylaws, conflict of interest policies, employee handbook, and letters in fiscal audits.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

ECHO's ultimate goal is to promote equal access in housing and provide support services which would aid in the prevention of homelessness and promote permanent housing conditions. The methods and techniques used to assist clients have been developed and streamlined over a half century of service provision:

EDUCATION: ECHO provides tenants with information on their rights and responsibilities empowering them to make educated decisions regarding housing issues. This further empowers them to address issues with their landlords, and if negotiation fails, they may contact us to mediate or they can attempt litigation.

INTERVENTION: ECHO attempts to intervene as appropriate in order to prevent evictions as a retaliatory measure for tenants exercising their rights under the law. We also contact non-compliant landlords on behalf of tenants to address discrimination complaints in order to provide tenants with fair housing choice and educate them as a result of discrimination evidence in ECHO's fair housing audit. We also speak with landlords regarding habitability issues before the problem worsens and major repairs have to be made.

STABILIZATION: ECHO's mission statement addresses prevention of homelessness and promoting permanent housing conditions. This is achieved by securing or maintaining housing. ECHO also assists households to stabilize their housing when threatened with eviction by negotiating for more time or rescission of the notice to vacate. Addressing discrimination complaints and providing landlords with fair housing education often provides fair housing choice for prospective tenants or prevents eviction for tenants who are in place.

The Executive Director and the Housing Programs Coordinator will monitor progress toward achieving program objectives through review of monthly, quarterly, annual progress reports, and client surveys and evaluations.

With the COVID restrictions in place, program evaluations by funders have been spotty. However, the most recent HUD evaluation of our programs has been included. We recently completed a desk audit by the City of Berkeley, and are waiting for the results.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

ECHO Housing serves a population base of 3.25 million persons. Current service programs include:

- o Fair Housing Services, serving unincorporated and urban Alameda, Contra Costa and Monterey Counties (except for the City of Fremont and Pittsburg);
- o Tenant/Landlord Counseling Programs, serving unincorporated and urban Alameda, Contra Costa, and Monterey Counties (except for the Cities of Berkeley, Fremont, Oakland, and Pittsburg);
- o Homeseeking Program serving the Cities of Livermore and Pleasanton;
- o HUD Pre-Purchase Counseling serving Alameda, Contra Costa, and Monterey Counties;
- o HUD First-Time Homeownership Program serving Alameda, Contra Costa, Monterey Counties;
- o Rental Assistance Program serving Alameda County.

ECHO Housing is a pioneer in providing housing counseling services in the Bay Area. We developed our housing counseling model over 55 years ago, and have been active as the premier comprehensive housing counseling service provider in the Bay Area. Over the decades our counseling model has been streamlined and informed to provide state-of-the-art service provision. We have extensive experience with federal grants, specifically Community Development Block Grants since 1973, and Department of Housing and Urban Development grants since 1980.

The Executive Director provides administrative oversight, and monitors progress toward achieving program objectives through review of monthly progress reports, and client evaluations. She is responsible for developing and directing ECHO's marketing plan. The Senior Bookkeeper has 20+ years in non-profit accounting and bookkeeping.

ECHO's counselors are provided with training at least once a year to keep up with current legal and legislative issues. We access renters and housing providers by developing and disseminating appropriate outreach materials for distribution, distributing social media, making radio or television appearances, and conducting presentations and workshops.

ECHO provides housing information, counseling, investigation, referral, and conciliation in response to client needs. If our clients require outside or complementary services, we maintain a resource directory comprising services necessary for direct complaint referral and comprehensive listings of ancillary benefits, and appropriate private and public sector services.

ECHO has one counselor providing services to Seaside residents. All inquiries are triaged to determine order of urgency. Three-day Notices to Vacate are given immediate attention, and discrimination complaints receive assessment and investigation within 24 hours. Clients are able to access us at 831-566-0824 or, toll free, at 855-ASK-ECHO, Monday through Friday, 9am to 5pm or by email at contact@echofairhousing.org.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$5,528	\$61		\$3,801		\$9,390
Alameda, Berkeley, Oakland	\$105,696	\$1,163		\$34,391		\$141,250
Hayward, San Leandro, Union City	\$86,283	\$934		\$24,383		\$111,600
Livermore, Pleasanton	\$61,959	\$678		\$23,363		\$86,000
Antioch, Concord, Pittsburg, Walnut Creek	\$77,117	\$848		\$201,658		\$279,623
Monterey	\$7,739	\$85		\$5,776		\$13,600
Alameda County	\$68,477	\$751		\$15,772		\$85,000
Contra Costa County	\$91,496	\$1,006		\$327,498		\$420,000
Monterey County	\$14,372	\$157		\$10,471		\$25,000
TOTAL	\$518,667	\$5,683	\$0	\$647,113	\$0	\$1,171,463

Total Budget less capital improvements **\$1,171,463**
 Application program percent **1%**

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Fair Housing and Tenant/Landlord Services	\$6,640
FY 2019-2020	Fair Housing and Tenant/Landlord Services	\$5,000
FY 2018-2019	Fair Housing and Tenant/Landlord Services	\$6,013
FY 2017-2018	N/A	\$0
FY 2016-2017	N/A	\$0

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

ECHO Housing has three full years of experience with City of Seaside grants. We began our contract with Seaside

in July 2018, and did not achieve goal due to the newness of our agency in the Seaside community for the first 3 years. However, as we receive more exposure, we are able to provide services to more low income households in Seaside. We will continue to carry out our outreach plan, and make adjustments, if necessary, until we meet our goals.

Part 8 - For CDBG Funds

12. Our proposal is for a [City of Seaside](#) project.

2. Select the type of assistance you provide: [05J - Fair Housing Activities-Subj.to Pub.Serv.Cap](#)

3. This program provides assistance of the following type: [LMC - Income Self-Certification](#)

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average
July 1, 2020 - June 30, 2021	38	3
July 1, 2021 - December 31, 2021	16	3

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
Provide Fair Housing Counseling to 5 households	2	40%	1	20%	1	20%	1	20%	5
Provide Fair Housing Investigation to 5 households	1	20%	2	40%	1	20%	1	20%	5
Conduct a 5-site Fair Housing Audit	0	0%	0	0%	1	20%	4	80%	5
Provide Tenant/Landlord Counseling to 20 households	4	20%	5	25%	6	30%	5	25%	20
Facilitate 5 Tenant/Landlord Conciliations/Mediations	2	40%	1	20%	1	20%	1	20%	5
TOTAL	9	23%	9	23%	10	25%	12	30%	40

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	40	35	88%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$9,390	40	\$234.75

8. Indicate the funding set-aside the activity belongs to: [Fair Housing Activities](#)

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

ECHO's service to the City of Seaside costs \$234.75 per client. In exchange for this unit of cost, we provide 2.7 hours per client of housing counseling, discrimination investigation and training, outreach, and a comprehensive fair housing audit. Moreover, once we have achieved the contracted goal, we continue to assist clients. We believe these costs are very low for the number of services provided.

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

ECHO's service to the City of Seaside costs \$86.94 per hour. In exchange for this unit of cost, we provide 108 hours of housing counseling, discrimination investigation and training, outreach for renters, housing providers, service providers, and the community at-large; and a 5-site comprehensive fair housing audit. If the City were to take on the responsibility of providing all these same services or hire a for-profit agency, the cost would be excessive.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested. Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Executive Director	1%	\$794
Executive Assistant	1%	\$362

Senior Bookkeeper	1%	\$427
Assistant Bookkeeper	1%	\$375
Office Manager	1%	\$506
Housing Programs Coordinator	1%	\$362
Housing Counselor	20%	\$2,702
Grand Total		\$5,528

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
Executive Director	\$70,465	\$74,494	6%	\$794
Executive Assistant	\$32,132	\$33,969	6%	\$362
Senior Bookkeeper	\$63,066	\$40,003	-37%	\$427
Assistant Bookkeeper	\$0	\$35,109		\$375
Office Manager	\$44,854	\$47,419	6%	\$506
Housing Programs Coordinator	\$32,132	\$33,969	6%	\$362
Housing Counselor	\$64,931	\$13,512	-79%	\$2,702
Other Staff	\$319,731	\$240,192	-25%	-----
Supplies and Materials				
Consumable Supplies	\$5,685	\$5,685	0%	\$61
Non-Consumable Supplies	\$9,619	\$9,165	-5%	\$273
Outside Services				
Telephone	\$23,844	\$23,844	0%	\$345
Utilities	\$0	\$0		\$0
Maintenance	\$0	\$0		\$0
Contract/Consultant Services	\$0	\$0		\$0
Other Charges				
Rent	\$68,844	\$68,844	0%	\$2,282
Travel (Mileage)	\$2,990	\$2,074	-31%	\$100
Insurance	\$0	\$0		\$0
Capital Outlay				
Equipment/Furniture	\$0	\$0		\$0
Other - # of lines needed: 4				
Fair Housing Audit	\$26,335	\$9,050	-66%	\$250
Tester Stipend	\$14,728	\$15,562	6%	\$250
Legal Services	\$922,008	\$490,360	-47%	\$0
Indirect Costs	\$28,212	\$28,212	0%	\$301
Total	\$1,729,576	\$1,171,463	-32%	\$9,390
Total Funding Requested from Part 1				\$9,390

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	agencycert2022.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	501c3.pdf CA.SOI.08192021.pdf
3 ☒ Articles of Incorporation/Bylaws	Art_of_Inc.pdf ECHO_Bylaws.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	Certificate_of_Status2021.pdf
5 ☒ Organizational Chart	orgchart12_21v2.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	Bd.Roster08-2021.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	M.RochaResume.pdf GonzalezResume.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	Seaside_COIs_FY_21_22.pdf Seaside_Work_Comp_COI_FY_21_22.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	Fiscal_Audit_June_30_2020.pdf Fiscal_Audit_June_30_2021.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	AuthLtr.22_23_signed.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	DesigRes22_23-1.pdf
12 ☒ Conflict of Interest Policy	conflictofinterest2019.pdf
13 ☒ Project Team Experience and Qualifications	TeamExperience22_23.pdf
14 ☒ Project/Activity Timeline	Timeline22_23.pdf
15 ☒ Financial Policies	Accounting_Manual_Jan_1_2017.pdf
16 ☒ Procurement Policies	ProcurementPolicy.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	IntakeDataForms.pdf
18 ☒ Project/Activity Support Letters	BayLegal-ECHO_Housing_MOU_2021-22_FULLY_EXECUTED.pdf
19 ☒ Program Evaluations	HUDcertificate_80139.pdf

		Eden Council for Hope and Opportunity - Performance Review After Correction of Findings.pdf
20	☒ Outreach Materials	FHTrainingHandout102221.pdf FH_flyer_MoCo.Sp2.pdf FH_flyer_MoCo.v2.pdf TestersWanted2021.pdf MoCo_TL_flyers.pdf MoCo_TL_flyers_sp_.pdf TPA2019.pdf TPA2019_sp_.pdf
21	☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	ClientSupportLtrs2.pdf
22	☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	LEP-504.pdf
23	☒ Employee Handbook	2016_ECHO_Employee_Handbook_1.pdf
24	☒ Record Retention Policies	RecordsRetention.pdf
25	☒ Federal Tax Form 990	990_FY20_21.pdf
26	☒ State Tax Form 199	199-2020.pdf
27	☒ Rental/Lease Agreement (if applicable)	Echo_Lease_Fully_Executed.pdf
28	☒ Cost Allocation Plan	CostAlloc2018.pdf
29	☒ Other Needs Assessment: Housin	Housing_Element_PDF.pdf Midterm_Update_5_Housing_March_2020.pdf
30	☒ Other Needs Assessment: Monter	FINAL_Monterey_County_AI_Report.pdf Final_Monterey_County_AI_Public_Outreach_Appendix.pdf
31	☒ Other Funding Commitment	AlamedaCo.LeverageLetter22_23.pdf BerkelySupportProof2019_23.pdf UnionCityLeverageLetter22_23.pdf ConcordLeverageLetterCV22_23.pdf ContraCostaCo.LeverageLetterCV22_23.pdf WalnutCreekLeverageLetterCV22_23.pdf CONCORD_TL_ECHO_CDBG_20-23-A.pdf 20-06-CDBG-CV-1.pdf WC-CV_Tenant-Landlord_Counseling_and_Dispute_Resolution_Services-WAL45_signed.pdf

Program Manager Signature

Marjorie A. Rocha

Date Signed

01/09/2022

Approved By:

Haroon Noori

Date Signed

01/15/2022

Initially submitted: Jan 9, 2022 - 19:19:15

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Gathering for Women - Monterey		
Submitting Proposal:			
Program/Project Name:	Case Management - Casa de Noche Buena		
Person Completing Application:	Staci M Alziebler-Perkins	Title:	Executive Director
Direct Telephone:	831-241-6154 x 11		
Email Address:	ed@gatheringforwomen.org		
Authorized Official: (e.g. Exec. Dir.):	Staci M Alziebler-Perkins	Title:	Executive Director
Direct Telephone:	831-241-6154 x 11		
Email Address:	ed@gatheringforwomen.org		
Program/Project Contact:	Mary Snyder	Title:	Program Coordinator
Direct Telephone:	8312416154 ext 6		
Email Address:	Mary@gatheringforwomen.org		
Authorized Contact:	Mary Snyder	Title:	Program Coordinator
Direct Telephone:	8312416154 ext 6		
Email Address:	Mary@gatheringforwomen.org		
Finance Contact:	Rebecca Blacklock	Title:	Controller
Direct Telephone:	831-821-0333		
Email Address:	Rebecca@gatheringforwomen.org		
Organization Mailing Address:	147 El Dorado Street	City:	Monterey Zip: 93940
Organization's Website Address:	www.gatheringforwomen.org		
Organization Telephone:	8312416154		
Organization Fax:	831-3022222		
Tax ID Number:	47-4275163 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	089539958 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	12/31		
Date of your organization's most recently completed audit. (Month/Year)	05/21		
Was this audit conducted in compliance with the Single Audit Act?	No		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$10,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05X - Housing Information and Referral Services

3. Mark the box below that indicates the national objective met:
 Activities Benefiting Low and Moderate-Income Persons. 570.208(a)
 LMC-Limited Clientele. 570.208(a)(2)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

The Casa de Noche Buena shelter is a 'housing first' shelter for homeless single women and families with children. The shelter opened in January of 2021 and has served sixty guests including children so far. Of this number, thirty found temporary or permanent housing. Guests can stay for ninety to one hundred and eighty days while searching for permanent housing.

5. How will people or conditions in the community change as a result of what you do?

We envision the need for existing City services decreasing. This underserved population is now off the street and in the shelter finding the assistance and resources necessary to improve their quality of life.

Check if the proposed activity will:

- ☐ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☒ Help the homeless?
☐ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

[Casa de Noche Buena provides guests with a warm, safe place to stay while receiving intensive case management and supportive services, including linkages to employment and housing and mental health and substance abuse services based upon their individual needs. Our Case Manager connects guests to resources that increase their access to income and affordable housing.](#)

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
16	Case management

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Case management for single women in the shelter

4. Provide any additional relevant description of proposed activity or project.

[The goal of our Case Management Program is to move homeless women toward improved physical and mental health, safety, financial independence and secure housing. Case managers navigate the services and resources available to our guests so that they can successfully meet their basic needs. A Case Manager's initial meeting with a guest is a comprehensive intake interview. We assess her living situation, her health and wellness needs, and any threats to her immediate safety. The Case Manager takes whatever time is needed to establish each guests needs and to help her build a plan for her future. An initial intake meeting takes anywhere from 30 minutes to two hours. Then, the Case Manager and the guest begin the process of creating a plan to obtain affordable housing.](#)

[Guests also receive nutritious meals, help with job searches, and have easier access to community and government opportunities, as well as mental and physical health checks through our partners. Throughout the pandemic, guests will also receive clean clothes, soap, masks, hand sanitizers, and other necessities to help them be safe and healthy.](#)

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Case Management for 16 single women	Annually

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

[This is a continuing project.](#)

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

[All services are tracked in case management software. We would track the following:](#)

- [*Income level of persons assisted](#)
- [*Number of persons/households assisted](#)
- [*Number of seniors/disabled assisted](#)
- [*Number entering temporary or permanent housing](#)

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

[More women are homeless or on the brink of homelessness due to the pandemic, economic downturn, and lack of affordable housing on the Peninsula. The pandemic has exacerbated existing economic inequalities, and disproportionately affected women. In September 2020, women represented 80% of those who exited the workforce due to their caregiving roles and professional occupations. For every one woman housed, one more needs our services.](#)

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

[All guests are tested and quarantined upon their first entry to the shelter. Masks are worn in congregate areas when not eating and temperatures are tested. Guests are encouraged to get vaccinated though it is not currently required. All of these steps are aimed at preventing COVID in infections and decrease the likelihood of transmission.](#)

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

The shelter provides a safe space for single women and families with children to stay for up to 90 continuous nights. All guests are tested upon entry to the program and are strongly encouraged to get COVID-19 vaccinations. Many of the guests at the shelter would otherwise be outside in the elements or in would be staying in encampments where outbreaks would be deadly. The shelter also increases the likelihood of guests finding temporary or permanent housing.

11. Explain how your organization will avoid duplication of benefits?

Guests are allowed to stay 90 continuous nights with a possible extension of 90 nights if they are showing progress toward their goals. Each guest is assigned a Case Manager to oversee progress, to recommend resources, and to help navigate roadblocks.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

If CDNB does not receive CDBG funding, we will need to increase our efforts at grant applications and public contributions or cut the number of guests that we are able to serve. The provision of CDBG funds means a dedicated case worker for single women so that they can navigate the resources available to them and are more likely to enter temporary or permanent housing.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

According to the 2019 Monterey County Point-in-Time Homeless Census & Survey there are 2,422 homeless individuals in Monterey County of which 35 percent were identified as female. Under the current economic climate with thousands unemployed or underemployed, many are on the edge of homelessness. Already we have seen an increase in numbers on the waiting list - as one is housed, another is onboarded. Casa de Noche Buena provides a roof over homeless women's head while they find their way out of homelessness.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Casa de Noche Buena is a low barrier emergency shelter for single women and families with children. Case Managers work with guests to set and achieve their personal goals for housing, income, employment, education, and other areas that support a successful exit from homelessness. Amenities include meals, full baths, laundry, mail service, computer and internet access. Guests are assigned a room for the duration of their stay and may leave their belongings in the room.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Increased Decent and Affordable Housing

5. Describe how you will meet the goal identified above.

Case Managers meet with each guest on a weekly basis and provide housing navigation, employment assistance, life skills education, referral to ancillary services and other assistance.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted	Total	Amount	Amount	Amount	On-Hand	% On-Hand
--------	------------	-------	--------	--------	--------	---------	-----------

	Use?		On- Hand(A)	Committed (B)	Pledged (C)	Plus Committed	Plus Committed
	TOTAL	\$10,000	\$0	\$0	\$10,000	\$0	0%

Leveraging Ratio

100%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

The majority of our funding comes from private individuals. We leverage funding through our partnerships with other essential service providers including Interim, Central Coast Center for Independent Living, Monterey County Whole Person Care, Sun Street Centers, and the Monterey County Rape Crisis Center. We also provide referrals to iHelp, One Starfish, Safe Place, Monterey County Behavior Health, RotaCare Clinic, the Housing Authority, CHISPA, Mangold Properties, Lenscrafters and other service providers.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

In January 2021, we partnered with Community Human Services to open Casa de Noche Buena, the first 'housing first' 90 day shelter on the Monterey Peninsula. The program leverages CHS's 50+ years of experience in shelter management and our seven years of experience providing food and wrap around services to homeless women.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

Our purpose is to provide vital health and safety services to keep single women and women with children who are experiencing homelessness safe, healthy and connected to community services including housing services. We have been in operation since April 2014, beginning as a once-weekly service in Monterey and growing to five days a week. Our mission is to provide the homeless and housing insecure women on the Monterey Peninsula supportive resources in a caring community. We have joined forces with Community Human Services which has over 50 years of experience in shelter oversight and maintains the Casa de Noche Buena shelter.

2. List the locations of all facilities, and days and hours of operation.

Casa de Noche Buena is located at 1292 Olympia Avenue, Seaside, CA 93955. The shelter is open 24 hours, 7 days a week, however case management is from 8 to 4 Monday through Friday. Guests are entitled to stay from 90 to 180 days.

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Our financial records are maintained by our Controller, Rebecca Blacklock. Rebecca holds a Business Administration degree from San Jose State University, with a concentration in Accounting. She began her accounting career in agriculture but switched to the non-profit industry in 2016. Gathering for Women has established written policies and procedures for managing its finances. Our financial records are tracked in Quickbooks. Financial reports are reviewed by our Finance Committee and subsequently the Board of Directors monthly. In addition, we are audited by an independent CPA firm each year.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

We adhere to the HUD procurement policies. Our procurement policies are attached.

5. Describe the record-keeping system to be used to maintain program data.

Our client records are stored on Penelope Case Management software. Penelope is a widely used case management system favored by nonprofit organizations. Our Case Managers also enter data in to HMIS and CARS as required.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

Potential guests are first vetted through a thorough phone screening process to determine eligibility and then they are added to the waiting list. Once a spot is available, the next woman or family on the list comes for an intake which includes a self-sufficiency matrix. All information is kept on file. Copies of the phone screening process and the program handbook are included in this application.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

We have a strong non-discrimination policy and we are an equal opportunity employer. We have included a copy of our policies in this application packet.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Guests meet weekly with Case Managers to discuss the goals they have set for themselves and monitor progress. Data collected is kept in the Case Management database. Copies of the intake process and exit questionnaire are attached. Elsa Guillen, CHS Program Officer, and Mary Snyder, GFW Program Coordinator jointly monitor progress.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

The shelter opened in January of 2021 and has served sixty unique individuals including 25 single women. GFW opened in 2014 as a one day a week drop-in Center where one could receive a meal and clothing and now have grown to five days a week providing case management and wrap around services.

Our client records are stored on Penelope Case Management software. Penelope is a widely used case management system favored by nonprofit organizations. We are able to use this data to quantify and measure results. Additionally, we use CARS and HMIS.

While we have not received CDBG funding from the City of Seaside previously, we have been funded with CDBG funds from Monterey multiple times over the past 5 years. We also receive County Funding through the MCCAP program.

Our financial records are maintained by our Controller, Rebecca Blacklock. Rebecca holds a Business Administration degree from San Jose State University, with a concentration in Accounting. She began her accounting career in agriculture but switched to the non-profit industry in 2016. Gathering for Women has established written policies and procedures for managing its finances. Our financial records are tracked in Quickbooks. Financial reports are reviewed by our Finance Committee and subsequently the Board of Directors monthly. In addition, we are audited by an independent CPA firm each year.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$10,000	\$0	\$0	\$0	\$0	\$10,000
TOTAL	\$10,000	\$0	\$0	\$0	\$0	\$10,000

Total Budget less capital improvements	\$10,000
Application program percent	100%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Not applicable	\$0
FY 2019-2020		
FY 2018-2019		
FY 2017-2018		
FY 2016-2017		

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

We have yet to be funded by the City of Seaside, however we have had multiple years of funding from the City of Monterey without any performance issues.

Part 8 - For CDBG Funds

12. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide: 05X - Housing Information and Referral Services

3. This program provides assistance of the following type:

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average
July 1, 2020 - June 30, 2021	0	0
July 1, 2021 - December 31, 2021	60	10

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
Case management for single women in the shelter	4	25%	4	25%	4	25%	4	25%	16
TOTAL	4	25%	4	25%	4	25%	4	25%	16

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served

July 1, 2022 - June 30, 2023 | 16 | 16 | 100%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$10,000	16	\$625.00

8. Indicate the funding set-aside the activity belongs to: [None of the above](#)

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

[The cost per person is very low considering the number of hours of case management that each guest receives.](#)

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

[In calendar year 2021, 18 single women entered transition or permanent housing at an average of \\$613 per person based on the overall project budget. This is very reasonable for the anticipated results.](#)

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested.
Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
CDNB shelter Case Manager	50%	\$10,000
Grand Total		\$10,000

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
CDNB shelter Case Manager	\$29,078	\$30,532	5%	\$10,000
Other Staff	\$35,202	\$36,962	5%	-----
Supplies and Materials				
Consumable Supplies				
Non-Consumable Supplies	\$2,000	\$2,100	5%	
Outside Services				
Telephone				
Utilities				
Maintenance				
Contract/Consultant Services				
Other Charges				
Rent				
Travel (Mileage)	\$750	\$788	5%	
Insurance				
Capital Outlay				
Equipment/Furniture				
Other - # of lines needed: 2				
Food Service	\$32,000	\$33,600	5%	
Indirect Costs	\$11,000	\$11,550	5%	
Total	\$110,030	\$115,532	5%	\$10,000
Total Funding Requested from Part 1				\$10,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	HUD_Agency_Certification.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Federal_Tax_Exemption_Determination_Letter.pdf State_Tax_Exemption_Determination_Letter.pdf
3 ☒ Articles of Incorporation/Bylaws	Bylaws_Amended_2_3_16.pdf Change_to_Bylaws_2020.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	CA_Certificate_of_Status_2021.pdf
5 ☒ Organizational Chart	Organizational_Chart_2022.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	Board_List_with_contacts_Winter_2021.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	Mary_Snyder_-_Program_Coordinator.pdf Rebecca_Blacklock_-_Controller.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	GFW_COI_Liability_2021-2022.pdf GFW_Workers_Comp_2021.2022.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	GFW_Audited_financial_statements_2019.pdf GFW_Audited_Financial_Statements_2020.pdf

10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	GFW_authorization.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Designation_of_Authorized_Officials.pdf
12 ☒ Conflict of Interest Policy	Conflict_of_Interest_Policy.pdf
13 ☒ Project Team Experience and Qualifications	Project_Team_-_CDNB_shelter.docx
14 ☒ Project/Activity Timeline	Timeline is ongoing.
15 ☒ Financial Policies	Financial_Policies_Manual_12.17.2018.pdf
16 ☒ Procurement Policies	GFW_Procurement_Policy.pdf.docx
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	Intake_Form.pdf
18 ☒ Project/Activity Support Letters	The Support Letters will be forthcoming following the end of the first year.
19 ☒ Program Evaluations	CDNB_Exit_Survey.pdf
20 ☒ Outreach Materials	CDNB-Admissions-Flier.pdf
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	Project_Support-Community_Outreach.pdf
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	Limited_English_Proficiency_Plan_Response.pdf
23 ☒ Employee Handbook	Employee_Handbook_1.2019.pdf
24 ☒ Record Retention Policies	Record_Retention_Policies.pdf
25 ☒ Federal Tax Form 990	Gathering_for_Women_-_Monterey_2020_Form_990_for_Public_Disclosure.pdf
26 ☒ State Tax Form 199	CA_199_2020.pdf
27 ☒ Rental/Lease Agreement (if applicable)	N/A
28 ☒ Cost Allocation Plan	N/A
29 ☒ Other Phone Screen and Program	CDNB_Phone_Screen.pdf CDNB_Program_Handbook.pdf CDNB_Self-sufficiency_matrix.pdf
30 ☒ Other Self-sufficiency matrix	
31 ☐ Other	

Program Manager Signature

Staci M Alziebler-Perkins

Date Signed

01/08/2022

Approved By:

Haroon Noori

Date Signed

01/15/2022

Initially submitted: Jan 8, 2022 - 11:16:21

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	City Seaside Engineering		
Submitting Proposal:			
Program/Project Name:	FY 2022/2023 Cutino Park Improvements		
Person Completing Application:	Leslie Llantero	Title:	Assistant Engineer
Direct Telephone:	831-899-6832		
Email Address:	lllantero@ci.seaside.ca.us		
Authorized Official: (e.g. Exec. Dir.):	Nisha Patel	Title:	City Engineer/Public Works Director
Direct Telephone:	899-6884		
Email Address:	npatel@ci.seaside.ca.us		
Program/Project Contact:		Title:	
Direct Telephone:			
Email Address:			
Authorized Contact:	Leslie Llantero	Title:	Assistant Engineer
Direct Telephone:	831-899-6832		
Email Address:	lllantero@ci.seaside.ca.us		
Finance Contact:	Victor Damiani	Title:	Finance Director
Direct Telephone:	831-899-6818		
Email Address:	vdamiani@ci.seaside.ca.us		
Organization Mailing Address:	440 Harcourt Avenue	City:	Seaside Zip: 93955
Organization's Website Address:	www.ci.seaside.ca.us		
Organization Telephone:	831-899-6700		
Organization Fax:	831-899-178-8594		
Tax ID Number:	94-6022439 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	09-261-8891 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Public Agency ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July 1st through June 30th		
Date of your organization's most recently completed audit. (Month/Year)	02/2021		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☐ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$500,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 03F - Parks, Recreational Facilities

3. Mark the box below that indicates the national objective met:
 Activities Benefiting Low and Moderate-Income Persons. 570.208(a)
 LMA-Area Benefit. 570.208(a)(1)

4. Eligibility location. Describe the location of your project and the boundaries/service area of the proposed activity. Explain how the service area meets a CDBG National Objective and how low-moderate income persons will benefit from this project. Upload the map that correlates with the project eligibility description. Please limit your response to 500 words.

Although the Park is located within census track 138, it bordering census track 137 and 139. The percentage of combined low and moderate income persons for these census tracks are 54%, see attachment. The park is less than a quarter mile from residents within census tract 137 and 139. In addition Cutino Park is a public park and will provide access to all members of the community, including those within track 137,139, which some can travel less than a quarter mile to visit the proposed project location.

Use the HUD Mapping system at the link below to determine your census tract and block number.	
Census Tracts of Program/Activity	138,137,139

Block Group of Program/Activity	138 Group 2, 137 Group 1 & 3, 139 Group 2
Low/Mod Percent of Program/Activity (from Map)	54%

5. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

Cutino Park is located on the corner of San Pablo and Noche Buena adjacent to the Boys and Girls Club. The park is centrally located and highly visible. The patrons will benefit through improved access and enhanced facilities. The improved ADA access and facility parking, new playground with accessible pathways will provide an outdoor recreation space to this demographic that previously was not accessible before.

6. How will people or conditions in the community change as a result of what you do?

By increasing accessibility to the playground and park, we are increasing participation from a larger group of the community. Those that attend the programs at the Boys and Girls Club and participate in the City's Recreational programs can incorporate play at the park in their activities and provide it to those with disabilities. The programs will offer greater diversity through these improvements. Members of the community who have difficulties with mobility will have a place to play, or a place for their children to play.

Check if the proposed activity will:

- ☐ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☐ Help the homeless?
☒ Help the disabled?

7. Outcome Performance Measurement
1. Please choose the most appropriate performance measurement objective Create Suitable Living Environments
2. Please choose the most appropriate performance measurement outcome. Availability/Accessibility

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

The proposed improvements include installation of a parking lot with ADA accessible parking space, accessible pathway from the sidewalk to the playground, new playground structure including accessible play features at ground level, accessible bleachers, new lighting, and landscaping.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
7060	Wheel chair accessibility
7060	Construction

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	The proposed upgrades include wheel chair accessible ramps, pathways, play features and access to the park facilities.
Activity #2	The proposed upgrades include construction and installation of a new parking lot, new structure/equipment, bleachers and accessible pathways.

4. Provide any additional relevant description of proposed activity or project.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Planning & Design - Playground & Parking Lot	05/31/2022
Bid Period - Playground & Parking Lot	07/28/2022
Award Construction Contract - Playground & Parking Lot	08/15/2022
Begin Construction - Playground & Parking Lot	10/24/2022
Construction Complete - Playground & Parking Lot	02/28/2023
Planning & Design - Play Structure/Equipment	March 2023
Bid Period - Play Structure/Equipment	May 2023
Award Construction Contract - Play Structure/Equipment	July 2023
Begin Construction - Play Structure/Equipment	September 2023
Construction Complete - Play Structure/Equipment	November 2023

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

The project approved by the Parks and Recreation Commission and Board of Architectural Review. Notice to bidders will be advertised in the Coast Weekly. Upon award of a construction contractor, social media out reach for ground breaking and grand opening of the park.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

These improvements will expand the access that the community members have to the facility. Enhanced accessibility, new safer playground facility, additional seating for spectators, improved landscape and benches all

will benefit the community as a whole. The Recreation Department provide programs and services to the public, many of which include affordable programs and financial assistance, for those from disadvantaged communities throughout Seaside.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

NA

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

NA

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

NA

11. Explain how your organization will avoid duplication of benefits?

NA

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

The project will provide a parking lot for the park with accessible parking and a accessible pathways from the sidewalk to the playground and to the field and skate park and an additional set of accessible bleachers. Replacement of the playground structure is critical as the existing features are reaching the end of their useful life and there is no accessible pathway to the playground. The additional set of accessible bleachers will allow accessible seating for opposing teams spectators. If project is not funded, staff will look for additional grants or request additional fund from the City Council general fund.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

An accessibility study was performed Citywide at the various parks and playgrounds within the City of Seaside's jurisdiction in Spring 2016 by Disability Access Consultants. As part of the inspection they reviewed the paths of travel to the park's features and amenities, as well as the playground structures themselves. Cutino Park conceptual plan was developed which addresses accessibility issued identified in the study, however due to funding limitations only a portion was addressed.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☒ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☒ Improve accessibility for persons with disabilities
- ☒ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

The park was built in 1960's and has a large concrete water feature that no longer works and a picnic area with an above ground concrete outdoor grill that is no longer used. The project will remove the existing playground, concrete structures and grill and be replaced with a new parking lot, playground, accessible pathways, lighting, landscape and storm water retention system.

The project will beautify the park, removed old broken features, provide accessible parking and pathways to the field and skate park, and provide accessible seating for spectators of youth sports leagues.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Enhanced Homeless Facilities and Services

5. Describe how you will meet the goal identified above.

A new parking lot will provide accessible parking and accessible pathways to the field and skate park in addition to a new playground and play features.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
City of Seaside	No	\$763,600	\$763,600			\$763,600	100%	Other
TOTAL		\$1,263,600	\$763,600	\$0	\$500,000	\$763,600	60%	

Leveraging Ratio

40%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

The City of Seaside used bond funds to design the improvements to the Park. Using bond funds in advance of construction allowed the City to become more competitive and able to start construction immediately upon receiving funds.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

The City will look towards other Grant opportunities to fund the additional play features for FY 23/24.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The City of Seaside was founded in 1887 and incorporated in 1954. The vision statement is 'Seaside is a vibrant, proudly diverse, energetic and safe community, with extraordinary natural beauty, quality of life and economic opportunities'.

2. List the locations of all facilities, and days and hours of operation.

City Hall, 440 Harcourt Ave. Seaside, CA 93955. Various other locations such as parks, corporation yard, recreation centers, various lands and properties, and utility and service facilities all dispersed throughout the City. Facility hours vary based on the services provided to the public. Park facilities hours are dawn until dusk. Lighted sports field hours vary by permitted use.

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

NA

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

The City has procurement policies in place and has resources to ensure it remains in compliance with 24 CFR Part 85 or 84, as applicable.

5. Describe the record-keeping system to be used to maintain program data.

The City utilizes City data services and will be using consulting services for construction management and inspection services and labor compliance for the the project.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

NA

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

The contract documents will have the requisite requirements provided in the contract specifications.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

The City will inspect the progress of the construction and will have an inspector onsite during the construction. The inspector will be on hand to inspect concrete forms for proper placement and to ensure accessible features are constructed and installed properly.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and

measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

The City of Seaside's Engineering Division is the primary department for this application and will perform the Cutino Park Improvements administration activities. City staff has the resources and support to ensure project is completed efficiently. City Staff has experience with grant funded projects, including federal, state and local grants, and has experience in executing a project of this type and size.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application					\$500,000	\$500,000
City of Seaside Bond Funds					\$763,600	\$763,600
TOTAL	\$0	\$0	\$0	\$0	\$1,263,600	\$1,263,600

Total Budget less capital improvements

\$0

Application program percent

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Ellis Park Improvements	\$112,487
FY 2019-2020	FY 21/22 - Ellis Park	\$266,045
FY 2018-2019	Wanda Avenue Sidewalk Improv./Cutino Park Bleachers & Drinking Fountain	\$125,000
FY 2017-2018	Cutino Park ADA Improvements	\$200,000
FY 2016-2017		

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

On track to complete Cutino Park project by the end of Fiscal Year 22/23. Experienced delayed experienced for previous grant due to the COVID 19 Pandemic and pending approval of the per Prop 68 Per Capita Grant.

Part 8 - For CDBG Funds

12. Our proposal is for a City of Seaside project.

1A. Please identify the types of facilities:

Parks and Recreation Facilities

If you selected Infrastructure or Other, please explain:

1B. Please identify the types of Improvements

New Construction

If you selected Other, please explain:

2. Complete applicable items for all public facility and infrastructure projects (including acquisition, rehabilitation and demolition).

a. Who is the legal owner of the property?

Owner Name:	City of Seaside
Owner Address:	440 Harcourt Avenue
Phone Number:	831-899-6700
Email Address, if applicable:	

b. If your organization is pursuing site control, please upload a Timeline that demonstrates when firm site control will be obtained and include all documents issued by your organization pursuing site control.

Indicate the final owner of the property.

Owner Name:	City of Seaside
Owner Address:	440 Harcourt Avenue
Phone Number:	831-899-6700
Email Address, if applicable:	

c. Indicate if there are structures on the property	Yes
If Yes, will the structures be demolished?	No
If Yes, are the structures currently occupied?	No
d. If there are occupied structures on the property and the proposed project involves temporary or permanent relocation of residents or businesses a Relocation Plan is required. Has a Relocation Plan been prepared?	No

Comments or Explanations

There are restrooms, snack shack and communications building that will not be a part of the project.

e. Square footage of existing building, proposed building or building addition?	1,040
f. Square footage of construction site parcel?	3,700
g. Service capacity of the existing facility?	160
h. Improved capacity of the existing facility after completion of proposed improvements?	200

i. Has a Capital Needs Assessment been prepared? [Yes](#)

j. If a Capital Needs Assessment has not been prepared, please explain why:

An accessibility study was performed City wide at the various parks and playgrounds within the City of Seaside's jurisdiction in Spring of 2016 by Disability Access Consultants. As part of the inspection they reviewed the paths of travel to the park's features and amenities, as well as the playground structures themselves. The Cutino Park Assessment, dated March 26, 2016, identified various findings and recommendations to upgrade the park to provide accessibility improvements. These studies were the tools utilized to prepare the 6 Year Capital Improvement Plans included in each yearly Budget update.

j. Age of Structure? (Please cite data source used to determine age of structure.) [Built in 1960's](#)

k. Historic Status of Structure?

☐ Listed in the National Register of Historic Places

If this box was selected, please provide accurate title of listed structure:

☐ Listed as a California Historic Landmark

If this box was selected, please provide accurate title of listed structure: [0](#)

☐ Listed as a local Historic and Architectural Resource

If this box was selected, please provide accurate title of listed structure:

☐ Other, please explain:

☒ None of the above

3. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$500,000	7,060	\$70.82

4. If proposed project involves construction work over \$2,000 or rehabilitation of 8+ units (applies to rehab. of residential property if such property is designed for residential use for 8 or more families), explain how your organization will meet the Davis-Bacon Labor Standards in the space below. Provide names of prior developments subject to Davis-Bacon and upload supporting documents demonstrating how compliance will be achieved(e.g., construction contracts, existing agency administrative policies).

[The City of Seaside regularly performs projects with prevailing wage rates, and has experience with federally funded projects subject to Davis-Bacon rates. A consultant will be performing labor compliance during the construction of this project.](#)

a. List name of person who will administer your Davis-Bacon compliance:

Name/Title:	City Engineer
Phone Number:	831.899.6825
Email Address:	pwinfo@ci.seaside.ca.us
Previous Experience with Davis-Bacon:	yes

b. Provide prior related experience (e.g., list other developments, projects, trainings)

[City staff has attended Davis-Bacon Labor Standards webinars and training conducted by HUD. City of Seaside with the assistance of a consultant will be monitoring labor compliance for this project.](#)

5. Has proposed project undergone any form of environmental review process? Please review HUD's Environmental Review information and the California Office of Historic Preservation website.

[Yes](#)

All HUD funded activities/projects will require an environmental review record.

6. Lead-Based Paint Compliance. Describe how your organization will address hazards that may be associated with the proposed project.

[NA](#)

7. Have preliminary design sketches been completed for the proposed project? If yes, please attach copies (must be to scale, preferably copied on 8 1/2 x 11 sheet) in the attachments section.

[Yes](#)

8. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

[The City has worked closely with design consultants to ensure that the needs of the community are met in the most cost effective way possible. Drought tolerant and hearty landscaping is proposed to reduce the cost associated with irrigation and maintenance. ADA wood fiber material has been selected as the playground surface versus the more costly poured in place rubber surfacing.](#)

For Housing and Facilities programs, enter below your requested Project funding below for the 2 year period including FY 2022 & FY 2023. Include in the Timeline and Milestones section of this application the time frame when you will be spending the requested funds. Projects should be "Shovel-Ready", and amounts funded **must** be used before the end of the period applied for.

Please complete the Development Budget, or an excel spreadsheet can be uploaded in lieu of completing Worksheet No. 3. Use one of the "Other" boxes in the Attachment section to upload this worksheet.

NOTE: If you upload a spreadsheet, you must ALSO enter HUD Funds Requested in this table.

Worksheet # - Development Budget (This worksheet should reflect HUD funds requested)					
	HUD Funds Requested	Federal	State	Other	Private
General Development Costs					
Construction Loan Interest					
Real Estate Taxes During Construction					
Builders Insurance Liability					
Financing Fees					
Legal Fees					
Title & Recording Expenses					
Organizational Expenses					
Rent-up & Marketing					
Other - # of lines needed:					
Total General Development Costs	\$0	\$0	\$0	\$0	\$0
Construction Costs					
Structure					
Project Amenities					
Site Preparation					
Off-Site Improvements					
Other - # of lines needed: 2					
Contractor Costs FY 22/23	\$250,000		\$0	\$723,600	
Contractor Costs FY 23/24	\$250,000		\$0	\$0	
Total Construction Costs	\$500,000	\$0	\$0	\$723,600	\$0
Construction Fees					
Impact Fees, Permits, School Fees (attach schedule identifying costs by type & amount)					
Bond Premium					
Architectural/Engineering			\$0	\$40,000	
Developer Fees					
Other - # of lines needed:					
Total Construction Fees	\$0	\$0	\$0	\$40,000	\$0
Equity / Financing					
Up Front Land Payment					
Total General Development Costs	\$0	\$0	\$0	\$0	\$0
Total Construction Costs	\$500,000	\$0	\$0	\$723,600	\$0
Total Construction Fees	\$0	\$0	\$0	\$40,000	\$0
Developer Equity/Fee					
Total To Be Financed					
First Mortgage Amount					
Total Equity/Financing Fees					
TOTAL DEVELOPMENT COST	\$500,000	\$0	\$0	\$763,600	\$0
Total Project Financing	\$1,263,600				

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	Agency_Certification.pdf
2 ☐ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	City of Seaside Project
3 ☐ Articles of Incorporation/Bylaws	https://www.codepublishing.com/CA/Seaside/
4 ☐ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	City of Seaside Project
5 ☐ Organizational Chart	https://www.ci.seaside.ca.us/190/Budget-Financial-Statements
6 ☐ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	https://www.ci.seaside.ca.us/149/Mayor-City-Council
7 ☐ Resumes of Program Administrator and Fiscal Officer	City of Seaside Project
8 ☐ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	City of Seaside Project
9 ☐ Audited Annual Financial Statements covering 2 Years	https://www.ci.seaside.ca.us/190/Budget-Financial-Statements
10 ☐ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	City of Seaside Project
11 ☐ Designation of Authorized Officials (usually Executive Director or Board of Directors)	City of Seaside Project
12 ☐ Conflict of Interest Policy	City of Seaside Project
13 ☐ Project Team Experience and Qualifications	City of Seaside Project
14 ☐ Project/Activity Timeline	Timeline outlined above in Section Part 2, item #5
15 ☐ Financial Policies	City of Seaside Project
16 ☐ Procurement Policies	https://www.codepublishing.com/CA/Seaside/#!/Seaside03/Seaside0304.html

17 ☐ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	City of Seaside Project
18 ☐ Project/Activity Support Letters	Support at the Parks and Rec Commission Meeting see outreach materials
19 ☒ Program Evaluations	City Council Minutes October 26 2017PCBARjsm.pdf September 20 2021 MINUTES with Attachments.pdf
20 ☐ Outreach Materials	Publication for PC/BAR meeting for 1/12/2022
21 ☐ Evidence of Project Support/Community Outreach (written endorsements, when available)	Support of the public is outlined in attachments under program evaluation
22 ☐ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	City of Seaside Project
23 ☐ Employee Handbook	City of Seaside Project
24 ☒ Record Retention Policies	RECORDS_RETENTION_POLICY.PDF
25 ☐ Federal Tax Form 990	City of Seaside Project
26 ☐ State Tax Form 199	City of Seaside Project
27 ☐ Rental/Lease Agreement (if applicable)	No rental or lease required
28 ☒ Cost Allocation Plan	Seaside_Full_CAP_FY2020.pdf
29 ☒ Other Accessibility Study	Cutino_Park_Dual_2.pdf
30 ☒ Other Parcel Detail, Site Plan, LM.	SitePlan.pdf LMA_Map.JPG LMA_Population.xlsx ParcelDetail.pdf
31 ☒ Other Cutino Environmental Review	Signed_Cutino_Park_Notice_of_Exemption_112117.pdf

Program Manager Signature

Leslie Llantero

Date Signed

01/10/2022

Approved By:

Haroon Noori

Date Signed

01/15/2022

Initially submitted: Jan 10, 2022 - 16:16:33

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information			
Legal Name of Organization Submitting Proposal:		Community Human Services	
Program/Project Name:		Seaside - Genesis House Facility Improvements 2022-23	
Person Completing Application:		Robin McCrae	Title: Chief Executive Officer
Direct Telephone:		831-658-3811	
Email Address:		rmccrae@chservices.org	
Authorized Official: (e.g. Exec. Dir.):		Robin McCrae	Title: Chief Executive Officer
Direct Telephone:		831-658-3811	
Email Address:		rmccrae@chservices.org	
Program/Project Contact:		Marta Sullivan	Title: Senior Program Officer
Direct Telephone:		831-899-2436	
Email Address:		msullivan@chservices.org	
Authorized Contact:		Robin McCrae	Title: Chief Executive Officer
Direct Telephone:		831-658-3811	
Email Address:		rmccrae@chservices.org	
Finance Contact:		Sharon Lagana	Title: Chief Financial Officer
Direct Telephone:		831-658-3811	
Email Address:		slagana@chservices.org	
Organization Mailing Address:		P.O. Box 3076	City: Monterey Zip: 93942-3076
Organization's Website Address:		www.chservices.org	
Organization Telephone:		831-658-3811	
Organization Fax:		831-658-3815	
Tax ID Number:		94-6367167 9 digits, format xx-xxxxxxx	
Organization DUNS Number:		102098357 9 digits, format xx-xxx-xxxx	
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):		☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based	
What is your agency's fiscal year?		July 1 - June 30	
Date of your organization's most recently completed audit. (Month/Year)		06/2021	
Was this audit conducted in compliance with the Single Audit Act?		Yes	
Are there any outstanding audit findings which remain unresolved?		No	
Are you a Legal Services provider?		No	

Select type of Funding Requested and Type of Activity, then click to Update Application	
We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☐ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$40,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a [City of Seaside](#) project.

2. Select the type of assistance you provide. [03 - Public Facilities & Improvements](#)

3. Mark the box below that indicates the national objective met:

[Activities Benefiting Low and Moderate-Income Persons. 570.208\(a\)](#)

[LMC-Limited Clientele. 570.208\(a\)\(2\)](#)

[Low/Mod Clientele. 570.208\(a\)\(2\)\(i\)](#)

[Client Document Review. 570.208\(a\)\(2\)\(i\)\(B\)](#)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

The population/target group that the Genesis House program serves is low- and very low-income Monterey County adults suffering from substance use disorder. Individuals served by Genesis House are often unemployed or unemployable due to their addiction and unable to pay for services. In addition, socioeconomic factors such as unemployment and poverty increase the likelihood of substance abuse, making it vital that affordable treatment services are offered to low-income individuals. We anticipate serving 130 residents in Seaside during FY2022-23 and an additional 130 residents in FY2022-23. In addition the Perinatal Program allows mothers to bring their young children into treatment with them, eliminating what for some mothers is a barrier to treatment. Genesis House accepts Medi-Cal. It charges its non-Medi-Cal eligible clients on a sliding-fee scale based on ability to pay, and payment can be delayed until after graduation from the program. No one is turned away from the program due to inability to pay, so it is a wonderful option for substance abusers who have hit "rock bottom," have no resources left, and are truly ready to go into treatment.

Each successful graduate of Genesis House is transformed from a drain on their friends, family, and community to a productive member of society. This change can last a lifetime; it is hard to fully comprehend the long-term benefits individuals reap as a result of this program. It is clear, however, that Genesis House fundamentally changes the individual lives of our clients and of the Seaside community as a whole.

5. How will people or conditions in the community change as a result of what you do?

The treatment of addiction will reduce the burden on local law enforcement by reducing crime, violence and homelessness and by increasing public safety. It will also increase employment, resulting in a reduced need for financial outlay by the city to provide funding towards jobless residents. The impact of addiction is felt strongly by the community. The economic cost of alcohol abuse in the United States is estimated to be approximately \$185 billion annually. Alcohol use is responsible for increased violence and crime, decreased worker productivity, higher health insurance premiums, and increased death and injury from drinking-driving crashes. Untreated addictive disorders also contribute to homelessness. "For those with below-living wage incomes and who are just one-step away from homelessness, the onset or exacerbation of an addictive disorder may provide just the catalyst to plunge them into residential instability," according to the National Coalition for the Homeless.

Check if the proposed activity will:

- ☒ Help prevent homelessness?
- ☒ Help those with HIV or AIDS?
- ☒ Help the homeless?
- ☒ Help the disabled?

6. Outcome Performance Measurement
1. Please choose the most appropriate performance measurement objective Create Suitable Living Environments
2. Please choose the most appropriate performance measurement outcome. Availability/Accessibility

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.
Genesis House is a 36-bed state-licensed, residential substance abuse treatment program for adults 18 years of age and older. This grant will be used to paint the exterior of the three buildings that comprise the treatment facility.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
200 clients	Rehabilitated

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Paint the exterior of the facility

4. Provide any additional relevant description of proposed activity or project.

Genesis House is located in three adjacent buildings at 1152 Sonoma Avenue in Seaside, CA 93955. It is located on the border of Census Block Group 1, 0136 and Census Block Group 2, 0137. It has a 36-bed capacity for men and women. The co-ed program has a capacity of 28. In addition, up to six children ages 0-5 may reside with their mothers in treatment. Genesis House is a residential facility and open 24 hours a day, seven days a week. This project is pretty straightforward. We will repair siding as needed, wash and prep surfaces and paint the exterior of the buildings.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Paint exterior of the facility (3 buildings)	June 30, 2023

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

NA. This is not a new project. We conduct extensive marketing and outreach in the community (community events and resource fairs, traditional and social media, CHS website, street outreach to homeless, etc.). We typically have a waiting list at Genesis House.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

Genesis House addresses unmet community needs for Seaside's low-income population by providing access to a local residential substance abuse treatment and recovery program. We receive referrals from and coordinate services with the Department of Social and Employment Services, the Probation Department, and the Behavioral Health Department, as well as other nonprofit organizations such as Salvation Army, Community Homeless Solutions, Turning Point, Door to Hope, Sun Street Centers, Interim, Village Project and many other community-based and faith-based organizations. CHS has also participated in gang awareness and community resource fairs sponsored by the City of Seaside's Chief of Police. We also have formal partnerships with other agencies in several collaborative projects, including Seaside's Youth Violence Prevention Taskforce, the Parent Education Partnership, the Community Action Partnership, and the Pathways to Safety Partnership. The collaborative work of CHS enriches all of its programs and ensures a high level of service coordination for our clients.

Community Human Services uses a Self-Sufficiency Matrix evaluation tool (adapted from the Arizona Self-Sufficiency Scale) agency-wide to measure the progress of all clients. Our clients will progress from a state of "In Crisis" or "Vulnerable" through "Safe" and "Stable," toward a state of "Thriving," as they are supported in reducing their substance use, improving their emotional and mental health, improving their living situation and increasing their self-sufficiency. In order to measure these outcomes, counselors will complete pre- and post-treatment evaluations of client's mental health, drug use, or living situation and self-sufficiency status using the Self-Sufficiency Matrix. Clients will be rated on a scale from 1 (In Crisis) to 5 (Thriving) in several domains. Domains

measured will vary by program and may include mental health, substance abuse, support systems, life skills, housing, employment, food, legal, health care, education and parenting skills.

While the Self-Sufficiency matrix monitors short-term success, we monitor long-term success by following up with clients at regular intervals after they leave the program and by providing a complete aftercare program for graduates.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

We have COVID safety protocols in place at Genesis, which includes cleaning and disinfecting protocols, masking and social distancing, testing or isolation for new admissions, isolation for clients experiencing COVID symptoms and quarantine for clients who test positive. All combined, the new protocols have an overall effect of slightly reducing maximum capacity from 36 licensed beds to about 30 beds. In addition, all staff at Genesis are required by the State to be vaccinated and boosted unless granted an exemption for medical or religious reasons. If granted an exemption, staff must wear a mask at all times without exception.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

Genesis House staff provides its clients with COVID prevention and education, hand sanitizers, face covering, and access to vaccinations and testing. We have remained open to the public the entire time during COVID-19 with appropriate program modifications.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

As explained above, our capacity was slightly diminished as a result of implementing safety protocols for COVID. However, due to successful pivoting we were able to maintain operations of this valuable community resource during these difficult times.

11. Explain how your organization will avoid duplication of benefits?

Genesis House provides the only residential drug treatment beds on the Monterey Peninsula. Other residential providers (Door to Hope and Sun Street) are located in Salinas. All 3 program typically have waiting lists, so there really is NO duplication of services. The County would benefit from MORE residential services.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

Community Human Services as an organization is working to continually move toward higher levels of community support and greater independence from finite funding sources. The ultimate goal of these activities is to cultivate donors toward major giving and planned giving in order to establish an endowment to provide for long-term financial stability of the organization as a whole. In order to fill any funding gaps while the agency's donor database is being expanded, we will appeal to other public and private funding sources, some of which are already supporters of the program at smaller levels.

We would try to make up the difference through grants and donations. If we were unable to raise enough through these methods we could scale back the project by only replacing the flooring in client rooms and replacing the common area flooring at a later date.

The provision of CDBG funds would probably not have a huge impact on our ability to increase the level of service above and beyond what would be possible without the use of CDBG funds - at least in terms of number of clients served. However, it is possible we would have to dip into other funding categories that could have a negative effect on clients. We try to help clients with medication costs for example. We could conceivably have to discontinue that practice if we are forced to pay for these upgrades without CDBG help.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

Substance Abuse Treatment programs have a high utilization rate and maintain long waiting lists, which supports the on-going high need for such services. The need for residential substance abuse treatment was determined by the Monterey County Health Department in a comprehensive needs assessment in the early 1970's. The 36 beds of residential treatment at Genesis represent about one-third of the County's publicly-assisted treatment beds.

The impact of addiction is felt strongly by the community. The treatment of addiction will reduce the burden on local law enforcement by reducing crime, violence and homelessness and by increasing public safety. It will also increase employment, resulting in a reduced need for financial outlay by the city to provide funding towards jobless residents.

The economic costs of alcohol abuse in the United States are estimated to be approximately \$185 billion annually. Alcohol use is responsible for increased violence and crime, decreased worker productivity, higher health insurance premiums, and deaths and injuries from drinking-driving crashes. Untreated addictive disorders also contribute to homelessness. "For those with below-living wage incomes and who are just one-step away from homelessness, the onset or exacerbation of an addictive disorder may provide just the catalyst to plunge them into residential

instability,” according to the National Coalition for the Homeless. In the 2017 Monterey County Homeless Census and Survey, thirty-eight percent (38%) of all respondents reported drugs or alcohol as the primary cause of their homelessness, much higher than 23% reported in 2015. Over half (58%) of chronically homeless survey respondents identified alcohol or drug use as the primary cause of their homelessness, a significant increase compared to 32% in 2015. Also, the most frequently reported health condition among all homeless was drug or alcohol abuse at 34%.

One of the most important indicators of a community’s economic well-being, the unemployment rate, paints an even clearer picture. In its 2007 Key Indicator Report, the Monterey County Department of Social and Employment Services lists the “Challenges to Employment” faced by CalWorks customers. Substance abuse was impacting more of them than mental health or domestic abuse. According to Sperling’s Best Places website, the unemployment rate for Seaside is 6.4% compared to 5.2% nationally.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Genesis House is a residential substance abuse treatment and recovery program serving Monterey County adults 18 years of age and older. It consists of two programs based on the needs of its clients:

- The Co-ed Program offers 28 beds and lasts approximately 3 to 6 months.
- The Perinatal Program offers 8 beds for pregnant and parenting women, with additional capacity for 6 children ages 0-5 to stay with their mothers while in treatment, and lasts approximately 7 to 10 months.

Residents of both programs receive a comprehensive assessment and individualized treatment plan; initial and ongoing medical services; medically supervised detoxification; individual and group counseling; HIV/AIDS, Hepatitis C and TB education, testing and counseling; relapse prevention; interactive parenting education; child care, transportation to medical/legal appointments; links to education, training, employment, housing and other community resources; 12 Step meetings on- and off-site; case management; discharge planning and aftercare. There is a family program to educate family members about addiction and recovery and how to best support an individual in recovery. In our most recently completed fiscal year, Genesis House served 119 co-ed clients with 7,694 bed days of service and 28 perinatal clients with 2,402 bed days of service. Clients contacted six months post-treatment consistently report sobriety rates of over 80%. We decided to pursue this project because the need is great and the funding sources to keep it active are minimal.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Enhanced Homeless Facilities and Services

5. Describe how you will meet the goal identified above.

Exterior paint will improve the appearance/façade of the facilities, upgrade the facility, protect the structure from the elements and keep our services viable (accessible) for the community.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
Behavioral Health Contracts	Yes	\$143,383,300	\$0	\$0	\$143,383,300	\$0	0%	State/Local Funds
TOTAL		\$143,423,300	\$0	\$0	\$143,423,300	\$0	0%	

Leveraging Ratio

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

CHS as an organization is working to continually move toward higher levels of community support and greater

dependence from finite and government funding sources. The ultimate goal of these activities is to cultivate major donors and planned giving in order to establish an endowment to provide for the long-term financial stability of the organization as a whole. While current donation levels will not be sufficient to support Genesis House improvements exclusively, fundraising goals are increased each year. In order to fill any funding gap while the agency's donor database is being expanded, we will appeal to private funding sources, some of which already support the program at smaller levels, including Community Foundation for Monterey County, Nancy Buck Ransom Foundation, City of Monterey, In-N-Out Burger Foundation, Safeway Foundation, XL Catlin, Talbott Foundation, Edna McConnell Clark Foundation, Best Buy Foundation and others. Another somewhat unique funding stream for CHS is provided through our Joint Powers Authority (JPA) status. Fifteen cities and school districts comprise the membership of the nonprofit JPA. Each member entity appoints a representative and an alternate to the governing policy-making board and makes a financial contribution to the agency annually. In this way, JPA members are directly invested in the agency's success. This unique organizational structure gives CHS the ability to pool local resources and leverage State and Federal funding for maximum impact, and respond rapidly to emerging community needs. CHS also partners with a number of local organizations and businesses including; Goodwill Industries, Good Samaritan Center (Salvation Army), 2-1-1 Information (United Way), Shelter Outreach Plus, Monterey Rape Crisis Center, Food Bank for Monterey County, Planned Parenthood, Social Services, Community Hospital of the Monterey Peninsula, Monterey Adult School, Job Corps, California Conservation Corps, Military Recruitment Offices, Monterey-Salinas Transit, Monterey County Behavioral Health, Dorothy's Kitchen/Franciscan Workers, and the area's free clinics. Genesis House is also the beneficiary of many in-kind donations as well. Several local churches are consistent donors of food, hygiene items, and clothing.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

CHS is proud of the collaborations we have built in the city and county of Monterey; our ability to refer clients to other programs strengthens the impact we have on this vulnerable population. We work with and refer clients to organizations including but not limited to Goodwill Industries for clothing and household goods, Good Samaritan Center (Salvation Army), 2-1-1 Information (United Way), Community Homeless Solutions for shelter and housing, Monterey Rape Crisis Center for counseling and support, Food Bank for Monterey County for food, Planned Parenthood for reproductive and health care, Social Services for benefits enrollment, Community Hospital of the Monterey Peninsula for emergency medical care, Monterey Adult School for classes and GED, Job Corps for employment opportunities, California Conservation Corps for employment opportunities, Military Recruitment Offices, Monterey-Salinas Transit, Monterey County Behavioral Health for psychiatric care, Dorothy's Kitchen/Franciscan Workers for shelter, medical care and meals, the area's free clinics for medical care and several continuation high schools for classes and GED.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

Mission: Community Human Services is a nonprofit agency dedicated to providing high quality mental health, substance abuse and homeless services to Monterey County residents to help them reach their full potential.

Vision: A community free of substance abuse, mental health challenges and housing instability.

Community Human Services recently celebrated its 50th anniversary, having been in operation since 1969. Our services address the underlying issues that keep individuals and families from realizing their full potential. We want our work to be effective, responsive, cost-efficient and collaborative.

In 2011, CHS completed its first formal five year strategic and business plan which includes goals for program enhancements and expansion, succession planning, facilities rehabilitation and income generation and diversification. Shelter operations is part of that plan. (Prior to that, we had developed one year action plans.) These plans periodically for progress and make adjustments as needed. The plan is then updated annually to include another year, making it a perpetual 5-year plan.

2. List the locations of all facilities, and days and hours of operation.

CHS operates the following facilities in Monterey County.

FAMILY SERVICE CENTERS

433 Salinas Street, Salinas, CA 93901, M-F, 8am to 5pm, Evenings & Weekends by appt.

1178 Broadway, Seaside, CA 93955, M-F, 8am to 5pm, Evenings & Weekends by appt.

OFF MAIN CLINIC

1083 South Main Street, Salinas, CA 93901, M-F 5am to 3pm, Weekends & Holidays 7am to 9:30am.

SAFE PLACE

590 Pearl Street, Monterey, 93940, M-F 8:30 am to 5:30pm, Evenings & Weekends by appt. Street outreach Mon.-Sat.

SAFE PASSAGE

544 Pearl Street, Monterey, CA 93940, Residential facility open 24/7 every day of the year. Business hours M-F, 8:30am to 5pm

GENESIS HOUSE

1152 Sonoma Avenue, Seaside, CA 93955, Residential facility open 24/7 every day of the year. Business hours M-F, 8am to 4:30pm

ELM HOUSE

1001 Elm Avenue, Seaside, CA 93955, Residential facility open 24/7 every day of the year. Business hours M-F, 8:30am to 5pm

OUTPATIENT DRUG TREATMENT

1083 South Main Street, Salinas, CA 93901, M-F 9am to 5pm

2560 Garden Rd., Monterey, CA 93940, M-F 9am to 5pm

CASA DE NOCHE BUENA

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Our attached Fiscal Manual adheres to all relevant procurement provisions and financial record keeping procedures. The Chief Executive Officer, Chief Financial Officer and Senior Program Officer conduct monthly reviews of service records to maximize service levels and ensure proper documentation of services in a program audit. The board of directors reviews this data monthly. In addition, the programs conduct monthly quality assurance reviews to comply with county and state standards. The agency has a fiscal policy manual and its administrative and fiscal controls have been reviewed and accepted by its accounting firm, which conducts the agency's annual audit. The board finance committee reviews agency financials monthly, including income statements and balance sheet, and reviews and accepts the fiscal audit annually. There have been no findings in the annual audit for over ten years. The annual audit is also reviewed and accepted by the State Controllers Office.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

We will adhere to all associated procurement provisions under 24 CFR Part 85 or 84. The agency has a fiscal policy manual and its administrative and fiscal controls have been reviewed and accepted by its accounting firm, which conducts the agency's annual audit. The board finance committee reviews agency financials monthly, including income statements and balance sheet, and reviews and accepts the fiscal audit annually. There have been no findings in the annual audit for over ten years. The annual audit is also reviewed and accepted by the State Controllers Office.

5. Describe the record-keeping system to be used to maintain program data.

The Chief Executive Officer, Chief Financial Officer and Senior Program Officer conduct monthly reviews of service records to maximize service levels and ensure proper documentation of services in a program audit. The board of directors reviews this data monthly. In addition, the programs conduct monthly quality assurance reviews to comply with county and state standards

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

The clients served at Genesis House are primarily low or very low income individuals. We do collect various demographic data (race, age, income level, etc.) via our attached intake forms. Beneficiary eligibility is then verified via tax documents, pay stubs, etc. If clients do not have this information we ask them to self certify. Our intake forms are attached. Also, we utilize the Avatar system for intakes which also captures relevant client information.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

Community Human Services is fully committed to nondiscrimination and equal employment opportunities. The personnel policies and practices of Community Human Services are to promote, recruit, hire and retain without discrimination on the basis of race, color, religious creed, age, sex, economic background, national origin/ancestry, political opinion or affiliation, sexual orientation, physical/mental disability, medical condition (including HIV/AIDS), marital status, pregnancy, familial status or military/veteran status. In addition, staff and board are involved in ongoing diversity training to examine and mediate potential bias as individuals, staff, board members, and as an organization. CHS's two housing programs are compliant with the Fair Employment and Housing Act. CHS is a Drug-Free Workplace, as well.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Genesis House uses standard data entry and reporting tools as mandated by funding sources. Client outcomes are tracked via a Self-Sufficiency Matrix tool that measures clients at intake and discharge in seven different domains, rating them on a scale from 1 to 5, where 1 equals "In Crisis" and 5 equals "Thriving." The domains include Substance Abuse, Support Systems, Housing, Income, Employment, Legal, and Parenting Skills. Marta Sullivan, Senior Program Officer, is responsible for monitoring progress and she reports monthly to the Chief Executive Officer. All of our intake and data collection tools, including the Matrix tool are attached.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

CHS has a long history of successful federal grant management experience. We have received HHS and HUD grants for over 20 years. For over 30 years we have received various Community Development Block Grants which emanate from HUD and are passed through cities and the State. As both a 501(c) 3 and JPA, CHS meets generally accepted accounting standards for both non-profits and government agencies with regard to documentation of income and expenses. Duties are separated per agency Fiscal Manual; e.g. requisitions are initiated by staff and approved by the supervisor, CEO, and CFO, checks are disbursed by a Bookkeeper, Office Manager opens mail, stamps checks & gives them to the Bookkeeper to prepare the deposit. The Bookkeeper reconciles bank statements and fees collected are receipted at the programs and forwarded to Administration for processing and deposit. Management, Finance Committee and Board review monthly financials. All payables, receivables and deposits are substantiated by a requisition, receipt, invoice, timesheet, record of deposit, etc. and approved by a manager. CHS contracts an independent financial audit by a certified public accounting firm annually. There have been no negative findings for the past 20-plus years. Peachtree accounting software is used for invoicing, billing, and accounts payable. Our CEO reports to the Board of Directors, which meets monthly, and is the immediate supervisor to CFO, SPO's, Development Director and Administrative Services Manager. The SPO's supervise Program Officers who, in-turn, supervise their program staff. CHS has an 87 page Personnel Policies Handbook given to all employees, volunteers, and subcontractors prior to hire/work.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$0	\$0	\$0	\$0	\$40,000	\$40,000
Administration	\$926,940	\$39,681	\$7,653	\$296,108	\$0	\$1,270,382
Casa de Noche Buena	\$358,136	\$107,489	\$2,716	\$309,135	\$0	\$777,476

DV/SV/PE/P2S	\$339,501	\$5,479	\$1,344	\$70,322	\$0	\$416,646
Mental Health	\$590,030	\$4,387	\$2,696	\$105,379	\$0	\$702,492
Outpatient Treatment Centers	\$371,487	\$6,057	\$4,151	\$118,805	\$0	\$500,500
Genesis House	\$744,267	\$96,088	\$4,122	\$367,144	\$0	\$1,211,621
Elm House/Sonoma House	\$0	\$252	\$0	\$77,193	\$0	\$77,445
DAISY/SUPP	\$632,260	\$7,711	\$100	\$21,448	\$0	\$661,519
Off Main Clinic	\$829,974	\$25,754	\$7,114	\$348,823	\$0	\$1,211,665
Runaway/Homeless Youth Prgms	\$765,005	\$61,868	\$5,640	\$226,865	\$0	\$1,059,378
TOTAL	\$5,557,600	\$354,766	\$35,536	\$1,941,222	\$40,000	\$7,929,124

Total Budget less capital improvements	\$7,889,124
Application program percent	1%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Electrical Improvements	\$30,000
FY 2019-2020	Plumbing improvements	\$30,000
FY 2018-2019	Window replacements	\$43,757
FY 2017-2018	Kitchen improvements	\$30,000
FY 2016-2017	Asphalt improvements	\$30,000

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

CHS has over 11 years of experience managing grants from the City of Seaside CDBG program. For the past 6 years we have received funding for facility improvement projects at Genesis House. We have never had any issues or de-obligations and the projects have always run smoothly. The City has monitored Genesis House in the past with no significant findings. Our various programs are monitored by many federal, state, city and private funding sources. For example, Genesis House is monitored annually by the State Department of Health Care Services and Monterey County Behavioral Health Department; any findings are typically minor and addressed within 30 days with a Corrective Action Plan. In addition, Genesis House, Off Main Clinic, and our Family Service Centers are also accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) certified and undergo intensive site visits every three years for compliance monitoring and re-accreditation.

Part 8 - For CDBG Funds

12. Our proposal is for a [City of Seaside](#) project.

1A. Please identify the types of facilities:

[Other Facilities \(please specify, e.g., streetlights\)](#)

If you selected Infrastructure or Other, please explain: [Substance Abuse Treatment Facility \(public facility\)](#)

1B. Please identify the types of Improvements

[Rehabilitation/Improvement](#)

If you selected Other, please explain: [Exterior Paint](#)

2. Complete applicable items for all public facility and infrastructure projects (including acquisition, rehabilitation and demolition).

a. Who is the legal owner of the property?

Owner Name:	Community Human Services
Owner Address:	P.O. Box 3076, Monterey, CA 93942-3076
Phone Number:	831-658-3811
Email Address, if applicable:	

b. If your organization is pursuing site control, please upload a Timeline that demonstrates when firm site control will be obtained and include all documents issued by your organization pursuing site control.

Indicate the final owner of the property.

Owner Name:	
Owner Address:	
Phone Number:	
Email Address, if applicable:	

c. Indicate if there are structures on the property	Yes
If Yes, will the structures be demolished?	No
If Yes, are the structures currently occupied?	Yes
d. If there are occupied structures on the property and the proposed project involves temporary or permanent relocation of residents or businesses a Relocation Plan is required. Has a Relocation Plan been prepared?	No

Comments or Explanations

d. [N/A - relocation is unnecessary](#)

e. Square footage of existing building, proposed building or building addition?

[9,810 sf](#)

f. Square footage of construction site parcel?

[17,500 sf](#)

g. Service capacity of the existing facility?

[36](#)

h. Improved capacity of the existing facility after completion of proposed improvements?

[36](#)

i. Has a Capital Needs Assessment been prepared? **No**

j. If a Capital Needs Assessment has not been prepared, please explain why:
Exterior paint is worn and faded, approximately 10 years old, and in obvious need of repainting both for appearance and to protect the siding and structure from the elements.

j. Age of Structure? (Please cite data source used to determine age of structure.) **58 years, based on 2003 loan appraisal**

k. Historic Status of Structure?

☐ Listed in the National Register of Historic Places

If this box was selected, please provide accurate title of listed structure: **NA**

☐ Listed as a California Historic Landmark

If this box was selected, please provide accurate title of listed structure: **NA**

☐ Listed as a local Historic and Architectural Resource

If this box was selected, please provide accurate title of listed structure: **NA**

☐ Other, please explain:

☒ None of the above

3. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$40,000	200	\$200.00

4. If proposed project involves construction work over \$2,000 or rehabilitation of 8+ units (applies to rehab. of residential property if such property is designed for residential use for 8 or more families), explain how your organization will meet the Davis-Bacon Labor Standards in the space below. Provide names of prior developments subject to Davis-Bacon and upload supporting documents demonstrating how compliance will be achieved(e.g., construction contracts, existing agency administrative policies).

The project bid will specific clearly that this is a prevailing wage project, as will the contract. Project Manager Tom Sullivan will ensure that project contractor pays prevailing wages and certify payroll on a regular basis. CHS has had a number of prior projects requiring Davis-Bacon wages, including several City of Seaside CDBG grants that were successfully completed. Others include City of Monterey CDBG grants for facilities improvements at Safe Place, and major rehabilitation at Elm House and Safe Passage funded by California Housing and Community Development grants.

a. List name of person who will administer your Davis-Bacon compliance:

Name/Title:	Tom Sullivan
Phone Number:	(831) 600-6688
Email Address:	
Previous Experience with Davis-Bacon:	Yes

b. Provide prior related experience (e.g., list other developments, projects, trainings)

Tom Sullivan Consulting has over 35 years of building, project management, damage remediation and consulting experience.

5. Has proposed project undergone any form of environmental review process? Please review HUD's Environmental Review information and the California Office of Historic Preservation website.

Yes

All HUD funded activities/projects will require an environmental review record.

6. Lead-Based Paint Compliance. Describe how your organization will address hazards that may be associated with the proposed project.

CHS will comply with Title X requirements for the Notification, Evaluation, and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance. Tom Sullivan Consulting has extensive experience in this area of construction and damage remediation.

7. Have preliminary design sketches been completed for the proposed project? If yes, please attach copies (must be to scale, preferably copied on 8 ½ x 11 sheet) in the attachments section.

No

8. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

The project cost is effective and reasonable because it is based on Davis-Bacon prevailing wages. We will go out to bid on the work to be done and accept the lowest acceptable bid. We have received unofficial estimates for this work (taking into account Davis-Bacon) and believe the project will cost close to the budget. It is a relatively simple project that is straightforward as far as costs are concerned, and unlikely to have change orders and cost overruns.

Use one of the "Other" boxes in the Attachment section to upload this worksheet.

NOTE: If you upload a spreadsheet, you must ALSO enter HUD Funds Requested in this table.

Worksheet # - Development Budget (This worksheet should reflect HUD funds requested)					
	HUD Funds Requested	Federal	State	Other	Private
General Development Costs					
Construction Loan Interest	\$0				
Real Estate Taxes During Construction					
Builders Insurance Liability					
Financing Fees					
Legal Fees					
Title & Recording Expenses					
Organizationl Expenses					
Rent-up & Marketing					
Other - # of lines needed:					
Total General Development Costs	\$0	\$0	\$0	\$0	\$0
Construction Costs					
Structure					
Project Amenities					
Site Preparation					
Off-Site Improvements					
Other - # of lines needed: 1					
Exterior Paint	\$40,000				
Total Construction Costs	\$40,000	\$0	\$0	\$0	\$0
Construction Fees					
Impact Fees, Permits, School Fees (attach schedule identifying costs by type & amount)					
Bond Premium					
Architectural/Engineering					
Developer Fees					
Other - # of lines needed:					
Total Construction Fees	\$0	\$0	\$0	\$0	\$0
Equity / Financing					
Up Front Land Payment					
Total General Development Costs	\$0	\$0	\$0	\$0	\$0
Total Construction Costs	\$40,000	\$0	\$0	\$0	\$0
Total Construction Fees	\$0	\$0	\$0	\$0	\$0
Developer Equity/Fee					
Total To Be Financed					
First Mortgage Amount					
Total Equity/Financing Fees					
TOTAL DEVELOPMENT COST	\$40,000	\$0	\$0	\$0	\$0
Total Project Financing	\$40,000				

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	AGENCY_CERTIFICATIONS_HUD.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Proof_of_Non-Profit_Status.pdf
3 ☒ Articles of Incorporation/Bylaws	Articles_of_Incorporation_-_Joint_Powers_Agreement.pdf Bylaws_-_Community_Human_Services.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	CERTIFICATE_OF_GOOD_STANDING_EXPLANATION.pdf
5 ☒ Organizational Chart	Org_Chart_2020_revised_7.14.20.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	BOARD_ROSTER_REVISED_09.21.2021.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	Robin_Resume.pdf Sharon_Resume.pdf Marta_Resume.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	21-22_City_of_Seaside_COI.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	CHS_Audit_Report_FYE_063021.pdf 2020_Audit.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Authorizing_Letter_GH_2022-23.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Designation_of_Authorized_Officials.pdf
12 ☒ Conflict of Interest Policy	CHS_Personnel_Policies_Revised_11.18.21.pdf
13 ☒ Project Team Experience and Qualifications	Sharon_Lagana_Resume_2014.doc Marta Ann Sullivan Resume 2015.doc Genesis_House_Job_Descriptions.pdf
14 ☒ Project/Activity Timeline	GENESIS_HOUSE_PROJECT_TIMELINE.pdf
15 ☒ Financial Policies	CHS_Financial_Policies.pdf
16 ☒ Procurement Policies	CHS_Financial_Policies.pdf

17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	Genesis House Intake Forms.pdf
18 ☐ Project/Activity Support Letters	NA
19 ☒ Program Evaluations	Matrix_Eval_Report_2020-2021.xlsx.pdf Q4_20-21_Progress_Report.pdf GH_MATRIX.doc Q4_20-21_CER.pdf CDBG_Year_End_Narrative.doc
20 ☒ Outreach Materials	Genesis_House_ROUND_18.pdf SubstanceAbuse_TriFold_English.pdf Substance_Abuse_Trifold_Spanish.pdf CHS_OUTREACH_FLYER_BILINGUAL.pdf
21 ☐ Evidence of Project Support/Community Outreach (written endorsements, when available)	NA
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	LEP_Plan.pdf
23 ☒ Employee Handbook	CHS_Personnel_Policies_Revised_11.18.21.pdf
24 ☒ Record Retention Policies	Record_Retention_Policy_09.2021.docx Record_Retention_Schedule_11.12.21.docx
25 ☒ Federal Tax Form 990	CHS_2019_Form_990.pdf
26 ☒ State Tax Form 199	CHS_2019_Form_199_002.pdf
27 ☐ Rental/Lease Agreement (if applicable)	NA
28 ☐ Cost Allocation Plan	NA
29 ☒ Other Environmental Review	ENVIRONMENT_REVIEW_FORM.doc
30 ☒ Other Genesis House Site Plan	GH_Site_Plan.pdf
31 ☒ Other Capital Contract	

Program Manager Signature Robin McCrae
Date Signed 01/10/2022

Approved By: Haroon Noori
Date Signed 01/15/2022

Initially submitted: Jan 10, 2022 - 12:20:46

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Meals on Wheels Monterey Peninsula, Inc.		
Submitting Proposal:			
Program/Project Name:	Meals on Wheels Community Kitchen		
Person Completing Application:	Esther Hobbs	Title:	Development Manager
Direct Telephone:	831-375-4454		
Email Address:	ehobbs@mowmp.org		
Authorized Official: (e.g. Exec. Dir.):	Christine Winge	Title:	Executive Director
Direct Telephone:	831-375-3097		
Email Address:	cwinge@mowmp.org		
Program/Project Contact:	Jacob Shafer	Title:	Development Director
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Authorized Contact:	Jacob Shafer	Title:	Development Director
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Finance Contact:	Jacob Shafer	Title:	Development Director
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Organization Mailing Address:	700 Jewell Avenue	City:	Pacific Grove 93950 Zip:
Organization's Website Address:	www.mowmp.org		
Organization Telephone:	831-375-4454		
Organization Fax:	831-375-9887		
Tax ID Number:	94-2157521 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	123590747 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July 1-June 30		
Date of your organization's most recently completed audit. (Month/Year)	2.11.2021		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☐ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$80,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 03A - Senior Centers

3. Mark the box below that indicates the national objective met:

Activities Benefiting Low and Moderate-Income Persons. 570.208(a)
 LMC-Limited Clientele. 570.208(a)(2)
 Low/Mod Clientele. 570.208(a)(2)(i)
 Presumed Benefit. 570.208(a)(2)(i)(A)
 Elderly Persons (62 years of age or older)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

The Community Kitchen, located at the site previously occupied by the VA Clinic – on the campus of CSUMB in the City of Seaside – will address challenges around food for Seaside residents and seniors, disabled adults, and veterans and all of Monterey County and help MOWMP meet the growing need brought on by an aging population, the pandemic that has brought with it a 94% increase in demand for MOWMP's Home Delivered Meals program, and serve as a beacon partnership between some of the County's most respected and strongly-rooted nonprofit organizations.

5. How will people or conditions in the community change as a result of what you do?

MOWMP's Community Kitchen will:

- Improve the quality of life of seniors, disabled adults, veterans, homeless, and low income families in Seaside
- Improve access to nutritious food for the community's most impacted at-risk constituent groups
- Help people remain in their homes, living healthily, for as long as possible
- Demonstrate the power of community partnerships working towards the goal of ending hunger
- Provide daily wellness checks by caring volunteers for hundreds of local residents each year

Check if the proposed activity will:

- ☒ Help prevent homelessness?
- ☐ Help those with HIV or AIDS?
- ☒ Help the homeless?
- ☒ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

CDBG grant funds will help support Meals on Wheels of the Monterey Peninsula's new Community Kitchen, in partnership with the Veteran's Transition Center and Food Bank for Monterey County specifically through the purchase of an automatic flow wrapping machine that will be used daily in the production of hot meals. The Community Kitchen, located at the site previously occupied by the VA Clinic – on the campus of CSUMB in the City of Seaside – will address challenges around food for all of Seaside and Monterey County and help MOWMP meet the growing need brought on by an aging population.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
10,000	Hard Costs

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Equipment to help produce 10,000+ meals per day.

4. Provide any additional relevant description of proposed activity or project.

With the purchase of an automatic flow wrapping machine - among other equipment - MOWMP's Community Kitchen will increase the organizations meal production capacity from 1,500 meals per day to over 10,000. In partnership with the VTC and the Food Bank, MOWMP will expand its mission to not only serve a homebound senior and disabled population that is steadily on the rise, but also include other constituent groups facing food insecurity such as veterans, homeless, children, those impacted by the pandemic, and more.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Begin construction of Community Kitchen	Q2-2022
Purchase and installation of food production equipment	Q3-2022
Launch expanded meal delivery services	Q2-2023

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

Although this is a new kitchen, Meals on Wheels of the Monterey Peninsula Home Delivered Meals Program has been in operation for 50 years. The organization will continue robust marketing efforts in the community of its services to homebound seniors and expand its offerings to a variety of new constituent groups who face food insecurity.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

Upon entry into the program, the MOWMP staff conducts an intake assessment of nutritional risk and activities of daily living, as required by the Older Americans Act Nutritional program. Data is entered into the Area Agency on Aging GetCare database from which reports are drawn. This data helps to ascertain the degree to which federal benchmarks for healthy nutrition are met. Volunteers contact clients either in person or by phone and update individual client assessments. MOWMP is additionally required to conduct two HDM client surveys per year, one in November/December and one in May/June. Responses to survey questions are entered into a database and shared with funding entities and with the Area Agency on Aging.

The client survey measures outcomes, as self-reported by clients, to the following federal benchmarks for healthy nutrition: 1) Eating healthy nutrition daily; 2) Eating fruits, vegetables and dairy daily; 3) Eating 2 meals per day daily. MOWMP also asks the impact on the program on 1) Client ability to remain at home and 2) Client sense of health and well-being as a consequence of participation in the program. Qualitative queries regarding quality of food, service, volunteers are also included.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

To help support City of Seaside residents impacted by COVID-19, MOWMP anticipates that it will provide 2.5 meals per day to eligible Seaside homebound residents. One way to qualify for the program, is for a client to be COVID-19 positive, self-quarantining, or impacted in ancillary ways by the pandemic. For clients with COVID-19, there are no program restrictions related to age or income. MOWMP will serve frail, elderly and disabled homebound and homeless clients who reside in the City of Seaside who have been directly impacted by the effects of COVID-19. In large part, due to the Corona virus pandemic, MOWMP has seen a 94% increase in demand for services since the beginning of March 2020. Over the past year, MOWMP has served more meals to more clients than ever before in its 50 year history.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

MOWMP has purchased new kitchen equipment, a refrigerated truck, and hired additional staff to help meet the increased demand for its services. The agency has expanded its service across the Monterey Peninsula and have opened its Home Delivered Meals programs to Covid-impacted constituent groups beyond just homebound seniors. In the City of Seaside, MOWMP is currently delivering freshly prepared meals to homebound seniors, disabled adults, veterans, and families impacted by the pandemic.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

MOWMP has met the more than 94% increased demand for Home Delivered Meals and has supported families quarantining in the city of Seaside. As of this proposal date, 87% of Seaside clients served by the Home Delivered Meals program are low income. Of those clients, 94% are living at or below the Federal Poverty Level. Of all clients served in Seaside, 76% live alone.

11. Explain how your organization will avoid duplication of benefits?

MOWMP continues to serve vulnerable seniors across the Monterey Peninsula. Meals on Wheels' Home Delivered Meals program has developed over the past 50 years to meet the complex nutritional health needs of frail, elderly and disabled homebound adults who cannot shop or cook for themselves and have no adult caregiver in the home. It is currently the only program on the Monterey Peninsula to deliver 2.5 nutritious meals five days per week to the homebound. Where once the Home Delivered Meals program acted as supplemental nutrition for homebound adults, it has now become the chief source of nutrition for a population significantly impacted by health challenges and a volatile economy.

Through MOWMP's partnership with the VTC and the Food Bank for Monterey County, benefits for homebound residents of Seaside will be streamlined through a singular program to avoid any possible duplication.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

Seaside CDBG capital funds will only be used to cover the costs of an automatic flow wrapping machine and its installation at the new Community Kitchen in the City of Seaside. We estimate the Community Kitchen build-out costs to be approximately \$3,956,535. We estimate that MOWMP will offer more than 10,000 freshly prepared, per day. A Seaside contribution of \$80,000 would equal 2% of total kitchen build-out costs.

MOWMP's current commercial kitchen serving residents of Seaside has a production capacity of 1,500 meals per day. The Community Kitchen will have the capacity to produce 10,000+ meals per day, allowing the organization to offer meals services to more Seaside residents facing food insecurity.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

The number of people aged 60 years and older in Monterey County is projected to increase by more than 60% by the year 2030. In real numbers this population is forecasted to increase from 69,850 in 2010 to 112,768 in 2030. Over 80% of the senior population in Monterey County lives on the Monterey Peninsula.

By 2035, the senior population will double in Monterey County. In a recent survey, 73% of seniors cited food as an important need. Some seniors find it hard to make ends meet and must choose between food and other needs.

Across the U.S., over the next 20 years, 80 million people will retire. Seniors 85+ are the fastest growing group. By 2050, there will be more seniors 85+ than kids under 14.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Since 1972, Meals on Wheels of the Monterey Peninsula has been delivering freshly prepared, nutritious home delivered meals to meet the complex nutritional needs of frail, elderly and disabled homebound adults who cannot shop or cook for themselves and have no adult caregiver in the home. This program enables seniors to remain in their own homes with a high quality of life for as long as possible. In its current commercial kitchen located in Pacific Grove, MOWMP produces a maximum of 1,500 meals per day and is at its limit with the increase in demand over the course of the Covid-19 pandemic. Without a second commercial kitchen with greater capacity, MOWMP will have to begin a waitlist for its services, something it has never done in its 50 year history.

The Home Delivered Meals program is the only program on the Monterey Peninsula to deliver nutritious meals every day, five days per week, with an extra Friday meal for the weekend. Per federal contract, MOWMP's meals meet rigorous national guidelines for healthy senior nutrition.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Increased Decent and Affordable Housing

5. Describe how you will meet the goal identified above.

Since 1972, Meals on Wheels of the Monterey Peninsula has been delivering freshly prepared, nutritious home delivered meals to meet the complex nutritional needs of frail, elderly and disabled homebound adults who cannot shop or cook for themselves and have no adult caregiver in the home. This program enables seniors to remain in their own homes with a high quality of life for as long as possible. In its current commercial kitchen located in Pacific Grove, MOWMP produces a maximum of 1,500 meals per day and is at its limit with the increase in demand over the course of the Covid-19 pandemic. Without a second commercial kitchen with greater capacity, MOWMP will have to begin a waitlist for its services, something it has never done in its 50 year history.

The Home Delivered Meals program is the only program on the Monterey Peninsula to deliver nutritious meals every day, five days per week, with an extra Friday meal for the weekend. Per federal contract, MOWMP's meals meet rigorous national guidelines for healthy senior nutrition.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
Monterey Peninsula Foundation	Yes	\$100,000			\$100,000	\$0	0%	Private Funds
Community Foundation for MoCo	Yes	\$30,000	\$30,000			\$30,000	100%	Private Funds
CHOMP Foundation	Yes	\$10,000	\$10,000			\$10,000	100%	Private Funds
United Way Monterey County	Yes	\$40,000	\$40,000			\$40,000	100%	State/Local Funds
City of Monterey CDBG	Yes	\$46,000	\$46,000			\$46,000	100%	Other Federal Funds
TOTAL		\$306,000	\$126,000	\$0	\$180,000	\$126,000	41%	

Leveraging Ratio

26%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

Seaside CDBG capital funds will only be used to cover the costs of an automatic flow wrapping machine and its installation at the new Community Kitchen in the City of Seaside. We estimate the Community Kitchen build-out costs to be approximately \$3,956,535. We estimate that MOWMP will offer more than 10,000 freshly prepared, per day. A Seaside contribution of \$80,000 would equal 2% of total kitchen build-out costs.

Through the generous support of other local organizations and through the use of MOWMP's endowment fund, the agency is able to zero-balance costs for the Community Kitchen. All contributions, including local/state/federal, are

not enough to cover the total project costs and this is why MOWMP uses its own endowed funds to zero-balance costs.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

The Community Kitchen, located at the site previously occupied by the VA Clinic – on the campus of CSUMB in the City of Seaside – will address challenges around food for Seaside residents and seniors, disabled adults, and veterans and all of Monterey County and help MOWMP meet the growing need brought on by an aging population, the pandemic that has brought with it a 94% increase in demand for MOWMP's Home Delivered Meals program, and serve as a beacon partnership between some of the County's most respected and strongly-rooted nonprofit organizations.

The VTC will provide the building and Community Kitchen space for MOWMP to launch this project. The rental agreement will be on an in-kind basis as MOWMP will provide meal services for veterans across Monterey County. The Food Bank for Monterey County has identified MOWMP as a Premier Partner and will provide enough food at cost for MOWMP to produce 10,000+ meals per day.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

Our mission is to empower seniors, disabled adults, and veterans to remain independent by nourishing their bodies, minds, and spirits, and drive out hunger and isolation in Monterey County. MOWMP has been operational since 1972. Our programs are dedicated to promoting the physical, social, and personal well-being and independence of seniors, homebound frail elderly, and disabled adults on the Monterey Peninsula. Programs and services enable people to enjoy good health and the highest quality of living as long as possible.

2. List the locations of all facilities, and days and hours of operation.

Meals on Wheels of the Monterey Peninsula is located at the MOW Community Center in Pacific Grove. The Center, and MOWMP, is operational from 8-5pm M-F and supplies all of the food for group dining sites in Pacific Grove, Monterey, Marina, and Seaside.

Our second commercial kitchen, located in Seaside, will begin construction and plans for operations in FY 2022.

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Meals on Wheels of the Monterey Peninsula's internal controls are policies and procedures it follows in its operations. Administrative controls include determining the segregation of duties among departments and employees, deciding which departments are authorized to conduct particular activities and developing independent verification systems. The latter means that the departments oversee one another's activities, providing a system of checks and balances.

Administrative departments handle major planning activities, often in collaboration with other departments. Other administrative responsibilities include ensuring Meals on Wheels of the Monterey Peninsula complies with laws and contracts and making sure it has appropriate insurance. Administrative departments frequently handle much of the correspondence with clients as well. Administrative departments ensure the agency complies with safety standards and schedule facilities inspections as needed.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

Procurement of goods and services for Meals on Wheels of the Monterey Peninsula must be conducted in an open and competitive environment to ensure that prices paid are fair and reasonable. Purchasing activities are conducted in the Operations department. Purchasing activities include obligations for proper transaction documentation, fiscal responsibility, ethical behavior, adherence to federal and state government regulations, and compliance with agency by-laws and policies. Procurement Services provides support to Meals on Wheels of the Monterey Peninsula in the selection, acquisition, use and disposal of goods and services by:

- A. Maximizing the agency's purchasing power by focusing on strategic sourcing and obtaining the best value.
- B. Leveraging its expertise in contract negotiations and supplier management to advantage the agency.
- C. Streamlining processes and investing in new technologies to provide administrative efficiencies.
- D. Ensuring that purchases are made in accordance with all applicable agency bylaws, laws, regulations, codes, and ordinances.
- E. Minimizing risk exposure while maintaining flexibility in procurement activity.

5. Describe the record-keeping system to be used to maintain program data.

Upon entry into the program, the MOWMP staff conducts an intake assessment of nutritional risk and activities of daily living, as required by the Older Americans Act Nutritional program. Data is entered into the Area Agency on Aging GetCare database from which reports are drawn. This data helps to ascertain the degree to which federal benchmarks for healthy nutrition are met. Volunteers contact clients either in person or by phone and update individual client assessments. MOWMP is additionally required to conduct two HDM client surveys per year, one in November/December and one in May/June. Responses to survey questions are entered into an Excel spreadsheet and shared with funding entities and with the Area Agency on Aging.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

Our Home Delivered Meal Program serves seniors aged 60 and older, disabled adults, and veterans who are homebound and have limited access to shopping and preparing meals on a consistent basis. Additionally, MOWMP provides meals for families who are isolating due to COVID.

MOWMP has met the more than 94% increased demand for Home Delivered Meals and has supported families quarantining in the city of Seaside. As of this proposal date, 87% of Seaside clients served by the Home Delivered Meals program are low income. Of those clients, 94% are living at or below the Federal Poverty Level. Of all clients served in Seaside, 76% live alone.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

Meals on Wheels of the Monterey Peninsula does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Meals on Wheels of the Monterey Peninsula is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

HUD requires the City to assess and report the productivity and impact of CDBG funds. CDBG recipients must be able to establish clearly defined outcomes and quantify the effectiveness of activities. All applicants must demonstrate how they will measure the short-term and long-term success of their activities.

MOWMP will evaluate the number of clients and meals served by Home Delivered Meals program in the City of Seaside and report its findings to the City. Because MOWMP receives Administration on Aging pass through funds of the Monterey County Area Agency on Aging, it is required by its federal grant to maintain detailed records on the number of clients and meals served, as well as information regarding the nutritional health and activities of daily living of its clients.

The client survey measures outcomes, as self-reported by clients, to the following federal benchmarks for healthy nutrition: 1) Eating healthy nutrition daily; 2) Eating fruits, vegetables and dairy daily; 3) Eating 2 meals per day daily. MOWMP also asks the impact on the program on 1) Client ability to remain at home and 2) Client sense of health and well-being as a consequence of participation in the program. Qualitative queries regarding quality of food, service, volunteers are also included.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

Meals on Wheels is also one of only 10% of home delivered meals programs nationwide that still serves a freshly prepared hot meal daily. Receiving a fresh meal delivered daily by a caring volunteer impacted the well-being of the homebound. Clients who received home-delivered meals had greater improvements in self-rated health and had reduced rates of hospitalization compared to homebound clients who received frozen meals several times per week. This group was also significantly more likely to have improvements in feelings of isolation and loneliness and worries about aging in place compared to homebound adults who received frozen meals or adults who did not receive home delivered meals. Although a small pilot study, the data suggests that receiving freshly prepared home delivered meals daily makes clients feel safer, results in more social contact and less loneliness than clients receiving frozen meals.

The Home Delivered Meals program also offers ancillary benefits to clients. As outlined by the Administration on Aging, Meals on Wheels programs present opportunities for social engagement, which contribute to overall health and well-being.

Volunteer drivers provide clients with daily social interaction and information. Drivers also monitor client well-being and look for signs of elder abuse or self-neglect. In such instances, the program manager informs family members, emergency services and county adult protective services as appropriate. The program has literally saved lives, as attested by numerous testimonials.

We are uniquely positioned to reach vulnerable individuals and have developed creative solutions to ramp-up food delivery. We also launched a major expansion of our Home Delivered Meals program. The expansion includes delivery service to Cachagua and surrounding communities in deep Carmel Valley and Big Sur. Collectively, the nutritious meal, friendly visit, and routine check-in address three of the most substantial challenges to successful aging: hunger, isolation, and loss of independence.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application		\$0	\$80,000			\$80,000
Staff	\$1,206,812					\$1,206,812
Supplies	\$0	\$481,000				\$481,000
Capital	\$0				\$495,000	\$495,000
Insurance	\$0			\$25,312		\$25,312
Misc.	\$0			\$17,000		\$17,000
TOTAL	\$1,206,812	\$481,000	\$80,000	\$42,312	\$495,000	\$2,305,124

Total Budget less capital improvements \$1,810,124

Application program percent 4%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded
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		City of Seaside
FY 2020-2021	Home Delivered Meals	\$7,012
FY 2019-2020	Home Delivered Meals	\$7,817
FY 2018-2019	Home Delivered Meals	\$7,187
FY 2017-2018	Home Delivered Meals	\$10,000
FY 2016-2017	Home Delivered Meals	\$10,000

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

[MOWMP values its relationship with the City of Seaside. The past CDBG, COVID-specific, and Social Service grant funds awarded by the City of Seaside to MOWMP has helped to provide warm meals and daily wellness checks to homebound seniors across the Monterey Peninsula.](#)

Part 8 - For CDBG Funds

12. Our proposal is for a [City of Seaside](#) project.

1A. Please identify the types of facilities:

[Other Facilities \(please specify, e.g., streetlights\)](#)

If you selected Infrastructure or Other, please explain: [Community Kitchen](#)

1B. Please identify the types of Improvements

[Other Improvements, explain](#)

If you selected Other, please explain: [Community Kitchen](#)

2. Complete applicable items for all public facility and infrastructure projects (including acquisition, rehabilitation and demolition).

a. Who is the legal owner of the property?

Owner Name:	Veterans Transition Center
Owner Address:	3401 Engineer Lane, Seaside CA 93955
Phone Number:	(831) 883-8387
Email Address, if applicable:	info@vtcmonterey.org

b. If your organization is pursuing site control, please upload a Timeline that demonstrates when firm site control will be obtained and include all documents issued by your organization pursuing site control.

Indicate the final owner of the property.

Owner Name:	
Owner Address:	
Phone Number:	
Email Address, if applicable:	

c. Indicate if there are structures on the property	Yes
If Yes, will the structures be demolished?	No
If Yes, are the structures currently occupied?	No
d. If there are occupied structures on the property and the proposed project involves temporary or permanent relocation of residents or businesses a Relocation Plan is required. Has a Relocation Plan been prepared?	No

Comments or Explanations

[Please see attached site plan for MOWMP's Community Kitchen in the City of Seaside.](#)

e. Square footage of existing building, proposed building or building addition?

[35,000](#)

f. Square footage of construction site parcel?

[10,000](#)

g. Service capacity of the existing facility?

[0 Meals](#)

h. Improved capacity of the existing facility after completion of proposed improvements?

[Capacity](#)

i. Has a Capital Needs Assessment been prepared? [Yes](#)

j. If a Capital Needs Assessment has not been prepared, please explain why:

j. Age of Structure? (Please cite data source used to determine age of structure.) [51 years old -
\(<https://www.vtcmonterey.org/vtc-selected-to-develop-former-va-clinic-into-veteran-housing-in-seaside/>\)](#)

k. Historic Status of Structure?

☐ Listed in the National Register of Historic Places

If this box was selected, please provide accurate title of listed structure:

☐ Listed as a California Historic Landmark

If this box was selected, please provide accurate title of listed structure:

☐ Listed as a local Historic and Architectural Resource

If this box was selected, please provide accurate title of listed structure:

☐ Other, please explain:

☒ None of the above

3. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$80,000	280	\$285.71

4. If proposed project involves construction work over \$2,000 or rehabilitation of 8+ units (applies to rehab. of residential property if such property is designed for residential use for 8 or more families), explain how your organization will meet the Davis-Bacon Labor Standards in the space below. Provide names of prior developments subject to Davis-Bacon and upload supporting documents demonstrating how compliance will be achieved(e.g., construction contracts, existing agency administrative policies).

MOWMP will comply with the Department of Labor's established and published prevailing wage rates for different labor classifications in Monterey County. Note that different types of labor classifications may have different rates (i.e. electricians vs. plumbers).

MOWMP will keep payroll records (i.e. worker name, labor type, social security number, wages) documenting DBRA compliance for three years.

a. List name of person who will administer your Davis-Bacon compliance:

Name/Title:	Jason Colangelo, Operations Director
Phone Number:	831-375-4454
Email Address:	jcolangelo@mowmp.org
Previous Experience with Davis-Bacon:	Yes

b. Provide prior related experience (e.g., list other developments, projects, trainings)

Various other capital improvement projects around Monterey County.

5. Has proposed project undergone any form of environmental review process? Please review HUD's Environmental Review information and the California Office of Historic Preservation website.

N/A

All HUD funded activities/projects will require an environmental review record.

6. Lead-Based Paint Compliance. Describe how your organization will address hazards that may be associated with the proposed project.

NA

7. Have preliminary design sketches been completed for the proposed project? If yes, please attach copies (must be to scale, preferably copied on 8 1/2 x 11 sheet) in the attachments section.

Yes

8. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

MOWMP and the Home Delivered Meals program enhances the quality of life for a diverse community of frail, elderly and disabled Seaside residents. It is a cost effective, fiscally-sound program that addresses the needs of Seaside families by offering freshly prepared meals and daily socialization five days a week. The Home Delivered Meals program is powered by over 100 local volunteers, helping to keep per-meal and transportation costs as low as possible.

For Housing and Facilities programs, enter below your requested Project funding below for the 2 year period including FY 2022 & FY 2023. Include in the Timeline and Milestones section of this application the time frame when you will be spending the requested funds. Projects should be "Shovel-Ready", and amounts funded **must** be used before the end of the period applied for.

Please complete the Development Budget, or an excel spreadsheet can be uploaded in lieu of completing Worksheet No. 3. Use one of the "Other" boxes in the Attachment section to upload this worksheet.

NOTE: If you upload a spreadsheet, you must ALSO enter HUD Funds Requested in this table.

Worksheet # - Development Budget

(This worksheet should reflect HUD funds requested)

	HUD Funds Requested	Federal	State	Other	Private
General Development Costs					
Construction Loan Interest					
Real Estate Taxes During Construction					
Builders Insurance Liability					
Financing Fees					
Legal Fees					
Title & Recording Expenses					
Organizationl Expenses					
Rent-up & Marketing					

Other - # of lines needed:

Total General Development Costs	\$0	\$0	\$0	\$0	\$0
Construction Costs					
Structure					
Project Amenities	\$80,000				
Site Preparation					
Off-Site Improvements					
Other - # of lines needed:					
Total Construction Costs	\$80,000	\$0	\$0	\$0	\$0
Construction Fees					
Impact Fees, Permits, School Fees (attach schedule identifying costs by type & amount)					
Bond Premium					
Architectural/Engineering					
Developer Fees					
Other - # of lines needed:					
Total Construction Fees	\$0	\$0	\$0	\$0	\$0
Equity / Financing					
Up Front Land Payment					
Total General Development Costs	\$0	\$0	\$0	\$0	\$0
Total Construction Costs	\$80,000	\$0	\$0	\$0	\$0
Total Construction Fees	\$0	\$0	\$0	\$0	\$0
Developer Equity/Fee					
Total To Be Financed					
First Mortgage Amount					
Total Equity/Financing Fees					
TOTAL DEVELOPMENT COST	\$80,000	\$0	\$0	\$0	\$0
Total Project Financing	\$80,000				

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	MOWMP_HUD_Agency_Certification.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	MOWMP_501c3.pdf
3 ☒ Articles of Incorporation/Bylaws	MOWMP_Articles_of_Incorporation.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	MOWMP_Entity_Status_2022.pdf
5 ☒ Organizational Chart	MOWMP_Org_Chart_CDBG.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	MOWMP_BOD_List_7-1-21.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	MOWMP_Blank.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	MOWMP_Insurance_Seaside.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	MOWMP_Audited_FS_2020.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	MOWMP_Request_for_Funds_2022.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	MOWMP_Designation_of_Authorized_Officials_2022.pdf
12 ☒ Conflict of Interest Policy	MOWMP_Conflict_of_Interest_Policy.pdf
13 ☒ Project Team Experience and Qualifications	MOWMP_Blank.pdf
14 ☒ Project/Activity Timeline	Within Application
15 ☒ Financial Policies	MOWMP_Internal_Financial_Controls.pdf
16 ☒ Procurement Policies	MOWMP_Procurement_Policy.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	MOWMP_New_Client_Intake_Form.pdf
18 ☒ Project/Activity Support Letters	MOWMP_VTC_Community_Support_Letter_Signed.pdf
19 ☒ Program Evaluations	MOWMP_Client_Evaluation_2022.pdf
20 ☒ Outreach Materials	January-2022-Griffin-Gazette-1.pdf
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	MOWMP_Blank.pdf
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	MOWMP_Blank.pdf
23 ☒ Employee Handbook	202104_MOWMP_Employee_Handbook_FINAL_APPROVED.pdf
24 ☒ Record Retention Policies	MOWMP_Record_Retention_and_Document_Control_Policy_2022.pdf
25 ☒ Federal Tax Form 990	MOWMP_990_2019.PDF
26 ☒ State Tax Form 199	MOWMP_State_199.pdf
27 ☒ Rental/Lease Agreement (if applicable)	MOWMP_Blank.pdf
28 ☒ Cost Allocation Plan	MOWMP_Blank.pdf

29	☒	Other	Site Plan	MOWMP_Community_Kitchen_Site_Plan.pdf
30	☒	Other	Community Kitchen Needs	MOWMP_Community_Kitchen_Needs_Assessment.pdf
31	☒	Other	MOWMP Plan	MOWMP_123.pdf

Program Manager Signature	Esther Hobbs
Date Signed	01/10/2022

Approved By:	Haroon Noori
Date Signed	01/15/2022

Initially submitted: Jan 10, 2022 - 12:30:53

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Monterey Peninsula Unified School District		
Submitting Proposal:			
Program/Project Name:	Monterey Adult School - Portable Rehab Phase II		
Person Completing Application:	Serina Eichelberger	Title:	Administrator
Direct Telephone:	831-392-3565		
Email Address:	seichelberger@mpusd.net		
Authorized Official: (e.g. Exec. Dir.):	Daniel PK Dikkenbaugh	Title:	Superintendent
Direct Telephone:	(831) 645-1200		
Email Address:	pkdiffenbaugh@mpusd.k12.ca.us		
Program/Project Contact:	Serina Eichelberger	Title:	Administrator
Direct Telephone:	831-392-3565		
Email Address:	seichelberger@mpusd.net		
Authorized Contact:	Serina Eichelberger	Title:	Administrator
Direct Telephone:	831-392-3565		
Email Address:	seichelberger@mpusd.net		
Finance Contact:	Jazelle Johnson	Title:	Accountant
Direct Telephone:	(831) 645-1200		
Email Address:	jazjohnson@mpusd.k12.ca.us		
Organization Mailing Address:	1295 La Salle Ave	City:	Seaside Zip: 93955
Organization's Website Address:	mas.mpusd.net		
Organization Telephone:	831-392-3565		
Organization Fax:			
Tax ID Number:	77-0320712 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	07-718-6302 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Public Agency ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July-June		
Date of your organization's most recently completed audit. (Month/Year)	June 2020		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$55,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05H - Employment Training

3. Mark the box below that indicates the national objective met:
 Activities Benefiting Low and Moderate-Income Persons. 570.208(a)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

The rehabilitation of the construction classroom portable will allow Monterey Adult School to provide classes/programs for low and moderate-income persons to enter the construction trades. It will allow for partnerships with the construction union to create pre-apprenticeship and apprenticeship opportunities, along with stackable certifications and/or adult basic education in different construction trades that allow an individual to receive training and increase economic mobility within a shorter timeline. Additional work is needed to repair ceiling tiles, flooring, and window replacement

5. How will people or conditions in the community change as a result of what you do?

The people of the Seaside community will have the opportunity to advance their career options through project based learning, certifications and pre-apprenticeships. With the Workforce Development Board's America Job

Center of California onsite, it will allow the people of Seaside the opportunity to access increased economic mobility.

The conditions in the City of Seaside would change by having training and available employees who are able to rehabilitate blights, and be able to fill gaps in needed construction industry. There would be local, training personnel available for building more housing and rehabilitation.

Check if the proposed activity will:

- ☒ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☒ Help the homeless?
☐ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Economic Opportunities](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

[Additional rehabilitation of the former construction classroom portable, which will include window replacement, ceiling repair, flooring repair, ventilation, and patchwork, will provide a more conducive learning environment in the construction classroom.](#)

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
60 per school year	Training sessions

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Further improvement of the construction portable classroom to provide a better learning environment for the construction trades career technical education classroom

4. Provide any additional relevant description of proposed activity or project.

[Monterey Adult School formerly partnered with the Construction Trades union to provide pre-apprenticeship training for students to enter the industry. The portable Construction classroom needs additional minor repairs to ceiling, windows, flooring and gutter to meet basic classroom needs that will allow students to build industry skills through training and certification](#)

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Collect bids and choose providers	Jul 2023
Purchase materials needed	Dec 2023
Install/repair ceiling tile/windows/flooring	Mar 2024
Repair gutter	Mar 2024
Minor repairs	Jun 2024
Finalize project	Jun 2024

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

[For this project we will be providing outreach and marketing through multiple avenues. We will be advertising on the radio, online through social media and our website, with printed brochures and flyers. We will also market through targeted in person outreach to our current students \(over 800 total per year\), through our Workforce Development Board Partners at the AJCC onsite, and at our local faith based organizations, laundromats and other community centers.](#)

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

- 1) [Completion of Workforce Preparation Milestones \(stackable certifications, pre apprenticeship programs, etc\)](#)
- 2) [Reported Earnings prior to the program and 2/4 quarters after exit.](#)
- 3) [Level gains for students who need adult basic skills such as math and literacy for career advancement](#)

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

[This project provides job training opportunities to those who have lost their jobs or had to shift industry sectors.](#)

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

N/A

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

The project will continue to advertise and provide opportunities for job skill acquisition.

11. Explain how your organization will avoid duplication of benefits?

Our program provides opportunities for students to acquire skills in the construction trade industry to prepare students to enter into a pre-apprenticeship program.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

Without the use of CDBG funds we would not be able to complete the rehabilitation of the classroom for the Constructions Trades Training Program and may deter interested students. We would need to look for other grants and partnerships, which would delay completion of the classroom. If we were partially funded, we would focus our efforts on the minimum repairs needed to rehabilitate the building.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

Over the last few years, several agencies have expressed the need for skilled labor so that jobs are not outsourced when housing projects or other construction projects are needed. Monterey Adult School has been approached by the Trades Union, the Monterey County Workforce Development board and by a Seaside Council Member about the need for a construction trades program to train needed skilled employees. For many, the need to build and/or rehabilitate affordable housing has been a priority. As such, we turned our focus to this project.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Neighborhood conditions will be enhanced both directly and indirectly. Directly, an aging portable will be renovated into a usable classroom. Also, Seaside community members will be able to access more educational and vocational services through an additional classroom space. Indirectly, a pipeline of skills trades people from the community of Seaside will increase skilled labor force for construction projects in the local region.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Increased Decent and Affordable Housing

5. Describe how you will meet the goal identified above.

Neighborhood conditions will be enhanced both directly and indirectly. Directly, an aging portable will be renovated into a usable classroom. Also, Seaside community members will be able to access more educational and vocational services through an additional classroom space. Indirectly, a pipeline of skills trades people from the community of Seaside will increase skilled labor force for construction projects in the local region.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand (A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
Adult Education	Yes	\$15,000		\$0	\$15,000	\$0	0%	State/Local

Program							Funds
TOTAL	\$70,000	\$0	\$0	\$70,000	\$0	0%	

Leveraging Ratio 79%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

We will be collaborating with the Monterey County Workforce Development Board, local trades unions, and other education providers in the tri county area to leverage funds for a two year grant. This grant would provide much support needed to bring an MC3 construction trades program to the peninsula.

The Adult Education program funds can help pay for teachers to teach adult basic education and pre-vocational skill building.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

Monterey County Workforce Development Board/AJCC - we are WIOA partners, we co-locate we are a service provider for the WDB, and are collaboratively applying for a grant to serve the trades
Construction Trades Union - we are in collaboration with President Ron Chesshire, the president of the construction trades, to bring tools, materials and teachers to the program and we are collaboratively applying for a grant to serve the trades

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The Monterey Adult School, since 1941, is a place for people to come for a chance to acquire the skills and knowledge to be successful in today's world. This may mean becoming more employable, more able to successfully participate in community college or university, or trade school, and/or better able to assist their children in their academic progress. The staff recognizes and responds to each student as an individual with unique needs. In addition, the staff meets each student where he or she is now and helps him/her move forward to where he/she wants to go. Without this 'stepping stone' available to them, many would not have the resources to move forward in their life.

Mission: Monterey Adult School provides educational opportunities for individuals to meet their personal, academic, civic, and career goals in a safe and supportive environment which honors culture and diversity, while encouraging open, effective communication as a bridge to lifelong learning and success.

Vision: Unlocking Doors to Opportunity

2. List the locations of all facilities, and days and hours of operation.

Monterey Adult School (Main Site)
1295 La Salle Ave. Seaside, CA 93955
Monday-Thursday 8:30 am -8:30 pm.
Friday - 8:30am - 5:00pm

ESL Satellite
Marina Vista Elementary
390 Carmel Ave. Marina, CA 93933
Monday-Thursday 6:00-8:30 pm

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Internal fiscal trackers including budget calculators, expenditure trackers and the ESCAPE program to maintain fiscal solvency. Every financial request must be initially approved by an administrator, then by the district accountant, then several more people in the business department to ensure funds are being used responsibly. The district fiscal department oversees all departments and programs, which includes an accountant for the adult school, a finance director, and finally, our Chief Business Officer.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

See district board policy in attachments

5. Describe the record-keeping system to be used to maintain program data.

Every student registers through the front office where data is collected, including basic demographics and barriers to enrollment. The data is entered by the data clerk into ASAP, the attendance system. This data is then entered into TOPS Enterprise, which connects to the CDE for accountability purposes. All security measures are practiced and data is checked regularly for accuracy.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

The only requirement for our program is to be over 18 years of age, which is verified via birthdate. Registration forms are attached.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

The only requirement for eligibility is for students to be 18 years of age or older. The Monterey Peninsula Unified School District is committed to equal opportunity for all individuals in education and in employment. MPUSD prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived age, ancestry, color, physical or mental disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex,

sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. If you believe you, or your student, have been subjected to discrimination, harassment, intimidation, or bullying you should contact your school site principal and/or the District's Chief Compliance and Title IX Officer, Dr. Manny Nunez, by phone at 831-645-1272, by email at mnunez@mpusd.net, or in person at 700 Pacific Street, Monterey, CA 93940. Visit <http://www.mpusd.net/titleix/> for more information.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Our agency evaluates the effectiveness of our programs through the following 1) Level gain in reading or math based on CASAS standardized computer tests 2) Completion of a milestone (prevocational or vocational) 3) Earning and wage increases

These are measured at the state level through standardized test data and wage earning matches/surveys. Serina Eichelberger, the administrator, is responsible for monitoring progress, which can be found on the state Launchboard data <https://www.calpassplus.org/Launchboard/Adult-Education-Pipeline.aspx>
Internal tracking systems cannot be shared to due student data privacy.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

Monterey Adult School has been serving the community of Seaside since 1941 and has provided support to over a thousand students or more every year. In the 17/18 school year 53% of our students completed their high school diploma or equivalency and 65% gained one or more educational levels. These are strong numbers in adult education.

We have had a balanced budget for years, take pride in continuous school improvement through professional development and training, and have participated in an audit in 2018 and a recent site audit this past December with no findings either time.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application					\$55,000	\$55,000
Certificated Salaries - 1000	\$534,690					\$534,690
Classified Salaries - 2000	\$160,785					\$160,785
Employee Benefits - 3000	\$186,509					\$186,509
Supplies and Materials - 4000		\$103,125				\$103,125
Other Operating Expense and Services - 5000				\$50,524		\$50,524
Capital Outlay - 6000						\$0
Indirect Costs - 7000				\$52,000		\$52,000
TOTAL	\$881,984	\$103,125	\$0	\$102,524	\$55,000	\$1,142,633

Total Budget less capital improvements **\$1,087,633**
Application program percent **5%**

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Construction Portable Classroom Rehabilitation	\$42,786
FY 2019-2020	Outdoor Classroom/Community Gardeo	\$20,000
FY 2018-2019		
FY 2017-2018		
FY 2016-2017		

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

Our past experience wit grants from the City of Seaside have been successful despite pandemic related challenges, supply issues and personnel shifts. We were able to meet our goals by the deadline.

Part 8 - For CDBG Funds

12. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide: 05H - Employment Training

3. This program provides assistance of the following type:

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average

July 1, 2020 - June 30, 2021	0	0
July 1, 2021 - December 31, 2021	60	10

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
Further improvement of the construction portable classroom to provide a better learning environment for the construction trades career technical education classroom	10	13%	10	13%	30	38%	30	38%	80
TOTAL	10	13%	10	13%	30	38%	30	38%	80

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	80	60	75%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$55,000	80	\$687.50

8. Indicate the funding set-aside the activity belongs to: Choose

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

The cost per persons is justified because this program allows access into the pre-apprenticeship program for those students who would not have had the prevocational skills to be successful. Students who are underskilled, will have the ability to move into a career that pays living wage. Also, these numbers are only for this particular school year and doesn't account for the number of students who will be served in the future years.

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

The funds would be used to serve at least 60 students or more per year. Over the course of many years, this is an extremely effective use of funds.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested.
Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Grand Total		\$0

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
Other Staff				-----
Supplies and Materials				
Consumable Supplies				\$5,000
Non-Consumable Supplies				
Outside Services				
Telephone				
Utilities				
Maintenance				
Contract/Consultant Services				\$45,000
Other Charges				
Rent				
Travel (Mileage)				
Insurance				
Capital Outlay				
Equipment/Furniture				\$5,000
Other - # of lines needed: 0				
Total	\$0	\$0		\$55,000
Total Funding Requested from Part 1				\$55,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	Agency_Certification.pdf Agency_Certification_2020.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Tax_Exempt_Letter_2018-19.pdf
3 ☐ Articles of Incorporation/Bylaws	https://www.mpusd.net/apps/pages/index.jsp?uREC_ID=1006438&type=d&pREC_ID=1320245
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	Entity_Status_Letter.pdf
5 ☒ Organizational Chart	AE_02_2019-20_MPUSD_Organizational_Chart_1.pdf
6 ☐ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	https://www.mpusd.net/apps/pages/index.jsp?uREC_ID=1006438&type=d&pREC_ID=1305115
7 ☒ Resumes of Program Administrator and Fiscal Officer	Serina_Eichelberger_Resume_for_Grant.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	Cert_of_Coverage_21-22.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	2018-19_FINAL_MPUSD_Audit_Report_12.11.19.pdf 2019-20_Fiscal_Audit.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Letter_of_Authorization_and_Designation.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Letter_of_Authorization_and_Designation.pdf
12 ☒ Conflict of Interest Policy	GAMUT Online Monterey Peninsula USD Conflict Of Interest BB 9270.pdf
13 ☐ Project Team Experience and Qualifications	https://mas.mpusd.net/apps/pages/index.jsp?uREC_ID=1395013&type=d&pREC_ID=1573118
14 ☐ Project/Activity Timeline	See part 3 # 5
15 ☒ Financial Policies	Financial_Reports_and_accountability Online Monterey Peninsula USD Financial Reports And Accountability_BP 3460_1.pdf
16 ☒ Procurement Policies	GAMUT Online Monterey Peninsula USD Contracts_BP 3312_Procurement.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	Registration_Forms.pdf
18 ☒ Project/Activity Support Letters	Letter_of_Support_CDBG.pdf
19 ☐ Program Evaluations	https://www.calpassplus.org/Launchboard/Adult-Education-Pipeline.aspx
20 ☐ Outreach Materials	https://mas.mpusd.net/apps/pages/index.jsp?uREC_ID=1394972&type=d&pREC_ID=1573084
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	Letter_of_Support_CDBG.pdf
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	LEP_CDBG.pdf
23 ☐ Employee Handbook	https://4.files.edl.io/4f7c/12/16/19/192045-3e86376f-61bf-4292-91f8-7f142a9039e6.pdf
24 ☒ Record Retention Policies	Records Monterey Peninsula USD District Records_AR 3580.pdf
25 ☐ Federal Tax Form 990	N/A
26 ☐ State Tax Form 199	N/A
27 ☐ Rental/Lease Agreement (if applicable)	N/A
28 ☐ Cost Allocation Plan	N/A
29 ☒ Other Site Map	Copy_of_MAS-map_1.pdf
30 ☐ Other	

31 ☐ Other

Program Manager Signature	Serina Eichelberger
Date Signed	01/10/2022
Approved By:	Haroon Noori
Date Signed	01/15/2022

Initially submitted: Jan 10, 2022 - 10:36:14

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Monterey Peninsula Unified School District		
Submitting Proposal:			
Program/Project Name:	Community Mural		
Person Completing Application:	Serina Eichelberger	Title:	Assistant Principal
Direct Telephone:	831-392-3565		
Email Address:	seichelberger@mpusd.net		
Authorized Official: (e.g. Exec. Dir.):	Cris Perry	Title:	AE Fiscal Specialist
Direct Telephone:	831-392-3565		
Email Address:	cperry@mpusd.net		
Program/Project Contact:	Serina Eichelberger	Title:	
Direct Telephone:	831-392-3565		
Email Address:	seichelberger@mpusd.net		
Authorized Contact:	Serina Eichelberger	Title:	
Direct Telephone:	831-392-3565		
Email Address:	seichelberger@mpusd.net		
Finance Contact:	Jazelle Johnson	Title:	Accountant
Direct Telephone:	831-645-1200		
Email Address:	jazjohnson@mpusd.net		
Organization Mailing Address:	1295 La Salle Ave	City:	Seaside Zip: 93955
Organization's Website Address:	https://mas.mpusd.net/		
Organization Telephone:	831-392-3565		
Organization Fax:			
Tax ID Number:	77-0320712 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	07-718-6302 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Public Agency ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July to June		
Date of your organization's most recently completed audit. (Month/Year)	06/2020		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$58,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05V - Neighborhood Cleanups

3. Mark the box below that indicates the national objective met:
Slum and Blight. 570.208(b)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

The Community Mural serves socio economically marginalized Seaside Community members, with a focus on Monterey Adult School students and local Seaside residents. The neighborhood will benefit by eliminating blank space on the wall that is frequently vandalized with gang affiliated tagging. It will also bring local art and beautification to the neighborhood in city of Seaside. Finally, the students at Monterey Adult School will work collaboratively to design the art piece showcasing resilience throughout the pandemic. Our students often have 4 or more barriers to education and employment. This project serves to empower through culture, relationships and hope for the future.

5. How will people or conditions in the community change as a result of what you do?

The community will be able to heal from pandemic trauma with a focus on aspirations, relationships and culture through the creation and implementation of a community mural. The Seaside neighborhood will be improved with

increased beautification and decreased gang affiliated tagging. Through the beautification of the streets of Seaside moral and living conditions improve.

Check if the proposed activity will:

- ☐ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☐ Help the homeless?
☐ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Sustainability](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

Monterey Adult School, under the lead of a professional muralist, will collaborate with the Monterey Adult School student body to design and paint two large murals on the street facing sides of our school campus. The focus of the mural will be driven by the student community, under the theme of pandemic resistance. The large murals will span the lengths of the beige walls facing La Salle and Playa and will deter future gang related tagging. The project will provide an opportunity for our local community to showcase their assets and strengths and will focus on aspirations for our future.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
65	Participants

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Advertise and promote for community leaders amongst students and staff
Activity #2	Recruit and interview professional, local artists/muralists
Activity #3	Form a committee to provide input
Activity #4	Finalized designs
Activity #5	Implement multiple workshops where student community and local community participates in painting the mural
Activity #6	Murals will be finalized and weatherized
Activity #7	Community based mural unveiling event

4. Provide any additional relevant description of proposed activity or project.

The murals would be created and implemented by the community under the guidance of professional artists. The focus would be on community voice so that the assets and strengths of our community members can shine for years to come. There will also be an unveiling event to allow for the rich culture of the Seaside/Monterey Adult School community to celebrate our successes and accomplishments.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Advertise and promote for community leaders amongst students and staff	Sept 2022
Recruit and interview professional, local artists/muralists	Oct 2022
Form a committee to provide input	Oct 2022
Finalized designs	Nov 2022
Implement multiple workshops where student community and local community participates in painting the mural	Dec 2022 - Mar 2023
Murals will be finalized and weatherized	April 2023
Community based mural unveiling event	May 2023

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

With this project our plan is to advertise on our website, on social media and in person with our students. We will also be creating flyers to distribute door to door so neighbors can contribute to the process if desired.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

We will measure the effectiveness of our impact with a survey given to our participants in the project and to our wider school community.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

The murals will directly showcase how our community persevere and persistent throughout the the Corona Virus pandemic. It will pay homage to the resiliency of our community through one of the most challenging times in recent history.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for,

and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

The murals will meet the objective of how to response to challenges in life by turning a barrier into an opportunity.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

Not applicable.

11. Explain how your organization will avoid duplication of benefits?

We will avoid duplication of efforts through the personalization of the murals to our recent times and our community.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

Without the CDBG funding, we would not be able to beautiful the campus with a tribute to the resiliency of our community throughout the pandemic. If we were partially funded, we would decrease the murals from two to one or decrease the size of the murals.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

The need for the mural project came from a student town hall where students expressed the need to beautify and paint the campus. The impact of the pandemic was also reflected in our annual Youthtruth survey where 65% of the student population indicated they were somewhat, moderately or significantly impacted by the covid-19 pandemic.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☐ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☒ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

The community murals will promote beautification by providing opportunity to tell the community's story, create a unique experience, engage citizens, increase foot traffic, increase appreciation for the arts and artists, and increase overall attractiveness of the space. The collaborative project also allows for culture, relationships and aspirations to be the focus our community for many years to come, thereby empowering our community and providing hope for the future.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Prevent, Prepare For, and Respond to Coronavirus

5. Describe how you will meet the goal identified above.

We will promote beautification by creating community based murals that highlight the communities resiliency throughout the pandemic. These murals will face outwards towards the street to encourage persistence and to discourage gang related tagging on the beige walls.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted	Total	Amount	Amount	Amount	On-Hand	% On-Hand
--------	------------	-------	--------	--------	--------	---------	-----------

	Use?		On-Hand(A)	Committed (B)	Pledged (C)	Plus Committed	Plus Committed	
California Adult Education Program	Yes	\$28,000	\$0	\$0	\$28,000	\$0	0%	Choose
MPUSD	Yes	\$10,000			\$10,000	\$0	0%	Choose
Volunteers	Choose	\$20,000			\$20,000	\$0	0%	Choose
TOTAL		\$116,000	\$0	\$0	\$116,000	\$0	0%	

Leveraging Ratio

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

We will be partnering with MPUSD to provide the wall space. Monterey Adult School, with funding from the California Adult Education Program will be providing the additional staff needing for coordinating, printing costs, and site storage. These funds are restricted to serve only students age 18 and older. Student volunteers will also be donating time for the painting of the mural, along with helping to provide ideas for resilience. We are also collaborating with The Center for Cultural Power on best practices for a community based mural.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

The Center for Cultural Power - advising on best practices for community mural
 MPUSD - providing wall space and storage space
 MAS - providing school community of volunteers
 Local artists/art organizations - advising on best practices

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The Monterey Adult School, since 1941, is a place for people to come for a chance to acquire the skills and knowledge to be successful in today's world. This may mean becoming more employable, more able to successfully participate in community college or university, or trade school, and/or better able to assist their children in their academic progress. The staff recognizes and responds to each student as an individual with unique needs. In addition, the staff meets each student where he or she is now and helps him/her move forward to where he/she wants to go. Without this 'stepping stone' available to them, many would not have the resources to move forward in their life.

Mission: Monterey Adult School provides educational opportunities for individuals to meet their personal, academic, civic, and career goals in a safe and supportive environment which honors culture and diversity, while encouraging open, effective communication as a bridge to lifelong learning and success.

Vision: Unlocking Doors to Opportunity

2. List the locations of all facilities, and days and hours of operation.

Monterey Adult School (Main Site)
 1295 La Salle Ave. Seaside, CA 93955
 Monday-Thursday 8:30 am -8:30 pm.
 Friday - 8:30am - 5:00pm

ESL Satellite
 Marina Vista Elementary
 390 Carmel Ave. Marina, CA 93933
 Monday-Thursday 6:00-8:30 pm

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Internal fiscal trackers including budget calculators, expenditure trackers and the ESCAPE program to maintain fiscal solvency. Every financial request must be initially approved by an administrator, then by the district accountant, then several more people in the business department to ensure funds are being used responsibly. The district fiscal department oversees all departments and programs, which includes an accountant for the adult school, a finance director, and finally, our Chief Business Officer.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

See district board policy in attachments.

5. Describe the record-keeping system to be used to maintain program data.

Every student registers through the front office where data is collected, including basic demographics and barriers to enrollment. The data is entered by the data clerk into ASAP, the attendance system. This data is then entered into TOPS Enterprise, which connects to the CDE for accountability purposes. All security measures are practiced and data is checked regularly for accuracy.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

The only requirement for our program is to be over 18 years of age, which is verified via birthdate. Registration forms are attached.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

The only requirement for eligibility is for students to be 18 years of age or older. The Monterey Peninsula Unified School District is committed to equal opportunity for all individuals in education and in employment. MPUSD prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived age, ancestry, color, physical or mental disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. If you believe you, or your student, have been subjected to discrimination, harassment, intimidation, or bullying you should contact your school site principal and/or the District's Chief Compliance and Title IX Officer, Dr. Manny Nunez, by phone at 831-645-1272, by email at mnunez@mpusd.net, or in person at 700 Pacific Street, Monterey, CA 93940. Visit <http://www.mpusd.net/titleix/> for more information.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Our agency evaluates the effectiveness of our programs through the following 1) Level gain in reading or math based on CASAS standardized computer tests 2) Completion of a milestone (prevocational or vocational) 3) Earning and wage increases

These are measured at the state level through standardized test data and wage earning matches/surveys. Serina Eichelberger, the administrator, is responsible for monitoring progress, which can be found on the state Launchboard data <https://www.calpassplus.org/Launchboard/Adult-Education-Pipeline.aspx>
Internal tracking systems cannot be shared to due student data privacy.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

Monterey Adult School has been serving the community of Seaside since 1941 and has provided support to over a thousand students or more every year. In the 17/18 school year 53% of our students completed their high school diploma or equivalency and 65% gained one or more educational levels. These are strong numbers in adult education.

We have had a balanced budget for years, take pride in continuous school improvement through professional development and training, and have participated in an audit in 2018 and a recent site audit this past December with no findings either time.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$40,000	\$10,000	\$5,000	\$5,000		\$60,000
Certificated Salaries - 1000	\$534,690					\$534,690
Classified Salaries - 2000	\$160,785					\$160,785
Employee Benefits - 3000	\$186,509					\$186,509
Supplies and Materials - 4000		\$103,125				\$103,125
Other Operating Expense and Services				\$50,524		\$50,524
Indirect Costs - 7000				\$52,000		\$52,000
TOTAL	\$921,984	\$113,125	\$5,000	\$107,524	\$0	\$1,147,633

Total Budget less capital improvements **\$1,147,633**

Application program percent **5%**

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Construction Portable Rehab	\$42,786
FY 2019-2020	Outdoor Classroom/Community Garden	\$20,000
FY 2018-2019		
FY 2017-2018		
FY 2016-2017		

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

Our past experience with grants from the City of Seaside have been successful. Despite pandemic related challenges, supply issues and personnel shifts, Monterey Adult School was able to meet all grant deadlines and grant objectives.

Part 8 - For CDBG Funds

12. Our proposal is for a **City of Seaside** project.

2. Select the type of assistance you provide: **05V - Neighborhood Cleanups**

3. This program provides assistance of the following type: **Slum and Blight**

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average
July 1, 2020 - June 30, 2021	14	1
July 1, 2021 - December 31, 2021	170	28

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
Advertise and promote for community leaders amongst students and staff	2	100%		0%		0%		0%	2
Recruit and interview professional, local artists/muralists	2	100%		0%		0%		0%	2
Form a committee to provide input		0%	5	100%		0%		0%	5
Finalized designs		0%	5	100%		0%		0%	5
Implement multiple workshops where student community and local community participates in painting the mural		0%		0%	60	100%		0%	60
Murals will be finalized and weatherized		0%		0%	10	100%		0%	10
Community based mural unveiling event		0%		0%		0%	50	100%	50
TOTAL	4	3%	10	7%	70	52%	50	37%	134

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	134	85	63%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$58,000	134	\$432.84

8. Indicate the funding set-aside the activity belongs to: [None of the above](#)

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

The cost per person served includes an estimate of how many students will participate in the directly in the implementation of mural, including directly painting the mural, or unveiling events. It does not include the hundreds of people positively impacted year after year that will appreciate the beautification of the streets.

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

The project budget is cost effective and reasonable because we are only calculating in our total cost-per-beneficiary numbers the estimated amount of students directly involved in the planning, painting or unveiling event. It does not include the number of local residents, the local businesses nor the persons who visit the neighborhood or campus who benefit from the beautification of the neighborhood, not only this year, but for many years to come. If we included and estimate of those positively impacted for years to come, the overall project budget cost is extremely effective and reasonable.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested.
Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Grand Total		\$0

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021	Projected Budget for July	% Increase or Decrease	CDBG Funds Request, City
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	to June 30, 2022	1, 2022 to June 30, 2023		of Seaside
Other Staff				
Supplies and Materials				
Consumable Supplies				\$15,000
Non-Consumable Supplies				\$3,000
Outside Services				
Telephone				
Utilities				
Maintenance				
Contract/Consultant Services				\$40,000
Other Charges				
Rent				
Travel (Mileage)				
Insurance				
Capital Outlay				
Equipment/Furniture				
Other - # of lines needed: 0				
Total	\$0	\$0		\$58,000
Total Funding Requested from Part 1				\$58,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	Agency_Certification_2020.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Tax_Exempt_Letter_2018-19.pdf
3 ☐ Articles of Incorporation/Bylaws	https://www.mpusd.net/apps/pages/index.jsp?uREC_ID=1006438&type=d&pREC_ID=1320245
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	Entity_Status_Letter.pdf
5 ☒ Organizational Chart	AE_02_2019-20_MPUSD_Organizational_Chart_1.pdf
6 ☐ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	https://www.mpusd.net/apps/pages/index.jsp?uREC_ID=1006438&type=d&pREC_ID=1305115
7 ☒ Resumes of Program Administrator and Fiscal Officer	Serina_Eichelberger_Resume_for_Grant.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	Cert_of_Coverage_21-22.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	2018-19_FINAL_MPUSD_Audit_Report_12.11.19.pdf 2019-20_Fiscal_Audit.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Letter_of_Authorization_and_Designation.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Letter_of_Authorization_and_Designation.pdf
12 ☒ Conflict of Interest Policy	GAMUT_Online_Monterey_Peninsula_USD_Conflict_Of_Interest_BB_9270.pdf
13 ☐ Project Team Experience and Qualifications	https://mas.mpusd.net/apps/pages/index.jsp?uREC_ID=1395013&type=d&pREC_ID=1573118
14 ☐ Project/Activity Timeline	See Part 3 #5 above
15 ☒ Financial Policies	Financial_Reports_and_accountability_Online_Monterey_Peninsula_USD_Financial_Reports_And_Accountability_BP_3460_1.pdf
16 ☒ Procurement Policies	GAMUT_Online_Monterey_Peninsula_USD_Contracts_BP_3312_Procurement.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	Registration_Forms.pdf
18 ☒ Project/Activity Support Letters	Letter_of_Support_CDBG_2022.pdf
19 ☐ Program Evaluations	https://www.calpassplus.org/Launchboard/Adult-Education-Pipeline.aspx
20 ☐ Outreach Materials	https://mas.mpusd.net/apps/pages/index.jsp?uREC_ID=1394972&type=d&pREC_ID=1573084
21 ☒ Evidence of Project Support/Community Outreach	Letter_of_Support_CDBG_2022.pdf

(written endorsements, when available)	
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	LEP_CDBG.pdf
23 ☐ Employee Handbook	https://4.files.edl.io/4f7c/12/16/19/192045-3e86376f-61bf-4292-91f8-7f142a9039e6.pdf
24 ☒ Record Retention Policies	Records Monterey Peninsula USD District Records AR 3580.pdf
25 ☐ Federal Tax Form 990	Not applicable
26 ☐ State Tax Form 199	Not applicable
27 ☐ Rental/Lease Agreement (if applicable)	Not applicable
28 ☐ Cost Allocation Plan	Not applicable
29 ☒ Other Site Map	Copy of MAS-map_1.pdf
30 ☒ Other Evidence of Need	Screen_Shot_2022-01-06_at_6.50.01_PM.png
31 ☐ Other	

Program Manager Signature
Date Signed

Serina Eichelberger
01/10/2022

Approved By:
Date Signed

Haroon Noori
01/15/2022

Initially submitted: Jan 10, 2022 - 10:24:00

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization Submitting Proposal:	Boys & Girls Clubs of Monterey County		
Program/Project Name:	2022-23 & 2023-24 Seaside Clubhouse Kitchen & Exterior Door Project Improvements		
Person Completing Application:	Andrew Vie	Title:	Chief Operating Officer
Direct Telephone:	831-394-5171 x212		
Email Address:	avie@bgcmc.org		
Authorized Official: (e.g. Exec. Dir.):	Ron Johnson	Title:	President/CEO
Direct Telephone:	831-394-5171 x249		
Email Address:	rjohnson@bgcmc.org		
Program/Project Contact:	Andrew Vie	Title:	Chief Operating Officer
Direct Telephone:	831-394-5171 x212		
Email Address:	avie@bgcmc.org		
Authorized Contact:	Marlene Trotter-Murray	Title:	Seaside Director
Direct Telephone:	831-394-5171		
Email Address:	mtrotter		
Finance Contact:	Ann Hasselbach	Title:	Chief Financial Officer
Direct Telephone:	831-394-5171		
Email Address:	ahasselbach@bgcmc.org		
Organization Mailing Address:	1332 La Salle Ave	City:	Seaside Zip: 93955
Organization's Website Address:	www.bgcmc.org		
Organization Telephone:	831-394-5171		
Organization Fax:	831-394-4898		
Tax ID Number:	94-1702753 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	613919968 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:	0387		
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July 1st - June 30th		
Date of your organization's most recently completed audit. (Month/Year)	06/20		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☐ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$100,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 03D - Youth Centers

3. Mark the box below that indicates the national objective met:

Activities Benefiting Low and Moderate-Income Persons. 570.208(a)
 LMC-Limited Clientele. 570.208(a)(2)
 Low/Mod Clientele. 570.208(a)(2)(i)
 Income Certification. 570.208(a)(2)(i)(C)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

Our location is within walking distance for many Seaside inhabitants and the bus stop in front of our facility makes it accessible via public transit. BGCMC provides some free community events for Seaside inhabitants. We also offer a cost recovery rental rate for corporate and community partners who wish to rent the facility. Additionally, we provide afterschool and summer break programming for youth at an affordable rate. No youth is turned away due to financial circumstances. All services will be conducted at 1332 La Salle Ave, Seaside, CA. 93955 and program hours consist of 12pm – 6pm during the school year and 8am-6pm during summer break. Community Partners needing a meeting place will be able to utilize the Seaside Clubhouse as an affordable and state-of-the-art option. The facility is fully

accessible for the disabled. Collaborative partners such Seaside Raiders, Community Hospital of the Monterey Peninsula, Bethel Missionary Baptist Church, formally Del Monte Manor Housing, and local volleyball and sports clubs all utilizes the kitchen, gymnasium, and community room for program services and events. While facility usage decreased for some of the more traditional use due to the pandemic, the Club's usage as a vaccination site saw over 1,000 Seaside residents received a vaccination. Also over 100,000 meals were made and distributed over the past two years out of the Seaside Kitchen. Low and moderate-income persons benefit from quality youth development program, facility use (community groups/partners) and nutritional services.

5. How will people or conditions in the community change as a result of what you do?

Our project will take place at the Seaside Clubhouse which is located on 1332 La Salle Ave in the City of Seaside. Located within Census Tract 06053013800, the Seaside Clubhouse is a hub for activity for the Seaside community. The project will support a minimum of 325 youth and dozens of community organizations and partners. We anticipate that approximately 85% of the youth qualify as low to moderate income status (LMI). With many of the families in the neighborhoods surrounding the Clubhouse are socio-economically disadvantaged, the Kitchen and Exterior Door improvements will provide community change through improved recreational programming and nutritional services.

Check if the proposed activity will:

- ☐ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☐ Help the homeless?
☐ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

Capital improvements to the Kitchen include replacement of the grease trap, modernizing all waste receptacles, evaluating current lighting, and replacing the 30 year old flooring. Exterior door improvements include replacement of full doors and hardware at the east side of the facility and addressing all dated and worn mechanisms and handles, ensuring the Club is safe and exterior doors secure.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
325	Hard Costs
325	Demo
325	Construction

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	FY22-23 Kitchen Improvement remove and replace 28 year old tile.
Activity #2	FY22-23 Kitchen Improvement remove and replace 80 gallon grease trap. Evaluate lighting and kitchen appliances.
Activity #3	FY23-24 Exterior Door Improvement remove and replace east exterior doors.
Activity #4	FY23-24 Exterior Door Improvement access and address locking mechanisms and hardware for north and west exterior doors.

4. Provide any additional relevant description of proposed activity or project.

With CDBG funding from the City of Seaside through 2023-2024, the Boys & Girls Clubs of Monterey County (BGCMC) working with a general contractor, would complete the following projects:

Boys & Girls Club Seaside –Kitchen Improvements - 2022-2023

Currently, The Kitchen at the Boys & Girls Club serves meals to meet the nutritional needs of 150 club members daily, ranging from 6 to 18 years of age. It is also available to the general public during non-program hours for private parties and community events throughout the year. Replacing the 28 year old flooring and updating commercial kitchen appliances and equipment improves food service efficiency. Total Cost: \$50,000.

Boys & Girls Club Seaside- Gymnasium Improvements - 2023-2024

Currently, the Gymnasium at the Boys & Girls Club is used on a daily basis to improve the academic success, physical fitness and health of over 325 youth annually, ranging from 6 to 18 years of age. It is also used as a practice and game facility by numerous public and city sports groups. To make the facilities safer and more user friendly BGCMC would like to replace the doors on the eastside and access and replace key hardware and mechanisms for the west and northsides. These improvements ensure the facility and be adequately locked, alarmed and secure. Total Cost: \$50,000.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Complete bid packet (Kitchen Project FY22-23)	10/18/2022
Submit public notice (Kitchen Project FY22-23)	10/24/2022
Hold pre-bid meeting (Kitchen Project FY22-23)	12/9/2022
Sealed bids due and opened (Kitchen Project FY22-23)	1/10/2023
Project awarded (Kitchen Project FY22-23)	1/15/2023

Project start date (Kitchen Project FY22-23)	2/1/2023
Project completion date (Kitchen Project FY22-23)	05/1/2023
Complete bid packet (Exterior Door Project FY23-24)	10/19/2023
Submit public notice (Exterior Door Project FY23-24)	10/25/2023
Hold pre-bid meeting (Exterior Door Project FY23-24)	12/10/2023
Sealed bids due and opened (Exterior Door Project FY23-24)	1/11/2024
Project awarded (Exterior Door Project FY23-24)	1/16/2024
Project start date (Exterior Door Project FY23-24)	2/1/2024
Project completion date (Exterior Door Project FY23-24)	5/1/2024

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

As this is a continued effort towards Clubhouse improvements and modernization, the outreach to proposed beneficiaries remain consistent. We will continue to offer nutrition services and programming in collaboration with organizations such as Seaside Raiders and Bethel Missionary Baptist Church. Additionally, our free Summer Food Service program will be posted and sent to media groups. Documents are attached in the intake, outreach and community outreach areas.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

The following indicators will be used to measure impact of our project in meeting the need of persons assisted with HUD funds:

Utilizing BGCMC membership data and measuring outcomes, the Seaside Clubhouse will meet the following project accomplishments:

- Serve an estimated 325 persons in 2022-23 and 2023-24

- Approximately 275 persons of low-income

- Serve 50,000 meals and snacks in 2022-23 and 2023-24

BGCMC addresses the nutritional and wellness needs of Club Members and their families with a holistic, innovative approach. The proposed project supports the overall wellness of the Club Members and their families in order for all involved to live healthy lives and to build a stronger, healthier and educated community. This starts by providing the access to Club programs and nutritional services.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

The proposed activity directly response to the Corona Virus Pandemic by improving food safety service and efficiency. In 2020-21 we experienced a 50% increase in meals served (151,000) and distributed over 10,000 food boxes (over 10,000 pounds of food) in response to emergency food assistance to Monterey County families.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

Improvements to the Clubhouse Kitchen allows the USDA nutrition program to prepare meals more efficiently and safely. We provided meals to youth and families in Seaside and throughout Monterey County during shelter in place. This included delivery and 'grab and go' as to prevent exposure by congregating. Students served onsite are restricted to a single group or 'pod' of students to reduce exposure.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

The biggest challenge in terms of reaching our goals and maximum reach capacity, involved maintaining the ratios and 'pods' required by the County and State. However, BGCMC was proud to comply and do everything possible to keep students and staff safe. Fortunately, we have had no transmission of COVID at the Clubhouse and limited cases have remained within single households. While the COVID-19 crisis has substantially increased the number of food insecure families, we have found inspiration in our newly formed partnerships. We continued to promote healthy lifestyles. For nine months of the grant period, BGCMC provided hundreds of food boxes weekly to underserved families. There were 7 distribution locations and partners who pick up food boxes and/or meals. BGCMC partners include housing developments Terrex. The residents from these housing communities are very low, low and moderate-income families, seniors, veterans, and people living with physical, mental, or developmentally disabled and the formerly homeless. BGCMC created an Online Club Experience where youth may access On-Demand activities, recorded sessions, and live programming with Clubhouse Staff. We are consistently reaching over 100 youth per week and the demand for services grows.

11. Explain how your organization will avoid duplication of benefits?

BGCMC works strategically and openly communicates with nonprofits and community based organizations. For example during the pandemic, we communicated with the Food Bank of Monterey County and agreed to distribute to families, but not to organizations. Thus, fellow organizations received food directly from the Food Bank and BGCMC acquired food and prepared meals went directly to constituents and end users. Additionally, we maintain registration and lists for services. For example the Monterey Peninsula Foundation provided (250) \$200 Costco Gift Cards for holiday support. We shared our list of families with other nonprofits to ensure that families did not received multiple benefits.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on

funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

The Boys & Girls Clubs of Monterey County would adapt the proposed activity by securing additional unrestricted funds to support the project. A lower award could result in a modification or reduction to the goals and number of beneficiaries; however, BGCMC will make every effort to secure the necessary funding to ensure services continue as they have for the past 30 years. For example, BGCMC secured \$111,000 in grants beyond the CDBG contracts awarded in 2017-18 and 2018-19 as the project bids case in higher than projected. For FY18-19 and 19-20, BGCMC secured an additional \$25,000 to support the Community Room improvements. The provision of CDBG funds will assist BGCMC in meeting the continued demand experienced through the pandemic.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

Studies also show that out-of-school time is a vulnerable window for unsupervised teens. They are more likely to use alcohol, drugs, and tobacco; engage in criminal and other high-risk behaviors; receive poor grades; and drop out of school than those who have the opportunity to benefit from constructive, supervised activities. Over 52,000 children in Monterey County received school meals in 2014, but 87% did not have that safety net service over the summer putting them at higher risk of experiencing hunger for three months. With the support of the City of Seaside from Community Development Block Grants, Boys & Girls Club has addressed the urgent facility needs of a 28 year old building. Youth clients have benefited from the improvements made possible through funding from CDBG grant awards. During the past two years, BGCMC meals served increased 50%, due to grab and go meals. Additionally, we distributed over 100,000 pounds of food, as our Seaside Kitchen was a hub for support during the pandemic.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Our request for CDBG funding falls under the priority to enhance social services. We are a community based nonprofit organization and all capitol improvements to the Boys & Girls Club directly impact the before mentioned youth and their families by making the club a safer and healthier environment. The project will enhance access to social services benefitting priority populations of very low-income households, children and households with nutrition, recreation and after-school enrichment programs and services.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

[Increased Decent and Affordable Housing](#)

5. Describe how you will meet the goal identified above.

By funding the proposed project, the Clubhouse infrastructure improvements directly benefit and target low-income neighborhoods most in need of assistance. While the Seaside Clubhouse focuses on direct services for youth 6-18, our facility hosted tax consultations for free to seniors, and hosted vaccination clinics for all ages. With access to after school homework support, nutrition, physical activity and pro social behaviors, this project greatly improves the public services offerings leading to access to community services.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand (A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed
TOTAL		\$100,000	\$0	\$0	\$100,000	\$0	0%

Leveraging Ratio

100%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

BGCMC shared the importance of the proposed project core supporters, particularly Foundations that provide unrestricted funding and supporters that prioritize capital gifts and projects. BGCMC has strong relationships with business that provide in-kind services that can be utilized to supplement or offset any surprise costs or project preparation. For example Carmel Gives funded the installation of the Community Room partition, as CDBG funds covered the cost of the materials. During the past six years awarded CDBG funding, BGCMC has successfully leveraged an additional \$150,000 in funding and thousands more through in-kind. For the proposed project BGCMC has \$15,000 pending.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

BGCMC partners with Monterey Peninsula Unified School District, specifically Del Rey Woods Elementary, International School, MLK School of the Arts, Ord Terrace, and Seaside Middle school. Nearly 60% of youth are transported every day to ensure students have an opportunity to receive quality after school programming. Collaboration for recreational and nutritional services include: Cal State University of Monterey Bay, Harmony at Home, formerly Del Monte Manor Housing, Bethel Missionary Baptist Church, Community Hospital of the Monterey Peninsula, Seaside Raider Youth Football, Stroller Moms, Starlight Volleyball Club, and Taylor Farms. We coordinate County wide efforts, such as the Adopt-A-Family program to secure gift cards from local Foundations and distribute to high need families in Seaside.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The Boys & Girls Clubs of Monterey County (BGCMC) has been a leading youth development agency in Monterey County for 53 years, providing thousands of children, ages 6 to 18 years old, with a safe and affordable place to go afterschool and during school breaks. Our mission is to inspire and empower the youth of Monterey County to realize their full potential to become responsible, healthy, productive and successful citizens. BGCMC supports youth with innovative, impactful programs, services, and activities offered across five Core Areas of programming: Recreation, Sports & Fitness; Education & Career Development; The Arts; Character & Leadership Development; and Health & Life Skills. We strive to support the whole-child by achieving three core initiatives: 1) Academic Success: youth perform at grade level and graduate from high school with a plan for post-secondary success; 2) Healthy Lifestyles: youth demonstrate improvements in their physical fitness and emotional health, as well as the acquisition of life skills necessary for overall personal wellness; 3) Good Character & Citizenship: youth avoid high risk behaviors such as substance abuse and gang involvement; while developing a competencies and influence to improve their community.

2. List the locations of all facilities, and days and hours of operation.

Seaside Clubhouse, 1332 La Salle Ave, Seaside, CA. 93955

Hours: Monday – Friday, 12:00pm to 6:00pm during the school year, 8:00am to 6:00pm during school breaks

Salinas Clubhouse, 85 Maryal Drive, Salinas, CA. 93906

Monday – Friday, 12:00pm to 6:00pm during the school year, 8:00am to 6:00pm during school breaks

Fairview Middle School, 401 4th Street, Gonzales, CA. 93926

Various days during the school year

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Ann Hasselbach serves as the Boys & Girls Clubs of Monterey Chief Financial Officer. Per the uploaded financial policies, Ms. Hasselbach works with BGCMC staff to ensure all procedures are followed. In addition to an annual external audit, governance comes from our Board of Directors and Finance Committee.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

BGCMC will adhere to the procurement provisions under 24 CFR Part 85 or 84 as outlined by the attached Procurement policy. BGCMC has extensive controls among the Board of Directors, President/CEO, Chief Financial Officer, and Finance Committee to ensure that all procurement policies are met.

5. Describe the record-keeping system to be used to maintain program data.

Program data involving intake and demographics will be maintained using Kidtrax an in-house database used for membership information. All student performance data will be obtained through survey completion administered by key Seaside Clubhouse staff. Beneficiary files are stored in a locking file cabinet and electronic access to the membership database is fire walled and password protected. Please see the attached policies in accordance with record retention and storage.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

The Boys & Girls Clubs of Monterey County membership application includes participant selection for free/reduced meal eligibility. This information is then recorded onto the program participation spreadsheet and with sufficient notice; student eligibility can be confirmed through each schools' respective administration and staff. BGCMC will utilize student free or reduced lunch data to document low income resident eligibility and will exceed 51% of the persons served are low-income. The eligibility determination is based on the California Department of Education's household income levels in alignment with Federal Poverty guidelines. Of the 325 beneficiaries the free or reduced lunch eligibility is approximately 85%.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

Under the supervision of the Chief Financial Officer, BGCMC has a full-time Human Resources Director that ensures full compliance as it relates to all federal, state and local laws. Additionally, the Human Resources team manages the entire new hire training to ensure compliance. Applicable policies can be found in the attached employee handbook, LEP and 504 plans.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Our programs are measured through evaluation, attendance, assessment, and project-based learning. Case management and individual plans for our 6th-12th grade students are key tools to ensure youth success. Our web-based intervention program, Read Naturally, includes internal diagnostic tests that allow staff to assess the members' proficiency in the subject and place them in the program where they need the most support. These programs occur throughout the year and members are assessed and evaluated throughout to progress through each level, ultimately graduating from the program when they achieve grade level. This continually allows more members to have the opportunity to be a part of these programs. All nutrition services are tracked through USDA daily meal counts and partner agreements account for tracking support received and ensuring families served are high need. Seaside Senior Impact Director Marlene Trotter-Murray will be responsible for monitoring progress. Chief Operating Officer, Andrew Vie, will be responsible for completing all CDBG related report. Attached includes impact reporting for BGCMC, as well as the final report for FY20-21 Seaside CDBG.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

BGCMC operates under the leadership of Ron Johnson and guidance of the BGCMC Board of Directors. The BGCMC Board of Directors has active and engaged leaders participating in a variety of subcommittees including finance, safety and recruitment. Ron Johnson heads a team of 9 Directors and two Officers to ensure that the advancement, finances, human resources and programs are in good standing with Boys & Girls Clubs of America, meet federal fund administration and non-profit guidelines. A recipient of federal OJP funding for over nine years, BGCMC is well practiced in monitoring federal funds to be in full compliance with all rules and guidelines. Under the leadership of President & CEO, Ron Johnson, BGCMC's Chief Financial Officer Ann Hasselbach closely monitors all contracts and works with BGCMC staff to ensure timekeeping, expenditures and financial reporting are compliant. We have completed multiple CDBG monitoring with the City of Seaside, City of Salinas and County of Monterey (FY18-19 Letter attached) as a Community Development Block Grant recipient and received positive feedback regarding participant record keeping, maintaining confidential information and following federal guidelines. Currently, BGCMC manages three successful CDBG grants for 2021-22 with the City of Seaside and County of Monterey for services in Gonzales.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application					\$100,000	\$100,000
Seaside Clubhouse	\$1,031,028	\$188,425	\$50,100	\$443,450	\$15,000	\$1,728,003
Salinas Clubhouse	\$1,199,695	\$207,625	\$49,100	\$611,350	\$0	\$2,067,770
Virtual Program	\$264,651	\$3,400	\$2,000	\$3,400	\$0	\$273,451
BGCMC Admin & Operations	\$439,265	\$8,410	\$7,500	\$160,750	\$0	\$615,925
BGCMC Development	\$468,746	\$6,640	\$5,500	\$154,700	\$0	\$635,586
TOTAL	\$3,403,385	\$414,500	\$114,200	\$1,373,650	\$115,000	\$5,420,735

Total Budget less capital improvements \$5,305,735
 Application program percent 2%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	FY2020-2021 Gymnasium & Kitchen Improvements	\$70,000
FY 2019-2020	FY 2019-2020 Community Room Upgrades - Operable Partition Wall, Wall Carpet Replacement, and Interior Painting	\$22,000
FY 2018-2019	FY 2018-2019 Flooring Renovation Project	\$71,507
FY 2017-2018	FY 2017-2018 Repair Roof & Install Skylights	\$63,757
FY 2016-2017	FY 2016-2017 Modernization of Clubhouse - Dome Skylights	\$21,000

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

As indicated by the attached evaluation our experience has been both positive and impactful to the Seaside community. As an eight year recipient of a CDBG grant we have consistently met CDBG guidelines and worked diligently to correct any impediments to our projects. We have successfully completed CDBG monitoring from the City of Seaside, City of Salinas and County of Monterey County. We appreciate the City of Seaside's assistance and guidance during the CDBG process and aspire to continue serving Seaside youth and families.

Part 8 - For CDBG Funds

12. Our proposal is for a City of Seaside project.

1A. Please identify the types of facilities:

[Parks and Recreation Facilities](#)

If you selected Infrastructure or Other, please explain:

1B. Please identify the types of Improvements

[Rehabilitation/Improvement](#)

If you selected Other, please explain:

2. Complete applicable items for all public facility and infrastructure projects (including acquisition, rehabilitation and demolition).

a. Who is the legal owner of the property?

Owner Name:	Boys & Girls Clubs of Monterey County
Owner Address:	1332 La Salle Ave., Seaside, CA. 93955
Phone Number:	831-394-5171
Email Address, if applicable:	grantsadministration@bgcmc.org

b. If your organization is pursuing site control, please upload a Timeline that demonstrates when firm site control will be obtained and include all documents issued by your organization pursuing site control.

Indicate the final owner of the property.

Owner Name:	
Owner Address:	
Phone Number:	
Email Address, if applicable:	

c. Indicate if there are structures on the property	Yes
If Yes, will the structures be demolished?	No
If Yes, are the structures currently occupied?	
d. If there are occupied structures on the property and the proposed project involves temporary or permanent relocation of residents or businesses a Relocation Plan is required. Has a Relocation Plan been prepared?	No

Comments or Explanations

[This does not apply to our proposed project.](#)

e. Square footage of existing building, proposed building or building addition?

[23870](#)

f. Square footage of construction site parcel?

[28000](#)

g. Service capacity of the existing facility?

[1052](#)

h. Improved capacity of the existing facility after completion of proposed improvements?

[No](#)i. Has a Capital Needs Assessment been prepared? [No](#)

j. If a Capital Needs Assessment has not been prepared, please explain why:

[The determination of project need is based on the end of life for Kitchen flooring and appliances and the wear/tear for the original doors and hardware from for the past 28 years. These are important projects to ensure that the Seaside community youth are served and families continue to have access to key nutrition and after/out of school services.](#)

j. Age of Structure? (Please cite data source used to determine age of structure.) [1994](#)

k. Historic Status of Structure?

☐ Listed in the National Register of Historic Places

If this box was selected, please provide accurate title of listed structure:

☐ Listed as a California Historic LandmarkIf this box was selected, please provide accurate title of listed structure: [0](#)☐ Listed as a local Historic and Architectural Resource

If this box was selected, please provide accurate title of listed structure:

☐ Other, please explain:☒ None of the above

3. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$100,000	325	\$307.69

4. If proposed project involves construction work over \$2,000 or rehabilitation of 8+ units (applies to rehab. of residential property if such property is designed for residential use for 8 or more families), explain how your organization will meet the Davis-Bacon Labor Standards in the space below. Provide names of prior developments subject to Davis-Bacon and upload supporting documents demonstrating how compliance will be achieved(e.g., construction contracts, existing agency administrative policies).

[All construction contracts are reviewed to make sure they meet Davis-Bacon Labor standards. Davis-Bacon poster displayed during duration of project. All General and Sub-contractor employees interviewed using HUD Form 11. Existing agency policies are attached, including the FY18-19 CDBG final report.](#)

a. List name of person who will administer your Davis-Bacon compliance:

Name/Title:	Stephen Murray
-------------	--------------------------------

Phone Number:	831-394-5171
Email Address:	smurray@bgcmc.org
Previous Experience with Davis-Bacon:	FY20-21 & FY21-22 CDBG

b. Provide prior related experience (e.g., list other developments, projects, trainings)

Under the leadership of President & CEO Ron Johnson, BGCMC has successfully administered seven prior fiscal year awards for CDBG projects. This includes seven years of experience with Davis-Bacon compliance, posting bids, contracts, and project execution. Additionally, BGCMC successfully completed over \$500,000 in capital improvements with the Seaside Teen Center.

5. Has proposed project undergone any form of environmental review process? Please review HUD's Environmental Review information and the California Office of Historic Preservation website.

N/A

All HUD funded activities/projects will require an environmental review record.

6. Lead-Based Paint Compliance. Describe how your organization will address hazards that may be associated with the proposed project.

Hazardous Material Studies are completed by a certified company on all materials involved prior to the start of construction.

7. Have preliminary design sketches been completed for the proposed project? If yes, please attach copies (must be to scale, preferably copied on 8 1/2 x 11 sheet) in the attachments section.

No

8. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

The overall project budget is cost effective and reasonable based on the requirements for procurement and BGCMC's leveraging ratio. With 325 youth impacted annually and thousands of meals and snacks served, the anticipated results are in alignment with City of Seaside's goals and objectives. The cost per participant is sensible to the long term impact and high number of LMI beneficiaries impacted.

For Housing and Facilities programs, enter below your requested Project funding below for the 2 year period including FY 2022 & FY 2023. Include in the Timeline and Milestones section of this application the time frame when you will be spending the requested funds. Projects should be "Shovel-Ready", and amounts funded **must** be used before the end of the period applied for.

Please complete the Development Budget, or an excel spreadsheet can be uploaded in lieu of completing Worksheet No. 3. Use one of the "Other" boxes in the Attachment section to upload this worksheet.

NOTE: If you upload a spreadsheet, you must ALSO enter HUD Funds Requested in this table.

Worksheet # - Development Budget (This worksheet should reflect HUD funds requested)					
	HUD Funds Requested	Federal	State	Other	Private
General Development Costs					
Construction Loan Interest					
Real Estate Taxes During Construction					
Builders Insurance Liability					
Financing Fees					
Legal Fees					
Title & Recording Expenses					
Organization Expenses				\$15,000	
Rent-up & Marketing					
Other - # of lines needed:					
Total General Development Costs	\$0	\$0	\$0	\$15,000	\$0
Construction Costs					
Structure					
Project Amenities	\$20,000				
Site Preparation	\$80,000				
Off-Site Improvements					
Other - # of lines needed:					
Total Construction Costs	\$100,000	\$0	\$0	\$0	\$0
Construction Fees					
Impact Fees, Permits, School Fees (attach schedule identifying costs by type & amount)					
Bond Premium					
Architectural/Engineering					
Developer Fees					
Other - # of lines needed:					
Total Construction Fees	\$0	\$0	\$0	\$0	\$0
Equity / Financing					
Up Front Land Payment					

Total General Development Costs	\$0	\$0	\$0	\$15,000	\$0
Total Construction Costs	\$100,000	\$0	\$0	\$0	\$0
Total Construction Fees	\$0	\$0	\$0	\$0	\$0
Developer Equity/Fee					
Total To Be Financed					
First Mortgage Amount					
Total Equity/Financing Fees					
TOTAL DEVELOPMENT COST	\$100,000	\$0	\$0	\$15,000	\$0
Total Project Financing	\$115,000				

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	1. BGCMC HUD Agency Certification 1-10-22.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	2. BGCMC Non_Profit Document IRS determination.pdf
3 ☒ Articles of Incorporation/Bylaws	3. BGCMC Bylaws 4-26-19.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	4. BGCMC Certificate of Good Standing 1-10-22.pdf
5 ☒ Organizational Chart	BGCMC Organization Chart 5-21.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	6. BGCMC Board Roster 2021-22.xlsx - Board Members.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	7. BGCMC Resumes A Hasselbach and M Trotter Murray.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	8. BGCMC CDBG Certificate of Insurance.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	BGCMC Audited Financials FY19 FY20.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	10. BGCMC Authorization to Request Funds..pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	11. BGCMC Designation of Authorized Officials.pdf
12 ☒ Conflict of Interest Policy	12. BGCMC Conflict of Interest Policy.pdf
13 ☒ Project Team Experience and Qualifications	13. BGCMC Project Team Experience and Qualifications.pdf
14 ☐ Project/Activity Timeline	Please see Part 3 Section 3. and 5.
15 ☒ Financial Policies	15. Financial Policies.pdf
16 ☒ Procurement Policies	16. BGCMC Procurement Policy.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	17. BGCMC Membership Intake ENG and SPAN.pdf
18 ☒ Project/Activity Support Letters	18. BGCMC SEA CDBG Letters of Support.pdf
19 ☒ Program Evaluations	19. BGCMC Evaluation.pdf
20 ☒ Outreach Materials	20. BGCMC Membership Outreach.pdf
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	21. Evidence of Community Engagement.pdf
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	22. BGCMC LEP Section 504 Plans.pdf
23 ☒ Employee Handbook	23. BGCMC Employee Handbook.pdf
24 ☒ Record Retention Policies	24. BGCMC record retention policy.pdf
25 ☒ Federal Tax Form 990	25. BGCMC Form 990 - Public 6-30-20.pdf
26 ☒ State Tax Form 199	26. BGCMC Form 199 6-30-20.pdf
27 ☐ Rental/Lease Agreement (if applicable)	Not applicable
28 ☒ Cost Allocation Plan	28. BGCMC Cost Allocation Plan.pdf
29 ☒ Other Site Plan	29. Seaside Unit Floor Basic Plan 4-8-15.pdf
30 ☐ Other	
31 ☐ Other	

Program Manager Signature
Date Signed

Andrew Vie
01/10/2022

Approved By:
Date Signed

Haroon Noori
01/15/2022

Initially submitted: Jan 10, 2022 - 16:24:46



Inspiring all girls
to be strong,
smart, and bold™

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Gay Reimann
Linda Smith
Joanne Webster
Jennifer Williams

Patty Fernandez
Executive Director

Tax ID
#20-5040398

January 18, 2022

Seaside City Council
Community Development Advisory Committee
440 Harcourt Avenue
Seaside, CA 93955

Dear Advisory Committee Members:

On behalf of our board of directors and the staff of Girls Inc. of the Central Coast, I would like to offer our sincere apologies for the late submission of our Community Development Block Grant. Our Executive Director was out sick with Covid for the first two week of January.

We have been fortunate to receive CDBG funding for the past seven years offering youth-led programs that motivate the girls we serve to set goals, pursue health and wellness, avoid unhealthy behaviors, and follow their dreams. High school girls from the community, who have participated in our ECHO Leadership and Mentoring program, facilitate these programs. They are role models for the younger girls and inspire them to graduate from high school and understand the value of a college education.

Thank you, once again, for this opportunity. Our proposal for a grant of \$15,000 was submitted to support our work with low-income elementary and middle school girls in the Seaside community.

Sincerely,

Hetty Eddy

Hetty Eddy
Board President

Please rate this program in each of the areas below, using this scale:
 0 – Below Standard – Does not meet the basic requirements.
 1 – Poor – Somewhat meets the intent of the basic requirements, lacking vital information.
 2 – Fair – Meets some of the basic requirements, lacking vital information.
 3 – Okay – Meets some requirements.
 4 – Good – Meets all requirements.
 5 – Excellent – Exceeds all requirements.

Point totals for each program will be aggregated over the ratings of all the evaluators and available for review by the city program manager and by you.

1. COMMUNITY NEEDS AND PRIORITIES	0	1	2	3	4	5
1.1 The need is identified in the Consolidated Plan.	☐	☐	☐	☐	☐	☐
1.2 The proposal meets the most urgent needs (Senior & Youth for Public Services.)	☐	☐	☐	☐	☐	☐
1.3 The need for this service has been clearly identified.	☐	☐	☐	☐	☐	☐
1.4 The data or information supplied by applicant clearly shows how this service or activity will satisfactorily address the need.	☐	☐	☐	☐	☐	☐

2. BENEFITS TO TARGET POPULATION	0	1	2	3	4	5
2.1 Applicant has experience and ability to successfully carry out the proposed services or project (Includes past program performance, meeting goals and objectives, satisfactory monitoring results, contract compliance, quality of the application, review of resumes of key staff, community reputation, and communication with funders).	☐	☐	☐	☐	☐	☐
2.2 The service or activity benefits primarily lower income residents and agency shows understanding & ability to document eligibility.	☐	☐	☐	☐	☐	☐
2.3 Clear measurements of the effectiveness of the service have been outlined in application.	☐	☐	☐	☐	☐	☐
2.4 Outreach to clients and services are culturally and linguistically appropriate, and effective to clientele.	☐	☐	☐	☐	☐	☐
2.5 Services are physically accessible to persons with disabilities.	☐	☐	☐	☐	☐	☐

3. ORGANIZATIONAL / ADMIN CAPACITY	0	1	2	3	4	5
3.1 Applicant's Mission is consistent with this service or project.	☐	☐	☐	☐	☐	☐
3.2 Applicant has established ability to effectively administer grants - (Includes past performance includes timely submission of reports and invoices, satisfactory monitoring results and annual audits and internal financial controls. For new applicants, includes application, review of audit, proposed and current program budget, resumes of key staff, and communication with funders who may have experience with applicant).	☐	☐	☐	☐	☐	☐
3.3 Applicant has stable Executive Director, Program Manager and Financial Officer (tenure 1+ years).	☐	☐	☐	☐	☐	☐

4. FINANCIAL ANALYSIS	0	1	2	3	4	5
4.1 The cost per beneficiary is reasonable compared to services provided, and the activity is cost effective.	☐	☐	☐	☐	☐	☐
4.2 Applicant demonstrates balance & diversity of fund sources other than City/Consortium CDBG (other letters of funding commitment).	☐	☐	☐	☐	☐	☐
4.3 The percentage of funds requested to serve Seaside residents is proportional to the program budget and total persons served, and the agency demonstrates a need for Seaside funding.	☐	☐	☐	☐	☐	☐
4.4 The agency shows sound fiscal management ability (as reflected in the most recent audit.)	☐	☐	☐	☐	☐	☐
4.5 Applicant spends less than 20% of budget on administration.	☐	☐	☐	☐	☐	☐

Total:

0 of 85 possible Points

Completed:

0 of 17 questions answered

**Basic Elements of a Subrecipient Application for Funding
and Applicable Federal Regulations**

✓	Data	Description	Some Key Applicable Regulations
	1. Project Summary	A brief project description including: • Need or problem • Population to be served • Geographic service area • Description of work and how it addresses the problem • Schedule for completion • Proposed accomplishments • Eligibility/National Objective • Proposed budget • Intended staffing • Other sources of funding	24 CFR 570.200(a), 570.201–570.208, 507.503
	2. Agency Background	• Years in operation • Purpose • Type of services provided • Agency’s capabilities • Experience with Federal Programs • Number/characteristics of clients served • License to operate	24 CFR 570.506, 570.507, 570.610; 24 CFR Parts 84 or 85
	3. Personnel	Describe: • Staff positions and qualifications • Policy/procedures manual	24 CFR 570.506, 570.507, 570.601, 570.602, 570.607(b), 570.611
	4. Financial	Describe: • Operating budget • Commitments for ongoing funding • Fiscal management (reporting, records, accounting principles)	24 CFR 570.502–570.504, 570.506, 570.507, 570.610; 24 CFR Parts 84 or 85, and OMB Circulars A-87 or A-122; Treasury Circular 1075
	5. Audit Requirements	Organizations receiving \$300,000 or more in Federal financial assistance in a fiscal year must secure an audit.	OMB Circular A-133
	6. Insurance/Bonding/Worker’s Compensations	Indicate if agency: • Has liability insurance • Pays payroll taxes and worker’s compensation • Has fidelity bond coverage	24 CFR Parts 84 or 85
	7. Additional Information	Any other pertinent information	
	8. Standard Documents for Submission	• Articles of Incorporation/Bylaws • Non-profit determinations • List of Board of Directors • Authorization to Request Funds • Authorized official designation • Organization Chart • Resumes of Chief Program Admin. and Chief Fiscal Officer • Financial Statement and Audit • Conflict of Interest Questionnaire • Framework for Documenting Compliance with National Objectives	24 CFR 570.208, 570.500(c), 570.611 *Although these regulations do not require formal submission of all these documents at the point of application, the grantee can still request this information to obtain a better understanding of the organization, systems, and personnel of a potential subrecipient.

SUBRECIPIENT SELECTION CHECKLIST

This checklist provides useful criteria for selecting subrecipients and assessing risk. A grantee should use such criteria to determine whether a prospective subrecipient has the necessary systems in place for the Federal requirements that impact the type of activity being proposed. The grantee should “walk through” a hypothetical scenario involving the proposed activity to assess how the requirements on the checklist will be handled. This will allow the grantee to gauge the completeness of the prospective subrecipient’s systems and determine whether any technical assistance and/or close oversight will be necessary.

- ☐ Project is eligible and meets one of the three broad National Objectives:
 - Principally benefits low- and moderate-income persons;
 - Prevents or eliminates slum or blight;
 - Addresses an urgent need or problem in the community.
- ☐ Project fits into the community priorities set out by the Consolidated Plan.
- ☐ Project can be completed within a reasonable time frame.
- ☐ Prior experience with CDBG related activities, **and/or**
- ☐ Prior experience with other grant programs, and proven record carrying out similar projects in the community.
- ☐ Financial capacity as indicated by audited financial statements and banking/credit references.
- ☐ Financial stability (not total dependence on CDBG funds) as indicated by other funding sources and amounts, over time.
- ☐ Adequate staffing (number of staff and qualifications).
- ☐ Organizational strength, including:
 - record-keeping methods;
 - filing system;
 - financial systems;
 - existence of a written procedures manual for financial management and personnel.