



AGENDA
CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
440 HARCOURT AVE
Thursday, February 8, 2024
6:00 PM

NOTICE: *The City Council and the City's Boards, Commissions and Committees, will hold its public meetings in person, with options for viewing and listening virtually or telephonically, based on availability.*

1. To view this meeting: Please click on the following link to the City of Seaside YouTube Channel: <https://www.youtube.com/c/CityofSeasideCalifornia>
2. To view in this meeting: Using the Zoom application on your smart phone, laptop, tablet or desktop and click on this link: <https://ci-seaside-ca-us.zoom.us/j/87490121897?pwd=aGY0d2FBUHU0SFERZW1wUkZNMlptUT09>

Meeting ID: 874 9012 1897
Passcode: 93955

3. To participate by phone: Please call (669) 900-9128
Enter the meeting ID **874 9012 1897** when prompted. There is no participate code – press the pound sign # after the recording prompts you.
4. To make public comment, the following options are available:

Before the Meeting via Email: Written comments can be emailed to CityClerk@ci.seaside.ca.us Include the following subject line: "Public Comment Item # ___" (insert the agenda item number relevant to your comment). Written comments must be received by 2:00 p.m. on the day of the meeting.

During the Meeting via Oral Comments: When the Chair calls for public comment, members of the public participating in person and wishing to address the City Council may approach the podium when the Chair calls for public comment.

1. CALL TO ORDER

2. ROLL CALL

Tina Cormier	Chair
Trent Parker	Commissioner
Dayana Bergman	Commissioner
Amir Chapel	Commissioner

3. REVIEW OF AGENDA

If there are any items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required).

4. 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.

5. APPROVAL OF MINUTES

6. BUSINESS

A. FY24-26 CDBG FUNDING REQUESTS AND AGENCY PRESENTATIONS

7. REPORTS FROM COMMISSIONERS

This is a time specifically set aside for Commissioners to make brief comments of general interest to the community, make requests that items be added to future meeting agendas as necessary, and report on Committee Assignments.

8. REPORTS FROM STAFF

This is a time specifically set aside for the Staff Liaison to provide updates on non-agendized requests from the Commission, and to provide brief information on topics under the purview of the Commission.

9. 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.:6.A.

TO: Community Development Advisory Committee

BY: Haroon Noori, Administrative Analyst II

DATE: February 8, 2024

SUBJECT:
**FY24-26 CDBG FUNDING REQUESTS AND
AGENCY PRESENTATIONS**

PURPOSE

- A. Receive information presented by City staff; and
- B. Receive agency presentations in the following order:
 - 1. Greater Victory Temple
 - 2. Legal Services for Seniors, Monterey County
 - 3. Meals on Wheels Monterey Peninsula, Inc.
 - 4. Eden Council for Hope and Opportunity
 - 5. Gathering for Women - Monterey
 - 6. Girls Inc of the Central Coastal
 - 7. City of Seaside Engineering Department
 - 8. Community Human Services
 - 9. Boys & Girls Clubs of Monterey County

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 at least 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

- Provide 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

FY24-26 NOFA:

The CDBG program operates under a two-year funding request cycle. This funding cycle represents the City’s fifth operating year of the 2020-24 Consolidated Plan, and 1st operating year of the 2025-2029 Consolidated Plan which will be planned and developed in 2024. A [Notice of Funding Availability \(NOFA\)](#) was issued on December 1, 2023, to solicit applications for awards of CDBG funds for fiscal years 2024-2025 and 2025-2026. The NOFA was also published in the Monterey County Weekly on November 30, 2023. A mandatory pre-proposal conference was also conducted on December 13, 2023, to assist applicants with program regulations and project eligibility questions.

FUNDING AVAILABILITY:

The City is an entitlement community and anticipates having funds available as follows:

Funding Type/Source	FY24/25	FY25/26
Anticipated CDBG Allocation	\$350,000	\$332,000

Anticipated Program Income	\$102,000	\$102,000
CDBG Funds Available from Previous Years	\$121,273	-
Program Income Available from Previous Years	\$21,729	-
Total	\$595,002	\$434,000

HUD will announce the actual allocation amount in or about March 2024. 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 2024-26 NOFA, the City received 6 public service and 3 capital improvement project applications which are attached for reference. Of the 6 public service applications, two applications (for Girls Inc of the Central Coast and Legal Services for Seniors) were submitted outside the application window.

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

		FY2024-2026 Funding Cycle Requests		
Agency Name	Program Name	Year 1	Year 2	TOTAL
Greater Victory Temple	Afternoon Community Program	\$15,000	\$15,000	\$30,000
Legal Services for Seniors, Monterey County	Legal Services for Seniors	\$15,000	\$15,000	\$30,000
Meals on Wheels Monterey Peninsula, Inc.	Home Delivered Meals	\$12,000	\$12,000	\$24,000
Eden Council for Hope and Opportunity	Fair Housing and Tenant/Landlord Services	\$13,625	\$13,625	\$27,250
Gathering	Case	\$15,000	\$15,000	\$30,000

for Women - Monterey	Management - Casa de Noche Buena			
Girls Inc of the Central Coastal	After-School Program	\$15,000	\$15,000	\$30,000
Public Services Subtotal		\$85,625	\$85,625	\$171,250
Public Facilities and Infrastructure				
City of Seaside Engineering Department	San Pablo Pedestrian Bridge	\$350,000	\$350,000	\$700,000
Community Human Services	Family Service Centers and Casa de Noche Facility Improvements	\$40,000	\$40,000	\$80,000
Boys & Girls Clubs of Monterey County	Seaside Clubhouse Exterior Lighting & Surveillance and Parking Lot Project Improvements	\$50,000	\$50,000	\$100,000
Public Facilities/Infrastructure Subtotal		\$440,000	\$440,000	\$880,000

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. Based on initial screening by City staff, all proposed projects are eligible for CDBG funding. City staff intend to complete application evaluation forms prior to the next CDAC meeting.

REVIEW OF APPLICATIONS BY THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC):

One of CDAC’s functions is to openly and impartially evaluate applications for CDBG

funds and provide funding recommendations to the City Council. City staff requests CDAC to receive agency presentations, review and evaluate each application, and hold a public hearing on February 29, 2024 to discuss evaluation results and funding allocations.

CDAC members will rate each application using the City’s online evaluation form which can be accessed through www.citydataservices.net. Each evaluator will receive instructions via email. A copy of the online evaluation form as well as subrecipient selection checklist is attached to this staff report.

TIMELINE AND NEXT STEPS

CDAC is requested to deliberate on funding allocations at its February 29th public meeting. Based upon direction from CDAC, City staff will prepare a draft Annual Action Plan and present it to the City Council on March 21, 2024. At the March 21st 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 18th 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.

FISCAL IMPACT

There is no fiscal impact on CDAC's receipt of agency presentations.

ATTACHMENTS

City of Seaside Application for Program Year 2024-2025

Part 1 - General Information			
Legal Name of Organization	Boys & Girls Clubs of Monterey County		
Submitting Proposal:	2024-25 & 2025-26 Seaside Clubhouse Exterior Lighting & Surveillance and Parking Lot Project Improvements		
Program/Project Name:			
Person Completing Application:	Andrew Vie	Title:	Interim Director of Grants Management
Direct Telephone:	831-394-5171 x212		
Email Address:	grantsadministration@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:	Interim Director of Grants Management
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:	grantsadministration@bgcmc.org		
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):	<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> CHDO <input type="checkbox"/> CBDO <input type="checkbox"/> Faith-Based		
What is your agency's fiscal year?	July 1st - June 30th		
Date of your organization's most recently completed audit. (Month/Year)	06/22		
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: <input checked="" type="checkbox"/> City of Seaside	
Type of Funding Requested:	CDBG
Type of Activity:	<input type="radio"/> Public Service <input type="radio"/> 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

- Our proposal is for a [City of Seaside](#) project.
- Select the type of assistance you provide. [03D - Youth Centers](#)
- 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\(a\)\(2\)\(i\)\(C\)](#)
- 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. Low and moderate-income persons benefit from quality youth development program, facility use (community

groups/partners) and nutritional services. USDA Supper and Summer Food Programs, provide year around nutrition support in the late afternoon and critical out of school time for hundreds of youth that rely on free and reduced lunch program at their school; all of whom identify as low to moderate-income (or lower) persons.

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 475 youth and dozens of community organizations and partners. We anticipate that approximately 89.8% 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.
FY24-25 would see the purchase, retrofit and conversion of lights and fixtures from traditional lights to LED. The existing lights include thirty four (34) recessed building lights, five (5) wall mounted lights and eight (8) parking lot pole lights. The improvements would also include adding several motion sensor LED lights to specific areas near the back of the Clubhouse. FY25-26 would see the 22,500' parking lot surfaced, sealcoated, striped and marked. A 25' x 25' section of walkway will be replaced with a new concrete section and new bike rack with modern locks.

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

Number Served	Type of Activity
475	Hard Costs
475	Rehabilitated
475	Demo
475	Construction

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

	Description of Activity
Activity #1	FY24-25 Retrofit and install all LED lighting to the exterior of the building
Activity #2	FY24-25 Install necessary cameras for the Cutino Park improvements and upgrade video system to 64 Network Video Recording (NVR)
Activity #3	FY25-26 Complete Surfacing, Sealcoating, Striping and Marking of 22,500' parking lot
Activity #4	FY25-26 Replace 25' x 25' concrete walkway and install new bike rack with locks

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

The Boys & Girls Clubs of Monterey County (BGCMC) working with the selected firm/contractor, would complete the following projects:

FY24-25 External lighting and video security: As the Club and adjacent Cutino Park sees an increase in participation following each entity's improvements, the safety of all participants will be enhanced with improved LED lighting. Additionally, lighting would be added to the back of the building where there is space between the building and Cutino Park. This 102' stretch requires adding a circuit breaker to the local breaker box and running wire through the walls to each of the new locations. The existing lights include thirty four (34) recessed building lights, five (5) wall mounted lights and eight (8) parking lot pole lights. The additional cameras and upgrade Network Video Recording capacity to 64 cameras, will aide in supporting safety and requests from law enforcement. Total cost is \$65,000

FY25-26 Parking lot improvements will aide with the increased demand of Clubhouse and Cutino Park usage for vehicular parking, bicycles, and pedestrians. The Club lot is approximately 22,500 square feet (7'5" X 300') with forty (40) regular parking spaces and two additional, larger spaces for ADA accessibility. The regular parking spaces are not all uniform in size and asphalt is cracking throughout the lot. A 25' x 25' concrete section of the walkway requires replacement and will include installation of new bike rack with locks. Total cost is \$35

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 (Exterior Lighting Improvements Project FY24-25)	10/18/2024
Submit public notice (Exterior Lighting Improvements Project FY24-25)	10/24/2024
Hold pre-bid meeting (Exterior Lighting Improvements Project FY24-25)	12/9/2024
Sealed bids due and opened (Exterior Lighting Improvements Project FY24-25)	1/10/2025
Project awarded (Exterior Lighting Improvements Project FY24-25)	1/15/2025
Project start date (Exterior Lighting Improvements Project FY24-25)	2/1/2025
Project completion date (Exterior Lighting Improvements Project FY24-25)	05/1/2025
Complete bid packet (Parking Lot Improvement Project Project FY25-26)	10/19/2025
Submit public notice (Parking Lot Improvement Project Project FY25-26)	10/25/2025
Hold pre-bid meeting (Parking Lot Improvement Project Project FY25-26)	12/10/2026
Sealed bids due and opened (Parking Lot Improvement Project Project FY25-26)	1/11/2026
Project awarded (Parking Lot Improvement Project Project FY25-26)	1/16/2026
Project start date (Parking Lot Improvement Project Project FY25-26)	2/1/2026
Project completion date (Parking Lot Improvement Project Project FY25-26)	5/1/2026

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, Starlight Volleyball, Montage Health, 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 475 persons in 2024-25 and 2025-26
- Approximately 430 persons of low-income
- Serve 60,000 meals and snacks in 2024-25 and 2025-26

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 2022. Because of economic dislocation in 2023, demand for emergency food assistance increased to y-persons, a z-% change, in 2023.

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. Our Seaside Clubhouse contributed to hosting of numerous vaccinations during the immediate distribution through Montage and other health providers. From 2022 to 2023 we saw a 31% increase in registered members, as well as a significant return of post Corona Virus Pandemic facility requests. This included City of Seaside Adult Basketball League, City of Seaside Youth Basketball League, Seaside Raiders Football meetings, and Starlight Volleyball Club practices. The gym routinely will have 75 or more participants in the evenings beyond the Clubhouse participants referenced in our CBDG tracking.

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. Our prevention efforts include detailed screening for staff whom present illness or miss work due to illness. Additionally, youth that are sent home with illness are communicated with in the event of close contact or increased risk of transmission. Overall our services are not expanding post pandemic in partnership with Monterey Peninsula School District and local Community Based Organizations. For example this past December, the District had us host over 100 Seaside students for the winter break between 12/18 to 12/22 at our Clubhouse. This full day program supported the school and families whom work and need support during business hours.

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 referenced in other responses, the Seaside Clubhouse is now reaching full capacity and expanding hours and opportunities to serve the community. Our attendance is as high as 240-280, which is resuming full attendance prior to the Pandemic. The increase level in services is largely due to a strategic partnership with Monterey Peninsula School District and our existing transportation program. This allows us to transport more students to the Club safely and support more working families, including those in the health care sector and/or essential services. Providing child care for these key groups, supports coronavirus objectives to ensure health care, nutrition support, etc. continue and families do not experience a reduction in income due to lack of child care.

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 in 2023 we supported 359 youth sponsored in the County and distributed 2,000 stockings during the holiday season. In take process internally and with partners, verifies socio-economic need and affirms they are receiving the service exclusively within the partnership. 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. Our FY 2022-2023 project was at budget and the FY 2023-2024 project will be at budget, with up to \$15,000 in contributed dollars for additional costs. We anticipate additionally 25-33% demand each year of the grant period, particularly during the spring, summer and winter breaks.

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 30 year old building. Youth clients have benefited from the improvements made possible through funding from CBDG grant awards. During the past three years, BGCMC meals served increased 20%, including grab and go meals during the pandemic. Additionally, we distributed over 100,000 pounds of food, as our Seaside Kitchen was a hub for support during the pandemic. In post pandemic support, the Club provides vital academic support and enrichment services including Read Naturally, the Summer Program, and STEAM (Science, Technology, Engineering, Art, and Math).

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. Upgrades to the facility ensures families are safe and that the parking lot reduces risk of accident or injury.

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

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

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
Hayward Family Foundation	No	\$25,000			\$25,000	\$0	0%
TOTAL		\$125,000	\$0	\$0	\$125,000	\$0	0%

Leveraging Ratio 80%

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 ten years awarded CDBG funding, BGCMC has successfully leveraged an additional \$165,000 in funding and thousands more through in kind. For the proposed project BGCMC has \$25,000 secured to support improvements to the Seaside Clubhouse.

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 70% 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 55 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. February, 2024 marks the 30th year operating the Seaside Clubhouse, which has positively impacted over 10,000 families since opening in 1994.

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

We provide programming on campus at the following sites at various days of the week and times during the school year:

Fairview Middle School - 401 4th St., Gonzales, CA 93926

Gonzales High School - 501 5th St., Gonzales, CA 93926

Mary Chapa Academy - 490 El Camino Real, Greenfield, CA 93927

Cesar Chavez - 250 Apple Ave, Greenfield, CA 93927

Vista Verde MS - 1 199 Elm Ave, Greenfield, CA 93927

Greenfield HS - 225 S El Camino Real, Greenfield, CA 93927

Main Street MS - 441 Main Street Soledad, CA 93960

Soledad HS - 425 Gabilan Dr, Soledad, CA 93960

North Salinas HS - 55 Kip Drive, Salinas, California 93906

Seaside HS - 2200 Noche Buena St., Seaside, CA 93955

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, Mrs. Hasselbach works with BGCMC staff to ensure all procedures all 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 475 beneficiaries the free or reduced lunch eligibility is approximately 89.8%.

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 and attached LEP / 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. BGCMC has a successful track record completing reports and expensing funds on time. Attached includes impact reporting for BGCMC, as well as the final report for FY22-23 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 (most recent Seaside monitoring 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 successful CDBG grants for 2023-24 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 FY24-25 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application					\$100,000	\$100,000
Seaside Clubhouse	\$991,911	\$190,685	\$60,305	\$515,650	\$25,000	\$1,783,551
Salinas Clubhouse	\$1,235,372	\$204,765	\$55,495	\$665,435	\$0	\$2,161,067
Virtual Program	\$317,122	\$5,300	\$3,500	\$9,500	\$0	\$335,422
BGCMC Admin & Operations	\$779,446	\$15,350	\$10,450	\$195,350	\$0	\$1,000,596
BGCMC Development	\$493,397	\$10,450	\$7,350	\$175,850	\$0	\$687,047
South County & GHGH	\$233,829	\$9,850	\$3,500	\$6,250	\$0	\$253,429
TOTAL	\$4,051,077	\$436,400	\$140,600	\$1,568,035	\$125,000	\$6,321,112

Total Budget less capital improvements	\$6,196,112
Application program percent	2%

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

Program Year	Project	Amount Funded City of Seaside
FY 2022-2023	FY2022-2023 Boys & Girls Club Seaside –Kitchen Improvements	\$50,000
FY 2021-2022	FY2021-2022 Boys & Girls Club Seaside –Kitchen Improvements	\$20,000
FY 2020-2021	FY2020-2021 Gymnasium & Kitchen Improvements	\$70,000
FY 2019-2020	FY2019-2020 Community Room Upgrades - Operable Partition Wall, Wall Carpet Replacement, and Interior Painting	\$22,000
FY 2018-2019	FY2018-2019 Flooring Renovation Project	\$71,507

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 a nine 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: 503

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
\$100,000	475	\$210.53

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 FY22-23 CDBG final report.

a. List name of person who will administer your Davis-Bacon compliance:

Name/Title:	Stephen Murray
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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 nine prior fiscal year awards for CDBG projects. This includes nine 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 opened in February, 2020.

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 475 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 2024 & FY 2025. 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				\$25,000	
Rent-up & Marketing					
Other - # of lines needed:					
Total General Development Costs	\$0	\$0	\$0	\$25,000	\$0
Construction Costs					
Structure					
Project Amenities	\$80,000				
Site Preparation	\$20,000				
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	\$25,000	\$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					

City of Seaside Application for Program Year 2024-2025

Part 1 - General Information			
Legal Name of Organization Submitting Proposal:	City Seaside Engineering		
Program/Project Name:	San Pablo Pedestrian Bridge Demolition and Reconstruction		
Person Completing Application:	Kirstin van Gend	Title:	Administrative Analyst II
Direct Telephone:	831-899-6838		
Email Address:	kvangend@ci.seaside.ca.us		
Authorized Official: (e.g. Exec. Dir.):	Nisha Patel	Title:	Public Works Director/City Engineer
Direct Telephone:	831-899-6884		
Email Address:	npatel@ci.seaside.ca.us		
Program/Project Contact:	Patrick Grogan	Title:	Associate Engineer
Direct Telephone:	831-899-6885		
Email Address:	pgrogan@ci.seaside.ca.us		
Authorized Contact:	Patrick Grogan	Title:	Associate Engineer
Direct Telephone:	831-899-6885		
Email Address:	pgrogan@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 Ave	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):	<input checked="" type="checkbox"/> Public Agency <input type="checkbox"/> CHDO <input type="checkbox"/> CBDO <input type="checkbox"/> Faith-Based		
What is your agency's fiscal year?	July 1st - June 30th		
Date of your organization's most recently completed audit. (Month/Year)	March 2023		
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: <input checked="" type="checkbox"/> City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	<input type="radio"/> Public Service <input type="radio"/> Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$700,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

- Our proposal is for a [City of Seaside](#) project.
- Select the type of assistance you provide. [03E - Neighborhood Facilities](#)
- 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\(a\)\(1\)](#)
- 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.
[The San Pablo Pedestrian Bridge is located in census tract 138, block group 1. The 1-mile service area includes census tracts 135, 136, 137, 138, 139, 140, and 141.07 are also included. The percentage of the combined low and moderate-income persons for these census tracts is 53%, see attachment. The bridge is within one mile of residents in the above-listed census tracts. The bridge is used by many in the community as an accessible and safe route to several schools and parks. Not only does it directly connect Lincoln Cunningham Park and Manzanita Stuart Park, but it more broadly is part of a larger parks trail network as well as a path to several schools.](#)

Use the HUD Mapping system at the link below to determine your census tract and block number.	
Census Tracts of Program/Activity	135,136,137,138,139,140,141.07
Block Group of Program/Activity	135 (Group 1, 2, & 3); 136 (Group 1); 137 (Group 1, 2, & 3); 138 (Group 1, 2, & 3); 139 (Group 1 & 2); 140 (Group 1); 141.07 (Group 1 & 3)
Low/Mod Percent of Program/Activity (from Map)	53%

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

The reconstruction of this bridge will reopen a Safe Route to school as well as make it ADA accessible for many of the vulnerable populations in Seaside including children, the elderly, and persons with disabilities. The 1-mile radius around the San Pablo Pedestrian Bridge is made up of many families who access the over 25 parks throughout the City and whose children attend the local schools. This bridge, located over San Pablo Avenue between Yosemite St. and Mescal St., is an important connection to several parks and schools. The bridge connects Manzanita Stuart Park and Lincoln Cunningham Park and just past each park are Ord Terrace Elementary School and the International School of Monterey. The bridge creates a safe path for children to access the parks as well as paths to school. This project also serves the elderly and persons with disabilities by providing an accessible path to the bridge and an accessible route to parks and outdoor spaces. (See Attachments 30 showing locations of schools and parks in relation to the project site).

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

Reconstruction of this bridge will reopen a Safe Route to school as well as make it ADA accessible which promotes a healthier community. The bridge connects two parks as well as being part of a larger park trails project. Access to parks for the community promotes the enjoyment of the outdoors and outdoor activities, and in turn, increases participation in larger community gatherings. The bridge also provides a safe and accessible route to several schools. The boundaries of Ord Terrace Elementary and Martin Luther King Jr. School of the Arts are around the bridge and the International School of Monterey is adjacent. The Seaside Middle School and Seaside High School are both within the 1-mile service area of this project. An increase of children and families walking or biking to school not only promotes wellness but it reduces cars on the road and contributes to cleaner air.

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.
In 2023 the current bridge, a beloved Seaside landmark, was deemed structurally unsound for pedestrian use. The demolition and reconstruction of the bridge is currently in design. The demolition of the bridge is schedule to be completed by the end of the 2024/2025 Fiscal Year. The reconstruction of the bridge will not only to reopen a Safe Route to school but will also make the bridge ADA accessible.

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

Number Served	Type of Activity
28955	Demo
28955	Construction
28955	Wheel chair accessibility

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

	Description of Activity
Activity #1	Demolition of current structurally unsound pedestrian bridge
Activity #2	Reconstruction of the pedestrian bridge
Activity #3	Proposed reconstruction includes wheel chair accessible ramps and 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
Design of Demolition	06/04/2024
Bid Period for Demolition	08/07/2024
Demolition Work	10/4/2024
Preliminary Design of Reconstruction	10/10/2024
CEQA for Reconstruction	2/10/2025
Final Design of Reconstruction	5/8/2025
Bid Period for Reconstruction	8/18/2025
Reconstruction Work	12/21/2026

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 was approved by the City Council. The public will have an opportunity for input on the design at a City Council Meeting and a public information meeting held at the site. Notice to bidders will be advertised in the Monterey County Weekly. Upon award of a contract, notices will be sent to residents within 300 feet of the project as well as posted on our website and social media.

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 impact of the project is the reopening of a Safe Route to school and the addition of an ADA-accessible route. These improvements will expand the access that the community members have to safe and accessible routes to

parks and schools. Enhanced accessibility and safer paths will benefit the community as a whole.

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 2022. Because of economic dislocation in 2023, demand for emergency food assistance increased to y-persons, a z-% change, in 2023.

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?

No duplication of benefits. The bridge project is replacing a bridge already at this location. The bridge is a safe mid-block pedestrian crossing allowing pedestrians to cross over the street while completely avoiding traffic. There is no other crossing like this in the nearby area.

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 City allocated \$750,000 in FY 23/24 from General Funds towards this Capital Improvement Project which will primarily be used for the design of demolition and reconstruction but also to partially fund the demolition work. Should we be awarded the CDBG funds for the rest of the demolition and reconstruction work, this will incentivize the City Council to allocate the required remaining funds in the upcoming budgets. Without CDBG funds, the City may delay the reconstruction of the bridge depending on other budget needs in the City.

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 December 2022 the City contracted with Whitson Engineers to complete an inspection of the San Pablo Pedestrian Bridge. The bridge was constructed in 1960 and has been evaluated as part of its useful life by a registered civil engineer. The consultant's inspection found the bridge to be structurally unsound for pedestrian use. Staff reviewed the option of repairing the bridge which still left risks and did not address ADA compliance issues. City Council therefore approved moving forward with the replacement of the bridge and pathway.

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.

Reconstructing the bridge will reopen a Safe Route to School and create an ADA-accessible route for the community to local parks and schools. Specifically, this route gives access to children, elderly, and persons with disabilities to our park systems which often host events through local nonprofits and the City's Recreation Department. The bridge is part of the Safe Route to School, currently out-of-service, providing access to schools that offer many services to the children in the community beyond the required education programs. The reconstruction of the bridge will also improve accessibility for persons with disabilities. Lastly, the current bridge built in 1960 is a beloved Seaside landmark and the reconstructed bridge will continue in that vein, celebrating and beautifying the City of Seaside. The intention is to include artistic features or artwork in the design of the bridge.

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

Provide quality infrastructure (includes construct/upgrade public facilities)

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

The current San Pablo Pedestrian Bridge built in 1960 is well-loved in the community as a landmark, however, an inspection of the bridge in 2022 resulted in its closure due to being structurally unsound for pedestrian use. Not only is it loved in the community it was frequently used as a safe crossing to schools and parks. By demolishing the current unsafe bridge and reconstructing a safe and accessible bridge we are upgrading public facilities and providing quality infrastructure to 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
City of Seaside	No	\$750,000	\$750,000		\$0	\$750,000	100%
TOTAL		\$1,450,000	\$750,000	\$0	\$700,000	\$750,000	52%

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.

The City of Seaside is using general funds for the project in Fiscal Year 2023/2024 which will cover the costs of the design of demolition and reconstruction as well as part of the costs of the demolition work. The requested funds will assist in funding the demolition work as well as contribute towards the reconstruction of the bridge. The design work being fully funded allows the demolition and reconstruction work to move forward once funding is secured. City Council has shown strong interest in funding this project in upcoming years and staff continue to look for other funding sources.

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 for other Grant opportunities to fund the demolition and construction portion of the project along with general funds if approved by the City Council in the upcoming budgets.

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 perform all geotechnical and structural work inspections and to ensure accessible features are constructed and installed properly. Associate Engineer, Patrick Grogan, is the staff member responsible for monitoring 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 City of Seaside's Engineering Division is the primary department for this application and will perform the San Pablo Pedestrian Bridge Demolition and Construction project administration activities. City staff has the resources and support to ensure the 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. The City will also contract with consultants with the required expertise needed.

10. Please complete the table below, which should encompass your full projected Agency FY24-25 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application					\$700,000	\$700,000
City of Seaside General Funds					\$1,800,000	\$1,800,000
TOTAL	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000

Total Budget less capital improvements
 Application program percent

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

Program Year	Project	Amount Funded City of Seaside
FY 2022-2023	Cutino Park Improvement Project, Part 2, Phase 2	\$250,000
FY 2021-2022	Cutino Park Improvement Project, Part 2, Phase 2	\$250,000
FY 2020-2021	Ellis Park Improvements Project	\$112,487
FY 2019-2020	FY 21/22 Ellis Park	\$266,045
FY 2018-2019	Wanda Ave. Sidewalk Improvement/Cutino Park Bleacher & Drinking Fountain	\$125,000

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

The most recent experience is for the Cutino Park Improvement Project, Part 2, Phase 2, funded partially by CDBG funds. The experience has gone well as the staff planned accordingly to hire consultants to assist with the HUD requirements. The project is scheduled to be completed in January 2024 and includes the addition of picnic benches thanks to additional funding from the Seaside Neighborhood Improvement Commission in November 2023.

Part 8 - For CDBG Funds

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

1A. Please identify the types of facilities:

Infrastructure (Please specify, e.g. drainage)

If you selected Infrastructure or Other, please explain: Pedestrian Bridge

1B. Please identify the types of Improvements

Other Improvements, explain

If you selected Other, please explain: Reconstruction to improve safety and include ADA accessibility

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?	Yes
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

The structure is a pedestrian bridge that does not have occupants.

e. Square footage of existing building, proposed building or building addition? 1,000 square feet

f. Square footage of construction site parcel? 1,200 square feet

g. Service capacity of the existing facility? Pedestrian travel

h. Improved capacity of the existing facility after completion of proposed improvements?

ADA
Accessibility

i. Has a Capital Needs Assessment been prepared? **Yes**

j. If a Capital Needs Assessment has not been prepared, please explain why:

In December 2022 a Bridge Inspection Report and Bridge Condition Assessment was completed that provided details on the failing conditions of the bridge and outlined potential remedy options.

j. Age of Structure? (Please cite data source used to determine age of structure.) **Built in 1960**

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
\$700,000	28,955	\$24.18

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:	831-866-6835
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.

No

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.

The National Analytical Laboratories will screen the bridge paints for lead-based paint and issue a memorandum with the findings. Should hazardous material be found, the design consultant will include the required compliance into the demolition design.

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.

As stewards of public funds, staff will work closely with design consultants to ensure that the needs of the community are met in the most cost-effective way possible. The City plans to use specific construction phasing and prefabricate bridge structures to reduce the overall costs of the project.

For Housing and Facilities programs, enter below your requested Project funding below for the 2 year period including FY 2024 & FY 2025. 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: 3					
Design & Contractor Costs FY23/24	\$0			\$750,000	
Contractor Costs FY 24/25	\$350,000			\$1,400,000	
Contractor Costs FY 25/26	\$350,000			\$400,000	
Total Construction Costs	\$700,000	\$0	\$0	\$2,550,000	\$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	\$700,000	\$0	\$0	\$2,550,000	\$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	\$700,000	\$0	\$0	\$2,550,000	\$0
Total Project Financing	\$3,250,000				

Attachment	Link or Explanation for Missing Attachments
1 <input checked="" type="checkbox"/> HUD Agency Certification - Download this document , complete it, and upload to this item.	Attach_1 - Agency_Cert.pdf
2 <input type="checkbox"/> Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	City of Seaside Project
3 <input type="checkbox"/> Articles of Incorporation/Bylaws	https://www.codepublishing.com/CA/Seaside/
4 <input type="checkbox"/> Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	City of Seaside Project
5 <input type="checkbox"/> Organizational Chart	https://www.ci.seaside.ca.us/DocumentCenter/View/14091/Adopted-Budget-FY-2023-24
6 <input type="checkbox"/> 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 <input type="checkbox"/> Resumes of Program Administrator and Fiscal Officer	City of Seaside Project
8 <input type="checkbox"/> Evidence of Insurance/Fidelity Bonding/Worker's Compensation	City of Seaside Project
9 <input type="checkbox"/> Audited Annual Financial Statements covering 2 Years	https://www.ci.seaside.ca.us/190/Financial-Statements
10 <input type="checkbox"/> Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	City of Seaside Project
11 <input type="checkbox"/> Designation of Authorized Officials (usually Executive Director or Board of Directors)	City of Seaside Project
12 <input type="checkbox"/> Conflict of Interest Policy	City of Seaside Project
13 <input type="checkbox"/> Project Team Experience and Qualifications	City of Seaside Project
14 <input type="checkbox"/> Project/Activity Timeline	Timeline outlined in Section 2, item #5
15 <input type="checkbox"/> Financial Policies	City of Seaside Project
16 <input type="checkbox"/> Procurement Policies	https://www.codepublishing.com/CA/Seaside/#!/Seaside03/Seaside0304.html
17 <input type="checkbox"/> 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 <input checked="" type="checkbox"/> Project/Activity Support Letters	Attach_18 - ISM_Support_San_Pablo_Bridge.pdf Attach_18 - MPUSD_CDBG_Letter_of_Support.pdf Attach_18 - BlueZone_Letter_of_Support_San_Pablo_Ped_Bridge_SEASIDE.pdf
19 <input checked="" type="checkbox"/> Program Evaluations	Attach_19 - 2023_05_23_San_Pablo_Ped_Inspection_Report_Final.pdf

20	<input checked="" type="checkbox"/> Outreach Materials	Attach 20 - Item 7B San Pablo Pedestrian Bridge Project Update.pdf Attach 20 - Outreach Process Information.pdf
21	<input checked="" type="checkbox"/> Evidence of Project Support/Community Outreach (written endorsements, when available)	Attach 21 - Council Meetings.pdf
22	<input type="checkbox"/> 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	<input type="checkbox"/> Employee Handbook	City of Seaside Project
24	<input checked="" type="checkbox"/> Record Retention Policies	Attach 24 - RECORDS RETENTION POLICY.PDF
25	<input type="checkbox"/> Federal Tax Form 990	City of Seaside Project
26	<input type="checkbox"/> State Tax Form 199	City of Seaside Project
27	<input type="checkbox"/> Rental/Lease Agreement (if applicable)	No rental or lease required
28	<input checked="" type="checkbox"/> Cost Allocation Plan	Attach 28 - Seaside Full CAP FY2020.pdf Attach 28 - Seaside 2CFR 200 CAP FY2022.pdf
29	<input checked="" type="checkbox"/> Other <input type="text" value="Site Plan"/>	Attach 29 - San Pablo Bridge Site Area.pdf
30	<input checked="" type="checkbox"/> Other <input type="text" value="Maps"/>	Attach 30 - Census Data final.xlsx Attach 30 - Final map - census tracts close-up.JPG Attach 30 - Project Map with schools.JPG Attach 30 - Parks in Service Area.png
31	<input type="checkbox"/> Other <input type="text"/>	

Program Manager Signature
Date Signed

Kirstin van Gend
01/10/2024

Approved By:
Date Signed

Haroon Noori
01/11/2024

Initially submitted: Jan 10, 2024 - 16:44:30

City of Seaside Application for Program Year 2024-2025

Part 1 - General Information			
Legal Name of Organization	Community Human Services		
Submitting Proposal:	Seaside - Family Service Centers and Casa de Noche Facility Improvements 2024/2025 and 2025/2026		
Program/Project Name:	Seaside - Family Service Centers and Casa de Noche Facility Improvements 2024/2025 and 2025/2026		
Person Completing Application:	Anab Mohamed	Title:	Grants Manager
Direct Telephone:	831-658-3811		
Email Address:	amohamed@chservices.org		
Authorized Official: (e.g. Exec. Dir.):	Robin McCrae	Title:	Chief Executive Officer
Direct Telephone:	831-658-3811 extension 300		
Email Address:	rmccrae@chservices.org		
Program/Project Contact:	Shawn Stone	Title:	Chief Operating Officer
Direct Telephone:	8316583811 extension 309		
Email Address:	msullivan@chservices.org		
Authorized Contact:	Robin McCrae	Title:	Chief Executive Officer
Direct Telephone:	831-658-3811 extension 300		
Email Address:	rmccrae@chservices.org		
Finance Contact:	Tim Louis	Title:	Chief Financial Officer
Direct Telephone:	831-658-3811 extension 304		
Email Address:	tlouis@chservices.org		
Organization Mailing Address:	P.O. Box 3076	City:	Monterey 3076 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):	<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> CHDO <input type="checkbox"/> CBDO <input type="checkbox"/> Faith-Based		
What is your agency's fiscal year?	July 1 - June 30		
Date of your organization's most recently completed audit. (Month/Year)	06/2023		
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: <input checked="" type="checkbox"/> City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	<input type="radio"/> Public Service <input type="radio"/> 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\(a\)\(2\)\(i\)](#)
[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.
 The Family Service Center (FSC), a multi-service mental health program, and Casa de Noche Buena (CDNB), an emergency shelter for homeless women and families with children, both located in Seaside, serve clients that are very low- and low-income residents of Monterey County. The programs offered at the Family Service Centers and Casa de Noche Buena are designed to serve families who are uninsured or otherwise unable to afford services and care. Most services are provided free of charge or on a sliding fee scale, and we do our best to ensure that no one is turned away for inability to pay.

The FSC in Seaside recognizes that mental health starts with families, which are the foundation of a strong community. The FSC offers a variety of affordable mental health programs that includes Outpatient Mental Health Counseling, Domestic Violence/Anger Management psychoeducational groups, Parent Education Program, Pathways to Safety for families on the verge of entering child protective services, SuperKids & SuperTeens school-based counseling program, and Supervised Visitation and Exchanges between children and non-custodial parents. Populations served will include both English-speaking and bilingual and monolingual Spanish-speaking clients,

clients from a variety of ethnic and cultural backgrounds, LGBTQ+ clients, and clients impacted by HIV/AIDS among others. Short to moderate term (6-12 months) mental health services are provided to Monterey County Medi-Cal beneficiaries experiencing mild, moderate and severe problems. Services are intended to enable individuals and families to overcome impairments to functioning, which include but are not limited to obstacles to employability, educational functioning, personal interactions, family dynamics and self-care. CDNB is an important part of Monterey County's homeless services Continuum of Care. It offers a low-barrier, 'Housing First' emergency shelter for unaccompanied homeless women and families with children and provides a warm, safe place to rest, sleep and recuperate while working on advancing housing and other self-sufficiency goals. While this is an emergency shelter, staff work with clients to provide comprehensive case management and wrap around services to ensure that the clients secure stable housing and are connected to the resources they need to exit homelessness and thrive. CDNB assists individuals through the entire spectrum: from obtaining income and/or employment, to assessing health care needs, to helping women and families obtain permanent housing. The shelter can accommodate up to 35 people, depending on the number and ages of children. Length of stay is limited to 90 days; however, the stay may be extended for up to 6 months total with appropriate justification.

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

Mental health and homelessness are intersectional and mutually reinforcing. The Family Service Center programs use evidence-based best practices in the treatment offered to our clients that focus on root causes of social problems such as homelessness, violence, joblessness, family dysfunction, educational failure, child abuse and neglect, trauma and more. Unmet mental health needs worsen trauma and reduce the quality of life that can be experienced by individuals and families. Additionally, it can become a gateway for more negative impacts such as domestic violence, child abuse, substance abuse and homelessness. Through education, determination and support offered by our licensed therapists, our clients experience healing that is needed for them to thrive individually, within their families, and in all aspects of their lives. Mentally healthy individuals are needed for strong and vibrant communities.

Casa de Noche Buena is a low-barrier, Housing First emergency shelter which provides crucial housing and service linkages in a safe, stable environment for homeless single women and families with children. Adding 35 new shelter beds to the Continuum of Care on the Peninsula, we are able to provide much needed services to tackle the issue of the increasing homelessness crisis. In addition to comprehensive case management, CDNB programming and amenities include the provision of nutritious daily meals; access to health, mental health, and substance abuse services; linkages to income, education, and employment, housing navigation assistance; onsite laundry facilities and showers; clothing and personal hygiene products; mail and internet access; volunteer engagement and opportunities; and a variety of Evidence-Based Practices. Additionally, CDNB offers youth-specific services such as homework assistance, transportation to and from school if needed, and fun activities, as well as coordination with schools. When programs like CDNB are successful, the path to chronic homelessness is interrupted, law enforcement and social services experience decreased service calls regarding unhoused individuals, and local businesses experience a reduction in loitering and panhandling. Hospitals ultimately receive fewer emergency and indigent cases as individuals are stabilized and linked to appropriate medical/mental health services. Schools also benefit, as stabilizing homeless families and youth leads to increased average daily school attendance and the amount of funding the school district receives, and youth attain better educational outcomes.

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.
For FY2024-2025 we are seeking \$40,000 to cover the costs of replacing the Family Service Center's plumbing main line from the street to the facility, located in Seaside. There are chronic issues with toilets overflowing 'brown water' into the building, causing costly damage to dry wall, flooring, and cabinets. For FY2025-2026, we are seeking \$40,000 to fix chronic issues with heavy metal pocket doors falling of their tracks inside the walls at Casa de Noche Buena, requiring costly repairs. The estimated cost for this solution is around \$40k. Unexpected cost overruns would be covered by CHS.

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

Number Served	Type of Activity
600 clients will receive mental health services	Rehabilitated
80 clients will receive emergency shelter	Rehabilitated

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

	Description of Activity
Activity #1	Family Service Center--plumbing; replace main line from street to facility
Activity #2	Casa de Noche Buena--interior doors; remove pocket doors and replace with privacy curtains

4. Provide any additional relevant description of proposed activity or project.
The Family Service Center is located 1178 Broadway Ave. Casa de Noche Buena is located at 1292 Olympia Ave. Both programs are located in the City of Seaside. The proposed project for FY2024-25 at FSC is replacing the sewer main line that runs from the street (Broadway Ave.) to the building at the Family Service Center to eliminate the frequent plumbing issues requiring costly repairs of not only plumbing but damage to the facility. The proposed project for FY2025-26 at CDNB is for removing the pocket doors at Casa de Noche Buena and replacing them with privacy curtains. The goal of both projects is to ensure that services to our clients remain uninterrupted by any potential closures that could result from the need for repeated emergency repairs. Our goal is to ensure that the

facilities where we provide services to our clients are accessible, safe and suitable for public use. The existing main line is clay which has disintegrated over the years. The existing pocket doors are metal and fall of their tracks frequently, requiring outside assistance to retrieve them from inside the wall and place them back on their tracks. They are also quite heavy and pose a problem for some of our shelter guests who struggle to open and close them.

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

Description of Activity/Milestone	Est. Completion Date
Family Service Center plumbing; replace mainline street to facility plumbing	4/30/2025
Casa de Noche Buena- interior doors; remove pocket doors and replace with privacy curtains	4/30/2026

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. These are not new projects. These are existing programs, and we have previously conducted facility improvements. FSC is a long-standing program and CDNB opened in Jan. 2021. We conduct extensive marketing and outreach in the community to reach those who would benefit from the services we offer at CDNB and FSC (via community events and resource fairs, traditional and social media, CHS website, street outreach to homeless, etc.). We have waiting lists at both Casa de Noche Buena and FSC, which demonstrates the need for services.

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

Family Service Center and Casa de Noche Buena address unmet community needs for Seaside's low-income population by providing access to local mental health and homelessness programs. 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 the Gathering for Women, 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. In addition, CDNB is a formal partnership with the Gathering for Women, which provides meals for the shelter and case management for the women. 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 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.

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 2022. Because of economic dislocation in 2023, demand for emergency food assistance increased to y-persons, a z-% change, in 2023.

We have COVID safety protocols in place at our program sites, which include cleaning and disinfecting protocols, masking and social distancing when needed, testing or isolation for new admissions, isolation or for clients experiencing COVID symptoms and quarantine for clients who test positive. (Isolation and quarantine policies apply in residential programs and shelters.) In addition, staff 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.

Our programs provide clients with COVID prevention and education, hand sanitizers, face coverings, 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?

In FY22/23, there was high utilization of mental health services, with 66% of clients served by our agency using outpatient mental health services. Currently there is a waitlist for Casa de Noche Buena of about 250 individuals and a waitlist for FSC of about 150. This shows the pressing need for mental health and homeless services, so there really is NO 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.

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.

The provision of CDBG funds would allow us to ensure that services are not interrupted due to emergency repairs and maintenance and avoid repeated issues. They would allow our guests at Casa de Noche Buena to have accessibility to the facility and maintain their privacy and avoid taking a room out of commission if there is a need to conduct maintenance on pocket doors, and clients at FSC to access services without closures due to emergency plumbing repairs. Funds requested for facility improvements at the Family Service Center and Casa de Noche Buena ensure uninterrupted service, accessibility and quality infrastructure needed to sustain the program activities for our clients.

These necessary repairs allow us to continue to serve our clients safely and with dignity.

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 2022 Community Health Needs Assessment cites mental health and homelessness as two of the top health priorities, underscoring the pressing need for mental health and homeless services. A social services provider who responded in the survey stated that "the biggest challenge is finding a safe place to rest, sleep, or stay that includes access to services for their mental health needs. For those with a mental health diagnosis, there is no one place where they can go to get all of their basic needs met. They need to engage with several different service providers to fully take care of themselves which is a major barrier to getting well and self-sufficiency". Other challenges included access to mental health services, cost, and representation of linguistic/ethnic minorities.

The results of the Monterey County Health Needs Collaborative Assessment show that 34% of Monterey County residents consider themselves in fair or poor mental health, 24% report being diagnosed with a depressive disorder and 51% report having experienced symptoms of chronic depression with women, people age 18 to 39, very-low and low-income people and members of the LGBTQ+ community being most impacted. Per the 2022 Monterey County Homeless Point-In-Time Count conducted in January, 2,047 individuals were identified as homeless: 25% identified as female (512 individuals), 116 families (347 individuals) were actively experiencing homelessness, and 66% reported being unsheltered and sleeping in conditions deemed unfit for human habitation. Fifty seven percent reported experiencing depression, 49% reported experiencing alcohol and drug use, and 43% reported experiencing PTSD.

Despite a decrease of 15% from 2019, there is still a rising prolonged homelessness. A staggering 85% of people cited being homeless for a year or longer. As most of our homeless clients are at or below the poverty line, their primary challenge is often the high financial output required to obtain permanent housing, which is compounded by the lack of affordable housing options in our area. Fifty percent reported financial issues such as a job loss or eviction as the primary cause of homelessness, and 71% cited not being able to afford rent as a primary obstacle to housing.

These findings underscore the necessity for accessible and affordable mental health services, and homeless services. Therefore, it is important to ensure that the facilities providing these services undergo the repairs that are needed to meet the needs of our clients, and provide them with continued, uninterrupted and accessible services. The facility improvements at the Family Service Center and Casa de Noche Buena ensure uninterrupted service, accessibility and quality infrastructure needed to sustain the program activities for our clients.

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.

Replacing the main sewer line at Family Service Centers and replacing pocket doors with privacy curtains will ensure that services are not interrupted due to emergency maintenance and avoid repeated issues that can potentially create service interruptions for our clients. These interruptions in services can be avoidable if the main line and pocket doors are addressed. Funds requested for facility improvements at the Family Service Center and Casa de Noche Buena ensure uninterrupted service, accessibility and quality infrastructure needed to sustain the program activities for our clients.

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

[Access to community services \(youth and senior services are priority services\)](#)

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

As stated above, facility improvements at the Family Service Center and Casa de Noche Buena ensure uninterrupted services, accessibility and quality infrastructure needed to sustain the program activities for our clients safely and with dignity.

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 County Behavioral Health- Access	Yes	\$1,032,564	\$0	\$0	\$1,032,564	\$0	0%	State/Local Funds
Monterey County Behavioral Health-STTS	Yes	\$665,000			\$665,000	\$0	0%	State/Local Funds
Monterey County Behavioral Health-Parenting	Yes	\$140,000			\$140,000	\$0	0%	State/Local Funds
Monterey County Dept of Social Services-Parent Ed	Yes	\$18,900			\$18,900	\$0	0%	State/Local Funds
Monterey County Dept of Social Services-CONNECT	Yes	\$109,730			\$109,730	\$0	0%	State/Local Funds
Action Council of Monterey-Pathways to Safety	Yes	\$100,000			\$100,000	\$0	0%	State/Local Funds
TOTAL		\$2,106,194	\$0	\$0	\$2,106,194	\$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 independence 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. 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 with local cities and school districts (including through our Joint Powers Agency) and the 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 the Gathering for Women, 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.

As a member of the local Continuum of Care (CoC), Community Human Services routinely collaborates with other agencies, local school districts and many other community-based organizations. We utilize the Coordinated

Assessment and Referral System (CARS) to quickly and equitably coordinate the access, assessment, and referrals to housing and other services for our clients. We are also part of United Way's Active Referral Network, which we use to ensure that referrals made to our clients result in actual services being attained, ensuring the communal support system responsible for our clients' welfare remains strong.

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 celebrated its 50th anniversary in 2019, 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 2002 CHS merged with the Family Service Agency of Monterey County, creating one agency dedicated to serving the youth and families of Monterey County.

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 are reviewed 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. Current strategic goals address recruitment/retention of high quality employees, delivery of high quality services, optimization of resources and community support, maximization of use of technology, and creation of welcoming service environments. This funding would support several of our strategic goals.

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 YOUTH SHELTER

590 Pearl Street, Monterey, 93940, M-F 8:30 am to 5:30pm, Evenings & Weekends by appt. Street outreach Mon.-Sat.

SAFE PASSAGE TRANSITIONAL HOUSING FOR YOUTH

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 RESIDENTIAL DRUG TREATMENT

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 SOBER GROUP LIVING

1001 Elm Avenue, Seaside, CA 93955, Residential facility open 24/7 every day of the year. Business hours M-F, 8:30am to 5pm

SONOMA HOUSE SOBER LIVING ENVIRONMENT (FOR SINGLE WOMEN)

1152 Sonoma Ave, Seaside, CA 93955, Residential facility open 24/7 every day of the year. Business hours M-F, 8:30am to 5pm

OUTPATIENT DRUG TREATMENT CENTERS

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

1292 Olympia Avenue, Seaside, CA 93955, homeless shelter open 24/7 365 days/year. Business hours M-F 8am-5pm.

SHUMAN HEARTHOUSE

600 E. Franklin Street, Monterey, CA 93940, homeless shelter open 24/7 365 days/year. Business hours M-F 8am-5pm.

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 financial accounting and audit procedures, record retention and destruction requirements, and procurement provisions. The Chief Executive Officer, Chief Financial Officer and Chief Operating 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 twenty 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 the Family Service Center and Casa de Noche Buena are primarily low or very low income individuals. We conduct financial assessments of clients in all of our programs as part of a comprehensive intake assessment. Some programs require documentation of income such as pay stubs (Supervised Visitation and Domestic Violence Intervention programs), but most do not and allow clients to self-certify their income. See attached intake forms. We also collect various demographic data (race, age, income level, etc.) during intake. Also, we utilize HMIS (for homeless services), Avatar (for Medi-Cal services) and Penelope (for all other services) for information management.

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 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.

The Family Service Center and Casa de Noche Buena use 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. Our Senior Program Officers are responsible for monitoring progress and report 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 state and federal grant management experience. We have received HHS and HUD grants for over 30 years. For over 20 years we have received various Community Development Block Grants which emanate from HUD and are passed through to cities and the State. Current government grant sources also include HHAP and California Office of Emergency Services. 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 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 a comprehensive 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 FY24-25 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$0	\$0	\$0	\$0	\$40,000	\$40,000
Administration	\$1,319,937	\$28,665	\$7,455	\$545,942	\$0	\$1,901,999
Casa de Noche Buena	\$439,598	\$90,673	\$2,457	\$369,871	\$0	\$902,599
Shuman HeartHouse	\$622,415	\$91,035	\$0	\$156,491	\$0	\$869,941
DS/SV/PE/P2S	\$273,164	\$4,487	\$1,210	\$39,337	\$0	\$318,198
Mental Health	\$1,371,323	\$11,977	\$3,830	\$411,923	\$0	\$1,799,053
Outpatient Treatment Centers	\$615,928	\$11,740	\$4,662	\$180,088	\$0	\$812,418
Genesis House, Elm House & Sonoma House	\$1,176,872	\$117,102	\$5,418	\$471,478	\$0	\$1,770,870
DAISY/SUPP	\$1,322,345	\$8,274	\$0	\$48,198	\$0	\$1,378,817
Off Main Clinic	\$1,191,171	\$121,249	\$2,520	\$294,827	\$0	\$1,609,767
Homeless Youth Programs	\$1,090,719	\$45,681	\$8,568	\$462,968	\$0	\$1,607,936
TOTAL	\$9,423,472	\$530,883	\$36,120	\$2,981,123	\$40,000	\$13,011,598

Total Budget less capital improvements	\$12,971,598
Application program percent	0%

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

Program Year	Project	Amount Funded City of Seaside
FY 2022-2023	Exterior Paint at Genesis House	\$40,000
FY 2021-2022	Electrical Improvements	\$30,000
FY 2020-2021	Plumbing Improvements	\$30,000
FY 2019-2020	Window Replacements	\$43,757
FY 2018-2019	Kitchen 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 been managing grants from the City of Seaside CDBG since 2008 and the City of Monterey since 2005. We have also received grants from the Seaside's Homeless Commission. We have never had any issues or de-obligations and the projects have always run smoothly with no significant findings. Our various programs are monitored by many federal, state, city and private funding sources. For example, the Domestic Violence/Anger Management Program offered at the Family Service Center is a probation-certified treatment program for court-referred domestic violence offenders or self-referred individuals seeking treatment for anger management. In addition, our Family Service Center is 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: Replace main sewer line at Family Service Centers; remove/replace pocket doors at Casa de Noche Buena

1B. Please identify the types of Improvements

Rehabilitation/Improvement

If you selected Other, please explain: Replace main sewer line at Family Service Centers; remove/replace pocket doors at Casa de Noche Buena

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:	<u>Community Human Services</u>
Owner Address:	<u>P.O. Box 3076, Monterey, CA 93942-3076</u>
Phone Number:	<u>831-658-3811</u>
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	<u>Yes</u>
If Yes, will the structures be demolished?	<u>No</u>
If Yes, are the structures currently occupied?	<u>Yes</u>
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?	<u>No</u>

Comments or Explanations

- e. Square footage of existing building, proposed building or building addition? Approx. 5000 sf each
- f. Square footage of construction site parcel? NA
- g. Service capacity of the existing facility? Varies by program
- h. Improved capacity of the existing facility after completion of proposed improvements? No change
- i. Has a Capital Needs Assessment been prepared? No

j. If a Capital Needs Assessment has not been prepared, please explain why: Need determined by extent of emergency repairs and temporary program closures or service interruptions.

j. Age of Structure? (Please cite data source used to determine age of structure.) FSC approx. 60 years (built 1964) https://neighbor.report/d/CA/Seaside/Broadway-Avenue; CDNB complete remodel 2020

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: 261

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	600	\$66.67

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 Shawn Stone 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 Shuman HeartHouse, Casa de Noche Buena, Genesis House, Elm House and Safe Passage funded by a variety of government sources including CDBG.

a. List name of person who will administer your Davis-Bacon compliance:

Name/Title:	Shawn Stone
Phone Number:	(831) 658-3811
Email Address:	sstone@chservices.org
Previous Experience with Davis-Bacon:	Yes

b. Provide prior related experience (e.g., list other developments, projects, trainings)

[Shawn Stone, CHS COO, has experience in major project management at Genesis House \(Seaside CDBG funded\), Safe Place \(Monterey CDBG funded\), and Shuman HeartHouse \(funded by other government sources\).](#)

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.

[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, seeking professional experience in this area of construction and damage remediation if needed.](#)

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 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 \(taking prevailing wages into account\) and believe the projects will cost close to the budgeted amounts. They are a relatively simple projects that are straightforward as far as costs are concerned, and unlikely to have change orders and cost overruns.](#)

For Housing and Facilities programs, enter below your requested Project funding below for the 2 year period including FY 2024 & FY 2025. 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	\$0				
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: 1					
Replace main sewer line at FSC	\$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 <input checked="" type="checkbox"/> HUD Agency Certification - Download this document , complete it, and upload to this item.	HUD_Agency_Cert.pdf
2 <input type="checkbox"/> Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Proof_of_Non-Profit_Status.pdf
3 <input type="checkbox"/> Articles of Incorporation/Bylaws	Articles_of_Incorporation_-_Joint_Powers_Agreement.pdf Bylaws_-_Community_Human_Services.pdf
4 <input type="checkbox"/> Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	CERTIFICATE_OF_GOOD_STANDING_EXPLANATION.pdf
5 <input type="checkbox"/> Organizational Chart	CHS_Org_Chart_1.9.24.pdf
6 <input type="checkbox"/> List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	BOARD_ROSTER_REVISED_11.30.23.docx
7 <input type="checkbox"/> Resumes of Program Administrator and Fiscal Officer	Robin_McCrae_resume_revised.doc ShawnStoneResume.pdf TimLouisResume.pdf
8 <input type="checkbox"/> Evidence of Insurance/Fidelity Bonding/Worker's Compensation	Evidence_of_Insurance_Fidelity_BondingWorkers_Compensation.pdf
9 <input type="checkbox"/> Audited Annual Financial Statements covering 2 Years	CHS_Audit_Report_Financial_Statements_FYE_063023.pdf
10 <input type="checkbox"/> Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Auth_to_request_funds.pdf
11 <input type="checkbox"/> Designation of Authorized Officials (usually Executive Director or Board of Directors)	Designation_of_Authorized_Officials_2425.pdf
12 <input type="checkbox"/> Conflict of Interest Policy	CHS_Personnel_Policies_Approved_11.16.23.docx
13 <input type="checkbox"/> Project Team Experience and Qualifications	Robin_McCrae_resume_revised.doc ShawnStoneResume.pdf TimLouisResume.pdf
14 <input type="checkbox"/> Project/Activity Timeline	Project_Timeline_24.25_25.26_002.pdf
15 <input type="checkbox"/> Financial Policies	CHS_Fiscal_Manual-Financial_Policies_2425.pdf
16 <input type="checkbox"/> Procurement Policies	CHS_Fiscal_Manual-Financial_Policies_2425.pdf
17 <input type="checkbox"/> 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))	ACCESS_Therapy_Intake_Packet_-_English_-_7.27.23.pdf ACCESS_Therapy_Intake_Packet_-_Spanish_-_7.27.23.pdf CDNB_Client_Income_Cert.pdf CDNB_Paper_HMIS_Intake_Packet_-_Adult.pdf CDNB_Paper_HMIS_Intake_Packet_-_Child.pdf DV_Intake_Packet_English_8.10.23.docx FSC_Client_income_cert.pdf STTS_Therapy_Intake_Packet_-_English_-_7.27.23.pdf STTS_Therapy_Intake_Packet_-_Spanish_-_8.29.23.pdf
18 <input type="checkbox"/> Project/Activity Support Letters	NA
19 <input type="checkbox"/> Program Evaluations	HMIS-CARS-ROI-Spanish-2022.pdf SELF-SUFFICIENCY_MATRIX.doc
20 <input type="checkbox"/> Outreach Materials	FSC_Parent_Ed_flyer1.pdf CHS_OUTREACH_FLYER_BILINGUAL.pdf CDNB_Flyer.pdf DV_Anger_Mgmt_flyer_Eng.Span.pdf FSC_Parent_Ed_flyer2.pdf Mental_health_trifold_eng.span.pdf Supervised_Visitation_Flier_Eng-Span.pdf Nurturing_Parent_Program_schedule_flyer.pdf

21 <input type="checkbox"/> Evidence of Project Support/Community Outreach (written endorsements, when available)	NA
22 <input type="checkbox"/> 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 <input type="checkbox"/> Employee Handbook	CHS Personnel Policies Approved 11.16.23.docx
24 <input type="checkbox"/> Record Retention Policies	Record Retention Policy 09.2021.docx Record Retention Schedule 11.12.21.docx
25 <input checked="" type="checkbox"/> Federal Tax Form 990	CHS Form 990 YE 06-30-22.pdf
26 <input type="checkbox"/> State Tax Form 199	CHS State Tax Return YE 06-30-2022.pdf
27 <input type="checkbox"/> Rental/Lease Agreement (if applicable)	NA
28 <input type="checkbox"/> Cost Allocation Plan	NA
29 <input type="checkbox"/> Other Family Service Center-Seas	Floor plan FSC SEA.docx
30 <input type="checkbox"/> Other Casa de Noche Buena-Site	CDNB Floor Map.pdf
31 <input type="checkbox"/> Other	

Program Manager Signature Robin McCrae
Date Signed 01/10/2024

Approved By: Haroon Noori
Date Signed 01/11/2024

Initially submitted: Jan 10, 2024 - 16:41:06

City of Seaside Application for Program Year 2024-2025

Part 1 - General Information			
Legal Name of Organization	Eden Council for Hope and Opportunity		
Submitting Proposal:	Fair Housing and Tenant/Landlord Services		
Person Completing Application:	Christina M Soto	Title:	Executive Director
Direct Telephone:	510 628 6125		
Email Address:	christina@echofairhousing.org		
Authorized Official: (e.g. Exec. Dir.):	Christina M Soto	Title:	Executive Director
Direct Telephone:	510 628 6125		
Email Address:	christina@echofairhousing.org		
Program/Project Contact:	Christina Soto, Jonathan Torres	Title:	Executive Director, Housing Programs Coordinator
Direct Telephone:	510.628.6125		
Email Address:	christina@echofairhousing.org; jonathan@echofairhousing.org		
Authorized Contact:	Christina Soto	Title:	Executive Director
Direct Telephone:	510.628.6125		
Email Address:	christina@echofairhousing.org		
Finance Contact:	Jerry Zhang	Title:	Accountant
Direct Telephone:	707 280 9458		
Email Address:	accounting@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:	MCX2Y5NNH493 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:	9038		
Type of Organization (check all that apply):	<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> CHDO <input type="checkbox"/> CBDO <input type="checkbox"/> Faith-Based		
What is your agency's fiscal year?	July 1-June 30		
Date of your organization's most recently completed audit. (Month/Year)	6/2023		
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: <input checked="" type="checkbox"/> City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	<input checked="" type="radio"/> Public Service <input type="radio"/> Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$13,625
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

- Our proposal is for a [City of Seaside](#) project.
- Select the type of assistance you provide. [05J - Fair Housing Activities-Subj.to Pub.Serv.Cap](#)
- 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\(a\)\(2\)\(i\)\(C\)](#)
- 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 consist of providing counseling, mediation, and renters' rights 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 California Civil Rights Department or the Department of Housing and Urban Development. Legal fees are saved by both parties by providing information on their rights and responsibilities and by ECHO's intervention and mediation when appropriate.

 In the investigative work that ECHO provides, 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. 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 attorneys' 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, 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 FH Households	Counseling Sessions
5 Households	Investigations
5 Sites	Audits
50 TLL 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 50 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 Instagram, educational material).

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, 2025
Provide Fair Housing Investigation to 5 households	June 30, 2025
Conduct a 5-site Fair Housing Audit	June 30, 2025
Provide Tenant/Landlord Counseling to 50 households	June 30, 2025
Facilitate 5 Tenant/Landlord Conciliations/Mediations	June 30, 2025
Outreach: 4 presentations and distribute 6 annual mass media ads	June 30, 2025

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.

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

ECHO measures their impact of programs by following up with 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 2022. Because of economic dislocation in 2023, demand for emergency food assistance increased to y-persons, a z-% change, in 2023.

ECHO Housing provided fair housing and tenant/landlord services for 58 households in fiscal year 2022-2023. Because of unemployment issues leading to non-payment of rent during COVID and the moratorium being lifted in Monterey County, in fiscal year 2022-2023, the demand for housing counseling services and mediation increased to 58 households, a 45% increase over the contracted goal. As of mid-year 2023-24, ECHO has achieved 78% of annual goal.

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, (AB 1482, 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 equal housing opportunity, Fair Housing actions to remove impediments to Fair Housing choice and Fair Housing outreach and education. The Housing Element mentions the need to empathize the source of income protections, specifically housing vouchers as a legitimate source of income. (City of Seaside, Housing Element, adopted December 7, 2023) 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 California Civil Rights Department 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?
 Access to community services (youth and senior services are priority services)

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 2023 trends report by the National Fair Housing Alliance, discrimination against persons with disabilities (53%) 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 Alameda FH CDBG	Yes	\$20,000		\$20,000	\$0	\$20,000	100%	Other Federal Funds
City of Berkeley FH CDBG	Yes	\$35,000			\$35,000	\$0	0%	Other Federal Funds
City of Hayward FH/TLL CDBG	Yes	\$40,000		\$40,000		\$40,000	100%	Other Federal Funds
City of Monterey FH/TLL CDBG	Yes	\$13,600			\$13,600	\$0	0%	Other Federal Funds
City of Oakland FH CDBG	Yes	\$86,250		\$86,250		\$86,250	100%	Other Federal Funds
City of San Leandro TLL GF	Yes	\$21,600		\$21,600		\$21,600	100%	State/Local Funds
City of San Leandro FH CDBG	Yes	\$20,000		\$20,000		\$20,000	100%	Other Federal Funds
Union City FH CDBG	Yes	\$10,000		\$10,000		\$10,000	100%	Other Federal Funds
Union City TLL GF	Yes	\$20,000		\$20,000		\$20,000	100%	State/Local Funds
Alameda County FH/TLL CDBG	Yes	\$85,000		\$85,000		\$85,000	100%	Other Federal Funds
Contra Costa County Consortium FH/TLL CDBG	Yes	\$197,660		\$197,660		\$197,660	100%	Other Federal Funds

Monterey County FH/TLL CDBG	Yes	\$30,000			\$30,000	\$0	0%	Other Federal Funds
City of Salinas	Yes	\$75,000			\$75,000	\$0	0%	Other Federal Funds
City of Alameda TL GF	Yes	\$5,290			\$5,290	\$0	0%	State/Local Funds
TOTAL		\$673,025	\$0	\$500,510	\$172,515	\$500,510	74%	

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 98% of administrative salaries, benefits, and operating costs for this program: Cities of Alameda, 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 California Civil Rights Department, the Department of Housing and Urban 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 California Civil Rights Department 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, 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 County Office (Community Development Department)
300 Forest Avenue, 2nd Floor
Pacific Grove, CA 93950
Every other Wednesday, 1pm-4:30pm

Hayward Office (Administrative Office)
22551 Second Street #200
Hayward, CA 94541
510-581-9380
Monday through Friday, 9am-5pm

Livermore Office
141 N. Livermore Avenue
Livermore, CA 94550
925-449-7340
Every other Monday from 10-2pm

Oakland Office
1305 Franklin Street #305
Oakland, CA 94612
510-496-0496
Weekly from 9-3pm

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 HUB International Insurance Services, Inc for the following Insurance coverage: 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.

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 in Seaside, the Housing Counselor 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 of Seaside. 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, (Christina Soto) and the Housing Programs Coordinator (Jonathan Torres) will monitor progress toward achieving program objectives through review of monthly, quarterly, annual progress reports, and client surveys and evaluations. The Housing Counselor, (Eliza Costa) will be responsible for ensuring data collection is accurate from the calls received. They are also responsible for compiling monthly reporting documents.

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 San Leandro and HUD.

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 Accounting Specialist has 10+ years in 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, 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 FY24-25 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$10,505	\$120		\$3,000		\$13,625
Alameda, Berkeley, Oakland	\$101,859	\$1,158		\$43,523		\$146,540
Hayward, San Leandro, Union City	\$79,139	\$892		\$31,569		\$111,600
Livermore and Pleasanton	\$56,800	\$639		\$28,561		\$86,000
Concord, Pittsburg, Walnut Creek	\$27,271	\$333		\$35,056		\$62,660
City of Monterey	\$10,503	\$120		\$2,977		\$13,600
Alameda County	\$63,672	\$719		\$20,609		\$85,000
Contra Costa County	\$68,856	\$785		\$50,359		\$120,000
Monterey County	\$22,174	\$253		\$7,573		\$30,000
City of Salinas	\$58,353	\$666		\$15,981		\$75,000
TOTAL	\$499,132	\$5,685	\$0	\$239,208	\$0	\$744,025

Total Budget less capital improvements	\$744,025
Application program percent	2%

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

Program Year	Project	Amount Funded City of Seaside
FY 2022-2023	Fair Housing and Tenant/Landlord Services	\$9,390
FY 2021-2022	Fair Housing and Tenant/Landlord Services	\$6,640
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

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 5 full years of experience with City of Seaside grants. ECHO began their contract with Seaside in July 2018, and did not achieve goal due to the newness of our agency in the Seaside community. From 2018, we progressed from 60% to 145% in achieving goal. As we receive more exposure, we are able to provide services to more low income households in Seaside and exceed our yearly goals.. 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, 2022 - June 30, 2023	58	5
July 1, 2023 - December 31, 2023	31	5

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	1	20%	1	20%	2	40%	1	20%	5
Provide Fair Housing Investigation to 5 households	1	20%	1	20%	2	40%	1	20%	5
Conduct a 5-site Fair Housing Audit	0	0%	2	40%	3	60%	0	0%	5
Provide Tenant/Landlord Counseling to 50 households	13	26%	12	24%	12	24%	13	26%	50
Facilitate 5 Tenant/Landlord Conciliations/Mediations	1	20%	2	40%	1	20%	1	20%	5
TOTAL	16	23%	18	26%	20	29%	16	23%	70

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 FY24/25	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY24/25	Overall Percent of Low/Mod Income Persons Served
July 1, 2024 - June 30, 2025	70	56	80%

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

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$13,625	70	\$194.64

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 \$194.64 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 \$83.18 per hour. In exchange for this unit of cost, we provide 292 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	2%	\$1,910
Accounting Specialist	2%	\$1,528
Office Manager	2%	\$1,157
Housing Programs Coordinator	1%	\$765
Housing Counselor	9%	\$5,145
Grand Total		\$10,505

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2023 to June 30, 2024	Projected Budget for July 1, 2024 to June 30, 2025	% Increase or Decrease	CDBG Funds Request, City of Seaside
Executive Director	\$88,244	\$90,508	3%	\$1,910
Accounting Specialist	\$72,738	\$72,431	-0%	\$1,528
Office Manager	\$50,476	\$54,832	9%	\$1,157
Housing Programs Coordinator	\$34,390	\$36,242	5%	\$765
Housing Counselor	\$44,002	\$49,691	13%	\$5,145
Other Staff	\$198,196	\$197,331	-0%	-----
Supplies and Materials				
Consumable Supplies	\$5,685	\$5,685	0%	\$120
Non-Consumable Supplies	\$9,285	\$9,841	6%	\$195
Outside Services				
Telephone	\$23,844	\$23,844	0%	\$305
Utilities	\$0	\$0		\$0
Maintenance	\$0	\$0		\$0
Contract/Consultant Services	\$42,000	\$42,000	0%	\$885
Other Charges				
Rent	\$68,307	\$58,848	-14%	\$567
Travel (Mileage)	\$2,210	\$2,210	0%	\$100
Insurance	\$0	\$0		\$0
Capital Outlay				
Equipment/Furniture	\$0	\$0		\$0
Other - # of lines needed: 4				
Fair Housing Audit	\$10,850	\$10,850	0%	\$250
Tester Stipend	\$10,850	\$11,000	1%	\$103
Legal Services	\$50,500	\$50,500	0%	\$0
Indirect Costs	\$28,212	\$28,212	0%	\$595
Total	\$739,789	\$744,025	1%	\$13,625
Total Funding Requested from Part 1				\$13,625

Attachment	Link or Explanation for Missing Attachments
1 <input checked="" type="checkbox"/> HUD Agency Certification - Download this document , complete it, and upload to this item.	agencycert.pdf
2 <input checked="" type="checkbox"/> Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	501c3.pdf
3 <input checked="" type="checkbox"/> Articles of Incorporation/Bylaws	Art_of_Inc05281965.pdf ByLaws.pdf
4 <input checked="" type="checkbox"/> Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	CA_SOS_2023.pdf
5 <input checked="" type="checkbox"/> Organizational Chart	ECHO_Org_Chart.pdf
6 <input checked="" type="checkbox"/> List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	BOARD_ROSTER_2023.2024.docx
7 <input checked="" type="checkbox"/> Resumes of Program Administrator and Fiscal Officer	CSoto_Resume.pdf RKumamoto_Resume.pdf
8 <input checked="" type="checkbox"/> Evidence of Insurance/Fidelity Bonding/Worker's Compensation	COI_Seaside_23.24.pdf WC_Seaside_23.24.pdf
9 <input checked="" type="checkbox"/> Audited Annual Financial Statements covering 2 Years	ECHO_Audit_June_30_2023_.pdf Fiscal_Audit_June_30_2022-1.pdf
10 <input checked="" type="checkbox"/> Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Seaside_Signatory_24-25.pdf
11 <input checked="" type="checkbox"/> Designation of Authorized Officials (usually Executive Director or Board of Directors)	Seaside_Resolution_1_9_2024.pdf
12 <input checked="" type="checkbox"/> Conflict of Interest Policy	conflictofinterest2019.pdf
13 <input checked="" type="checkbox"/> Project Team Experience and Qualifications	Team_Experience_2024.2025____.pdf
14 <input checked="" type="checkbox"/> Project/Activity Timeline	Seaside_Timeline2024_2025.pdf
15 <input checked="" type="checkbox"/> Financial Policies	ECHO_Accounting_Manual.pdf
16 <input checked="" type="checkbox"/> Procurement Policies	ProcurementPolicy.pdf

City of Seaside Application for Program Year 2024-2025

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:	Anjanette Love	Title:	Program Coordinator
Direct Telephone:	831-241-6154 ext 6		
Email Address:	Anjanette@gatheringforwomen.org		
Authorized Contact:	Anjanette Love	Title:	Program Coordinator
Direct Telephone:	831-241-6154 ext 6		
Email Address:	Anjanette@gatheringforwomen.org		
Finance Contact:	Natalie Bayarsaikhan	Title:	Bookkeeper/Office Manager
Direct Telephone:	831-241-6154		
Email Address:	natalie@gatheringforwomen.org		
Organization Mailing Address:	147 El Dorado Street	City:	Monterey Zip: 93940
Organization's Website Address:	www.gatheringforwomen.org		
Organization Telephone:	831-241-6154		
Organization Fax:	831-302-2222		
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):	<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> CHDO <input type="checkbox"/> CBDO <input type="checkbox"/> Faith-Based		
What is your agency's fiscal year?	12/31		
Date of your organization's most recently completed audit. (Month/Year)	05/22		
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: <input checked="" type="checkbox"/> City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	<input checked="" type="radio"/> Public Service <input type="radio"/> 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

- Our proposal is for a [City of Seaside](#) project.
 - Select the type of assistance you provide. [05X - Housing Information and Referral Services](#)
 - 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\(a\)\(2\)](#)
 - 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 one hundred seventy four guests including children so far. Guests can stay for ninety to one hundred and eighty days while searching for permanent housing.](#)
 - 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 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 at 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 2022. Because of economic dislocation in 2023, demand for emergency food assistance increased to y-persons, a z-% change, in 2023.

[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. Case managers ensure there is no 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.

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 2022 Monterey County Point-in-Time Homeless Census & Survey there are 2,047 homeless individuals in Monterey County of which 25 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 their room.

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

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

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 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.

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 ten 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 including the last three at Casa de Noche Buena.

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 Finance Consultant, Amy Stocker. Amy Stocker is a CPA and holds a Master's in Business Administration from Middlebury Institute of International Studies.

Gathering for Women has established written policies and procedures for managing its finances. Our financial records are tracked in Quickbooks. Financial reports are reviewed monthly by our Finance Committee and subsequently the Board of Directors. In addition, our financial reports 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 kept in Caseworthy, a widely recognized case management software platform. 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 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 Anjanette Love, GFW Program Facilitator 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 one hundred seventy four unique individuals. 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 Caseworthy case management system. We are able to use this data to quantify and measure results. Additionally, we use CARS and HMIS.

We successfully implemented a CDBG grant from the City of Seaside in 2022-2023, and received CDBG funds from the City of Monterey multiple times over the past 5 years. We also receive County Funding through the MCCAP program.

Amy Stocker is a finance and accounting consultant specializing in nonprofits. She has over thirty years' experience as a finance professional, over fifteen at the Controller or CFO level.

10. Please complete the table below, which should encompass your full projected Agency FY24-25 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 2022-2023	Case Management	\$10,000
FY 2021-2022		
FY 2020-2021		
FY 2019-2020		
FY 2018-2019		

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 are in the process of successfully implementing a 2023-2024 case management grant. No performance issues exist at this time.

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, 2022 - June 30, 2023	59	5
July 1, 2023 - December 31, 2023	14	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	%	
Case management for single women at 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 FY24/25	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY24/25	Overall Percent of Low/Mod Income Persons Served
July 1, 2024 - June 30, 2025	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
\$15,000	16	\$937.50

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 2023, 10 single women entered transitional or permanent housing at an average of \$12,513 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%	\$15,000
Grand Total		\$15,000

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2023 to June 30, 2024	Projected Budget for July 1, 2024 to June 30, 2025	% Increase or Decrease	CDBG Funds Request, City of Seaside
CDNB Shelter Case Manager	\$16,009	\$16,009	0%	\$15,000
Other Staff	\$20,536	\$20,536	0%	-----
Supplies and Materials				
Consumable Supplies				
Non-Consumable Supplies				
Outside Services				
Telephone				
Utilities				
Maintenance				
Contract/Consultant Services				
Other Charges				
Rent				
Travel (Mileage)				
Insurance				
Capital Outlay				
Equipment/Furniture				
Other - # of lines needed: 2				
Food Service	\$24,079	\$24,079	0%	
Indirect Costs	\$1,941	\$1,941	0%	
Total	\$62,565	\$62,565	0%	\$15,000
Total Funding Requested from Part 1				\$15,000

Attachment	Link or Explanation for Missing Attachments
1 <input checked="" type="checkbox"/> HUD Agency Certification - Download this document , complete it, and upload to this item.	CDBG_Seaside_2023_Agency_Certification.pdf
2 <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> Articles of Incorporation/Bylaws	Bylaws_Amended_2_3_16.pdf
4 <input checked="" type="checkbox"/> Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	CA_Certificate_of_Status_2024.pdf
5 <input checked="" type="checkbox"/> Organizational Chart	23-24_Org_Charts_GFW_CDNB.pdf
6 <input checked="" type="checkbox"/> List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	GFW_Board_List_2024.pdf
7 <input checked="" type="checkbox"/> Resumes of Program Administrator and Fiscal Officer	Ajanette_Love_Program_Facilitator.pdf Amy_Stocker_-_Finance_Consultant.pdf
8 <input checked="" type="checkbox"/> Evidence of Insurance/Fidelity Bonding/Worker's Compensation	WC_Policy_2023-2024.pdf
9 <input checked="" type="checkbox"/> Audited Annual Financial Statements covering 2 Years	GFW_2022_Financial_Statements_final.pdf GFW_Audited_Financial_Statements_2021.pdf
10 <input checked="" type="checkbox"/> Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Signed_Authorization_to_Request_Funds_2024.pdf
11 <input checked="" type="checkbox"/> Designation of Authorized Officials (usually Executive Director or Board of Directors)	GFW_Designation_of_Authorized_Officials_of_Gathering_for_Women_-_Monterey_2024.pdf
12 <input checked="" type="checkbox"/> Conflict of Interest Policy	Conflict_of_Interest_Policy.pdf
13 <input checked="" type="checkbox"/> Project Team Experience and Qualifications	Project_Team_Experience_Qualifications_2024.pdf
14 <input checked="" type="checkbox"/> Project/Activity Timeline	Project is ongoing.
15 <input checked="" type="checkbox"/> Financial Policies	Financial_Policies_Manual_12.17.2018.pdf
16 <input checked="" type="checkbox"/> Procurement Policies	GFW_Procurement_Policy.pdf.docx
17 <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> Project/Activity Support Letters	Project_Support-Community_Outreach.pdf
19 <input checked="" type="checkbox"/> Program Evaluations	CDNB_Exit_Survey.pdf
20 <input checked="" type="checkbox"/> Outreach Materials	CDNB-Admissions-Flier.pdf
21 <input checked="" type="checkbox"/> Evidence of Project Support/Community Outreach (written endorsements, when available)	Project_Support-Community_Outreach.pdf
22 <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> Employee Handbook	Employee_Handbook_1.2019.pdf
24 <input checked="" type="checkbox"/> Record Retention Policies	Record_Retention_Policies.pdf
25 <input checked="" type="checkbox"/> Federal Tax Form 990	GFW_2022_Form_990_for_Public_Disclosure.pdf
26 <input checked="" type="checkbox"/> State Tax Form 199	GFW_2022_California_Form_199.pdf
27 <input checked="" type="checkbox"/> Rental/Lease Agreement (if applicable)	N/A
28 <input checked="" type="checkbox"/> Cost Allocation Plan	N/A
29 <input checked="" type="checkbox"/> Other <input type="text" value="Phone Screen and Program"/>	CDNB_Phone_Screen.pdf CDNB_Program_Handbook.pdf
30 <input checked="" type="checkbox"/> Other <input type="text" value="Self-sufficiency matrix"/>	CDNB_Self-sufficiency_matrix.pdf
31 <input type="checkbox"/> Other <input type="text"/>	

Program Manager Signature

Staci M Alziebler-Perkins

Date Signed 01/10/2024

Approved By: Haroon Noori
Date Signed 01/11/2024

Initially submitted: Jan 10, 2024 - 16:15:49

City of Seaside Application for Program Year 2024-2025

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:	
Direct Telephone:	(831) 772-0882		
Email Address:	pfernandez@girlsinccc.org		
Authorized Contact:	Patty Fernandez	Title:	
Direct Telephone:	(831) 772-0882		
Email Address:	pfernandez@girlsinccc.org		
Finance Contact:		Title:	
Direct Telephone:			
Email Address:			
Organization Mailing Address:	318 Cayuga St. Suite 206	City:	Salinas Zip: 93901
Organization's Website Address:			
Organization Telephone:	(831) 772-0882		
Organization Fax:			
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:			
Type of Organization (check all that apply):	<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> CHDO <input type="checkbox"/> CBDO <input type="checkbox"/> Faith-Based		
What is your agency's fiscal year?	July 1-June 30		
Date of your organization's most recently completed audit. (Month/Year)	12/2023		
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: <input checked="" type="checkbox"/> City of Seaside	
Type of Funding Requested:	CDBG
Type of Activity:	<input checked="" type="radio"/> Public Service <input type="radio"/> 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, ages 9 – 13, attending elementary and middle schools in Seaside. In our Growing Together program, we will also serve the mothers/fathers or guardians of girls entering or experiencing puberty. The majority of those we serve are low income: 92% of families have incomes that qualify children as eligible for free or reduced-price lunch; 84% 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, 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 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. Girls also learn the importance of voting. (3) Through Growing Together, elementary age girls and their parent/guardian 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 intercourse and other 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?

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 poverty, homelessness, or ill-health. Middle school girls are particularly vulnerable to peer and media pressure, and the desire to be liked. Body image is a primary cause of stress, and girls often respond in unhealthy ways, like smoking and taking diet pills, rather than increasing their physical activity or changing their eating habits. This is the age where dramatic physical and emotional changes occur. Girls often lose the sense of self they had when they were younger. Physical activity decreases drastically from elementary to high school.

As a result, girls learn effective refusal skills that will help them hold onto their personal values in the face of peer pressure, develop goals and make decisions that will lead to a healthy lifestyle, learn factual information about women's reproductive health, and understand the importance of voting and the barriers that exist for women in politics. Girls learn they have the power over their own choices in doing what is best for themselves no matter what peers say or do, learn and practice leadership and facilitation skills, recognize stress, its physical symptoms, and healthy stress management tools, and learn to value and support each other as a team. Elementary school girls also learn the effects of different substances, understand how to handle stress, practice friendly refusal skills and the importance of good, careful communication. In addition, the 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.

Girls and parents in Growing Together benefit from increased trust and communication making it more likely that daughters will seek out their parents 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 to the community.

These activities not only benefit the individual girls and their families, but their communities by producing positive proven results through youth development and prevention strategies that are age-appropriate, far less costly and more effective than treatment or government intervention programs that are implemented after problems arise

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, handling stress and the importance of maintaining their personal values in the face of pressure; (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 their goals.

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 : workshops, facilitated by Youth Leaders, on age-appropriate information about their bodies, women's reproductive health, how to stay healthy, identifying sexual pressures and how to resist them, exploring personal values and their importance in decision-making, sexual behavior and abstinence, defending their decisions, healthy vs. unhealthy relationships, bullying, avoiding risks, and examining cultural myths and gender stereotypes.
Activity #2	Friendly PEERsuasion Ph1 : workshops on safe and unsafe practices for using over-the-counter drugs and dietary supplements, the effects of drugs, alcohol and tobacco on the body, how peer and media pressures influence their behavior, effective communication skills, stress management, and combatting bullying, leadership, facilitation and public speaking.
Activity #3	Friendly PEERsuasion Ph2 : workshops on the same topics as Activity #2 without a focus on leadership or facilitation.
Activity #4	Growing Together : workshops on open communication, relationships, problem-solving strategies, values clarification, health and hygiene, values and expectations, and puberty.

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

Girls Inc. actively engage girls to see themselves as educated, confident, healthy and productive citizens. Programs promote and support safe and livable communities for girls and their families. We encourage girls to make smart choices regarding their futures, provide them accurate information on health and sexuality, offer opportunities to practice handling outside pressure, and equip them with the tools to avoid risky situations 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, values clarification, and positive communication with their parents. We inspire girls to choose healthy lifestyles. Youth Leaders facilitate programs and mentor their younger peers. Thus, younger girls look up to the Youth Leaders and often choose to participate in more programs so they, too, become leaders. This strategy provides girls with a visible path to a successful future that includes graduating from high school, pursuing college, a career, achieving and maintaining good health. Our youth development programs significantly help to ensure that issues facing Seaside families today: low income, homelessness, minimal opportunities to advance or succeed will be reduced as youth become adults who have been guided by leaders to build confidence, develop educational and wellness goals, and understand the importance of avoiding risky behaviors.

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

Description of Activity/Milestone	Est. Completion Date
WP/WP is a series of 10 workshops, facilitated by Youth Leaders, for girls, 12-14, providing information about their bodies, women's reproductive health, how to stay healthy, identifying sexual pressures and how to resist them, exploring personal values and their importance in decision-making, sexual behavior and abstinence, defending their decisions, healthy vs. unhealthy relationships, bullying, avoiding risks, examining cultural myths and gender stereotypes, and savvy voting. The program encourages the practice of taking personal responsibility for healthy behaviors and health outcomes. Girls learn how to achieve, maintain, and lead healthy lifestyles.	December 2024
Friendly PEERSuasion #1: 6th & 7th grade girls learn to recognize and resist pressures from peers, advertisers, and others to use tobacco, alcohol, or other drugs, using the positive influence of young people modeling healthy behaviors. During Phase 1 of the 2-phase program, facilitated by Youth Leaders, the girls participate in 12 three-hour sessions on safe and unsafe practices for using over-the-counter drugs and dietary supplements, the effects of drugs, alcohol, and tobacco on the body, how peer and media pressures influence their behavior, effective communication skills, stress management, and combatting bullying. In addition, the program offers middle school girls the training to learn leadership, facilitation, and public speaking skills to provide programming to elementary school girls.	March 2025
Friendly PEERSuasion #2: Program graduates plan and deliver activities on these topics to 4th & 5th grade girls in 7 3-hour sessions, with support from the Youth Leaders. Elementary school girls learn the effects of different substances, understand that stress is unavoidable, practice friendly, effective refusal skills and the importance of good, careful communication.	May 2025
Growing Together is designed to increase positive communication between a parent (or other significant adult) and their 9 -12-year-old daughters and help them to discuss questions about sexual behavior and puberty without embarrassment. The program a series of 4 workshops on communication, relationships, values clarification, health and hygiene and problem-solving strategies. The sessions encourage participants to explore their feelings, strengthen their relationships, discuss values and expectations; encourage communication about health, hygiene and sexuality; provide factual information about anatomy, physiology, HIV/AIDS, sexuality and sexual behaviors; and help parents answer questions about sexual behavior and puberty.	Oct. '24, Nov. '24, March '25

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. Over the last several years our outreach plan has been as follows:

The recruitment of participants is done primarily at school sites by counselors, teachers, and school administrators Girls Inc. staff and Youth Leaders also make classroom presentations and pass out applications to girls who are interested in the program. All girls are eligible to apply.

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

Evaluation Methodology:

1. 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.
2. Conduct Pre- and Post-Program surveys with participants to determine changes in knowledge, attitudes, and behaviors
3. Participants anonymously evaluate each session to see if we are accomplishing our objectives and make adjustments when needed
4. Youth Leaders self-evaluate each session to measure their own perceived growth, and address their opinions on the program curriculum
5. Youth Leaders meet monthly with staff to evaluate progress, improve skills, and receive additional training
6. Program coordinators observe and visit each site and assist if needed.
7. Girls Inc. staff will follow-up to determine if the girls will be attending more Girls Inc. programs as they progress through school grades

Outcomes:

80-90% of WP/WP participants will:

- Explain the importance of assuming responsibility for personal health behaviors
- Distinguish between safe and risky or harmful behaviors in relationships
- Understand and identify the characteristics of a bully, and how to respond to bullying
- Demonstrate refusal and negotiation skills, and how to resist sexual pressures from the media and friends
- Learn factual information on women's health, hygiene and reproductive health
- Demonstrate strategies to manage stress

Phase 1:80-90% of Friendly PEERSuasion Ph. 1 girls will:

- Identify safe and unsafe practices for using over-the-counter drugs and dietary supplements and the effects of drugs and alcohol on the body
- Identify skills for refusing peer pressure and maintaining personal power
- Examine messages in the media and identify how ads influence behavior
- Recognize stress, its physical symptoms, and healthy stress management tools
- Learn to identify and combat bullying
- Develop leadership, assertiveness and communication skills

Phase 2 – 80%-90% of the elementary school girls will:

- Learn the effects of different substances and tips for staying healthy
- Learn to resist negative peer pressure by practicing friendly refusal skills
- Recognize stress is unavoidable, but too much stress can lead to poor decisions

- Learn the importance of good communication — asking questions, speaking clearly, and listening carefully
- 85-95% of Growing Together participants will:
- Demonstrate positive communication and problem-solving skills
 - Express feelings related to health, hygiene and sexuality
 - Demonstrate clear, intentional messaging with each other
 - Identify risky behaviors that can lead to unhealthy results
 - Articulate strategies to resolve conflicts
 - Understand the female reproductive system, the menstrual cycle, and the 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 2022. Because of economic dislocation in 2023, demand for emergency food assistance increased to y-persons, a z-% change, in 2023.

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 and procedures developed when schools were closed in 2020-22 due to COVID. 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 workshop sessions. We will also discuss the value of getting tested and 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 delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

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 workshop sessions. We will also discuss the value of getting tested and being vaccinated to limit the impact of COVID if contracted and encourage girls to discuss these safety precautions with their families. In addition, 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. 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.

This is not a new program, but during the pandemic when schools were closed, we did revise our programs to be more responsive to the needs of our participants, including their anxiety regarding social isolation. This was exacerbated by the issues facing their families: many parents were essential workers who work in the fields or in food processing, and remaining healthy was tenuous. Parents who worked in service occupations lost their employment. This added economic strife has impacted the girls: many suffered from food insecurity; many were more called upon to take care of their younger siblings. Girls who were already at risk, had the added stressors of instability at home increasing their level of insecurity. We were also confronted with changes in student behavior once they returned to school, which included antagonism and meanness to others, and difficulty in attending to program content. This has calmed down somewhat, but the changes we made in program content and the social-emotional support we were able to offer will be effective in confronting any new COVID or other potential disruption.

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

Each of programs offered in Seaside are age-appropriate, designed to meet the needs of girls at age-specific times in their lives. These programs have all been developed by our National Girls Inc. organization, field-tested and evaluated nationwide. Furthermore, Will Power/Won't Power and Friendly PEERsuasion are facilitated by Youth Leaders – peer leaders – who are graduates of our high school ECHO program in Monterey. We are the only organization that offers programs facilitated by trained teens who are role models for the younger girls. Since the programs are age-specific, girls can begin their participation in Growing Together and/or Friendly PEERsuasion phase 2 at 9 years while in elementary school, enroll in Friendly PEERsuasion phase 1 in 7th grade, and Will Power/Won't Power in 8th grade, always learning new skills and information at each level.

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. If needed, 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, as it has in past years.

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.

Girls Inc. has been providing youth programming in Seaside for 20 years with a focus on improving health and educational outcomes for girls in the community. The schools we currently serve have students from low and very low-income families and are predominately Hispanic. At Seaside Middle School 92% of the students are low income and 80% are Hispanic. Student test scores are well below the state level in English, math, and science. At Ord Terrace Elementary, 94% are low income and 91% are Hispanic; however, test scores are not as low as the middle school. Martin Luther King Elementary's students are 90% low income and 82% Hispanic. Test scores at this school are very low – an average of 75% below the state's scores. Although we don't offer programming in the high school, we have chosen to work the middle and elementary schools because of the significant needs of those students.

The current Seaside Comprehensive Plan targets very low-income families and youth, ages 6-17. The first public service priority when the plan was adopted was access to community services with youth and senior services as priorities. The Seaside City Council directed activities will include after school programs including tutoring, self-esteem, mentoring younger students, community meals/after school, legal services for seniors, meals on wheels for homebound and tenant/landlord fair housing services. Girls Inc. was included as one of the organizations providing those services.

A recent Community Action Partnership study on issues facing Monterey County included the essential need to provide after-school youth programming that not only benefited youth, but "support working parents by allowing them to retain employment and ensure social-academic advancement of families." These programs also build support for their children's future success and educational attainment. As with the Seaside Plan, assistance with housing costs was identified as the highest priority need. However, the 2nd priority was health and social/behavioral development, which includes social-emotional support, mentoring, fitness, life skills, nutrition, and wellness education.

These after school enrichment programs have been part of Girls Inc. for 23 years. Ours are a mix of health and wellness, education and career planning, leadership development and community service programs. In Seaside, our Youth Leaders are directly providing community service to the community through their facilitation and mentorship of local girls, and the programs described in this proposal are focused on health, wellness, and avoidance of unhealthy behaviors and relationships.

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.

As previously stated, 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. 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 is a pregnancy prevention program that offers 8th grade 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 1, will be offered to 7th grade girls. They will participate in activities and discussions on communications, healthy stress management, peer and media pressures, bullying and its prevention, harmful and illegal substances, and leadership skills. Youth Leaders deliver this part of the program. In Phase 2, 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.

Offered in English and Spanish, the Growing Together program is designed to increase positive communication between mothers/fathers or guardians 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 parents 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

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

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

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

Girls Inc. has offered these programs in Seaside for 20 years, resulting in higher outcomes for girls than anticipated every year. Last year's documented evaluations demonstrated that 88-96% 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 parents and daughters value the lessons learned in Growing Together; their evaluations

demonstrated that 100% of adults and daughters increased positive communication between one another, felt comfortable discussing health, menstruation, and hygiene, 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.

These programs are open to all girls at the designated schools and of the age circumscribed by the program content. We will continue to provide these services in Seaside's schools thus providing access to needed programming in the city.

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	\$2,000		\$2,000		\$2,000	100%	Private Funds
Monterey Peninsula Foundation	Yes	\$1,150	\$1,150			\$1,150	100%	Private Funds
Program fees	Yes	\$980			\$980	\$0	0%	Private Funds
Events	No	\$3,000			\$3,000	\$0	0%	Private Funds
Donations	No	\$3,000			\$3,000	\$0	0%	Private Funds
Investments	No	\$400			\$400	\$0	0%	Private Funds
Carry-over from 2023-24	Yes	\$2,250	\$2,250			\$2,250	100%	Private Funds
TOTAL		\$27,780	\$3,400	\$2,000	\$22,380	\$5,400	19%	

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 receive two-year funding from the Packard Foundation of \$80,000/year for our organization. We allocate a portion of this funding to our Seaside project, based on its program costs as a percentage of our total organization budget. Our most recent 2-year grant is for 2023-2025. We just received a grant from the Monterey Peninsula Foundation for \$90,000 that covers the months of 4/2023–11/2023 and anticipate a similar grant for the following year. Funds from this grant will cover Growing Together and a portion of Will Power/Won't Power. In 2024, the funds will also include half of Will Power/Won't Power. We have regularly received annual funding of \$20,000 for our programming in Monterey County from the Nancy Buck Ransom Foundation and anticipate this will continue in the coming years. A portion of this funding will be allocated to our Seaside programs in the amount of \$800. We also receive \$10,000-\$15,000 funding each year from Barnet Segal Charitable Trust for our work in Monterey County, and \$500 will be allocated to Seaside. Every year, we have carry-over funds from the previous years, either from donations and events or grants that were received in the previous year for the coming year. Again, a portion is allocated to Seaside. We also continue to raise funds through events and donations as well as new grant sources for all programs. Seaside programs have fees for participants – generally \$10/participant that help fund the work.

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 our main partners in all programs. We have agreements with the school districts that allow us access to both the students and the classrooms. School personnel and teachers help recruit participants, make referrals, allow us time to present the programs to the students, and provide classroom space for the after-school sessions, making it convenient for students to participate without having to travel to a remote center. We collaborate with the Monterey County Health Department (Reproductive Health), the Rape Crisis Center (relationships), the Food Bank (snacks workshops) and speakers from the community 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.

Our mission 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 role is to cultivate and grow those qualities.

Founded in 2001, Girls Inc. was intentionally designed to result in youth-led programming, with peer mentoring as a core value and operational strategy. We are the only Girls Inc. affiliate to have its programs planned, facilitated, and evaluated by Youth Leaders – graduates of our ECHO Leadership and Mentoring program – who are hired and trained to deliver programs to girls in elementary, middle, and high schools in their home communities. We currently serve more than 1,300 girls annually, ages 8-18, with after-school and summer programming in 9 cities at 36 school sites in Monterey, San Benito, and Santa Cruz Counties. Our programs inspire girls to set goals on educational attainment, developing healthy relationships, practicing assertive communication skills, avoiding unhealthy behaviors, managing stress, handling conflict, and overcoming systemic barriers that prevent them from achieving their goals. Girls acquire leadership skills and learn to create a future that includes educational attainment, economic independence, and lifelong wellness.

Our new 3-year Strategic Plan (2023-2026) addresses targeted board and committee recruitment and training, expanding the fund development committee, increasing and cultivating sustainable donors, hiring a new Donor Relations Director, and focusing on the implementation of our existing fund development plan to ensure we are building our capacity to better serve our communities. Programming priorities are to continue updating the curricula and participant evaluations where needed, evaluating gaps in services with respect to age, grade, high risk populations, expanding to new schools, and evaluating/implementing the training and development needs for staff and Youth Leaders.

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

Administrative 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) N. Monterey County, Monterey, Soledad, Greenfield, King City; San Benito (Hollister); and Pajaro Valley High School. ECHO meets once every other week, on school grounds (5:30pm-7:00pm)
- Will Power/Wont Power (September to December). Offered in 10 middle schools: Harden and Washington in Salinas, Main Street in Soledad, Vista Verde in Greenfield, North Monterey County Middle School in Castroville, Seaside Middle School in Seaside, and Chalone Peaks in King City Middle Schools; Rancho San Justo in Hollister; Rolling Hills and Pajaro in Watsonville. Meets once a week, on school grounds (3:30pm-5:30pm).
- Friendly PEERsuasion 1st phase (December to April). Offered at 9 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, and Chalone Peaks in King City Middle Schools; Rancho San Justo in Hollister; Rolling Hills in Watsonville. Meets once a week, 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, McKinnon, and Mission Park in Salinas, San Vincente in Soledad, Oak Avenue in Greenfield, Castroville in Castroville, Ord Terrace in Seaside, Del Rey in King City; Ladd Lane in Hollister; and Freedom Elementary Schools in Watsonville. Meets once a week, on school grounds (3:30pm-5:30pm).
- Growing Together (Oct - May) Offered at Martin Luther King, Jr. in Seaside, Castroville Elementary School, Mary Chapa in Greenfield, Mission Park in Salinas, Santa Lucia in King City, Frank Ledesma in Soledad, Freedom in Watsonville, Ladd Lane Elementary School in Hollister. Once/week for 5 weeks. (6:00pm-8:00pm)
- LEAD-HER-SHIP (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 grants from Seaside CDBG funds since 2015 and the Seaside Mayor's Youth Fund from 2013-2018. We received funding from the Salinas CDBG funds from 2012-2022. We have received funding from Monterey County CDBG since 2012 through the present. In 2022, we were awarded 3-year funding from Santa Cruz County CORE program. In all programs offered and implemented we use a specific methodology to evaluate our programs' effectiveness and the changes/progress made by participants. Each program has a specific set of pre- and post-survey questions to evaluate the changes in knowledge, attitudes, and behaviors of the participants. We also tailor our evaluation questions to each program and have girls evaluate each workshop within a program to determine their effectiveness and the percentages of girls who meet the proposed outcomes. Girls have achieved higher outcomes in every program demonstrating the success of the activities and information presented. The Youth Leaders also evaluate both the programs and the progress of the participants, reporting back to program staff on outcomes. All staff are trained in evaluation protocols and ensure that programs are implemented to achieve the desired results. Our Deputy Director oversees all programs, supervising program coordinators and training Youth Leaders.

Each grant includes predicted outcomes for each program, and follow-up reports include both anticipated and actual outcomes. This procedure is part of both CDBG sources as well as foundation grants. We continue to receive grants annually from sources that have been funding our organization for many years; several have significantly increased the amount of funding and/or offer multi-year grants. In addition, several foundations only require an update and budget for continued funding instead of a full proposal. This continued funding demonstrates the success we have had in delivering the programs and outcomes, and managing the funds for both public and private grant sources. We have been successfully offering programming in Seaside since 2003 with positive results.

We have recently provided several board skills training sessions and have successfully completed our 2020-2023 Strategic Plan before embarking on a new one for the next 3 years. Our office manager has been trained and is skilled in nonprofit accounting procedures, and our board treasurer is a CPA, former CEO and CFO of a local nonprofit with several years of board experience. Our annual audits are always judged to be "clean" without any findings that would raise doubt about our ability to manage funds and produce accurate financial statements.

10. Please complete the table below, which should encompass your full projected Agency FY24-25 budget.

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

Total Budget less capital improvements
Application program percent

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

Program Year	Project	Amount Funded City of Seaside
FY 2022-2023	Girls Inc. of the Central Coast	\$10,000
FY 2021-2022	Girls Inc. of the Central Coast	\$10,000
FY 2020-2021	Girls Inc. of the Central Coast	\$8,500
FY 2019-2020	Girls Inc. of the Central Coast	\$7,814
FY 2018-2019	Girls Inc. of the Central Coast	\$10,126

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 9 years, implementing our programs and achieving anticipated outcomes. 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. In FY 2020-21, we were able to offer all programs virtually using Zoom. During the past two years and in the current fiscal year, we been able to return to in person programming in Seaside. We are gradually increasing our population to its pre-COVID numbers, but the achievements of the girls are continue to be above those predicted.

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, 2022 - June 30, 2023	70	6
July 1, 2023 - December 31, 2023	30	5

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: workshops, facilitated by Youth Leaders, on age-appropriate information about their bodies, women's reproductive health, how to stay healthy, identifying sexual pressures and how to resist them, exploring personal values and their importance in decision-making, sexual behavior and abstinence, defending their decisions, healthy vs. unhealthy relationships, bullying, avoiding risks, and examining cultural myths and gender stereotypes.	0	0%	16	100%	0	0%	0	0%	16
Friendly PEERsuasion Ph1: workshops on safe and unsafe practices for using over-the-counter drugs and dietary supplements, the effects of drugs, alcohol and tobacco on the body, how peer and media pressures influence their behavior, effective communication skills, stress management, and combatting bullying, leadership, facilitation and public speaking.	0	0%	20	100%	0	0%	0	0%	20
Friendly PEERsuasion Ph2: workshops on the same topics as Activity #2 without a focus on leadership or facilitation.	0	0%	0	0%	0	0%	32	100%	32
Growing Together: workshops on open communication, relationships, problem-solving strategies, values clarification, health and hygiene, values and expectations, and puberty.	0	0%	0	0%	30	100%	0	0%	30
TOTAL	0	0%	36	37%	30	31%	32	33%	98

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 FY24/25	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY24/25	Overall Percent of Low/Mod Income Persons Served
July 1, 2024 - June 30, 2025	98	88	90%

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

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$15,000	98	\$153.06

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.

Our programs are comprehensive and have resulted in positive outcomes for our participants over the past 20 years. In fact, program costs are lower for the proposed fiscal year than in the previous two 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, which also includes the training of the middle school participants to be facilitators and leaders, the low cost per participant of \$153.06 is 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 \$15.50/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. Our Middle School Coordinator is a Girls Inc. graduate with a BA in Child Development. The Growing Together Coordinator is a former Youth Leader with a master's degree education and social justice from San Diego State. The facilitator for is a former Growing Together participant, a mother who was trained to become a program leader. Thus, not only has she benefited from her original participation but has gained skills, including public speaking and group management, that will serve her in other areas of her life. The obvious value of these programs lasts far beyond their implementation years in impacting the lives of the girls who participate..

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.
2. All participants will understand the importance of continuing their education beyond high school and to understand - and accomplish - the steps needed to do so.
3. Mothers and daughters will develop trust and positive open communication with each other, establishing a strong pattern of mutual respect that will last.
4. 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.
5. 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.
6. Girls benefit from having peer mentors and role models facilitating the programs, encouraging them to continue participating in programs. Youth Leaders continue to gain skills, knowledge and experience while earning an income and providing service to their community.
7. As noted in the previous response (#9), the value of the programs go beyond the immediate results, offering girls the opportunity, determination, and skills to become Youth Leaders, who have as their goals college graduation and professional careers. We now have 3 former Youth Leaders who are permanent staff – two involved in this program.
8. These factors not only benefit the participants, but their families and communities 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 coordinator	100%	\$7,400
Growing Together poor/faciliator	100%	\$2,400
Youth Leaders	100%	\$5,200
Grand Total		\$15,000

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2023 to June 30, 2024	Projected Budget for July 1, 2024 to June 30, 2025	% Increase or Decrease	CDBG Funds Request, City of Seaside
Middle school coordinator	\$7,235	\$7,450	3%	\$7,400
Growing Together poor/faciliator	\$2,400	\$2,455	2%	\$2,400
Youth Leaders	\$5,525	\$5,525	0%	\$5,200
Other Staff	\$3,750	\$3,935	5%	-----
Supplies and Materials				
Consumable Supplies	\$1,725	\$1,800	4%	\$0
Non-Consumable Supplies				
Outside Services				
Telephone	\$250	\$265	6%	\$0
Utilities	\$760	\$795	5%	\$0
Maintenance				
Contract/Consultant Services	\$1,845	\$1,900	3%	\$0
Other Charges				
Rent	\$2,300	\$2,375	3%	\$0
Travel (Mileage)	\$715	\$715	0%	\$0
Insurance	\$265	\$275	4%	\$0
Capital Outlay				
Equipment/Furniture				
Other - # of lines needed: 3				
Training: staff/youth leaders	\$315	\$315	0%	\$0
Fees to Girls Inc. National	\$405	\$405	0%	\$0
Admin. expenses	\$250	\$285	14%	\$0
Total	\$27,740	\$28,495	3%	\$15,000
Total Funding Requested from Part 1				\$15,000

City of Seaside Application for Program Year 2024-2025

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.):		Title:	
Direct Telephone:			
Email Address:			
Program/Project Contact:	Angelia Britt	Title:	
Direct Telephone:	831-392-2774		
Email Address:	gvteducation1@yahoo.com		
Authorized Contact:	Angelia Britt	Title:	
Direct Telephone:	831-392-2774		
Email Address:	gvteducation1@yahoo.com		
Finance Contact:	Patricia Webb	Title:	CFO
Direct Telephone:	831394-2774		
Email Address:	gvteducation1@yahoo.com		
Organization Mailing Address:	1620 Broadway Ave	City:	Seaside Zip: 93955
Organization's Website Address:	geatervictorytempme.org		
Organization Telephone:	831-394-2774		
Organization Fax:	831394-1134		
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:	to be assigned		
Type of Organization (check all that apply):	<input type="checkbox"/> Non-Profit <input type="checkbox"/> CHDO <input type="checkbox"/> CBDO <input checked="" type="checkbox"/> Faith-Based		
What is your agency's fiscal year?	January		
Date of your organization's most recently completed audit. (Month/Year)	no		
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: <input checked="" type="checkbox"/> City of Seaside	
Type of Funding Requested:	CDBG
Type of Activity:	<input checked="" type="radio"/> Public Service <input type="radio"/> 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

- Our proposal is for a [City of Seaside](#) project.
 - Select the type of assistance you provide. [05D - Youth Services](#)
 - Mark the box below that indicates the national objective met:
[Activities Benefiting Low and Moderate-Income Persons. 570.208\(a\)](#)
 - 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 student learning time outside the regular classroom. Research shows this will increase academic achievement and provide safe alternatives for youth.](#)
 - How will people or conditions in the community change as a result of what you do?
[Research shows children in quality after school programs are more probable to attend and stay in school, students are more likely to hand in homework and get higher grades. It is also help children succeed in higher level schools and develop professional skills that will help them in the workforce. This program provides snacks and evening meals to low to moderate income children who are at-risk of 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 for those students who need extra assistance in areas they are deficient. This program will benefit the children of Seaside and surrounding areas. Staff is needed to provide these services. Snack and meals will be provided to students.](#)

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

Number Served	Type of Activity
75	Youth Retained

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

	Description of Activity
Activity #1	tutoring will be provided to students. Snacks and meals will be provided.

4. Provide any additional relevant description of proposed activity or project.
[This 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 afterschool tutoring to students of low to moderate income. Also provide snacks and meals to students who are at risk for hunger and failure to thrive	june

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 program will target low to moderate income students who would benefit from after school tutoring. The program will collaborate with the Monterey Peninsula School district and other agencies to assist with the overflow for after school programs.](#)

[This is not a new 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?

[Indicators to make outcome measure will consist of assisting with understanding the need of the community through the program, to gather data to decide where the program improvements might be necessary and collaborating with community partners to fill 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 2022. Because of economic dislocation in 2023, demand for emergency food assistance increased to y-persons, a z-% change, in 2023.

[The afterschool tutoring program will provide emergency food assistance to parents of low to moderate income families affected by the coronavirus pandemic. Online tutoring will be made available to students.](#)

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.

[Afterschool program will follow guidelines provided by CDC and local health department mandates.](#)

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 program will provide a safe learning environment for students as well as providing preventive care related to the coronavirus. The program will follow mandates by the CDC and by the local health department](#)

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

[The program will consult with staff to avoid duplication of benefit.](#)

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 hire staff and continue to provide tutoring four \(4\) days a week with meals and snacks to the students who are at risk for hunger and failure to thrive. This program is at no cost to families. Without the funds we would only be able to provide tutoring and snacks and meals one \(1\) day a week. Equipment, materials, supplies, phone, utilities and building our in-kind donations by Greater Victory Temple Church](#)

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 of Seaside was used to determine the need for the program. A proximal 40% of house income under 50 K, 14.7% on the property line with children under the age of 18. Provide an access to after school tutoring program will provide snacks and meals with deep crease at risk for hunger and failure to thrive.

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 program will provide a safe learning environment for students as well as providing snack and meal 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?

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

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

The program is in place and serves the community by 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. The program will discuss with teachers the individual needs of each student

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	
	Choose	\$0	\$0	\$0	\$0	\$0		Other Federal Funds
TOTAL		\$30,000	\$0	\$0	\$30,000	\$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 are requesting funds of \$30,000 for a two-year program. All funds will be used to hire staff. CDBG is our only funding source for staff. In-kind donations will be provided by Greater Victory Temple; rent, utilities, supplies for participants, instructional materials, setting facility up, insurance, and transportation. Aside from donations, we will collaborate with MLK School of the Arts, M.P.U.S.D. ,The Village Project, and CPY to prioritize children needs. There is no other funding, there will be planned fund raiser .

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 enrolled students based on the greatest need. We collaborate with M.P.U.S.D. and specifically MLK School of the Arts to identify at risk youth in need. There are waiting lists for children to be excepted at various after school programs in the community, again we will collaborate with our partners 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 Afterschool program is to provide educational opportunities for moderate to very low income students and families. The program has been an operation for six years.
 Mission statement; To provide educational opportunities to youth and to offer humanitarian services too very 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 1620 Broadway Ave., Seaside California. The program will be four days a week Monday, Tuesday and Thursday for four hours per day and five hours on Wednesdays.

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

The Executive Director maintain 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 shall be maintained according to policy and procedures. All records will be maintain since the initiation of the program six years ago

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

The application shall verify eligibility of students. Application process an 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 will be responsible for monitoring program. The Program /Site Director to collaborate with MLK staff for pre-/post assessment 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 center educational services, a summer math program associated with CSU (Bakersfield). and after school program for youth. This includes state and federal grant administration for f over five years

10. Please complete the table below, which should encompass your full projected Agency FY24-25 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application						\$0
\$30,000.00	\$30,000					\$30,000
TOTAL	\$30,000	\$0	\$0	\$0	\$0	\$30,000

Total Budget less capital improvements
 Application program percent

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

Program Year	Project	Amount Funded City of Seaside
FY 2022-2023	After school tutoring	\$12,334
FY 2021-2022	After school tutoring	\$10,578
FY 2020-2021	After school tutoring	\$10,417
FY 2019-2020	After school tutoring	\$9,815
FY 2018-2019	After school tutoring	\$11,181

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

The City of Seaside staff have been helpful in providing information to improve the program. All concerns have been addressed.

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.

Period	Actual	Monthly Average
July 1, 2022 - June 30, 2023	96	8
July 1, 2023 - December 31, 2023	96	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	%	
tutoring will be provided to students. Snacks and meals will be provided.	20	25%	20	25%	20	25%	20	25%	80
TOTAL	20	25%	20	25%	20	25%	20	25%	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 FY24/25	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY24/25	Overall Percent of Low/Mod Income Persons Served
July 1, 2024 - June 30, 2025	80	80	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	80	\$375.00

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.

At risk students receive benefits I'm available in the community as other afterschool programs are full. Research demonstrates that the key risk for juvenile delinquency and crime increase 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.

Cost are kept to a minimum, providing small groups and individualized personal tutoring to improve academic achievement for at risk youth. Also, providing meals to students who are at risk for hunger and thirst to thrive. This program is at no cost to families. Without the funds we would only be able to buy tutoring suits, snacks and meals one(1) day per week

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	100%	\$7,500
Program Director	100%	\$7,500
Tutor	100%	\$5,000
Tutor	100%	\$5,000
Cook	100%	\$5,000
Grand Total		\$30,000

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2023 to June 30, 2024	Projected Budget for July 1, 2024 to June 30, 2025	% Increase or Decrease	CDBG Funds Request, City of Seaside
Executive Director	\$3,700	\$3,700	0%	\$7,500
Program Director	\$3,700	\$3,700	0%	\$7,500
Tutor	\$500	\$500	0%	\$5,000
Tutor	\$500	\$500	0%	\$5,000
Cook	\$500	\$500	0%	\$5,000
Other Staff				-----
Supplies and Materials				
Consumable Supplies	\$0	\$0		\$0
Non-Consumable Supplies	\$0	\$0		\$0
Outside Services				
Telephone	\$0	\$0		\$0
Utilities	\$0	\$0		\$0
Maintenance	\$0	\$0		\$0
Contract/Consultant Services	\$0	\$0		\$0
Other Charges				
Rent	\$0	\$0		\$0
Travel (Mileage)	\$0	\$0		\$0
Insurance	\$0	\$0		\$0

Capital Outlay			
Equipment/Furniture	\$0	\$0	\$0
Other - # of lines needed:			
Total	\$8,900	\$8,900	\$30,000
Total Funding Requested from Part 1			\$30,000

Attachment	Link or Explanation for Missing Attachments
1 <input checked="" type="checkbox"/> HUD Agency Certification - Download this document , complete it, and upload to this item.	AGENCY_CERTIFICATIONS.pdf
2 <input checked="" type="checkbox"/> Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Tax_Exemption_Letter.PDF
3 <input checked="" type="checkbox"/> Articles of Incorporation/Bylaws	Final_2017_By-Laws_2.doc
4 <input checked="" type="checkbox"/> Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	Letter_of_Good_Standing.PDF
5 <input checked="" type="checkbox"/> Organizational Chart	organization_Chart.docx
6 <input checked="" type="checkbox"/> List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	Pastor_Ronald_Britt.pdf
7 <input checked="" type="checkbox"/> Resumes of Program Administrator and Fiscal Officer	Executive_Director_Resume.PDF Fiscal_Officer_Resume_PW.docx
8 <input checked="" type="checkbox"/> Evidence of Insurance/Fidelity Bonding/Worker's Compensation	CERTIFICATE_OF_LIABILITY_INSURANCE.pdf
9 <input type="checkbox"/> Audited Annual Financial Statements covering 2 Years	N/A
10 <input checked="" type="checkbox"/> Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Authorization_for_Ex_Director.docx
11 <input checked="" type="checkbox"/> Designation of Authorized Officials (usually Executive Director or Board of Directors)	Authority_to_act.PDF
12 <input checked="" type="checkbox"/> Conflict of Interest Policy	Conflict_of_Intrest.PDF
13 <input checked="" type="checkbox"/> Project Team Experience and Qualifications	Carol_Casion.docx
14 <input checked="" type="checkbox"/> Project/Activity Timeline	Activity_Timeline.docx
15 <input checked="" type="checkbox"/> Financial Policies	Financial_Policy.PDF
16 <input type="checkbox"/> Procurement Policies	N/A
17 <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> Project/Activity Support Letters	community_award.PDF Support_Letter.PDF
19 <input checked="" type="checkbox"/> Program Evaluations	program_evaluation_1.docx
20 <input checked="" type="checkbox"/> Outreach Materials	Outreach_Material_2.PDF
21 <input checked="" type="checkbox"/> Evidence of Project Support/Community Outreach (written endorsements, when available)	school_of_the_Arts.pdf
22 <input checked="" type="checkbox"/> 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.pdf
23 <input checked="" type="checkbox"/> Employee Handbook	Employee_Handbook.PDF
24 <input checked="" type="checkbox"/> Record Retention Policies	Record_Retention_Policy.doc
25 <input type="checkbox"/> Federal Tax Form 990	Non profit
26 <input type="checkbox"/> State Tax Form 199	N/A
27 <input type="checkbox"/> Rental/Lease Agreement (if applicable)	N/A
28 <input type="checkbox"/> Cost Allocation Plan	N/A
29 <input type="checkbox"/> Other <input type="text"/>	
30 <input type="checkbox"/> Other <input type="text"/>	
31 <input type="checkbox"/> Other <input type="text"/>	

Program Manager Signature
Date Signed

Angelia Britt
01/09/2024

Approved By:
Date Signed

Haroon Noori
01/11/2024

Initially submitted: Jan 9, 2024 - 11:43:13

City of Seaside Application for Program Year 2024-2025

Part 1 - General Information			
Legal Name of Organization Submitting Proposal:	Legal Services for Seniors, Monterey County		
Program/Project Name:	Legal Services for Seniors		
Person Completing Application:	Teri Scarlett	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	tscarlett@lssmc.net		
Authorized Official: (e.g. Exec. Dir.):	Teri Scarlett	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	tscarlett@lssmc.net		
Program/Project Contact:	Nikki Rossi	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	nrossi@lssmc.net		
Authorized Contact:	Teri Scarlett	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	tscarlett@lssmc.net		
Finance Contact:	Victoria Miranda	Title:	Office Administrator
Direct Telephone:	831-899-0492		
Email Address:	vmiranda@lssmc.net		
Organization Mailing Address:	11 Thomas Owens Way Ste 101	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):	<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> CHDO <input type="checkbox"/> CBDO <input type="checkbox"/> Faith-Based		
What is your agency's fiscal year?	July 1 2023 - June 30 2024		
Date of your organization's most recently completed audit. (Month/Year)	10/2023		
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: <input checked="" type="checkbox"/> City of Seaside	
Type of Funding Requested:	CDBG
Type of Activity:	<input checked="" type="radio"/> Public Service <input type="radio"/> 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

- Our proposal is for a [City of Seaside](#) project.
- Select the type of assistance you provide. [05C - Legal Services](#)
- 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 \(62 years of age or older\)](#)
- 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 60+, each year, with direct, confidential, no-cost legal representation. Services will range from direct representation in court (40+ hours) for more complex cases to legal support to resolve bureaucratic processes such as Medicare and Medi-cal issues, landlord tenant dispute.

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

Our 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 grant assistance to help pay for our legal staff's salaries to provide no-cost legal representation to Seaside seniors ages 60+ who are in crisis and to provide 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
200	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, 2025
Provision of educational workshop	June 30, 2025

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.](#)

[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 2022. Because of economic dislocation in 2023, demand for emergency food assistance increased to y-persons, a z-% change, in 2023.

All workshops are being provided wherever 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.

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.

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. 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). Many seniors received assistance over the telephone.

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?

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

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

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.

11 Thomas Owens Way, Suite 101
 Monterey, CA 93940
 Office Hours: Walk-ins and appointment -Monday- Friday 9am-3 pm

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 Legal Server, it follows the legal services-wide standard for compilation and maintenance of confidential client data. 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 60+) 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 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 Teri Scarlett will be responsible for monitoring progress. She 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. 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. We currently employ a staff of 10 employees including 6 bilingual attorneys/advocates.

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.

Our outreach materials are provided in both English and Spanish.

LSS holds outreach office hours in a 8 senior-accessible locations in Monterey County.

As previously described, LSS maintains its confidential client data in an industry-standard secure legal database program that 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.

10. Please complete the table below, which should encompass your full projected Agency FY24-25 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 2022-2023	Legal Service for Seniors	\$10,518
FY 2021-2022	Legal Services for Seniors	\$11,181
FY 2020-2021	Legal Services for Seniors	\$17,126
FY 2019-2020	Legal Services for Seniors	\$10,000
FY 2018-2019	Legal Services for Seniors	\$11,400

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

LSS manages several CDBG grants as well as other government grants. We seek to ensure that all grant expectations are met.

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, 2022 - June 30, 2023	122	10
July 1, 2023 - December 31, 2023	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 FY24/25	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY24/25	Overall Percent of Low/Mod Income Persons Served
July 1, 2024 - June 30, 2025	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 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 Seaside 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, 2023 to June 30, 2024	Projected Budget for July 1, 2024 to June 30, 2025	% Increase or Decrease	CDBG Funds Request, City of Seaside
Attorney	\$85,000	\$90,000	6%	\$4,350
Legal Advocate	\$52,000	\$55,126	6%	\$5,325
Legal Advocate	\$52,000	\$55,126	6%	\$5,325
Other Staff	\$43,680	\$46,300	6%	-----
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	\$14,200	\$14,200	0%	
Library/training/memberships	\$14,200	\$14,200	0%	
other	\$300	\$300	0%	

City of Seaside Application for Program Year 2024-2025

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 Director
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:	Esther Hobbs	Title:	Development Director
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Authorized Contact:	Jacob Shafer	Title:	Sr. Dir. of Advancement
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Finance Contact:	Kay Smith	Title:	Controller
Direct Telephone:	831-375-4454		
Email Address:	ksmith@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):	<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> CHDO <input type="checkbox"/> CBDO <input type="checkbox"/> Faith-Based		
What is your agency's fiscal year?	7-1-2024 to 6-30-2025		
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: <input checked="" type="checkbox"/> City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	<input checked="" type="radio"/> Public Service <input type="radio"/> Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$12,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

- Our proposal is for a [City of Seaside](#) project.
- Select the type of assistance you provide. [05A - Senior Services](#)
- 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 \(62 years of age or older\)](#)
- Describe the population/target group your project will serve and how low and moderate-income persons will benefit.
 MOWMP will serve 200+ frail, elderly and disabled homebound clients who reside in the City of Seaside. At the end the last CDBG 2022-23, MOWMP made 54,868 deliveries of 3 meals to 232 frail elderly and disabled Seaside clients. Of those clients, 69% of clients served were women and 31% men and 72% lived alone. Of all homebound clients in the City of Seaside, 95% were low-extremely low income and 43% lived at or below the federal poverty level of \$14,580. 17% were 60-74; 51% were 75-84 years of age; and 29% were 85 or older. The remainder of the clients are disabled.
- 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, 81% 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. 95% 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, disabled adults, veterans, and others 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 \$12,000 level. MOWMP anticipates that it will provide 3 meals per day to approximately 200+ 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
150,000	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 3 meals, 5 days per week, to approximately 200+ eligible Seaside homebound residents.

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

Our mission is to empower seniors, disabled adults, veterans, and other underserved populations 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 3 meals per day to approximately 200+ eligible and unduplicated Seaside homebound residents.	06-30-2025
MOWMP anticipates that it will serve 150,000 meals to 200+ eligible and unduplicated Seaside homebound residents.	06-30-2025
MOWMP anticipates that it will make 50,000+ wellness/socialization checks to Seaside homebound residents.	06-30-2025

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?

MOWMP will evaluate the number of clients and meals served by the 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 2022. Because of economic dislocation in 2023, demand for emergency food assistance increased to y-persons, a z-% change, in 2023.

Meals on Wheels of the Monterey Peninsula has seen a more than 215% increase in demand for services since the Corona Virus Pandemic began in March of 2020. MOWMP is 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 support for those who are quarantining and isolating for residents who test positive for COVID-19 by ensuring the delivery of freshly prepared meals five days a week to all members of the household who are in quarantine.

Due to the historic inflation that stems from the Corona Virus Pandemic, many of our clients have had to choose between purchasing food or other basic necessities. MOWMP will continue to serve all in need, regardless of their ability to pay for services.

MOWMP is partnered with the National Council on Aging to help older Monterey County residents receive updated Covid vaccines and disseminate valid Covid information. We are dedicated to continue to provide accurate and valid Covid information and vaccine support to all residents of Seaside.

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 continued to increase our food production capacity to help address the challenges faced by local seniors, one of the most impacted communities amid the COVID-19 pandemic. Isolation recommendations were designed to keep high-risk members of the community safe and 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.

Additionally, MOWMP has been providing accurate and valid Covid information and vaccine support to all homebound Seaside clients since March of 2023. MOWMP provides vaccination transportation and support to make Covid and flu vaccination decisions and incentives.

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.

Meals on Wheels of the Monterey Peninsula has seen a more than 215% increase in demand for services since the Corona Virus Pandemic began in March of 2020. Many of our clients are medically fragile and due to fear of exposure, many other Seaside residents have remained in their home to minimize their Covid-19 exposure. This has also led to more demand for our services. MOWMP 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 to all members of the household who are quarantining.

MOWMP has also partnered with the National Council on Aging to help older Monterey County residents receive updated Covid vaccines and disseminate valid Covid information. We are dedicated to continuing to provide accurate and valid Covid information and vaccine support to all residents of Seaside. In the past year, due to the demand for services, we have increased our deliveries to three meals per day, and extra meals for the weekend days.

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

MOWMP is currently the only program on the Monterey Peninsula to deliver 3 freshly prepared nutritious meals five days per week (with extra food for the weekends) 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. We use ServTracker software to generate our report information which also notes the benefits being provided and helps us to avoid duplication of benefits. Our HDM Team utilizes the ServTracker program to ensure that there will be no duplication of 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.

Seaside CDBG funds will be used to cover the costs of food only. We estimate food costs to be to be approximately \$5.00 per meal. We estimate that we will make 50,000 deliveries that will provide 150,000 meals. At \$5.00 per meal, food costs alone will be \$750,000 for the Seaside program. A grant of \$12,000 will cover 1.6% of food costs for 200+ clients.

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 at the end of the year and one mid-year. Responses to survey questions are shared with funding entities and with the Area Agency on Aging.

The current Seaside routes are attached to this document. Seaside area continues to grow with the demand every year.

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 52 years to meet the complex nutritional health needs of frail, elderly and disabled homebound adults, veterans, and underserved populations who cannot shop or cook for themselves and have no adult caregivers in the home. Meals on Wheels of the Monterey Peninsula's program has been in continuous operation since that date and provided uninterrupted services since the onset of Covid-19. MOWMP serves three daily meals that include 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 Fridays, 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?

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

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 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%	Other Federal Funds
Montage Foundation	Yes	\$10,000	\$10,000			\$10,000	100%	Private Funds
Community Foundation Monterey County	Yes	\$35,000	\$35,000	\$0	\$0	\$35,000	100%	Other
Monterey Peninsula Foundation	Yes	\$100,000		\$100,000	\$0	\$100,000	100%	Other
Monterey County CDBG	Yes	\$30,000			\$30,000	\$0	0%	Other Federal Funds
TOTAL		\$207,000	\$45,000	\$100,000	\$62,000	\$145,000	70%	

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.

Seaside CDBG funds will be used to cover the costs of food only. We estimate food costs to be to be approximately \$15.00 per delivery, or \$5.00 per meal. We estimate that we will make 50,000+ deliveries. At \$15.00 per delivery, food costs alone are estimated to be \$750,000 for the City of Seaside home delivered meals program. A grant of \$12,000 will cover 1.6% of food costs. A Seaside contribution of \$12,000 would provide \$60 per beneficiary or approximately 12 meals a year.

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 \$1.35 per delivery on average. Continued efforts at cost containment by kitchen management and an ongoing partnership with the Food Bank of Monterey County and Monterey Bay Fisheries Trust has helped MOWMP to continue to provide quality nutrition.

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, veterans, and other underserved populations 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.

Throughout our 52-year history, MOWMP has continued to expand our services and service area. As the demand for our services has skyrocketed, we have determined that we need to expand to a larger kitchen and our Board and Executive Director are actively pursuing this endeavor.

Further, we have added another program to help support homebound clients by providing small (under \$5,000) home repairs to ensure the safety of the homes our clients are living in.

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 8-4pm M-F and supplies all the food for group dining sites in Pacific Grove, Monterey, Marina, Seaside, and three sites in Salinas.

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 at the end of the year and one mid-year. 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. During the intake process, our Home Delivered Meals Coordinator conducts an interview verifying each client's information. The information is entered into the secure GetCare database.

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.

MOWMP will evaluate the number of clients and meals served by the 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 because of participation in the program. Qualitative queries regarding quality of food, service, volunteers are also included.

Kari Martorella, our Home Delivered Meals Manager, monitors the intake of all clients and the data entered into GetCare system that allows us to run the data for reporting. Esther Hobbs, Development Director, oversees the client survey results that are also used for reporting data.

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.

Thanks to over 200+ delivery volunteers, we are able to deliver as the demand increases for our services.

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.

MOWMP is entering its 52nd year of operations, and has successfully managed many federal grants, and has never had a finding in any of our audits. Our current Controller, Kay Smith, has many years of financial experience managing finances for non-profits.

10. Please complete the table below, which should encompass your full projected Agency FY24-25 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application		\$12,000				\$12,000
Staff	\$1,700,000					\$1,700,000
Supplies and Materials		\$99,000				\$99,000
Misc.				\$1,313,501	\$0	\$1,313,501
Insurance				\$38,000		\$38,000
Equipment/Furniture			\$595,000			\$595,000
TOTAL	\$1,700,000	\$111,000	\$595,000	\$1,351,501	\$0	\$3,757,501

Total Budget less capital improvements \$3,757,501
 Application program percent 0%

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

Program Year	Project	Amount Funded City of Seaside
FY 2022-2023	Home Delivered Meals	\$12,344
FY 2021-2022	Home Delivered Meals	\$7,012
FY 2020-2021	Home Delivered Meals	\$6,991
FY 2019-2020	Home Delivered Meals	\$6,804
FY 2018-2019	Home Delivered Meals	\$7,817

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, Social Service grant funds, and a special City Council grant awarded by the City of Seaside to MOWMP has helped to provide freshly prepared meals and daily wellness checks to homebound seniors, disabled adults, veterans, and other underserved populations in Seaside.

As the demand continues to grow for the services Meals on Wheels of the Monterey Peninsula provides in Seaside, we will find a way to drive out hunger and isolation for our Seaside clients.

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, 2022 - June 30, 2023	232	19
July 1, 2023 - December 31, 2023	200	33

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 3 meals, 5 days per week, to approximately 200+ eligible Seaside homebound residents.	190	95%	3	2%	3	2%	4	2%	200
TOTAL	190	95%	3	2%	3	2%	4	2%	200

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 FY24/25	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY24/25	Overall Percent of Low/Mod Income Persons Served
July 1, 2024 - June 30, 2025	200	185	93%

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

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$12,000	200	\$60.00

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 \$15.00 per daily delivery of three meals. We estimate that we will make 50,000 deliveries and serve 200 clients. At \$5.00 per meal, food costs alone will be \$750,000 for the Seaside program. A grant of \$12,000 will cover 1.6% of food 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.

The total cost per beneficiary is \$60.00 for food costs, the wellness checks, and socialization.

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, 2023 to June 30, 2024	Projected Budget for July 1, 2024 to June 30, 2025	% Increase or Decrease	CDBG Funds Request, City of Seaside
Other Staff	\$1,491,710	\$1,700,000	14%	-----
Supplies and Materials				
Consumable Supplies	\$807,400	\$900,000	11%	\$12,000
Non-Consumable Supplies	\$160,000	\$210,000	31%	
Outside Services				
Telephone	\$10,000	\$12,500	25%	
Utilities	\$67,700	\$79,000	17%	
Maintenance	\$51,900	\$68,000	31%	
Contract/Consultant Services	\$117,000	\$155,000	32%	
Other Charges				
Rent	\$1	\$1	0%	
Travel (Mileage)	\$0	\$0		
Insurance	\$28,312	\$38,000	34%	
Capital Outlay				
Equipment/Furniture	\$82,500	\$595,000	621%	
Other - # of lines needed:				
Total	\$2,816,523	\$3,757,501		\$12,000
Total Funding Requested from Part 1				\$12,000

Attachment	Link or Explanation for Missing Attachments
1 <input checked="" type="checkbox"/> HUD Agency Certification - Download this document , complete it, and upload to this item.	MOWMP_HUD_Agency_Certification.pdf
2 <input checked="" type="checkbox"/> Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	MOWMP_501c3.pdf
3 <input checked="" type="checkbox"/> Articles of Incorporation/Bylaws	MOWMP_Articles_of_Incorporation.pdf
4 <input checked="" type="checkbox"/> Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	MOWMP_Entity_Status_2024.pdf
5 <input checked="" type="checkbox"/> Organizational Chart	MOWMP_Org_Chart_2024.xlsx
6 <input checked="" type="checkbox"/> List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	MOWMP_Board_Members_2024.pdf
7 <input checked="" type="checkbox"/> Resumes of Program Administrator and Fiscal Officer	MOWMP_No_Staff_Positions_Funded.pdf
8 <input checked="" type="checkbox"/> Evidence of Insurance/Fidelity Bonding/Worker's Compensation	MOW_23-24_package.PDF
9 <input checked="" type="checkbox"/> Audited Annual Financial Statements covering 2 Years	MOWMP_Audited_FS_6-30-22.pdf MOWMP_Audited_FS_2021.pdf
10 <input checked="" type="checkbox"/> Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	MOWMP_Request_for_Funds_2022.pdf
11 <input type="checkbox"/> Designation of Authorized Officials (usually Executive Director or Board of Directors)	MOWMP_Designation_of_Authorized_Officials_2022.pdf
12 <input checked="" type="checkbox"/> Conflict of Interest Policy	MOWMP_Conflict_of_Interest_Policy.pdf
13 <input checked="" type="checkbox"/> Project Team Experience and Qualifications	MOWMP_No_Staff_Positions_Funded.pdf
14 <input type="checkbox"/> Project/Activity Timeline	NA
15 <input checked="" type="checkbox"/> Financial Policies	MOWMP_Internal_Financial_Controls.pdf
16 <input checked="" type="checkbox"/> Procurement Policies	MOWMP_Procurement_Policy.pdf
17 <input checked="" type="checkbox"/> 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 <input type="checkbox"/> Project/Activity Support Letters	https://www.mowmp.org/testimonials/
19 <input checked="" type="checkbox"/> Program Evaluations	MOWMP_HDM_Survey_Results_Mid_2023.pdf
20 <input checked="" type="checkbox"/> Outreach Materials	Home_Delivered_Meals_Program_Materials.pdf
21 <input checked="" type="checkbox"/> Evidence of Project Support/Community Outreach (written endorsements, when available)	MOWMP_Seaside_CDBG_Routes_Jan_2024.pdf MOWMP_January2024GriffinGazette.pdf
22 <input type="checkbox"/> 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 <input checked="" type="checkbox"/> Employee Handbook	202104_MOWMP_Employee_Handbook_FINAL_APPROVED.pdf MOWMP_Affirmative_Action_Plan.pdf
24 <input checked="" type="checkbox"/> Record Retention Policies	MOWMP_Document_Retention_and_Destruction_Policy.pdf
25 <input checked="" type="checkbox"/> Federal Tax Form 990	MOWMP_990_2021_Full.pdf
26 <input checked="" type="checkbox"/> State Tax Form 199	MOWMP_990_2021_Full.pdf
27 <input type="checkbox"/> Rental/Lease Agreement (if applicable)	NA
28 <input type="checkbox"/> Cost Allocation Plan	NA
29 <input type="checkbox"/> Other _____	
30 <input type="checkbox"/> Other _____	
31 <input type="checkbox"/> Other _____	

Program Manager Signature
Date Signed

Esther Hobbs
01/10/2024

Approved By:

Haroon Noori

Initially submitted: Jan 10, 2024 - 13:48:08