



AGENDA

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
OLDEMEYER CENTER
986 Hilby Avenue
Wednesday, February 15, 2017
6:30 PM

PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING

1. **CALL TO ORDER**

2. **ROLL CALL (CDAC)**

Sue Hawthorne
John Francis
Sharrline Napoleon
Jessica Piombo
Rebecca Picken
Clementine Bonner-Klein

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

A. **Approval of Minutes from November 16, 2016**

B. **Approve Minutes from January 18, 2017 Regular Meeting**

5. **OLD BUSINESS**

A. Update on potential conflict of interest issues with CDAC committee members.

PURPOSE: The purpose of this item is to clarify potential conflicts of interest for the CDAC. Three active potential conflicts of interest have been identified with members of the CDAC. The conflicts may affect the members ability to participate in all or parts of committee business.

Under the Political Reform act, a public official has a disqualifying conflict of interest in a governmental decision if it is foreseeable that the decision will have a financial impact on his or her personal finances or other financial interests.

Disqualifying Financial Interests include:

- **Business Entity.** A business entity in which the official has an investment of \$2,000 or more in which he or she is a director, officer, partner, trustee, employee, or manager.
- **Real Property.** Real property in which the official has an interest of \$2,000 or more including leaseholds.

Disqualifying Financial Impact or Effect

If a decision may have a financial impact or effect on any of the foregoing interests, an official is disqualified from governmental decision if the following two conditions are met:

- The financial impact or effect is foreseeable, and
- The financial impact or effect is significant enough to be considered material.

RECOMMENDATION: Staff was advised that the City Attorney has contacted the impacted members individually regarding their unique situations and it is recommended that his directions be followed.

6. NEW BUSINESS

A. Report on Second Quarter 2016-2017 CDBG activities.

PURPOSE: The purpose of this item is for the CDAC to receive a report on the Second Quarter subrecipient activities.

RECOMMENDATION: It is recommended that the CDAC receive the report.

B. Presentation by CDBG funding application team for "Cutino Park ADA Improvements"

PURPOSE: The purpose of this item is to receive a report on the project proposal to use CDBG funds in 2017-2018 for ADA improvements for Cutino Park.

RECOMMENDATION: It is recommended that the CDAC receive the report.

C. Presentation by CDBG funding application team for "Location Specific Business Plan Competition"

PURPOSE: The purpose of this item is to receive a report on the project proposal to use CDBG funds in 2017-2018 for a Location-Specific Business Plan Competition.

RECOMMENDATION: It is recommended that the CDAC receive the report.

D. Review HUD NOTICE CPD-16-18 Guidance on Submitting Consolidated Plans and Annual Action Plans for Fiscal Year (FY) 2017

PURPOSE: The purpose of this item is to review the notice emailed to the City of Seaside by HUD San Francisco on February 9. The notice indicates that it is unknown when the announcement will be made for the exact amount of grant awards for the upcoming fiscal year and urges local agencies to incorporate provisions to address this unknown factor in their Annual Action Plans.

RECOMMENDATION: It is recommended that the CDAC review the memo and consider the options proposed when suggesting funding allocations to alleviate delays processing the actual grant approval paperwork.

E. Determine funding recommendations for City Sponsored projects for 2017-2018 CDBG funding to present to the City Council for inclusion in the Annual Action Plan

PURPOSE: The purpose of this item is for the CDAC to provide direction for funding recommendations for City sponsored projects for the 2017-2018 CDBG funding cycle.

Projects sponsored by subrecipients Community Human Services for \$30,000 for window upgrades and the Boys and Girls Club for \$49,000 for door, lock and solar upgrades were discussed and recommended during last year's review period as it was the first year of the two year application cycle. Funding for those projects are considered to be previously recommended. Therefore, it was not necessary for Community Human Services or the Boys and Girls Club to make a presentation during this meeting. Their proposals are attached to this item for reference purposes.

RECOMMENDATION: It is recommended that the CDAC consider the applications for the ADA improvements for Cutino Park and the Location Specific Business Plan Competition and make funding recommendations to present to City Council and include in the 2017-2018 Annual Action Plan.

F. Review CDAC Calendar and make adjustments if necessary

PURPOSE: The purpose of this item is to review the CDAC long range calendar and make adjustments if necessary.

RECOMMENDATION: It is recommended that the CDAC review and revise the calendar, if needed.

7. REPORTS FROM COMMITTEE MEMBERS

8. **REPORTS BY STAFF**

9. **ADJOURNMENT**

Next Regularly Scheduled Meeting:
March 15, 2017
6:30 PM

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, they are asked to contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. The City Council chamber is equipped with a portable microphone and assisted listening devices are available at all meetings.

City Council Meetings that are held in the City Council Chambers are broadcast live to all Seaside residents on Comcast Channel 25 and U-verse Channel 99. Meetings are also available through live streaming at:

<http://cyp.telvue.com/player?id=T01629&video=52314&noplaylists=1&width=400&height=300>

Videos of past meetings are available on demand through the City's website: <http://www.ci.seaside.ca.us>

Agenda-related writings or documents provided during public meetings are available for public inspection during the meeting or from the office of the City Clerk. This agenda is posted in compliance with California Government Code Section 54954.2(a) or Section 54956.



**Meeting Minutes
DRAFT**

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
OLDEMEYER CENTER
986 Hilby Avenue
Wednesday, November 16, 2016
6:30 p.m.

1. CALL TO ORDER

6:34 p.m.

2. ROLL CALL (CDAC) – ESTABLISHMENT OF QUORUM

MEMBERS	Sue Hawthorne, John Francis, Sharrline Napoleon, Jessica Piombo, Clementine Bonner Klein, Rebecca Pieken
PRESENT	Francis, Napoleon, Piombo, Pieken
ABSENT	Hawthorne, Bonner Klein

3. PUBLIC COMMENT

None

4. APPROVAL OF MINUTES

October 19, 2016

On motion by Member Piombo and Seconded by Member Napoleon, and carried by the following vote, the CDAC approved the Meeting Minutes for October 19, 2016

AYES	4	COMMITTEE MEMBERS	Francis, Napoleon, Piombo, Pieken
NOES	0	COMMITTEE MEMBERS	None
ABSENT	2	COMMITTEE MEMBERS	Hawthorne, Bonner Klein
RECUSED	0	COMMITTEE MEMBERS	None

5. OLD BUSINESS

None

6. NEW BUSINESS

A. REPORT ON SUBRECIPIENT MONITORING VISITS CONDUCTED IN SEPTEMBER AND OCTOBER 2016

All subrecipients monitored were found to be making diligent efforts to comply with applicable federal requirements and achieving program goals and measurements. No findings or concerns were noted regarding the use of CDBG funds.

B. REPORT ON FIRST QUARTER FY 2016-2017 SUBRECIPIENT ACTIVITIES

Staff gave an overview of 2016-2017 first quarter uses of funds.

C. DISCUSS POSSIBLE MID-YEAR CDBG RE-ALLOCATION

All projects and subrecipient activities are proceeding on schedule, there is no need to make an allocation adjustment at this time.

D. REVIEW CDAC LONG RANGE CALENDAR AND MAKE CHANGES AS NECESSARY

After review of the long range calendar, the CDAC agreed there is no need to hold a December 2016 meeting.

7. REPORTS FROM COMMITTEE MEMBERS

None

8. REPORTS BY STAFF

None

9. ADJOURNMENT

7:18 p.m.

On motion by Member Piombo and Seconded by Member Pieken and carried by the following vote the CDAC adjourned the regular meeting at 7:18 p.m.

AYES	4	COMMITTEE MEMBERS	Francis, Napoleon, Piombo, Pieken
NOES	0	COMMITTEE MEMBERS	None
ABSENT	2	COMMITTEE MEMBERS	Hawthorne, Bonner Klein
RECUSED	0	COMMITTEE MEMBERS	None



**Meeting Minutes
DRAFT**

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
OLDEMEYER CENTER
986 Hilby Avenue
Wednesday, January 18, 2017
6:30 p.m.

1. CALL TO ORDER

6:32 p.m.

2. ROLL CALL (CDAC) – ESTABLISHMENT OF QUORUM

Sue Hawthorne	Chairperson
John Francis	Vice Chair
Sharrline Napoleon	Committee Member
Jessica Piombo	Committee Member
Rebecca Pieken	Committee Member
Clementine Bonner Klein	Committee Member

MEMBERS:	Sue Hawthorne, John Francis, Sharrline Napoleon, Jessica Piombo, Rebecca Pieken, Clementine Bonner Klein
PRESENT :	Hawthorne, Francis, Napoleon, Pieken, Bonner Klein
ABSENT :	Piombo

3. PUBLIC COMMENT

None

4. APPROVAL OF MINUTES

None

5. OLD BUSINESS

None

6. NEW BUSINESS

**A. PRESENTATION – COMMUNITY DEVELOPMENT ADVISORY
COMMITTEE UPDATE**

Sharon Mikesell, Staff, presented a slide show updating the CDAC on staffing contacts, terms of service, policies and procedures.

Patrice Clemens, MBI, gave the CDAC a brief introduction of self, background, and previous experience.

**B. REVIEW ANNUAL PERFORMANCE ASSESSMENT CORRESPONDENCE
RECEIVED BY THE CITY OF SEASIDE FROM HUD FOR PROGRAM YEAR
JULY 1, 2015 TO JUNE 30, 2016.**

Sharon Mikesell, Staff, reviewed correspondence received from HUD.

C. DISTRIBUTE APPLICATIONS FOR REVIEW AND RECOMMENDATION BY

THE CDAC FOR 2017-2018 CDBG CITY SPONSORED PROJECTS.

Applications have been distributed to the CDAC members for review over the next month. As CDAC reviews the applications submitted, staff will review proposals for completeness and applicable HUD regulations, City Council goals and objectives and other related City Policy. Consideration of the applications and funding recommendations by CDAC will occur at the February 2017 CDAC meeting.

D. REVIEW CDAC CALENDAR AND MAKE ADJUSTMENTS IF NECESSARY

After review of the calendar, CDAC will add;
February 2017 meeting – Presentations by applicants of City projects

Member Napoleon informed the committee of possibility of being unable to attend the March CDAC meeting and Member Pieken informed the Committee of being unable to attend the May 2017 CDAC meeting.

7. REPORTS FROM COMMITTEE MEMBERS

Chairperson Hawthorne thanked the City of Seaside for hosting the ethics training held in the Council Chambers at City Hall.

8. REPORTS BY STAFF

Sharon Mikesell, Staff, informed the CDAC of her involvement with the Hot Cars, Cool Nights event as well as the General Plan Update being rescheduled.

9. ADJOURNMENT

7:00 p.m.

On motion by Member Pieken and Seconded by Member Bonner Klein and carried by the following vote the CDAC adjourned the regular meeting at 7:00 p.m.

AYES	5	COMMITTEE MEMBERS	Hawthorne, Francis, Napoleon, Pieken, Bonner Klein
NOES	0	COMMITTEE MEMBERS	None
ABSENT	1	COMMITTEE MEMBERS	Piombo
RECUSED	0	COMMITTEE MEMBERS	None



RESOURCE MANAGEMENT SERVICES
440 Harcourt Avenue Telephone (831) 899-6725
Seaside, California 93955 FAX (831) 899-6211

To: Community Development Advisory Committee Members
From: Patrice Clemons, Michael Baker International
Cc: Sharon Mikesell
Date: February 10, 2017
Re: FY2016-2017 SECOND QUARTER REPORT

2016-17 USES OF FUNDS

Please find a summary budget below.

Total CDBG Budget	
Obligatory Expenditures (Section 108 Loan)	\$304,427
Program Administration	\$92,661
Public Service Program	\$69,885
Eligible Projects	\$128,722
Total Uses	\$595,695

OBLIGATORY EXPENDITURES (SECTION 108 LOAN) – \$304,427

In 1996, the City of Seaside applied for and received a Section 108 Loan Guarantee as part of a redevelopment project for the installation of public works improvements in the City Center Revitalization Area. The repayment of this loan is an eligible CDBG expense. Using CDBG funds to repay this loan alleviates an expense to the General Fund. This loan was re-financed in 2010. The loan will be paid off in Fiscal Year 2017. In 2016, the payment was for \$304,426.50; and the final payment in FY 2017 will be for \$15,218.25.

PROGRAM ADMINISTRATION – \$92,661

CDBG program administration funds will be used to plan, implement, and evaluate the CDBG program. Grant management activities may include, but are not limited to, federal reporting, budget oversight, subrecipient monitoring, policy development and writing, citizen and community outreach, and coordination and supplemental grant writing to enhance CDBG-funded activities. In plan year 2016–17, the City is retaining part-time contract staff to support the CDBG program. Expenditures for program income are capped at 20% of the annual entitlement plus plan year program income.

PUBLIC SERVICE PROGRAM– \$69,885

All five public service organizations have submitted their second quarterly reports. They are all making progress on their programs. Of the \$69,885 CDBG funds allocated for public services in 2016-17, \$40,742.08 (58%) has been reimbursed to the organizations.

Organization	FY2016-17		QUARTER 1		QUARTER 2		FYTD Total	
	CDBG Funds	Persons to be served	Persons Served	Funds Requested	Persons Served	Funds Requested	Persons Served	Funds Requested
CPY	\$16,177	15 + 400	26 + 466	\$16,177.00	2 + 18	\$0	17 + 484	\$16,177
Girls Inc.	\$9,177	65	25	\$3,269.50	15	\$2324.33	40	\$5593.83
LSS	\$16,177	180	73	\$4,044.25	90	\$4,044.25	163	\$8088.50
The Salvation Army	\$15,177	40	63	\$3,794.25	20	\$3794.25	83	\$7588.50
TVP	\$13,177	27	43	\$3,294.25	0	\$3294.25	43	\$3294.25
Total	\$69,885	727	696	\$30,579.25	145	10,162.83	830	\$40,742.08

ELIGIBLE PROJECTS – \$128,722

For FY2016–17, the City of Seaside will complete the Boys and Girls Club of Monterey County Clubhouse Improvements project, the Community Human Services Genesis House improvements, and the Seaside Library ADA improvement.

Project Name	CDBG Funds	Funds Expended Q1	Funds Expended Q2	Accomplishments Q1
Boys & Girls Club of Monterey County: Seaside Clubhouse Improvements	\$21,000	\$0	\$0	Environmental review complete. Project in the bidding process.
Community Human Services; Genesis House Facility Kitchen Improvement	\$30,000	\$0	\$1663.75*	Environmental review complete.* Project in the bidding process.
Library ADA Improvements	\$77,722	\$0	\$0	Environmental review complete Due to delays with implementing Substantial Amendment #1 in FY 2015-2016, the project has not yet gone out to bid but is expected to be by July 1, 2017.
Total	\$128,722	\$0	\$0	

Application Summary

Please provide the information requested using this form. Please do not alter the form or change the font size or margins. Answer all questions, providing brief answers. Please do not exceed three printed pages. If submitting your application electronically, this form must be printed, signed, and scanned to PDF. You may also submit a signed hard copy of this form.

A. ORGANIZATION AND PROGRAM/PROJECT INFORMATION

1. Contact/Department for this proposal: Rick Riedl, Public Works Department
2. Daytime telephone: 831.899.6884
3. Email: rriedl@ci.seaside.ca.us

Amount requested: 2017-2018: \$ 200,000

*The City of Seaside is the CDBG funding recipient and will be the lead agency for this project.

CDBG grant funds are expected to be spent in a timely manner.

If approved, grant funding will be available after July 1, 2017

The project is expected to be COMPLETED by June 30, 2018.

- 4 Type of request (check all that apply):

☐ General support ☐ Program/project support
☒ Capital project ☐ Organizational development ☐ Other _____

- 5 Program/project title:

Cutino Park ADA Improvements

- 6 Total project budget:

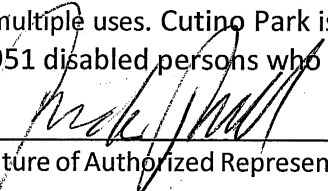
\$2 Million

- 7 Summary of the project or grant request (two to three sentences):

The City's Public Works and Recreation Departments are seeking funding to construct ADA Improvements at Cutino Park. ADA Improvements is a portion of the overall rehabilitation of Cutino Park that includes new synthetic turf for multiple sports activities, playground equipment, skate park, storage facility, batting cages and security improvements. The total estimated improvements costs for all the renovations are two million dollars.

- 8 Who will be served by the project or grant (demographics, direct number served, and service area(s))?

Proposed improvements to the Cutino Park will provide more opportunities for the City's Recreation Department to expand their programs by providing adequate and safe facilities for summer youth activities as well as winter and spring sports camps. All organized youth sports leagues will benefit from the improvements by having a field designed for multiple uses. Cutino Park is located in Census tract 138, and at a minimum, this project is expected to serve 951 disabled persons who are all considered "Low income" by HUD.



Signature of Authorized Representative

Rick Riedl, Public Works Services Manager/City Engineer
Print Name and Title

01/13/2017
Date Application Submitted

Application Requirements

Each item listed on this Grant Application Checklist should be enclosed in this order with your application. Note that incomplete applications will not be accepted. Please do not type answers on this checklist; indicate the items enclosed by marking the corresponding box.

I. General Forms

- ☒ A completed and signed Application Summary (two pages) with signature of authorized representative.

II. Proposal Narrative (no more than 5 pages, please) including the following information:

A. Introduction and Background (incorporating the following points):

- Describe your current programs and activities.
- Who is your constituency? Be specific about demographics such as race, gender, ethnicity, age, sexual orientation, and people with disabilities. How are they actively involved in your work and how will they benefit from this program or project?

B. Describe Your Request (incorporating the following points):

- Problem statement: what problems, needs, or issues are addressed, and how was this determined?
- How does your work address and/or change the underlying or root causes of the problem?
- Describe the program or project for which you seek funding, and why you decided to pursue this project.
- Include a list of all other grant requests (pending and approved) for this project, showing funding source and amount requested.
- Describe the location(s) where the service will be provided or the project will be completed. Include the days and hours of operation and provisions for access by disabled persons.
- Specifically, how will CDBG funding be used, and what costs will be covered by CDBG?
- Is this a new or continuing program or project?

C. Evaluation

HUD requires the City to assess and report the productivity and impact of CDBG funds. CDBG recipients must be able to establish clearly defined outcomes and quantify the effectiveness of activities. Every activity funded must demonstrate how the short-term and long-term success of their activities will be measured.

- Identify the need this program is addressing. What are the proposed goals to reduce the extent of problems or needs?
- What are the direct outcomes of the program's activities? What are the long- and short-term benefits that result from the program? Describe the methodology for measuring outcomes. (You need to measure at least one outcome.)

D. Proposed Accomplishments

Please briefly describe the activity's proposed accomplishments. (Accomplishments must be described in terms of households served, people served, businesses created, housing units created, jobs created, or public facilities undertaken.) Include the following information:

- Total estimated number of persons to be served by this project:
- Total estimated number of low-income persons to be served by this project:
- Anticipated percentage of low-income persons to be served by this project:

E. Project Budget

Provide a detailed program/project budget, in your agency's typical format, showing revenues and expenses for the total program/project, and explaining how the funds requested in this application would be allocated. Please see the sample included for guidance.

- If you are requesting funds for staff salaries, please indicate the cost by person showing approximate time by percentage of full-time hours that will be dedicated to the program or project.
- Please identify any other sources of funding that will be used to serve Seaside residents. Indicate if these sources are on hand, committed, or planned.

F. Staffing

Describe who will be coordinating this project. If this is part of a larger project, please describe how the CDBG funded portion will fit into the larger project.

G. Project Schedule

Please provide a schedule for implementing the program/project.

- If this is a new program, show the timeline for launching it.
- If this is a seasonal program, indicate when activity will occur.

For capital improvements, please show the timeline for scope of work, bidding, permitting, and construction. All projects funded are expected to be completed by June 30, 2018.

H. CDBG Eligibility

Please note how your project will meet the CDBG requirement to primarily serve low-income persons.

- ☐ Services will be limited to persons who can demonstrate they are low income.
 - ☐ Services will be limited to a group of persons who are presumed under CDBG to be low income. Please indicate the group from the list below.
 - ☐ Homeless persons
 - ☒ Permanently disabled persons
 - ☐ Battered women
 - ☐ Persons with HIV/AIDS
 - ☐ Seniors (62 years or older)
 - ☐ Abused children
 - ☐ Illiterate adults
 - ☐ Migrant farmworkers
 - ☐ The facility being improved serves a low-income area.
 - ☐ The nature of the service provided or the location of the facility improved is such that it will primarily benefit low-income persons or persons presumed to be low income (above).
- If you will be limiting services to low-income persons or persons presumed to be low income, describe the systems you have in place or will put in place to determine, document, and report income eligibility.
 - If you are proposing to serve a low-income area, please describe the area and how the service area was determined.
 - If you are proposing that the service or facility can be presumed to serve low-income persons because of the nature or location, please explain.

Prerequisites to Contracting and Reimbursement

Funds may not be expended before the City receives written notice of funding availability from HUD.

II. Proposal Narrative

A. *Introduction and Background (incorporating the following points):*

- *Describe your current programs and activities.*
- *Who is your constituency? Be specific about demographics such as race, gender, ethnicity, age, sexual orientation, and people with disabilities. How are they actively involved in your work and how will they benefit from this program or project?*

Seaside, California is the second largest city in Monterey County with a population of 33,025 (2010). 43% of the population is Hispanic, 33% White, 9% Asian-American, 2% Pacific Islander, and 5% identifying with two or more races. It is a diverse community, with many households with children; 27% of the population is under the age of 18 years of age.

The median income for a household is \$41,393. Males have a median income of \$29,204 versus \$26,424 for females and per capita income is \$15,183. About 9.3% of families and 12.1% of the population are below the poverty line including 14.9% of those under age 18 and 7.4% of those age 65 or over. There are 9,887 residents that are foreign born (19.9% Latin American, 6.4% Asia).

Since the late 1970's, the Recreation Department of the City of Seaside has provided a wide range of recreation and community based programs for City residents and their families. The Department is responsible for the management of four major recreation facilities and the provision of recreation programs for youth, seniors and families. These facilities include the Oldemeyer Center, a 23,000 square foot community center, Soper Community Center, a smaller community center, the B.J. Dolan Youth and Education Center for middle and high school age youth and the Pattullo Swim Center. The following programs are held and/or planned at their respective facilities:

Cutino Park

- Youth Soccer
- Youth Flag Football
- Spring Baseball Camp
- Spring Multi Sports Camp
- Summer Sports Camp

Oldemeyer Center

- Senior Nutrition Lunch Site
- Tiny-tot University Pre-school
- The Kids Club Afterschool Program
- Contract Classes for Seniors and Youth

City of Seaside-CDBG Application
Cutino Park ADA Improvements

- Youth Sports Activities
- Winter, Spring and Summer Day Camp Programs
- Room Rentals for Community Organizations and Private Parties
- Walter Avery Art Gallery Exhibits Sponsored by the Seaside Art and History Commission

Soper Community Center and Ballfield

- Room Rentals for Community Organizations and Private Parties
- Winter, Spring and Summer Day Camp and Sport Camps
- Baseball/Softball Leagues Sports Field Use

B.J. Dolan Youth and Education Center

- Afterschool drop-in program for middle and high school students
- Youth V.I.P (Volunteers in Practice Program)
- Youth Classes, Sports Activities, Special Events and Field Trips
- Youth Resource Center
- PAL (Police Athletic League)

Pattullo Swim Center

- Youth and Adult Swim Lessons
- Senior and Adult Lap Swim
- Youth Recreation Swim
- Lifeguard Training and Certification Classes
- Summer Youth Swim Team
- Private Pool Rentals

The Recreation Department also is responsible for overseeing most City sponsored special events which are considered legacy programs for the community. These special events have been held in Seaside for over thirty years. They are designed to incorporate all sectors of the community who are asked to participate in each of the programs. They also act as a social congregate site for the community. Seaside has no real “downtown” and the recreation programs and special event the city plans tend to act as a social gatherings. They include the following annual special events:

- Seaside’s Black History Event - January
- Seaside’s Golden Egg Hunt - Spring
- Sunday Blues in the Park Concert Series - Summer
- Carmel Bach Festival Free Concert for the Community of Seaside - Summer
- Halloween Bonanza - Fall
- Winter Wonderland and Tree Lighting Ceremony – Winter

The demographics of the participants the Recreation Department served are similar to the city. The majority of our participants are Hispanic and Spanish speaking. We also have a significant

number of families with children who are low income. At this time we do not ask for information related to ethnicity, however the numbers of Spanish speaking participants has necessitated that most of the forms are translated into Spanish. We also do not document the number of participants with disabilities but we do not restrict any person or child with a disability in our programs.

B. *Describe your Request incorporating the following points:*

- ***Problem Statement: what problems, needs or issues are addressed and how was this determined?***
- ***How does your work address and/or change the underlying or root causes of the problem:***
- ***Describe the project for which you seek funding and why you decided to pursue this project.***
- ***Include a list of all other grant requests (pending and approved) for this project showing funding source and amount requested.***
- ***Describe the location where the projected will be completed. Include the days and hours of operation and provisions for access by disabled persons***
- ***Specifically how will CDBG funding be used, and what costs will be covered by CDBG?***
- ***Is this a new or continuing project?***

Cutino Park was evaluated as part of an overall ADA Transition Plan where ADA improvements were identified. The grant funds being requested would make the park more accessible for patrons. The bathrooms were constructed in 2008 and the concession stand in 2001, based upon the ADA evaluation, improvements to these facilities are necessary. In addition the entrances to the park and playground would also require improvements.

The City Council has allocated \$200,000 for the design of the project. Because the City of Seaside has approved the resolution to fund up-front costs with proceeds from a debt issuance it will help leverage requests to secure other grant funding from the community. In addition to this request, applications for grant funding will be submitted in 2017 to the following organizations to help raise funds to complete the project:

- National Park Services Award
- U.S. Soccer Foundation – Safe Places to Play Grant
- Monterey Peninsula Water Management District
- Monterey Regional Park District
- Monterey Peninsula Foundation
- Community Foundation – Community Impact Grant

The following outlines the proposed improvements that are not necessarily a part of this application. CDBG grant funding is being requested to be used toward the proposed ADA upgrades indicated in items #2, #6 and #7 below.

1. **Field** - The field is approximately 95,000 square feet and used currently for football, baseball and soccer practice, but not for any competitive games. The Recreation Department uses Cutino Park in the summer for sports summer camps during the day. The Recreation Department is interested in expanding the scope of their sports programs to include adult softball and soccer leagues. The proposed improvements to the field include synthetic turf and fencing. Synthetic turf provides for multiple uses of the field year round. The field would be striped for all types of sports activities including baseball and soccer.
2. **ADA Upgrades** – The facility was evaluated by the city’s ADA consultants. Improvements include ADA upgrades to the park entrances, pathways, restrooms, snack shack, playground, and spectator seating.
3. **Security** – Currently Cutino Park is fenced but is accessible at several locations throughout the park. Proposed improvements include converting the lighting system into an automated system with the ability to turn on and off and equipping the restrooms with a similar automated system.
4. **Playing Court and Skate Park** – Due to the poor condition of the courts at the park the basketball, tennis and handball courts are not regularly used. Proposed improvements include removing the asphalt tennis court and replacing it with a concrete pad and installing a skate park. The basketball court would be upgraded separately prior to the proposed skate park addition.
5. **Storage** – The old restroom building has been converted to a storage building. It is dilapidated and in need of repairs. The intent is to upgrade the building into a secure storage facility for use by sanctioned groups and City programs. Proposed improvements include a new roof and doors with some minor electrical improvements.
6. **Viewing Areas** – Cutino Park was originally designed as an adult baseball field with dugouts and spectator seating located behind the back stop and in right field. Proposed improvements include ADA upgrades to the seating area behind the backstop, extension of the retaining wall in right field to match the existing wall and provide a viewing area and an inclined ramp that will provide accessible access to the field. Proposed improvements would also include removal of the trellis and installation of railing.
7. **Playground** – The playground is in need of updated equipment and accessibility improvements. Proposed improvements include removal of the sand, installation of ADA approved surfacing and accessible entrance and play structure.
8. **Additional Amenities** – Additional amenities including two batting cages adjacent to the Boys and Girls Club building behind left field. Improvements include power to the cages, vinyl coated chain link fence fabric and netting.

Cutino Park is currently open from dawn to dusk seven days a week. With the new improvements the park will be have the same operating hours.

C. Evaluation

- **Identify the need this program is addressing. What are the proposed goals to reduce the extent of problems or needs?**
- **What are the direct outcomes of the program's activities? What are the long – and short-term benefits that result from the program? Describe the methodology for measuring outcomes.**

Improvements to the restrooms and snack shack will bring the buildings in compliance with current ADA requirements. ADA improvements to the playground and viewing areas will enable more citizens to utilize the facilities.

D. Proposed Accomplishments

Describe the activities proposed accomplishments. They must be described in terms of households served, people served businesses

Improvements to the Park will increase recreational activities for the City and for Community Sports Leagues. Currently all field users are required to complete an application form and submit for approval to the Recreation Department. Those requests will be put into the RECTRAC software system in order to track data. The department will revise the rental use forms to include information regarding the number of persons each organization serves, the number of low-income persons served, households served and other pertinent data to help determine accomplishments.

HUD has data regarding direct benefit data for disabled persons in specific census tracts in Seaside. Cutino Park is in Census tract 138.

At a minimum, this project is expected to serve 951 disabled persons who are all considered "Low income" by HUD, using the following racial/ethnic distribution.

White	227
Black	185
American Indian/Alaskan Native & White	2
Asian	30
Two or more races	78
Hispanic or Latino Ethnicity	93
Other Ethnicity	429

E. Project Budget

Item	Item Description	Cost (\$)
Turf (playing surface)	Removal of existing turf, earthwork, and installation of synthetic grass	820,000
Fencing	Installation of chain link fence with bonded vinyl coated chain link fabric	60,000
Bleachers (viewing areas)	Backfill behind retaining wall for additional viewing area.	30,000
Retaining Wall	Construct 4' CMU retaining wall to match existing and step down to meet existing grade at field.	70,000
ADA Upgrades	Provide ADA upgrades to the entire park entrances and existing restrooms, and snack shack, bleachers, and for the additional facilities as described above.	370,000
Storage Facility	Repair and convert the old restroom facility to a storage facility for recreational activities. Repair includes new roof, doors, lighting and accessibility.	80,000
Skate Park	Remove asphalt tennis court and replace with concrete pad and install skate park components and obstacles	190,000
Playground	Remove and replace the existing playground structure and install new structure to include new engineered wood fiber and an accessible entrance.	150,000
Batting Cage	Installation two batting cages (36'x62' and 26 x86') constructed out of vinyl coated chain link fence. Cages to include netting and power.	30,000
Landscaping	Installation of drought resistant plants along San Pablo and areas of the Park as needed.	100,000
Security Enhancements	Convert light system to automated system via phone, website, or mobile app. Add automated locks to the restroom facility.	100,000
Total Cost		\$2,000,000

This request is for \$200,000 in funding toward ADA upgrades and improvements.

F. Staffing

The City of Seaside Public Works Department and the Recreation Department will be working together to complete the project. Outside contractors will be utilized for design and construction.

G. Project Schedule

Activity	Timeframe
Release RFP for Design Consultant	Feb 2017
Award Design Contract	April 2017
Public Outreach	Summer 2017
Design Complete Out to Bid	Winter 2017
Construction Begins	Spring 2018

Application Summary

Please provide the information requested using this form. Please do not alter the form or change the font size or margins. Answer all questions, providing brief answers. Please do not exceed three printed pages. If submitting your application electronically, this form must be printed, signed, and scanned to PDF. You may also submit a signed hard copy of this form.

A. ORGANIZATION AND PROGRAM/PROJECT INFORMATION

1. Contact/Department for this proposal: Gloria Stearns, Economic Development

2. Daytime telephone: 831.899.6830

3. Email: gstearns@ci.seaside.ca.us

Amount requested: 2017-2018: \$ 22,500

*The City of Seaside is the CDBG funding recipient and will be the lead agency for this project.

CDBG grant funds are expected to be spent in a timely manner.

If approved, grant funding will be available after July 1, 2017

The project is expected to be COMPLETED by June 30, 2018.

4 Type of request (check all that apply):

General support Program/project support Capital project Organizational development

Other Micro-enterprise financial assistance

5 Program/project title:

Location-Specific Business Plan Competition

6 Total project budget: \$25,000.

7 Summary of the project or grant request (two to three sentences):

Economic Development proposes holding a location-specific business plan competition, where Low to Moderate Income people who wish to be entrepreneurs enter, and the prize subsidizes rent for a specific location, typically in a CDBG eligible area like Broadway or Fremont. CDBG funds may be used to support micro-enterprises, and the intent is to award up to 3 prizes which will result in 3 new businesses in Seaside.

8 Who will be served by the project or grant (demographics, direct number served, and service area(s))?

As many as 3 micro-enterprises led by Low to Moderate Income people will be served.

Signature of Authorized Representative

Print Name and Title Date Application Submitted

Gloria Stearns, Economic Development Program Manager, 1.13.2017



Summary:

City of Seaside Economic Development proposes hosting a location-specific business plan competition for micro-enterprises led by low to moderate people. This differs from a traditional business plan competition because the prize(s) awarded emphasize payment of rent subsidies for a CDBG eligible location like Broadway Avenue or Fremont Avenue. Providing financial assistance to micro-enterprises is an acceptable use of CDBG funds, but may be new to the City of Seaside.

Background:

The West Broadway Urban Village Specific Plan was adopted in 2009, shortly after a major economic downturn. The plan remains viable, but due to economic circumstances, it was not implemented. Recently, the City of Seaside was awarded two major grants for traffic improvements which provides a long-overdue jump-start to revitalizing Broadway Avenue. To coincide with these improvements, property owners are being incented to improve facades, programs such as a farmer's market are being created, and new tenants for vacant buildings are starting to arrive. To further leverage these efforts, and to catalyze entrepreneurial job creation, a location-specific business plan competition is proposed, where the award(s) to micro-enterprises include subsidized rent for targeted locations, like Broadway or Fremont. These locations are in the designated areas of the HUD approved CDBG Consolidated Plan Map.

After the 2008 economic downturn, the number of minority-owned firms jumped by 38%, and of those, the majority (47.7%) were Hispanic owned businesses. This defies the overall rate of new business creation, which had declined by 30% after the economic collapse. It is also worth noting that Hispanics are the fastest growing demographic in Seaside. Bi-lingual advertising of the location-specific business plan competition would be distributed to a number of outlets to reach minorities, and other demographics targeted by CDBG projects. This competition is by no means exclusive to anyone, but rather intended to be inclusive among low to moderate income people.

It is the intent of Economic Development to leverage the CDBG funds through in-kind and hopefully financial donations of other entities. For example, SBDC can offer small business coaching to the award winner(s). Economic Development has begun discussions with other entities with the intent of securing additional financial donations to help these new businesses to succeed. Economic Development may pay for marketing costs associated with advertising the location specific business plan competition. [We will also give it a better name!]

The location-specific business plan winner(s) would be located on Broadway or Fremont [or possibly other CDBG eligible areas per the consolidated plan] and given financial help with rent, as well as technical expertise to help them to be most successful. One use of CDBG funds is for financial assistance for micro-enterprises and we intend the businesses will be in a HUD approved location on Broadway or Fremont. This is consistent with the City's Strategic Plan Goal of vibrant and sustainable economic development, and the objective of business retention and attraction starting with Broadway.

The intent is to provide prizes for the top three winners, which include: first place \$10,000, second place \$7,500, third place \$5,000. We intend to use the CDBG funds for financial assistance for micro-enterprise to assist the low to moderate business owners with rent expenses. Other expenses to run the business plan competition include: translation costs, advertising costs, staff time (for web and social media), etc. The other expenses will likely be covered by the Economic Development marketing budget or through fundraising. Both methods are being considered, and fundraising will be attempted.

This is a new program. We intend to follow all CDBG requirements if we go to the grant scenario.

The short-term success will be measured almost immediately by simply counting the number of applicants for the location specific business plan competition. This will indicate how many low to moderate people are seeking to create their own business. If there are several, we will follow up with all of them, regardless of who wins, to make sure their businesses are given the best opportunity to succeed through technical assistance. If there are no applicants, we may have failed in our advertising, or the demographic is not interested in starting a business. Regardless, that tells us we must improve something in Seaside -whether it is marketing or educating people about entrepreneurial benefits.

The long-term success will be measured by the number of businesses that remain viable. It will be interesting to conduct an annual survey with them to determine number of employees and revenue, which will indicate stability and growth. This will also allow us to track job creation at the 3 micro-enterprises. We propose measuring long-term indicators for the duration required by CDBG or 5 years, whichever is longer.

Evaluating micro-enterprises is different from the typical projects that City of Seaside CDBG typically funds. In this case, the need is simply micro-enterprises that will benefit from financial assistance, and being sure the owners are qualified. Micro-enterprises, according to HUD, are 5 or fewer employees, with at least one being the owner. As such, the typical measures of "people served" or "percentage served" differs. The numbers will simply be the quantity of micro-enterprises served, which will be three. We intend them to locate in a CDBG eligible area, as indicated on the consolidated plan. Please note that we understand this proposal is different from the "usual" CDBG application submitted, and we are happy to answer questions.

The matrix code for this project would be 18C Economic Development-Micro Enterprise Assistance.

The location specific business plan competition would be organized by Gloria Stearns, who closely monitored one of these being in Milwaukee [where she came from just 5 months ago]. Economic Development staff would all likely assist, especially conducting outreach. Our partner at the SBDC would help with technical assistance for the winners.

The schedule is anticipated to be very quick:

- Receive notice of grant funds being awarded
- Identify a variety of locations available at the time for the winning micro-enterprises
- Create outreach and publicity materials in multiple languages
- Conduct the outreach and publicity: announcing the contest
- Give applicants time to respond
- Assemble a team to evaluate applications, then evaluate them
- Choose a winner
- Announce the winner

The entire process can be done within 3-4 months, and we prefer to not specify dates at this time, but to thoughtfully coincide with other useful events, like possibly small business week or something similar. This would allow us to leverage our efforts by coordinating with some complementary activity. It is understood that all activities must be complete by June 30, 2018.

The services will be limited to persons who can demonstrate they are low income, as we will require that information to be provided by applicants, and we will state that requirement in the promotional materials.

The City of Seaside Economic Development thanks you for considering using some of the CDBG funds to help the vision of Broadway (or Fremont) to become a vibrant opportunity for our residents.



OFFICE OF COMMUNITY PLANNING
AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

Special Attention of:

All CPD Division Directors
HUD Field Offices
HUD Regional Offices
All CDBG Grantees
All HOME Participating Jurisdictions
All HTF Grantees
All ESG -Grantees
All HOPWA - Grantees

NOTICE: CPD-16-18

Issued: December 15, 2016
Expires: September 30, 2017

Cross Reference: 24 CFR Part 91

Subject: Guidance on Submitting Consolidated Plans and Annual Action Plans
for Fiscal Year (FY) 2017

Purpose:

The purpose of this Notice is to instruct all Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Trust Fund (HTF), Emergency Solutions Grants (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) grantees on the timing of submission of FY 2017 consolidated plans and action plans. This Notice provides instructions to grantees/participating jurisdictions under each of these programs regarding costs incurred prior to execution of a grant agreement. This Notice further informs Entitlement CDBG grantees and HOME participating jurisdictions of waivers being made available to certain grantees/participating jurisdictions to assist in the implementation of the pre-award costs instructions. These procedures apply equally to grantees' 3-5 year consolidated plans as well as to annual action plans (either as a stand-alone document or as a component of the overall consolidated plan submission).

Notes regarding applicability:

This Notice uses the term "grantee" generically, to also include HOME participating jurisdictions, except where the term appears in discussions explicitly limited to one of the other covered funding programs. Provisions of this Notice covering the Entitlement CDBG program also apply to Insular Areas grantees and CDBG nonentitlement county grantees in Hawaii, as the Entitlement CDBG program regulations also apply to their CDBG funds.

Background:

Pursuant to 24 CFR 91.15(a)(1), each jurisdiction should submit its consolidated plan to HUD at least 45 days before the start of its program year. The earliest date on which HUD will accept a consolidated plan or action plan submission is November 15, 2016; and the latest submission deadline is August 16, 2017. However, in most years, HUD does not receive its annual funding appropriation until several months into the federal fiscal year (rarely earlier than December,

and sometimes as late as April). Once a fiscal year's appropriation is enacted, HUD needs time to compute grantees' allocation amounts for the programs covered by the consolidated plan. The Housing Trust Fund (HTF) Program is funded by the mandatory assessments on Fannie Mae and Freddie Mac -Government-Sponsored Enterprises (GSEs) and the assessments will not be transferred to the U.S. Treasury Department until March 2017. When appropriations are significantly delayed, grantees with program year start dates prior to the announcement of allocations do not know their actual allocation amounts when they are developing their plans, conducting citizen participation, and submitting their plans.

According to 24 CFR 91.500(a), a plan will be deemed approved 45 days after HUD receives the plan, unless HUD notifies the jurisdiction before that date that the plan is disapproved. In past years, HUD typically did not disapprove a plan solely because it was based on estimated allocation amounts. As a result, a plan submitted by a grantee before its allocation amounts are announced typically received automatic approval, even though the plan did not list the grantee's actual allocation amounts.

This practice resulted in significant additional work for both HUD and grantees. After the actual allocation amounts were announced, a grantee had to submit a revised, re-signed SF-424 form listing the actual allocation amounts for each of its grants. In many cases, the grantee had to make additional changes to amend its plan to reflect its actual allocation amounts. This may have constituted a substantial amendment under 24 CFR 91.505, which is subject to the grantee's citizen participation plan process. For FY 2017, HUD will not execute a grant agreement with a grantee until HUD has received a plan (or an amended plan) which incorporates the actual allocation amounts a grantee is to receive for that fiscal year.

Revised Procedures for Submission of FY 2017 Consolidated Plans and Action Plans by Grantees with Early Program Year Start Dates:

HUD is issuing the following revised procedures to govern the submission and review of consolidated plans and action plans for FY 2017 funding prior to computation of FY 2017 allocation amounts. These procedures will apply to any grantee whose normal consolidated plan/action plan submission deadline (45 days before the start of the program year) falls either before, or less than 60 days after, the date HUD announces FY 2017 allocation amounts for CDBG, ESG, HOME and HOPWA funding. (See Section II. for a discussion of the timing of Housing Trust Fund allocations.)

Congress has not completed the appropriations process for HUD's FY2017 appropriation. At this time, HUD cannot predict when its FY 2017 appropriations bill will be enacted and when it will be able to announce FY 2017 allocation amounts. Thus, HUD cannot say how many grantees – or which program year start dates – will be subject to these revised procedures. Similarly, HUD cannot provide estimated FY 2017 allocation amounts for grantees to use for planning purposes in developing annual action plans.

Note: These procedures will not apply to grantees whose normal consolidated plan/action plan submission deadline is more than 60 days after HUD announcement of FY 2017 allocation

amounts; those grantees should have sufficient time to revise their plans to match actual allocation amounts prior to the due date for their plan.

I. Revised Submission Dates for FY 2017 Action Plans for CDBG, ESG, HOME, HOPWA

Grantees are advised not to submit their consolidated plan/action plan until after the FY 2017 allocations have been announced. Grantees due to submit a new 3-5-year consolidated plan in FY 2017 should refrain from submitting the overall consolidated plan as well as the FY 2017 action plan contained within the overall document. HUD cannot complete its review of the overall consolidated plan components independent of the current year's action plan component. Once HUD informs grantees of their FY 2017 funding allocation amounts, each grantee should, prior to submission, ensure that the actual FY 2017 allocation amounts are reflected in the form SF-424, in the description of resources and objectives, and in the description of activities to be undertaken (or, for states, the method of distribution). It may be necessary for a grantee to revise its action plan before submission to HUD.

An affected grantee may delay submission of its consolidated plan or action plan to HUD until 60 days after the date allocations are announced, or until August 16, 2017 (whichever comes first). This delay will give a grantee time to revise its action plan to incorporate actual allocation amounts, and to conduct any additional citizen participation, if necessary.

For example, if HUD were to announce the FY 2017 allocation amounts to grantees on April 28, 2017:

- For grantees with January 1 – June 1 program year start dates, their normal plan submission date would have been before the date that HUD announced allocation amounts. These grantees would be able to postpone submission of their consolidated plan/action plan until June 26, 2017.
- For grantees with July 1 and August 1 program year start dates, their normal plan submission date would be less than 60 days after HUD's announcement of allocation amounts. These grantees would also be able to postpone submission of their consolidated plan/action plan until June 26, 2017.
- Grantees with September 1 and October 1 program year start dates would have more than 60 days between the date of announcement of allocations and the normal submission deadline for their consolidated plan/action plan. These grantees would be expected to submit their plan on time.

However, in no case may a consolidated plan/action plan be submitted to HUD later than August 16, 2017. Failure to submit an action plan for FY 2017 by August 16, 2017, will result in the automatic loss of FY 2017 CDBG funds to the grantee. This requirement is established by statute, and HUD cannot waive the August 16 submission deadline. Funding under other CPD programs are not subject to this deadline but, since virtually all CPD grantees receive CDBG

funding, the CDBG submission requirement effectively establishes the deadline for submission of action plans.

The regulations, at 24 CFR 91.15(a)(1), state that "...each jurisdiction should submit its consolidated plan at least 45 days before the start of its program year." HUD has determined that it is not necessary to waive this provision in order to implement the procedures in this Notice for FY 2017 action plans. This provision does not prohibit a grantee from submitting a plan in the eCon Planning Suite after that time. It is not necessary for an affected grantee to request an exception to its normal action plan submission date under 24 CFR 91.15(a)(1), nor is it necessary for a field office to grant an exception to the action plan submission deadlines, under 24 CFR 91.20, in order to implement the procedures in this Notice.

II. Submission Process for the HTF Program

The Housing Trust Fund (HTF) is an affordable housing production program to increase and preserve the supply of decent, safe, and sanitary affordable housing for extremely low-income and very low-income families. HTF is a formula grant program for states.

The HTF rule at 24 CFR 93.100 requires each state to include its HTF allocation plan in its annual action plan as described at 24 CFR 91.320(k)(5). The HTF allocation plan describes the method for the distribution of funds, and establishes the application requirements and criteria for selecting applications. The rule also requires a local jurisdiction that receives a subgrant of HTF funds from the state to include a HTF allocation plan (24 CFR 91.220(l)(5)) in its annual action plan, but due to the timing of the publication of HTF allocations, the local jurisdiction may need to amend its annual action plan to include HTF.

The timing of the HTF allocations is different from other CPD programs (CDBG, HOME, HOPWA, and ESG) because the source of funding is the mandatory assessments on Fannie Mae and Freddie Mac rather than Federal appropriations. The earliest HUD expects to publish the HTF allocations is April 2017. This will likely be well after the date that allocations for other CPD programs will be announced. A state may submit its consolidated plan/action plan for the other CPD programs before the HTF allocations are published and then submit its HTF allocation plan as a substantial amendment to its annual action plan, after the HTF allocations are published.

The state or the entity designated by the state to be the HTF grantee may begin to develop its HTF allocation plan following its citizen participation process in accordance with its consolidated plan citizen participation plan before the publication of the HTF allocations. However, the state may not submit its HTF allocation plan before its HTF allocation has been published. HUD recommends the state use its 2016 HTF allocation as a baseline allocation estimate when conducting citizen participation.

III. HUD Review of Action Plans

HUD will review a consolidated plan/action plan in accordance with 24 CFR 91.500(b). The 45-day review period will begin whenever the eCon Planning Suite submission or executed SF-424(s) are received by the field office, whichever is later. HUD will disapprove as substantially

incomplete any consolidated plan or action plan covering FY 2017 funding that does not reflect actual CDBG, HOME, ESG and HOPWA allocation amounts on the form SF-424(s), in the description of resources and objectives, and in the description of activities to be undertaken (or, for states, the method of distribution). A grantee whose action plan is disapproved for this reason is advised to not resubmit a revised plan until HUD has announced the actual FY 2017 allocation amounts, and until the grantee has incorporated the actual allocation amounts into its plan. (See Section II. regarding including the HTF program in an original or amended consolidated plan/action plan.)

24 CFR 91.500(b) states HUD may disapprove a plan or a portion of a plan if it is inconsistent with the purpose of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12703), if it is substantially incomplete, or, in the case of a CDBG certification under §91.225(a) and (b) or §91.325(a) and (b), if it is not satisfactory to the Secretary in accordance with §570.304, §570.429(g), or §570.485(c). The following are examples of substantially incomplete plans:

- (1) A plan developed without the required citizen participation or the required consultation;
- (2) A plan fails to satisfy all the required elements in 24 CFR Part 91, as reflected in the eCon Planning Suite. This includes when the grantee has not provided a final statement of community development objectives and the projected use of funds;
- (3) A plan for which a certification is rejected by HUD as inaccurate; and
- (4) A plan without a description of the manner in which the unit of general local government or state will provide financial or other assistance to a public housing agency if the public housing agency is designated as “troubled” by HUD.

24 CFR 91.500(d) states that “(t)he jurisdiction may revise or resubmit a plan within 45 days after the first notification of disapproval.” HUD has determined that it is not necessary to waive this provision in order to implement the procedures in this Notice for FY 2017 consolidated plans/action plans. This provision does not prohibit a grantee from re-submitting a plan after that time period.

24 CFR 91.105(c), 91.115(c) and 91.505 require a grantee to comply with citizen participation requirements when it undertakes a substantial amendment to an approved plan. A plan that has been disapproved by HUD is, by definition, not an approved plan. When a grantee’s plan is disapproved by HUD, the consolidated plan regulations do not necessarily require a grantee to undertake further citizen participation on the changes the grantee makes before re-submitting it. (A major exception to this, however, would be if the reason for disapproval involved the grantee’s failure to fulfill citizen participation requirements to begin with.) However, as noted in this Notice, there are circumstances in which a grantee may need to make major revisions to a disapproved plan, which could trigger further citizen participation efforts. A grantee with a disapproved plan should review its citizen participation plan and local policies to determine whether it will need to conduct further citizen participation as a result of the changes it makes to incorporate actual allocation amounts into its plan, prior to re-submission of the revised plan.

IV. Development of Proposed Action Plans and Citizen Participation During The Interim

A grantee has several options regarding fulfilling its citizen participation obligations while waiting for HUD to announce FY 2017 allocation amounts:

- a. A grantee may conduct citizen participation on its draft plan (with estimated funding amounts) according to its normal timetable and citizen participation procedures. (Grantees are cautioned, though, that they should not submit their plan until allocation amounts are known.) A grantee doing so should make clear that the funding levels shown are estimated amounts. In addition, the grantee should include “contingency provision” language in its action plan which explains how it will adjust its proposed plan to match its actual allocation amounts, once actual amounts become known. By including such contingency language, a grantee can avoid the need to make significant revisions to its plan (beyond incorporating the final allocation amounts into the plan and the SF-424 form). The grantee may also avoid the potential need to conduct additional citizen participation on a plan that has to be significantly revised in order to reflect actual allocation amounts.

Examples of contingency provisions include:

- A plan could state that all proposed activities’ budgets will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts.
- A grantee could express its budget in terms of percentages of the allocation to be budgeted to each planned activity, along with the grantee’s current estimate of how many dollars that equates to for each activity. [For example, regardless of what the final allocation amounts are, the United Interfaith Street Outreach Program will receive 22% (currently estimated to be approximately \$38,000) of the grantee’s total ESG allocation, and the Tenant-Based Rental Assistance activity will receive 10% (currently estimated to be about \$68,750) of the HOME allocation.]
- A plan could state that any increase or decrease in funding to match actual allocation amounts will be applied to one or more specific activities (e.g., any increase or decrease relative to the grantee’s estimated allocation amount will be applied to the single family housing rehabilitation grant program).
- A plan could list its proposed activities in priority order and indicate that the East Side Sidewalk Replacement activity listed in the plan is a “backup” activity that will be funded only if sufficient CDBG funding exists; or conversely, if the grantee’s actual allocation is less than estimated, the East Side Sidewalk Replacement activity will not be funded in FY 2017.
- A plan could state that, should the actual allocation amount exceed the grantee’s estimate, the grantee will increase the Uptown Sewer Separation activity budget and will extend the service area block-by-block along the 600-900 blocks of Cherry Street, based on the amount of additional funding available.

A grantee may include these or other comparable provisions singly or in any combination to meet its needs. A grantee may adopt a different contingency approach for each of the programs covered by this Notice (CDBG, ESG, HOME, HOPWA and HTF).

- b. Alternatively, a grantee may prepare a proposed action plan according to its normal timetable, but wait until actual allocation amounts are known before undertaking citizen participation actions. Once allocation amounts are announced by HUD, the grantee will need to update relevant sections of its plan (such as the listings of resources and objectives, and the description of activities or the state's method of distribution) to reflect actual allocation amounts before conducting citizen participation. All grantees intending to incur pre-award costs under the programs covered by this Notice should be aware that this option will not be available to them, as citizen participation requirements must be met before pre-award costs are incurred. (See section V. below.)

HUD has developed these procedures to minimize disruption to grantees and to minimize duplication of effort on grantees' part. A grantee that does not follow either option a. or b. above (i.e., the grantee undertakes citizen participation according to its normal timetable, based solely on estimated funding levels, and the plan does not contain any contingency language on how the final plan will be adjusted to match actual allocation amounts) runs the risk of increasing its own work obligations and costs. The grantee will still be required to update its plan to incorporate actual allocation amounts before submission to HUD. The grantee may need to undertake additional publication and citizen participation processes, depending on the difference between its actual allocation amounts and the estimated amounts in its proposed action plan, and how the grantee plans to adjust its proposed activities in order to match its actual allocation amounts. Local policies and procedures may also require the grantee to obtain re-approval of the revised plan from its legislative body or authorizing officials.

A plan that has not yet been submitted to HUD is also not an approved plan, and is not subject to the citizen participation requirements of a substantial amendment. However, a grantee that delays its plan submission should review its citizen participation plan and local policies to determine whether it will need to conduct further citizen participation as a result of the changes it makes to incorporate actual allocation amounts into its plan, prior to its submission.

V. Pre-Award Costs

A. General Provisions applicable to all Consolidated Plan programs

Special attention must be paid to situations in which a grantee wishes to incur costs prior to grant award. For example, under certain programs, a grantee may want to execute annual renewals of agreements with social service providers in order to prevent interruption of social services. The annual performance cycle of these agreements might normally begin after the grantee's official program year start date but, under this Notice the grantee cannot even submit its Action Plan until after the date that the agreements need to be executed. Thus, the timing instructions in this Notice may cause some program costs to be classified as pre-award costs where they would otherwise not have been.

The government-wide Uniform Administrative Requirements, Cost Principles and Audit Requirements regulation, at 2 CFR Part 200, contains language concerning agency approval of pre-award costs. The language at 2 CFR 200.458 applies to any program that does not have its own separate provisions concerning authorization of pre-award costs:

§ 200.458. Pre-award costs. Pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency.

The ESG, HOPWA and HTF program regulations do not contain program-specific language establishing pre-award cost requirements for those programs; the CDBG and HOME program regulations do contain pre-award cost requirements unique to those programs. (However, the HOME requirements apply only to certain types of pre-award costs.) The following guidance applies to all five programs. Additionally, guidance unique to each separate program is provided below.

The Part 91 consolidated plan regulations make distinctions between a “proposed plan” and “a plan”. Most notably, 24 CFR 91.105(b) and 91.115(b) describe the citizen participation requirements for a grantee’s proposed plan. For purposes of this Notice regarding pre-award costs, HUD considers a grantee’s plan to have moved from being “a proposed plan” to being “a plan” once a grantee has completed the publication, public hearing and public comment requirements at 24 CFR 91.105(b)(2), (3) and (4) or 91.115(b)(2), (3) and (4), and has developed its written summary of comments received pursuant to 24 CFR 91.105(b)(5) or 91.115(b)(5).

To minimize additional workload on grantees and HUD field offices, this Notice establishes the following procedures implementing the 2 CFR 200.458 requirements cited above. This Notice provides HUD approval to incur pre-award costs if and when the grantee completes the following documentation in its local files:

1. The grantee documents that the costs incurred prior to grant award are necessary for efficient and timely performance of the activity in question.
2. The grantee documents that the costs are for eligible activities under the regulations for the applicable funding program;
3. The grantee documents that the grantee has complied with all other requirements for pre-award costs under the regulations for the applicable funding program or as described below;
4. The activity for which costs will be incurred is included in a consolidated plan/action plan;
5. The grantee documents completion of its citizen participation process by including in its files a written, dated summary of citizen participation comments received on its plan, pursuant to 24 CFR 91.105(b)(5) or 91.115(b)(5) as applicable.

If the grantee’s files contain all other necessary documentation supporting the costs (described below for each program), the date of HUD approval for pre-award costs is the date of the written summary of citizen participation comments, or the grantee’s program year start date, whichever is later.

B. Additional Provisions: Entitlement CDBG Program

The Entitlement CDBG program regulations specify, at 24 CFR 570.200(h), the situations under which a grantee may incur costs prior to the effective date of its grant agreement. The provisions of this Notice will affect how grantees comply with the pre-award cost reimbursement requirements.

1. 24 CFR 570.200(h) defines the effective date of a grantee's agreement as the grantee's program year start date or the date that the consolidated plan/action plan is received by HUD (whichever is later). Under the provisions of this Notice, a grantee's action plan may not be submitted to (and thus received by) HUD until several months after the grantee's program year start date. This may negatively affect grantees' ability to incur pre-award costs.
2. Therefore, HUD has issued a waiver of 24 CFR 570.200(h) to the extent necessary to implement the following requirement: the effective date of a grantee's FY 2017 grant agreement will be considered to be the earlier of the grantee's program year start date or the date that the consolidated plan/action plan (with actual allocation amounts) is received by HUD. Attachment A contains the HUD memorandum authorizing this waiver. This waiver is applicable to any Entitlement CDBG grantee seeking to incur pre-award costs, whose action plan submission is delayed past the normal submission date because of delayed enactment of FY 2017 appropriations for the Department. An affected community applying this waiver shall document in writing the conditions giving rise to the need to use this waiver, and maintain the documentation for HUD's review. Grantees' authority to make use of this waiver is only in effect until August 16, 2017, as that is the last date that a grantee may submit its FY 2017 action plan.
3. 24 CFR 570.200(h)(1)(i) requires that the activity for which the costs are being incurred must be included in a consolidated plan/action plan prior to the costs being incurred; grantee compliance with steps 4 and 5 under the general pre-award cost provisions above will meet that requirement. However, grantees must also comply with §570.200(h)(1)(ii), which further specifies that the plan must advise citizens of the extent to which the pre-award costs will affect future grants. CDBG grantees intending to incur pre-award costs are cautioned that option b. described in Section IV above is not likely to be a feasible alternative for them. HUD advises any Entitlement CDBG grantee intending to incur pre-award costs to follow the process described in Section IV. a. above; in doing so, the grantee will need to ensure that it has met the citizen participation and notification requirements above.
4. Pursuant to § 570.200(h)(1)(iii) and § 570.604, the costs and corresponding activities must comply with the environmental review requirements at 24 CFR Part 58.

C. Additional Provisions: HOME Program

The HOME regulations specify situations under which a grantee may incur costs prior to the effective date of its grant agreement. The provisions of this Notice will affect how grantees comply with the pre-award cost reimbursement requirements.

1. 24 CFR 92.212(b) defines the effective date for incurring administrative and planning costs to be charged to the HOME allocation as the beginning of the participating jurisdiction's consolidated program year or the date that the consolidated plan is received by HUD (whichever is later). Under the provisions of this Notice, a participating jurisdiction's action plan may not be submitted to (and thus received by) HUD until several months after the PJ's program year start date. This may negatively affect a participating jurisdiction's ability to incur planning and administrative pre-award costs. Therefore, HUD has issued a waiver of 24 CFR 92.212(b) to the extent necessary to implement an alternative requirement: the effective date of a grantee's FY 2017 grant agreement will be considered to be the earlier of the participating jurisdiction's program year start date or the date that the consolidated plan/action plan (with actual allocation amounts) is received by HUD.
2. Attachment B contains the HUD memorandum authorizing this waiver. This waiver is applicable to any HOME participating jurisdiction seeking to incur pre-award administrative and planning costs, whose action plan submission is delayed past the normal submission date because of delayed enactment of FY 2017 appropriations for the Department. An affected participating jurisdiction applying this waiver shall document in writing the conditions giving rise to the need to use this waiver, and maintain the documentation for HUD's review. A participating jurisdiction's authority to make use of this waiver is only in effect until August 16, 2017, as that is the last date that a grantee may submit its FY 2017 action plan.
3. The HOME regulations already provide a participating jurisdiction with the authority to incur certain project costs. Eligible project costs may be incurred during the current program year in an amount not to exceed 25% of the current HOME allocation amount, to be charged after the award of the HOME allocation, provided the costs are in compliance with the requirements of the HOME Program. Before incurring the pre-award costs, the participating jurisdiction must comply with its citizen participation plan requirements.
4. 24 CFR 92.212(c) requires that the project costs that are being incurred must be included in a consolidated plan/action plan prior to the costs being incurred; compliance with steps 4 and 5 under the general pre-award cost provisions above will meet that requirement. These provisions must also be met if the participating jurisdiction elects to develop a mini-action plan pursuant to § 92.212(c).

D. Additional Provisions: ESG Program

An ESG grantee is permitted to incur pre-award costs against its FY 2017 grant, provided that the grantee has met the general conditions described above, plus the following conditions:

1. The costs and corresponding activities must comply with the Emergency Solutions Grants (ESG) Program regulations at 24 CFR Part 576.
2. The costs and corresponding activities must comply with environmental review requirements. The "Moving Ahead for Progress in the 21st Century Act" (MAP-21), (Public Law 112-141) made several changes to HUD's homeless assistance programs,

including authorization to permit recipients and other responsible entities to assume HUD environmental review responsibilities in accordance with 24 CFR Part 58. Initially, for FY 2012 ESG funds, ESG projects were subject to the environmental review procedures under 24 CFR Part 50, which assigns HUD all environmental review responsibilities due to the HEARTH Act's repeal of Section 443 of the McKinney-Vento Homeless Assistance Act. Now, recipients or other Responsible Entities assume environmental review responsibilities under 24 CFR Part 58.

E. Additional Provisions: HOPWA Program

A HOPWA grantee is permitted to incur pre-award costs against its FY 2017 grant, provided that the grantee has met the general conditions described above, plus the following conditions:

1. The costs are incurred for eligible activities undertaken in accordance with HOPWA program regulations at 24 CFR Part 574.
2. The costs and corresponding activities must comply with environmental review requirements at 24 CFR 574.510.

F. Additional Provisions: HTF Program

HUD is authorizing HTF grantees to incur pre-award costs permitted under 24 CFR 200.458 for planning activities and preparation of the HTF allocation plan. Eligible pre-award costs may include the cost of public hearings, consultations, and publication of public notices, as well as developing program guidelines. Pre-award costs may not exceed 5% of the minimum allocation amount of \$3 million. This is one half of the grant amount that the state may use for administration and planning in accordance with 24 CFR 93.202, based on receiving a minimum grant amount. The costs and corresponding activities must comply with the environmental review requirements at 24 CFR 93.301(f).

VI. Applicability of This Notice to Future Years

This Notice only applies to consolidated plans/action plans submitted for FY 2017 funding on or before August 16, 2017, or 60 days after HUD announcement of the FY 2017 allocation amounts for CDBG, ESG, HOME and HOPWA funding (whichever is earlier). HUD anticipates revising the Consolidated Plan regulations (and other related regulations) to explicitly include, as a basis for disapproval of a plan, that a plan does not contain and reflect a grantee's actual allocation amounts. For further information on potential rulemaking in this area, see HUD's June 3, 2015, Federal Register Notice (80 FR 31538). That document solicited public comments on possible amendments to the Consolidated Plan regulations and the CDBG Entitlement regulations to effect such a change. See in particular Sections II.B.1., II.B.2 and II.B.7 of the Notice, pages 31544 and 31546. (Please note, however, that the public comment period for that Federal Register Notice has closed.)

For further information:

Grantees with questions concerning this Notice should direct their inquiries to their local HUD Field Office Community Planning and Development Division. Field Offices should direct their questions to the following Headquarters program offices as applicable:

Office of Block Grant Assistance at (202) 708-1577 for the Entitlement CDBG program or (202) 708-1322 for the State CDBG program

Office of Affordable Housing Programs at (202) 708-2684

Office of Special Needs Assistance Programs at (202) 708-4300

Office of HIV/AIDS Housing at (202) 708-1934 or at hopwa@hud.gov

ATTACHMENT A



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

OFFICE OF THE ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

OCT 14 2016

MEMORANDUM FOR: All Community Planning and Development Field Office Division
Directors

FROM: Harriet Tregoning, Principal Deputy Assistant Secretary for
Community Planning and Development, D 

SUBJECT: Waiver of 24 CFR 570.200(h) regarding FY 2017 Action Plans
Community Development Block Grant (CDBG) Program

HUD is issuing revised procedures to govern the submission and review of action plans for FY 2017 funding prior to the enactment of a FY 2017 appropriation bill. Any grantee with a program year start date prior to, or up to 60 days after, HUD's announcement of the FY 2017 formula program funding allocations is advised not to submit its consolidated plan or action plan until the FY 2017 formula allocations have been announced. However, an action plan must be submitted to HUD no later than August 16, 2017.

The likelihood of delays in the receipt of annual appropriations by HUD and implementation of this policy for FY 2017 may have negative consequences for CDBG grantees that intend to incur eligible costs prior to the award of FY 2017 funding. Some activities might otherwise be interrupted while implementing these revised procedures. In addition, grantees might not otherwise be able to use CDBG funds for planning and administrative costs of administering their programs. In order to address communities' needs and to ensure that programs can continue without disturbance, I find that good cause exists pursuant to 24 CFR 5.110 to waive the provisions of 24 CFR 570.200(h) for the Entitlement CDBG program, the Insular Areas CDBG program, and for grants to non-entitlement counties in Hawaii. 24 CFR 570.200(h) is waived to the extent necessary to treat the effective date of the grant agreement as the program year start date or the date that the consolidated plan/action plan (with actual allocation amounts) is received by HUD, whichever comes first.

This waiver will apply to any Entitlement, Insular or Hawaii non-entitlement CDBG grantees whose program year start date for FY 2017 funding occurs during the period starting October 1, 2016, and ending August 16, 2017 or 60 days after HUD's announcement of FY 2017 allocation amounts for formula program funding (whichever comes first). The waiver is available for use by any applicable CDBG grantee whose action plan submission is delayed past the normal submission date because of delayed enactment of FY 2017 appropriations for the Department. Any affected grantee taking advantage of this waiver shall document in writing the conditions giving rise to the need to utilize this waiver, and shall maintain such documentation for HUD's review. This waiver authority is only in effect until August 16, 2017.

ATTACHMENT B

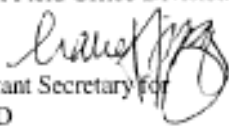


U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

OFFICE OF THE ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

OCT 14 2015

MEMORANDUM FOR: All Community Planning and Development Field Office Division
Directors

FROM: Harriet Tregoning, Principal Deputy Assistant Secretary for
Community Planning and Development, D 

SUBJECT: Waiver of 24 CFR 92.212(b) regarding FY 2017 Action Plans
HOME Investment Partnership Program (HOME) Program

HUD is issuing revised procedures to govern the submission and review of action plans for FY 2017 funding prior to the enactment of a FY 2017 appropriation bill. Any participating jurisdiction with a program year start date prior to, or up to 60 days after, HUD's announcement of the FY 2017 funding allocations is advised not to submit its consolidated plan or action plan until the FY 2017 allocations have been announced. However, an action plan must be submitted to HUD no later than August 16, 2017.

The likelihood of delays in the receipt of annual appropriations by HUD and implementation of this policy for FY 2017 may have negative consequences for HOME participating jurisdictions that intend to incur eligible costs prior to the award of FY 2017 funding. Some activities might otherwise be interrupted while implementing these revised procedures. In addition, participating jurisdictions might not otherwise be able to use HOME funds for planning and administrative costs of administering their programs. In order to address communities' needs and to ensure that programs can continue without disturbance, I find that good cause exists pursuant to 24 CFR 5.110 to waive the provisions of 24 CFR 92.212(b) for the HOME Program. 24 CFR 92.212 (b) is waived to the extent necessary to treat the effective date of the grant agreement as the program year start date or the date that the consolidated plan/action plan (with actual allocation amounts) is received by HUD, whichever comes first.

This waiver will apply to any HOME participating jurisdiction whose program year start date for FY 2017 funding occurs during the period starting October 1, 2016, and ending August 16, 2017 or 60 days after HUD's announcement of FY 2017 allocation amounts for program funding (whichever comes first). The waiver is available for use by any applicable HOME participating jurisdiction whose action plan submission is delayed past the normal submission date because of delayed enactment of FY 2017 appropriations for the Department. Any affected participating jurisdiction taking advantage of this waiver shall document in writing the conditions giving rise to the need to utilize this waiver, and shall maintain such documentation for HUD's review. This waiver authority is only in effect until August 16, 2017.

City of Seaside CDBG 2016-2018 Community-Based Organization Application Application Requirements

Each item listed on this Grant Application Checklist should be enclosed in this order with your application. Note that incomplete applications will not be accepted. Please do not type answers on this checklist; indicate the items enclosed by marking the corresponding box.

I. General Forms

- ☒ A completed and signed Application Summary (two pages) with signature of authorized representative.
- ☒ A letter from the Board Chairperson or Secretary indicating authorization to make this grant application.

II. Proposal Narrative (no more than 5 pages, please) including the following information:

A. Introduction and Background of Organization (incorporating the following points):

- Briefly describe your organization's history and major accomplishments.
- Describe your current programs and activities.
- Who is your constituency? Be specific about demographics such as race, gender, ethnicity, age, sexual orientation, and people with disabilities. How are they actively involved in your work and how will they benefit from this program or project?

B. Describe Your Request (incorporating the following points):

- Problem statement: what problems, needs, or issues are addressed, and how was this determined?
- How does your work address and/or change the underlying or root causes of the problem?
- Describe the program or project for which you seek funding, and why you decided to pursue this project.
- Include a list of all other grant requests (pending and approved) for this project, showing funding source and amount requested.
- Describe the location(s) where the service will be provided or the project will be completed. Include the days and hours of operation and provisions for access by disabled persons.
- Specifically, how will CDBG funding be used, and what costs will be covered by CDBG?
- Is this a new or continuing program or project?

C. Evaluation

HUD requires the City to assess and report the productivity and impact of CDBG funds. CDBG recipients must be able to establish clearly defined outcomes and quantify the effectiveness of activities. All applicants must demonstrate how they will measure the short-term and long-term success of their activities.

- Identify the need this program is addressing. What are the proposed goals to reduce the extent of problems or needs?
- What are the direct outcomes of the program's activities? What are the long- and short-term benefits that result from the program? Describe the methodology for measuring outcomes. (You need to measure at least one outcome.)

D. Proposed Accomplishments

Please briefly describe the activity's proposed accomplishments. (Accomplishments must be described in terms of households served, people served, businesses created, housing units created, jobs created, or public facilities undertaken.) Include the following information:

- Total estimated number of persons to be served by this project:
- Total estimated number of low-income persons to be served by this project:
- Anticipated percentage of low-income persons to be served by this project:

E. Project Budget

Provide a detailed program/project budget, in your agency's typical format, showing revenues and expenses for the total program/project, and explaining how the funds requested in this application would be allocated. Please see the sample included for guidance.

- If you are requesting funds for staff salaries, please indicate the cost by person showing approximate time by percentage of full-time hours that will be dedicated to the program or project.
- Please identify any other sources of funding that will be used to serve Seaside residents. Indicate if these sources are on hand, committed, or planned.

F. Organizational Structure

Please provide the following:

- ☒ A list of the current Board of Directors; include name, city of residence, and profession of each
- ☒ Staff roster with name and title
- ☒ Organization chart, if available

G. Organization's Financial Statements

Please provide the following:

- ☒ A detailed organization of the current annual budget (for the year reflected in the grant request), showing both income and expenses.
- ☒ Complete financial statements for the most recently completed fiscal year including:
 1. Balance Sheet or Statement of Financial Position. This financial statement lists the organization's assets and liabilities by category at a specific point in time. Examples of asset lines are cash, accounts receivable, prepaid expenses, property, and equipment. Examples of liability lines are accounts payable, salaries and wages payable, accrued vacation, plus equity/real estate, vehicles, and long-term debt.
 2. Profit & Loss Statement or Statement of Activities. This financial statement lists income and expenses by categories. Examples of income categories are grants, individual donations, earned revenue, and events. Examples of expense lines are salaries and wages, payroll taxes, insurance, contract services, occupancy/utilities/rent, insurance, and vehicle operation/maintenance.
- ☒ An audited financial statement for your most recently completed fiscal year.
- ☒ Complete year-to-date financial statements: 1) Balance Sheet or Statement of Financial Position; and 2) Profit & Loss Statement or Statement of Activities. If your year-to-date statements cover a period of three months or less, please provide financial statements for two completed years: both the most recently completed fiscal year and the prior year's.
- ☒ A list of the ten largest financial gifts (grants or gifts from individuals or organizations) received in your most recent fiscal year (donors who have requested anonymity may be listed as anonymous).

H. Staffing

Describe who will staff the program or project. Include all executive and management personnel who will be involved in the management of the program or project. Describe the experience and qualifications of these staff that are relevant to the proposed program or project. Note whether these positions are current employees or the positions will be funded if awarded funding. Attach resumes.

I. Project Schedule

Please provide a schedule for implementing the program.

- If this is a new program, show the timeline for launching it.
- If this is a seasonal program, indicate when activity will occur.
- For capital improvements, please show the timeline for scope of work, bidding, permitting, and construction.

J. CDBG Eligibility

Please note how your program or project will meet the CDBG requirement to primarily serve low-income persons. Please contact City staff if you are unsure.

- ☐ Services will be limited to persons who can demonstrate they are low income.
 - ☐ Services will be limited to a group of persons who are presumed under CDBG to be low income. Please indicate the group from the list below.
 - ☐ Homeless persons
 - ☐ Permanently disabled persons
 - ☐ Battered women
 - ☐ Persons with HIV/AIDS
 - ☐ Seniors (62 years or older)
 - ☐ Abused children
 - ☐ Illiterate adults
 - ☐ Migrant farmworkers
 - ☐ The facility being improved serves a low-income area.
 - ☒ The nature of the service provided or the location of the facility improved is such that it will primarily benefit low-income persons or persons presumed to be low income (above).
- If you will be limiting services to low-income persons or persons presumed to be low income, describe the systems you have in place or will put in place to determine, document, and report income eligibility.
 - If you are proposing to serve a low-income area, please describe the area and how the service area was determined.
 - If you are proposing that the service or facility can be presumed to serve low-income persons because of the nature or location, please explain.

K. Attachments

All applicants must submit the following along with the requested narratives. These may also be described above in the narrative.

- ☒ A list of the current Board of Directors; include name, city of residence, and profession of each
- ☒ Staff roster with name and title
- ☒ Organizational chart
- ☒ Program budget including staffing costs
- ☒ Annual budget
- ☒ Financial statements
- ☐ Evidence of other funding award or commitment (if shown in your budget)
- ☒ List of significant donors
- ☒ Staff resumes
- ☒ Letters of support (optional)

Applicants who have not received funding in either of the prior two years (2013–14 or 2014–15) must submit the following documentation. Applicants who have had changes to the following must also submit updated documentation.

- ☐ Articles of Incorporation
- ☐ IRS 501 (c)(3) letter
- ☐ Mission Statement

Prerequisites to Contracting and Reimbursement

Agencies who are awarded funding will be required to demonstrate the ability to comply with the administrative requirements of CDBG funding prior to the City executing a subrecipient agreement. Agencies awarded funds will be considered to be subrecipients under the City's CDBG grant. The requirements of the federal CDBG grant will pass through to subrecipients. All agencies awarded funds will also be required to meet the City's insurance requirements. Funds may not be expended by agencies awarded funds before the City provides written notice to proceed.

**City of Seaside CDBG
2016-2018 Community-Based Organization Application
Application Summary**

Please provide the information requested using this form. Please do not alter the form or change the font size or margins. Answer all questions, providing brief answers. Please do not exceed three printed pages. If submitting your application electronically, this form must be printed, signed, and scanned to PDF. You may also submit a signed hard copy of this form.

A. ORGANIZATION AND PROGRAM/PROJECT INFORMATION

1. Legal organization name: Boys & Girls Clubs of Monterey County

2. Year organization was founded: 1968

3. Tax status:

501 (c) (3) nonprofit

501 (c) () Specify:

Other status:

Tax ID # (EIN): 94-1702753

4. DUNS Number (CDBG): 61-391-9968

5. Organization address: 1332 La Salle Ave, Seaside, CA. 93955

6. Telephone: 831-394-5171

7. Fax: 831-394-3898

8. Organization website: www.bgcmc.org

9. Executive director or principal officer (name and title): Donna Ferraro – CEO/President

10. Email: dferraro@bgcmc.org

11. Contact for this proposal: Mary Dawson – Chief Operating Officer

12. Daytime telephone: 831-394-5171 x218

13. Email: grantsadministration@bgcmc.org

14. Mailing address, if different from above: P.O. Box 97, Seaside, CA. 93955

15. Amount requested: * 2016-2017: \$21,000 2017-2018: \$49,000

*The City of Seaside has adopted a multi-year funding cycle for its CDBG program. Agencies awarded funds would be given an annual award with an option to extend that award for an additional year. However, this is not a guarantee to fund both years.

16. Period grant will cover: Year 1 – July 1st, 2016 – June 30th, 2017 / Year 2 – July 1st, 2017 – June 30th, 2018

17. Type of request (check all that apply):

General support Program/project
Capital project Organizational development Other

18. Program/project title: Seaside Clubhouse Exterior Facility Improvement Project

19. Total project budget: \$70,000

20. Total organizational budget (current year): \$4,619,032

21. Percentage of budget spent on fundraising (derive from Part IX, 5.D on the organization's 990): 10.26%

22. Fiscal year ending date: Year 1: June 30th, 2017 / Year 2: June 30th, 2018

23. Summary of the organization's mission (two to three sentences): "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."

24. Summary of the project or grant request (two to three sentences): Building off of the continued success of the 14-15 and 15-16 CDBG Seaside projects, the 16-17 and 17-18 projects will focus on the improvement of the exterior components of the facility including: Roof repair and new skylight installation, painting of the building exterior, replace/repair exterior doors and locks, and solar panel roof installation.

25. Who will be served by the project or grant (demographics, direct number served, and service area(s))? 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. Over 1200 youth annually attend as Club Members, with additional youth and families served through special events and activities, many of whom are low income.

B. BOARD OF DIRECTORS INFORMATION

1. What is the minimum and maximum number of board members required by your organization's bylaws? BGCMC bylaws state the minimum number of board members is 9 and the maximum number of board members is 25.

2. How much **money** did the Board of Directors (your organization's governing board) contribute to the organization in the most recent fiscal year? The Board of Directors contributed \$287,560 during the 2014-15 fiscal year.

3. What percentage of the Board of Directors donated funds? 100% of the Board of Directors donated funds.

C. ORGANIZATION AGREEMENT and SIGNATURE

The organization hereby agrees that funds, if granted, will be used only for the purpose described above unless written approval from the grantmaker is received.



Signature of Authorized Representative

Donna Ferraro, CEO/President

Print Name and Title

1/15/16

Date Application Submitted

January 15, 2016

Rosa Camacho-Chavez
City Hall
440 Harcourt Avenue
Seaside, CA 93955

Dear Ms. Camacho-Chavez:

On behalf of the Board of Directors of Boys & Girls Clubs of Monterey County (BGCMC), we are pleased to submit the enclosed grant application for your consideration.

BGCMC shares the Seaside City's steadfast commitment to improving the quality of life of our youth and their families. Maintaining a well kept and safe facility is central to BGCMC achieving its mission: To inspire and empower the youth of Monterey County to realize their full potential to become healthy, productive and successful citizens.

Annually, over 1200 youth between the ages of 6 to 18 years old participate in our Seaside Clubhouse and additionally we support their families through outreach and participation in our special events. This includes annual Thanksgiving Dinner, Family Nights, Polling Site and numerous additional opportunities.

As an applicant for 2016-2017 and 2017-2018 Community Development Block Grants, we are looking forward to increasing the reach and deepening the impact by improving our facilities for the community of Seaside. Please do not hesitate to contact either of us should you need additional information about our proposal.

Sincerely,



Tom Gray
Board Chair



Donna Ferraro
President/CEO



BOYS & GIRLS CLUBS
OF MONTEREY COUNTY

BOARD OF DIRECTORS

Peter A. Baird
Peter Blackstock
Mark Borman
William Brandwein
Ryan Edwards
Tom Gray
Martin Guzman
Butch Lindley
Joe Mathai
Scott Negri
Gina Nucci
Cynthia Peck
Greta Richards
David Sandys
Brigitte Wasserman
Robert Weakley

EXECUTIVE STAFF

Donna Ferraro
CEO/President

Mary Dawson
Chief Operating Officer

SEASIDE CLUBHOUSE
CORPORATE OFFICES

P.O. Box 97
1332 La Salle Avenue
Seaside, CA 93955
T(831)394-5171
F(831)394-4898

SALINAS CLUBHOUSE

85 Maryal Drive
Salinas, CA 93906
T(831)757-4412
F(831)757-4498

WWW.BGCMC.ORG

GREAT FUTURES START HERE.



A. INTRODUCTION & BACKGROUND OF THE BOYS & GIRLS CLUBS OF MONTEREY COUNTY:

The Boys & Girls Clubs of Monterey County (BGCMC) has been a leading youth development agency in Monterey County for over 47 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. Our vision is that every child we serve achieves on-time grade progression, graduates from high school, completes post-secondary education or training, and returns to our community to earn a livable wage.***

Our extensive experience implementing outcome-driven youth development programs has given us the opportunity to be chosen to pilot many Boys & Girls Club of America programs that have subsequently become national approaches (e.g., Be Great: Graduate – drop out prevention strategy, Triple Play – strategy to promote healthy lifestyles to combat childhood obesity, etc.). These programs have a proven track record of making a difference in the lives of youth, especially with at-risk youth. Our programs support the California Department of Education’s strategic plan and recommendation for expanded learning in California to help all children in California succeed.

As a USDA approved site, BGCMC implements a community supper program during the school year as well as a breakfast and lunch program during school breaks, serving thousands of meals and distributing food and meal bags to families in need during the summer. We currently operate full service Clubhouses in Seaside and Salinas as well as five school-based extension sites at El Sausal, Harden, and La Paz Middle Schools in Salinas, and Fairview Middle School and La Gloria Elementary in Gonzales. BGCMC collaborates with 20 community partners and 150 volunteers to help us provide programs, special events and activities to over 4800 youth, including registered members and other youth served. BGCMC serves primarily youth from disadvantaged circumstances including low income and underserved populations spanning the cities of Gonzales, Salinas and Seaside. Approximately 74% of BGCMC youth served in 2014, report qualifying for free and reduced lunch and 36% reside in a single parent home. With a team of 41 full-time staff and 22 part-time staff we serve approximately 3919 youth that are registered Club Members with over 90% representing ethnic minority demographic.

BGCMC serves over 1200 youth ages 6 to 18 primarily from the City of Seaside as well as other communities on the Monterey Peninsula and in North Monterey County. The Clubhouse serves a diverse population including:

Asian 4%
Black or African American 10%
Hispanic/Latino 68%
Native Hawaiian or Pacific Islander 2%
White 8%
Other/Two or More Races 8%

We also serve youth aged 0 to 18 through the year-round USDA food service program. Additionally, our facility serves families, businesses, and community groups from all over Monterey County through BGCMC sponsored events as well as community sponsored events and meetings. We also regularly provide services for seniors through Marine Corps lunch meetings and the BGCMC Senior Prom. Our



constituency of over 1200 youth are actively involved and engaged in meaningful programs and activities at the Seaside Clubhouse, during the precarious times after school and summer break.

B. PROJECT REQUEST:

At Seaside High School, the current graduation rate is approximately 87%. Currently, only 32% of Latino Seaside HS graduates completed all the courses required for University of California (UC) and/or California State University (CSU) entrance with a grade of "C" or better (CHKS 2013-14). This represents only a portion of the entrance requirements for UC or CSU. Additionally, this percentage is similar to the percentage of Seaside HS parents that have attended some college and/or have a degree. The lack of educational attainment has extensive long-term implications that limit a young person from fulfilling his/her potential. When compared to their counterparts with diplomas, students without diplomas earn almost \$300,000 less over their lifetime and can have a negative impact on the United States economy. Additionally, dropouts are more than three times as likely as college graduates to be unemployed, twice as likely as high school graduates to slip into poverty and 3.5 times more likely than graduates to be incarcerated.

BGCMC knows that providing Seaside youth with a safe, nurturing environment under the care and supervision of a team of supportive staff during the precarious afterschool and summer break hours is imperative to their overall success. We have a team of caring, talented, and highly trained youth development professionals, or "Difference Makers." The significance of our staff as "Difference Makers" is demonstrated in our most recent survey results. Through our National Youth Outcomes Initiative Survey (NYOI) BGCMC youth demonstrated 97% reported as receiving high expectations or having a caring adult at the Club. Comparatively, our largest feeder school district; Monterey Peninsula School District found 38% of 5th, 7th, 9th and 11th graders reported feeling the same expectations or caring adult at school, as reported by the districts' most recent California Healthy Kids Survey results. Additionally, NYOI results demonstrate that 95 % Members are on grade level for age, 87% Elementary-aged members expect they will complete college, 85% members believe school to be important and 79% members did not skip a single day of school.

Seaside Clubhouse Exterior Facility Improvement Project

In order to continue offering the Seaside community youth development services in a safe and modernized facility, BGCMC is proposing an Exterior Facility Improvement Project. The Seaside Clubhouse first opened 21 years ago and the exterior of the building is aging and requires maintenance to ensure the facility is safely accessible to Seaside youth and the community. With CDBG funding from the City of Seaside for 2016-2018, the Boys & Girls Clubs of Monterey County (BGCMC) working with a general contractor, would complete the following improvements:

- **Install New Skylights & Roof Repair (2016-17):** This project component would focus on the central area of the Club's Activity Room by installing new skylights and repairing adjacent roof leaks. This is critical need as the interior area and adjacent rooms will have new interior (carpet, furniture, etc.) in February/March of 2016. **Total Cost: \$14,000**
- **Paint Window & Door Frames (2016-17):** Following the successful painting of the Seaside Clubhouse's exterior walls by community volunteers as part of the 2015 "Make a Difference



Day,” the windows, door frames, ceilings and higher levels of the exterior will require to complete the facilities first exterior paint job since 1994. **Total Cost: \$7,000**

- **Replace/repair Exterior Doors & Locks (2017-18)**: This would include the replacement of doors damaged by weather and external circumstances, along with any door hardware that has now become dated and worn throughout the exterior building. **Total Cost: \$28,000**
- **Explore & Install Solar Panels (2017-18)**: The installation of solar panels at the Seaside Clubhouse can reduce energy costs by 92%, while providing a cleaner source of energy and reducing our organization’s footprint in the community. **Total Cost: \$21,000**

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 Special Kids Crusade and Seaside Middle School utilizes the facility for program services and events.

As continued improvements are made to the facility, more members of the community will also view the Seaside Clubhouse as an option for hosting events instead of travelling outside of their community. Updates to the Seaside Clubhouse will also instill a sense of civic pride while also positively impacting residential property value for adjacent neighborhoods. CDBG funds will be used to cover the contract expenses for the construction of the project, as well as the staffing costs to implement and oversee the management, including the line items outlined in the project budget. This project is in continuation of the 2014-2015 Seaside Clubhouse Modernization CDBG Project, with an emphasis on the exterior needs of the facility for 2016-2018.

C. EVALUATION:

Current requests and additional requests after improvements have been made will continue to be tracked and measured to evaluate the increase in usage. Additionally, attendance tracking will be kept to ensure over 1200 youth and their families will be served during the grant period. Long term goals will include increasing facility usage by the community annually. Marlene Trotter-Murray, Sr. Impact Director will be responsible for monitoring progress.

D. PROPOSED ACCOMPLISHMENTS:

Utilizing BGCMC membership data and measuring outcomes, the Seaside Clubhouse will meet the following project accomplishments:

- Serve an estimated 1200 persons in 2016-2017 & 2017-2018
- Approximately 700 persons of low-income
- A minimum of 57% of persons served are of low-income



E. PROJECT BUDGET:

Worksheet # 1 - Staffing

Job Title	% of FTE	Total Requested HUD CDBG Funding, Seaside
Project Manager (Safety & Compliance Director)	12.5%	2016-17: \$5,865 2017-18: \$7,735
Maintenance Assistant	5%	2016-17: \$1,035 2017-18: \$1,365

Worksheet # 2 - Operational Budget

Budget Category	Projected Budget for July 1, 2016 to June 30, 2017	Projected Budget for July 1, 2017 to June 30, 2018
Personnel	\$6,900	\$9,100
Supplies and Materials		
Consumable Supplies		
Non-Consumable Supplies		
Outside Services	\$15,000	\$35,000
Telephone		
Utilities		
Maintenance		
Contract/Consultant Services		
Other Charges		
Rent		
Travel (Mileage)		
Insurance		
Capital Outlay		
Equipment/Furniture		
Administrative Costs NTE 10%	\$2,100	\$4,900
Total	\$21,000	\$49,000

H. STAFFING: (ALL CURRENT POSITIONS)

Additional leadership for achieving the goals and objectives set forward in this proposal will be provided by experienced Club Management. Mary Dawson, Chief Operating Officer, will provide direct Executive-level oversight of the project. Mary brings many years of experience to the Club. She has over 9 years of experience working for the Monterey Peninsula Unified School District's Extended Learning Department where she managed programming, budgets, compliance, grants and staff. In addition to the years of experience Mary brings to BGCMC, she also holds a Bachelors of Arts Degree in Sociology, a Masters of Science in Exercise Science and Health Promotion, and a Jurisprudence (Law) Doctorate Degree.



Ron Johnson will oversee the 2016-2018 CDBG project. He is currently the Director of Safety & Compliance for BGCMC and has been with the Boys & Girls Club since 1992. Before joining the Boys & Girls Club, Ron was an investment advisor with Prudential Securities. He worked at the Carmel branch for 2 years. Ron had a very successful career in sports before his employment with Prudential Securities. He played professional football for 8 years, as a wide receiver, 3 seasons with the Hamilton Tiger-Cats of the Canadian Football League, and 5 years in the NFL with the Philadelphia Eagles. He attended Monterey High School and Monterey Peninsula College before transferring to Long Beach State University. He graduated from Long Beach in 1981 with a degree in Business Management.

Sr. Impact Director of Seaside Clubhouse, Marlene Trotter-Murray oversees services at the Seaside Clubhouse. Marlene has been working in youth development for over 25 years. Marlene joined the BGCMC team as the Teen Coordinator in 2000. As her youth development experience, programming knowledge and community partnerships expanded over the years, Marlene attained a position as the Program Director. In May of 2009, Marlene accepted the Unit Director position in Seaside. Effective in 2013, Marlene's primary oversight is the Seaside Clubhouse while she actively serves as a resource for BGCMC Impact Directors as the Sr. Impact Director. She enjoys the consistency of working in one Clubhouse and focusing attention on Club culture, wellness, academic success, and civic engagement with the youth and families of the Seaside community.

I. PROJECT SCHEDULE:

Estimated timeline: August 2016 to March 2018.

Upon the receipt of award, utilizing the bid process meeting all guidelines, general contractors will tour the site to finalize plans by August 31st, 2016. Permits will be pulled promptly, with expected construction to begin October 1st, 2016. Completion of construction is estimated to be on November 1st, 2016. If there are delays in permit or construction process, a secondary estimated completion date is March 1st, 2017. Roof work consideration will be projected based on weather and accessibility. All reports and financial documentation will be submitted in advance of the required dates. Pending approval of the second year funding, BGCMC would implement a similar timeline for the 2017-2018 project.

J. CDBG ELIBILITY:

The Modernization of the Seaside Clubhouse project will support a facility currently serving a low-income area. BGCMC will utilize census, school and membership data to document low income resident eligibility and will exceed 51% of the persons served are low-income.

Board of Directors: as of 8/1/15

	Board Member		City	Occupation	Yr.Elected
1	Baird	Peter A.	Monterey	Managing Partner	2010
2	Blackstock	Mr. Peter	Seaside	Owner of Victory Toyota Monterey lexus	1998
3	Brandwein	Mr. Bill	Carmel	Attorney	2005
4	Edwards	Ryan	Monterey	Real Estate	2006
5	Gray	Tom	Carmel	Developer	2011
6	Guzman	Martin	Salinas	Attorney	2015
7	Lindley	Butch	Salinas		2013
8	Mathai	Joe	Gilroy	Valley Coastal Market Area President	2015
9	Borman	Mark	Salinas	President, Taylor Farms CA	2015
10	Negri	Scott	Monterey	Developer	2013
11	Nucci	Gina	Carmel Valley	Director of Healthy Culinary Innovation at Mann Packing	2014
12	Peck	Cynthia L	Monterey	Vice President CHOMP	2005
13	Richards	Greta	Carmel Valley	Media Consultant	2010
14	Sandys	David	Carmel	Hayashi Wayland Accounting & Consulting, LLP	2001
15	Wasserman	Mrs. Brigitte	Carmel	Retired	2003
16	Weakley	Robert	Monterey	Entrepreneur	2006

BGCMC Leadership Staff

1	Ferraro	Donna	Seaside	President/CEO of BGCMC	
2	Dawson	Mary	Seaside	Chief Operations Officer	
3	Hasselbach	Ann	Seaside	Controller	

employee and position & location

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Boys & Girls Clubs of Monterey County (N7732)

2015-16 Boys & Girls Clubs of Monterey Roster by Name, Title, Location as of 1/15/2016

<u>Last, First</u>	<u>Job Title - Current</u>	<u>Location</u>
Avila, Vickie	Impact Leader I - Extension Sites	Salinas Extension Sites
Chavarin-Alvarez, Tania	Impact Leader I - Extension Sites	Salinas Extension Sites
Angeles, Alma	Impact Leader I - Extension Sites	Salinas Extension Sites
Cobian, Gabriela	Impact Leader I - Extension Sites	Salinas Extension Sites
Martinez-Angeles, Janet	Impact Leader I - Extension Sites	Salinas Extension Sites
Nava, David	Extension Specialist-ASES-SUHSD	Salinas Extension Sites
Robledo, Edith	Teacher Aide	Salinas Extension Sites
Sanchez, Robert	Impact Leader II PT - Extension Sites	Salinas Extension Sites
Sandoval, Sarah	Impact Leader - Extension Site	Salinas Extension Sites
Aguilar, Sol	Impact Leader I - Sports/Fitness/Rec	Seaside Clubhouse
Bechtold, Nancy	Development Associate-(Sp1)	Seaside - Development
Cook, Amanda	Impact Specialist I - Technology	Seaside Clubhouse
Davis, Chantel	Impact Leader II - Teens	Seaside Clubhouse
Dawson, Mary	Chief Operating Officer	Seaside - Administration
DeGroot, Caroline	Associate Area Director	Salinas & Gonzales Extension Sites
Ferraro, Donna	President/CEO	Seaside - Administration
Flores, Benjamin	Impact Leader II - Activity Center	Seaside Clubhouse
Gabino, Evelyn	Impact Specialist II - Education	Seaside Clubhouse
Galea, Michael	Impact Specialist I - Wellness	Seaside Clubhouse
Garcia, Joseph	Impact Specialist I - Science	Seaside Clubhouse
Gilliam, Florence	Human Resources Director	Seaside - Administration
Hasselbach, Ann	Controller	Seaside - Administration
Haynes, Lawrence	Impact Leader - Sports, Fitness	Seaside Clubhouse
Jimenez-Hernandez, Evelyn	GHGH Intern	Seaside Clubhouse
Johnson, Ronald	Risk Management & Compliance	Seaside - Administration
Lopez, Katie	Development Specialist I	Seaside - Development
Matadamas, Roberto Sr.	Maintenance Assistant	Seaside Clubhouse
Monroy, Rocky	Impact Leader I - Teen Center	Seaside Clubhouse
Sanford, Brian	Maintenance Asst. PT (IL2 PT)	Seaside Clubhouse
Scott, Andrea	Director Individual Giving & C	Seaside - Development
Serna, Marissa	Impact Specialist II - Fine Arts	Seaside Clubhouse
Thomas, Brianna	Impact Leader II FT - Membership	Seaside Clubhouse
Tosetti-Gulley, Linda	Special Events & Marketing Director	Seaside - Development
Trotter, Marlene	Senior Impact Director	Seaside Clubhouse
Ugaz, Jennifer	Administrative Assistant, Temporary	Seaside - Administration
Vasquez, Rosario	Impact Leader Nutrition	Seaside Clubhouse
Vie, Andrew	Director Corp & Fndn Partnerships	Seaside - Development
Zamora, Erik	Accounting Assistant	Seaside - Administration
Banuelos, Edith	Teacher Aide	Gonzales Extension Sites
Curiel, Karina	Teacher	Gonzales Extension Sites
Jimenez, Llarelle	Impact Leader I - Extension Sites	Gonzales Extension Sites
Robinson, Vanessa	Teacher	Gonzales Extension Sites
Tufono, Peletisara	Impact Leader II - Gonzalez	Gonzales Extension Sites
Cortez, Dacia	Impact Specialist II, Extension Sites	Gonzales Extension Sites
Ramirez, Blanca	Impact Leader I - Extension Sites	Gonzales Extension Sites
Cardona, Antonio	Impact Leader I - Education	Salinas Clubhouse
Daly, Nicolette	Associate Administrative Director	Seaside - Administration
Gardner, Sharon	Impact Leader I - Nutrition	Salinas Clubhouse
Glover, La Tonya	Unit Director	Salinas Clubhouse

employee and position & location

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Boys & Girls Clubs of Monterey County (N7732)

Lague, Neil	Impact Leader II PT - Teens	Salinas Clubhouse
Leon, Leann	Impact Leader II - Science	Salinas Clubhouse
Lopez, Alejandra	Impact Specialist 1 - Nutrition	Salinas Clubhouse
Lupisan, Jonathan	Impact Specialist I - Art	Salinas Clubhouse
Mejia, Rigoberto	Bus Driver	Salinas Clubhouse
Moran, Jose	Community Development Specialist	Seaside - Development
Nugent, LaToya	Impact Leader II - Technology	Salinas Clubhouse
Rich, Debra	On Call Education Specialist	Salinas Clubhouse
Roncarati, Brenda	Impact Director - Program Deve	Seaside - Administration
Sanchez, Juliette	Impact Specialist 1 - Membership	Salinas Clubhouse
Tortorelli, Michael	Impact Leader II - SFR	Salinas Clubhouse
Velasco, Jorge	Impact Specialist II - SFR	Salinas Clubhouse
Williams, Asheesh	Impact Leader II - SFR	Salinas Clubhouse
Zavala, Eduardo	Impact Leader I - Nutrition	Salinas Clubhouse
Zavala, Maribel	Impact Leader I - Membership	Salinas Clubhouse

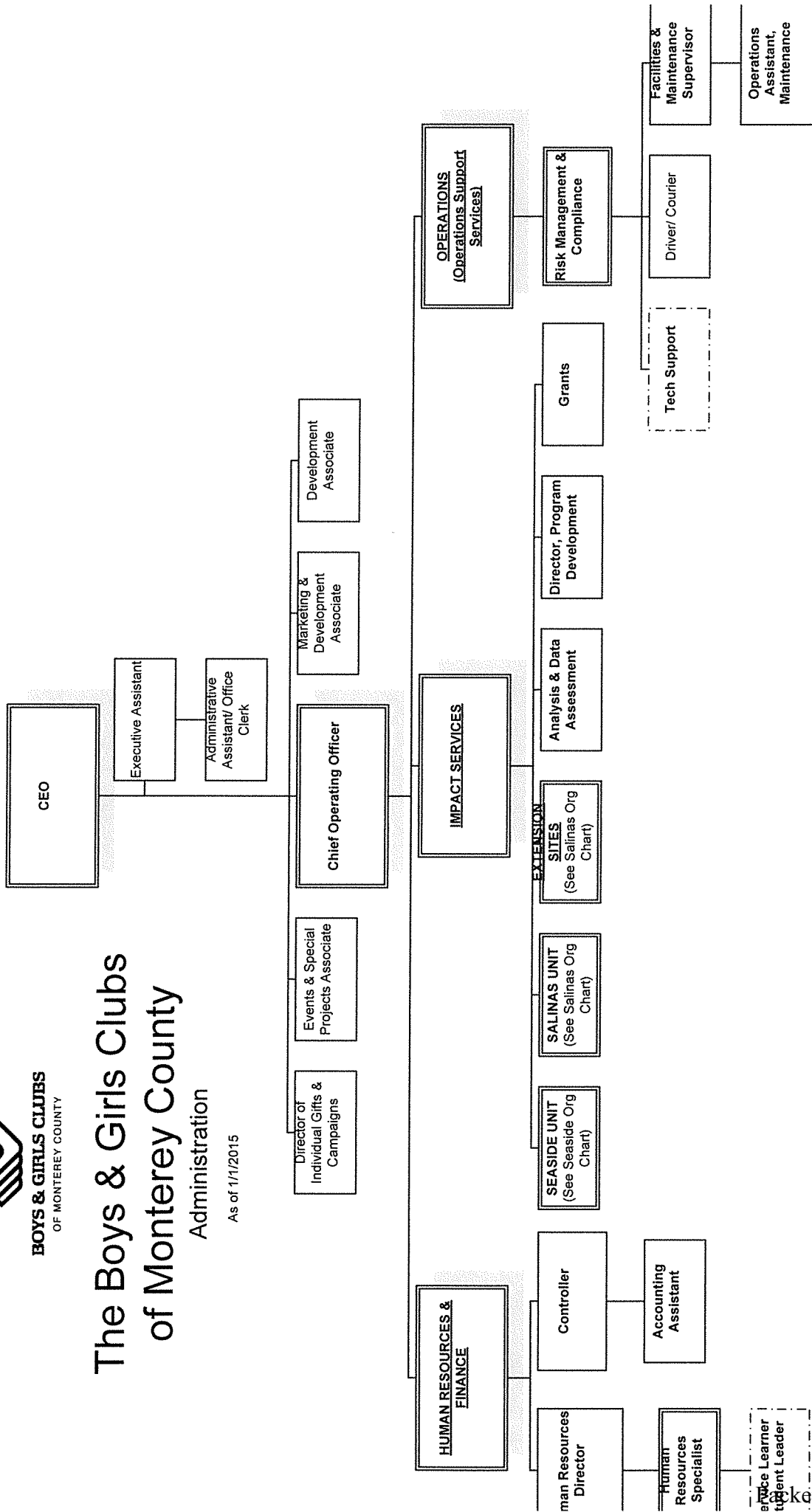


BOYS & GIRLS CLUBS
OF MONTEREY COUNTY

The Boys & Girls Clubs of Monterey County

Administration

As of 1/1/2015



**Boys & Girls Clubs of Monterey County
2015-16 Operating Budget**

Income

Development Income

Donations & Grants	2,514,650
Fundraising Event Net Income	876,262
Program Event & Misc Fndrsg Inc	57,900
Total Development Income	<u>3,448,812</u>

Earned Income

Extension Sites Income	420,000
Other Government Funding	380,000
Membership Income	135,000
Endowment Revenue	100,000
Other Income	10,000
Total Earned Income	<u>1,045,000</u>

In Kind Donations	<u>125,220</u>
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Total Income	<u>4,619,032</u>
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Expenses

Salaries	2,310,684
Payroll Taxes/Workers Comp/Benefits	716,312
Contract Services	259,000
Occupancy	199,000
Food	165,000
Materials & Supplies	90,000
Liability Insurance	81,400
Training & Travel	56,000
Dues & Subscriptions	36,500
Phone/Internet/Website	32,500
Postage & Printing	52,500
Other	75,800

Subtotal Expenses	<u>4,074,696</u>
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In Kind Expenses	125,220
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Depreciation	<u>347,235</u>
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Total Expense	<u>4,547,151</u>
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Net Revenue	<u><u>71,881</u></u>
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BOYS AND GIRLS CLUBS OF MONTEREY COUNTY
BALANCE SHEET
June 30, 2015

ASSETS			
	Unrestricted	Restricted	Total
CURRENT ASSETS:			
Cash In Banks	\$ 9,447		\$ 9,447
Donor Restricted	\$ -	\$ 232,104	\$ 232,104
Accts Receivable-Govt Contracts	\$ 74,282		\$ 74,282
Pledges Receivable - Current	\$ 29,530	\$ -	\$ 29,530
Other Accounts Receivable	\$ 185		\$ 185
Board Designated Fund	\$ 9		\$ 9
Prepaid Expenses	\$ 20,450		\$ 20,450
Total	\$ 133,903	\$ 232,104	\$ 366,007
LONG-TERM ASSETS:			
Endowments (Permanent)	\$ -	\$ 1,967,178	\$ 1,967,178
Community Foundation	\$ -	\$ 145,279	\$ 145,279
Pledges Receivable	\$ 50,000		\$ 50,000
Allow for Doubtful Accts	\$ (5,993)		\$ (5,993)
Less Accum. Discount	\$ (1,239)		\$ (1,239)
Total	\$ 42,768	\$ 2,112,457	\$ 2,155,225
PROPERTY, PLANT AND EQUIPMENT			
Buildings	\$ 9,273,143		\$ 9,273,143
Furniture and Equipment	\$ 1,293,342		\$ 1,293,342
Landscaping	\$ 25,523		\$ 25,523
Vehicles	\$ 310,796		\$ 310,796
Less Accum. Depreciation	\$ (5,286,337)		\$ (5,286,337)
Land Lease		\$ 1,310,000	\$ 1,310,000
Less Accum. Amortization		\$ (435,159)	\$ (435,159)
Less Reduction to Market Value		\$ (102,007)	\$ (102,007)
Land		\$ 16,000	\$ 16,000
Total	\$ 5,616,466	\$ 788,833	\$ 6,405,300
TOTAL ASSETS	\$ 5,793,137	\$ 3,133,395	\$ 8,926,532
LIABILITIES AND FUND BALANCES			
	Unrestricted	Restricted	Total
CURRENT LIABILITIES:			
Accounts Payable	\$ 437,929		\$ 437,929
Accrued Liabilities	\$ 180,944	\$ -	\$ 180,944
Union Bank Note Payable	\$ -		\$ -
Scholarships Payable	\$ 214,750		\$ 214,750
Total	\$ 833,623	\$ -	\$ 833,623
LONG-TERM LIABILITIES:			
Packard Bridge Loan		\$ -	\$ -
Loan Payable BW		\$ 152,778	\$ 152,778
CYA Deferred Revenue		\$ 541,406	\$ 541,406
Deferred Revenue	\$ 1,500		\$ 1,500
Total	\$ 1,500	\$ 694,184	\$ 695,684
TOTAL LIABILITIES	\$ 835,123	\$ 694,184	\$ 1,529,307
FUND BALANCES:			
Unrestricted	\$ 4,958,014	\$ -	\$ 4,958,014
Temporary Restricted	\$ -	\$ 326,753	\$ 326,753
Permanently Restricted	\$ -	\$ 2,112,457	\$ 2,112,457
Total	\$ 4,958,014	\$ 2,439,211	\$ 7,397,225
TOTAL LIABILITIES AND FUND BALANCES	\$ 5,793,137	\$ 3,133,395	\$ 8,926,532

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
Income Statement
Year Ended June 30, 2015

Revenues

Contributions

Business/Corporate Gifts	264,809
Foundation Gifts	772,522
Family Foundation Gifts	195,100
Individual Gifts	551,554
Organization Gifts	43,331
eScript Rev	39,540
Bequest	7,645
Tribute Gifts	8,725
United Way Grant	14,875
Total Contributions	1,898,101

Fundraising Event Net Income 689,737

Extension Sites Income 274,258

Other Government Funding 360,924

Other:

Membership Contributions	85,251
Prog & Other Fndrsg Event Income	37,603
Facility Rental	9,400
Endowment Revenue	83,685
Other Revenue	84,382

In Kind Donations 264,210

Total Revenues 3,787,551

Expenditures

Personel

Salaries / Wages	2,005,502
PR Taxes, W Comp & Benefits	576,597
Total Personnel	2,582,099

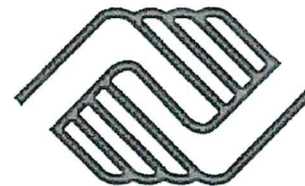
General Operating Exp

D&O Insurance	5,786
Professional/Contract Svcs	239,112
Materials & Supplies	95,504
Telephone/Internet/Website	33,404
Postage & Mailing Service	12,449
Advertising	233
Printing	11,445
Copier Costs	22,026
Mileage & Travel	3,998
Training & Conference	15,794
Meeting Expense	3,484
Uniforms	4,516
Awards/Gifts	4,699
Scholarships	62,660
Live Scan/Background Checks	9,946
Interest Expense	10,551
BGCA Dues	14,349
Dues & Subscriptions	30,115
Misc Fundraising Expense	1,468

BOYS & GIRLS CLUBS OF MONTEREY COUNTY

**Income Statement
Year Ended June 30, 2015**

Decorations	11
Food-Program	162,801
Food-Campaign Events	2,204
Cultivation Meetings & Events	1,664
Sound/Audio	6,440
Paid Program Activities	1,142
Family Support	4,219
Family Support - Christmas	7,300
Finance Charge/Late Fees	5,978
Credit Card Fees	2,742
Other Expense	1,214
Total General Operating Exp	<u>777,254</u>
 Occupancy	
Liability Insurance	65,933
Elevator Service	4,039
Landscaping/Pest Control	3,040
Utilities/Garbage/Alarm	130,660
Vehicle	39,006
Equipment Purchase/Lease	29,391
Repairs & Maintenance	25,180
Other Occupancy Expense	641
Total Occupancy	<u>297,890</u>
 In Kind Expenses	 <u>264,210</u>
 Total Expenditures	 <u>3,921,453</u>
 Net Operating Income/(Loss) Before Pathways	 <u>(133,902)</u>
 Pathways Campaign	8,500
 Net Operating Income/(Loss) After Pathways	 <u>(125,402)</u>
 Other Revenue/Expenses	
Realized G/L - Endow	(33,031)
Unrealized G/L - Endow	(88,338)
Change in Value of Comm Fndn Accts	(6,304)
Amort of Land Lease	44,278
Amort of CYA	65,625
Donated Rent Expense	(88,000)
Depreciation - Building	(269,961)
Depreciation - F&F/Equip	(30,578)
Depn Exp - Landscaping	(2,552)
Depreciation - Vehicles	(22,384)
Total Other Revenue/Expenses	<u>(431,245)</u>
 Revenues over Expenses	 <u><u>(556,648)</u></u>



BOYS & GIRLS CLUBS
OF MONTEREY COUNTY

**Financial Statements
With Independent Auditors' Report**

June 30, 2014 and 2013

Boys & Girls Clubs of Monterey County

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Statements of Financial Position.....	3
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INDEPENDENT AUDITORS' REPORT

Board of Directors
Boys & Girls Clubs of Monterey County
Seaside, California

We have audited the accompanying financial statements of Boys & Girls Clubs of Monterey County (a nonprofit corporation), which comprise the statements of financial position as of June 30, 2014 and 2013, and the related statements of activities and changes in net assets, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Boys & Girls Clubs of Monterey County as of June 30, 2014 and 2013, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 16 to the financial statements, Boys & Girls Clubs of Monterey County restated amounts previously reported as of and for the year ended June 30, 2013 to correct a misstatement. Our opinion is not modified with respect to this matter.

PMB Helin Donovan, LLP

PMB Helin Donovan, LLP
Carmel, California
February 19, 2015

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2014 AND 2013

	<u>2014</u>	<u>2013</u> (as restated)
<u>ASSETS</u>		
ASSETS		
Cash	\$ 257,410	\$ 181,806
Grants receivable	67,809	41,047
Unconditional promises to give, net	129,013	181,514
Beneficial interest in assets held at Community Foundation	126,583	115,387
Investments	2,260,948	2,145,469
Property and equipment, net	5,943,484	6,228,479
Land leases, net	816,555	858,595
Other assets	240	8,604
	<u>240</u>	<u>8,604</u>
Total assets	<u>\$ 9,602,042</u>	<u>\$ 9,760,901</u>
<u>LIABILITIES AND NET ASSETS</u>		
LIABILITIES		
Accounts payable	\$ 346,446	\$ 279,468
Accrued salaries and expenses	138,657	143,596
Grants payable - Davis Love	106,072	91,879
Scholarships payable	90,751	80,000
Loan payable - related party	236,111	100,000
Loans payable	122,291	241,598
Deferred revenue	607,842	694,960
	<u>607,842</u>	<u>694,960</u>
Total liabilities	<u>1,648,170</u>	<u>1,631,501</u>
NET ASSETS		
Unrestricted	3,653,009	3,905,901
Temporarily restricted	2,347,396	2,344,436
Permanently restricted	1,953,467	1,879,063
	<u>1,953,467</u>	<u>1,879,063</u>
Total net assets	<u>7,953,872</u>	<u>8,129,400</u>
Total liabilities and net assets	<u>\$ 9,602,042</u>	<u>\$ 9,760,901</u>

The notes are an integral part of these financial statements.

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

	2014			2013 (as restated)		
	Unrestricted	Temporarily Restricted	Permanently Restricted	Unrestricted	Temporarily Restricted	Permanently Restricted
REVENUES						
Contributions and fees						
Contributions	\$ 1,322,173	\$ 1,041,112	\$ 3,208	\$ 1,296,029	\$ 1,006,255	\$ -
In-kind contributions	128,749	-	-	63,737	-	-
Government grants	648,347	-	-	654,794	-	-
Program fees	71,184	-	-	48,298	-	-
Donated land lease	-	45,960	-	-	47,576	-
Other revenue	124,312	-	-	42,671	-	-
Membership dues	45,364	-	-	40,342	-	-
Total contributions and fees	2,340,129	1,087,072	3,208	2,145,871	1,053,831	-
Special events						
Special events - revenues	976,175	-	-	882,560	-	-
Special events - expenses	(626,227)	-	-	(566,410)	-	-
Special events, net	349,948	-	-	316,150	-	-
Total revenues	2,690,077	1,087,072	3,208	2,462,021	1,053,831	-
EXPENSES						
Program services	3,033,222	-	-	3,301,787	-	-
Management and general	645,194	-	-	652,173	-	-
Fundraising	491,278	-	-	460,526	-	-
Total expenses	4,169,694	-	-	4,414,486	-	-
OTHER INCOME (EXPENSE)						
Net unrealized gains	-	139,425	-	-	16,661	-
Interest and dividend income	39	93,906	-	288	88,272	-
Change in value of beneficial interest in assets held at Community Foundation	-	-	16,704	-	-	9,630
Net realized gains (losses)	-	(36,265)	-	-	32,933	-
Total other income (expense)	39	197,066	16,704	288	137,866	9,630
NET ASSETS RELEASED FROM RESTRICTIONS	1,226,686	(1,281,178)	54,492	1,261,074	(1,255,628)	(5,446)
CHANGE IN NET ASSETS	(252,892)	2,960	74,404	(691,103)	(63,931)	4,184
NET ASSETS						
Beginning of year, as restated	3,905,901	2,344,436	1,879,063	4,597,004	2,408,367	1,874,879
End of year	\$ 3,653,009	\$ 2,347,396	\$ 1,953,467	\$ 3,905,901	\$ 2,344,436	\$ 1,879,063

The notes are an integral part of these financial statements.

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
STATEMENTS OF FUNCTIONAL EXPENSES
FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

	2014				2013			
	Program Services		Supporting Services		Program Services		Supporting Services	
	Youth Development, Guidance and Recreation	Management and General	Fundraising	Total	Youth Development, Guidance and Recreation	Management and General	Fundraising	Total
Salaries	\$ 1,350,644	\$ 362,487	\$ 287,364	\$ 2,000,495	\$ 1,563,752	\$ 388,083	\$ 284,302	\$ 2,236,137
Payroll taxes and workers' compensation	240,047	70,692	51,859	362,598	217,885	54,884	39,482	312,251
Depreciation	334,685	13,467	-	348,152	348,407	10,653	-	359,060
Employee health and retirement benefits	179,231	52,782	38,721	270,734	229,603	57,836	42,050	329,489
Professional fees	108,646	72,271	45,992	226,909	128,150	78,710	57,630	264,490
Food costs	177,317	1,552	3,744	182,613	156,248	5,507	2,093	163,848
Occupancy	128,065	18,707	1,019	147,791	131,586	13,547	1,429	146,562
Materials and supplies	81,990	3,063	9,327	94,380	91,907	5,872	3,667	101,446
Donated land leases	88,000	-	-	88,000	88,000	-	-	88,000
Scholarship	72,710	-	-	72,710	68,221	-	-	68,221
Insurance	56,112	9,296	-	65,408	53,460	16,787	-	70,247
Vehicle	38,902	117	-	39,019	37,914	40	-	37,954
Miscellaneous	14,729	15,602	3,401	33,732	1,129	6,186	303	7,618
Repairs and maintenance	29,520	2,400	-	31,920	42,143	3,896	163	46,202
Printing	13,965	7,433	10,074	31,472	14,699	11,829	10,938	37,466
Development	-	-	30,350	30,350	-	-	5,397	5,397
Travel, training and conferences	21,758	5,010	300	27,068	8,720	7,696	1,028	17,444
Dues and subscriptions	8,679	11,637	3,413	23,729	7,123	8,636	3,516	19,275
Uniforms	20,029	-	266	20,295	32,809	-	-	32,809
Interest and finance charges	1,376	16,372	-	17,748	3,015	13,947	-	16,962
Membership fees - affiliate	-	12,998	-	12,998	-	11,023	-	11,023
Special projects	12,713	-	-	12,713	7,162	-	-	7,162
Background checks	11,516	348	26	11,890	16,108	270	201	16,579
Postage	1,678	2,847	5,404	9,929	2,480	3,151	8,138	13,769
Awards	4,669	149	18	4,836	2,171	269	189	2,629
Paid activities	2,205	-	-	2,205	2,446	-	-	2,446
Allocation of management and general	34,036	(34,036)	-	-	46,649	(46,649)	-	-
	\$ 3,033,222	\$ 645,194	\$ 491,278	\$ 4,169,694	\$ 3,301,787	\$ 652,173	\$ 460,526	\$ 4,414,486

The notes are an integral part of these financial statements.

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

	<u>2014</u>	<u>2013</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ (175,528)	\$ (750,850)
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities		
Land lease amortization	42,040	40,424
Depreciation	348,152	359,060
Donated property and equipment	(38,023)	-
Change in value of beneficial interest in assets held at Community Foundation	(16,704)	(9,630)
Net appreciation on investments	(103,160)	(49,594)
Changes in operating assets and liabilities		
Grants receivable	(26,762)	87,244
Unconditional promises to give	52,501	6,247
Other assets	8,364	(8,604)
Accounts payable	66,978	(17,857)
Accrued salaries and expenses	(4,939)	(23,616)
Grants payable - Davis Love	14,193	13,340
Scholarships payable	10,751	20,000
Deferred revenue	(87,118)	(45,725)
Net cash provided (used) by operating activities	<u>90,745</u>	<u>(379,561)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of investments	(529,744)	(941,182)
Proceeds from the sale of investments	522,933	1,104,546
Purchases of property and equipment	(25,134)	(48,541)
Net cash provided (used) by investing activities	<u>(31,945)</u>	<u>114,823</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from loan payable - related party	250,000	100,000
Payments on loan payable - related party	(113,889)	-
Payments on loans payable	(119,307)	(116,490)
Net cash provided (used) by financing activities	<u>16,804</u>	<u>(16,490)</u>
NET CHANGE IN CASH	75,604	(281,228)
CASH		
Beginning of year	<u>181,806</u>	<u>463,034</u>
End of year	<u><u>\$ 257,410</u></u>	<u><u>\$ 181,806</u></u>
SUPPLEMENTAL CASH FLOW INFORMATION		
Cash paid for interest	<u><u>\$ 11,205</u></u>	<u><u>\$ 13,791</u></u>

The notes are an integral part of these financial statements.

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

NOTE 1 – ORGANIZATION

Boys & Girls Clubs of Monterey County (the Club) is a nonprofit public benefit corporation incorporated in September 1968. The Club's purpose is to provide guidance and to promote the health, social, educational, vocational and character development of youth residing in Monterey County, California. The Club operates centers in Seaside and Salinas and is primarily supported by contributions from the general public, as well as government and foundation grants. The Club is an affiliate of Boys and Girls Clubs of America.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting and presentation – The financial statements have been prepared on the accrual basis of accounting, under which revenues are recognized when they are earned and expenses are recognized when the related liabilities are incurred.

Description of net assets – The Club reports information regarding its financial position and activities according to the following three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Unrestricted net assets – Net assets that are not subject to donor-imposed use or time restrictions.

Temporarily restricted net assets – Net assets subject to donor-imposed stipulations that may or will be met either by actions of the Club and/or the passage of time. Such contributions are recorded as temporarily restricted until the purpose of the restrictions is met. When the purpose of restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported as net assets released from restrictions.

Permanently restricted net assets – Net assets subject to donor-imposed restrictions that will be maintained in perpetuity. The investment income generated from these assets is temporarily restricted by law until appropriated by the Board of Directors in support of the Club's programs and operations.

Use of estimates – Preparation of financial statements, in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect reported amounts of assets, liabilities, revenues and expenses and to disclose any material contingent amounts. Accordingly, actual results could differ from such estimates. Significant estimates include useful lives on property and equipment and valuation of land lease assets.

Cash – Cash includes cash on hand and bank checking accounts. Cash on deposit usually exceeds federally insured limits. The Club believes it mitigates the risk of concentration by depositing at major financial institutions. The Club has not experienced any losses in these accounts and believes they are not exposed to any significant credit risk with respect to cash.

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Grants receivable – Grants receivable consist of reimbursable program fees billed, but uncollected. Based on historical experience, management believes that all grants receivable are fully collectible and are expected to be collected within one year. Therefore, no allowance for doubtful accounts is recorded.

Unconditional promises to give – Unconditional promises to give consists of pledges receivable which are recognized when the donor makes a promise to give to the Club that is, in substance, unconditional. Promises to give that are expected to be collected within one year are recorded at net realizable value. Promises to give that are expected to be collected in future years are recorded at the present value of their estimated future cash flows reflecting a discount rate of 3.25% for 2014 and 2013. Amortization of these discounts is included in contributions revenue in the accompanying statements of activities and changes in net assets. The Club estimates an allowance for uncollectible accounts based on historical activity and analysis of individual promises to give. At June 30, 2014 and 2013, management recorded an allowance for doubtful accounts of \$8,120.

As of June 30, 2014 and 2013, three donors represented approximately 83% and 78%, respectively, of the total unconditional promises to give.

Investments – Investments are stated at fair value. Purchases and sales of securities are recorded on the trade date. Realized gains and losses are calculated based on the specific identification method. Unrealized gains and losses on investments are recorded based upon the change in the fair value of investments. Dividend income is recorded based upon the ex-dividend date. Interest income is recorded as earned on an accrual basis. Investment activity is reflected in the statements of activities as increases or decreases in unrestricted, temporarily restricted or permanently restricted net assets based on the intentions stipulated by donors.

Property and equipment – Property and equipment is stated at cost if purchased. Donated property and equipment is stated at the estimated fair value on date of donation and is reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property or equipment are reported as restricted support. Absent donor stipulations regarding how long donated assets are to be maintained, the Club reports expirations of donor restrictions when the donated or acquired assets are placed in their specified service, at which time the temporarily restricted net assets are reclassified as unrestricted. Major improvements and additions over \$5,000 are capitalized; maintenance and repairs which do not extend the useful life of the respective assets are expensed. Depreciation is computed on a straight-line basis over the estimated useful lives of the respective assets from five to thirty years.

Grants and scholarships payable – Grants and scholarships are recognized in the period the grant or scholarship is approved. Grants and scholarships payable, expected to be paid within future years, are recorded at the amount awarded. Discounts of future obligations expected to be paid past one year are not considered material.

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Deferred revenue – Deferred revenue primarily consists of a matching grant awarded by the State of California Youth Authority which requires the Club to operate the Salinas facility for no less than 20 years (until the year 2023). Accordingly, the grant related to the portion of the term which the Club has not yet fulfilled is recorded in the financial statements as deferred revenue. Revenue is being recognized ratably over the 20 year term.

Financial instruments – Financial instruments included in the Club's statements of financial position include cash, grants receivable, unconditional promises to give, beneficial interest in assets held at Community Foundation, investments, accounts payable, accrued salaries and expenses, grants payable - Davis Love, scholarships payable, loans payable - related party and loans payable. Beneficial interest in assets held at Community Foundation and investments are reflected in the accompanying statements of financial position at their estimated fair values using methodologies described below. The carrying amounts represent a reasonable estimate of the corresponding fair values for all other financial instruments.

Fair value measurements – Fair value is the price that would be received from selling an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. When determining fair value, the Club considers the principal or most advantageous market in which it would transact, and considers assumptions that market participants would use when pricing the asset or liability.

The three-level hierarchy for fair value measurements is defined as follows.

Level 1 – Valuation is based on observable inputs using quoted prices in active markets for identical assets or liabilities that are accessible at the measurement date.

Level 2 – Valuation is based on inputs from sources other than quoted prices in active markets that are either directly or indirectly observable as of the reporting date. This may include quoted prices for similar assets in an active market, quoted prices for similar assets in a market that is not active or valuation methods using models, interest rates and yield curves as observable inputs.

Level 3 – Valuation is based on unobservable inputs for the assets, reflecting the Club's consideration about the assumptions that a market participant would use in pricing the asset or liability, to the extent that observable inputs (Levels 1 and 2) are not available. Level 3 assets and liabilities include situations where there is little or no market activity for the asset or liabilities, and significant management judgment or estimates are required.

Investments are classified as Level 1 because they are valued using quoted prices in active markets. Beneficial interest in assets held at Community Foundation are classified as Level 2 because the Club records the values based on statements received from the Community Foundation of Monterey County (Community Foundation) and the assets invested are held in active markets.

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

While the Club believes its valuation methods are appropriate and consistent with those used by other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different estimate of fair value at reporting date. Those estimated values may differ significantly from the values that would have been used had a readily available market for such assets and liabilities existed, or had such assets and liabilities been liquidated, and these differences could be material to the financial statements.

Donations and grants – Revenues are recognized when the donor makes a promise to give to the Club that is, in substance, unconditional and are recorded at the amount promised. All donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Donated services, materials and volunteer time – The Club receives various types of donated materials and services. Donated services are recognized at fair value if the services (a) create or enhance nonfinancial assets or (b) require specialized skills are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. Donated materials are recorded if they would typically need to be purchased if not provided by donation. In-kind donations that meet the above criteria are recorded as contributions at the approximate fair market value at the time of donation. Donated services and materials provided to benefit special events are included in special event revenue and expenses. The Club recorded in-kind donations totaling \$244,041 and \$185,565 for the years ended June 30, 2014 and 2013, respectively.

Volunteers contribute substantial amounts of services toward the fulfillment of the Club's purpose, which do not require a specialized skill or they do not enhance a nonfinancial asset. Thus, no amounts have been recorded in the statements of activities as such services.

Functional allocation of expenses – The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of activities and changes in net assets. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Income tax status – The Club is a tax-exempt not-for-profit organization under Section 501(c)(3) of the Internal Revenue Code and Section 23701d of the California Revenue and Taxation Act, and is classified as other than a private foundation.

The Club has adopted the provisions related to accounting for uncertainty in income taxes, which defines a recognition threshold and measurement attribute for the financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return. The Club's management has considered its tax positions and believes that all of the positions taken in its federal and state tax returns are more likely than not to be sustained upon examination. With a few exceptions, the Club is no longer subject to federal tax examinations by tax authorities for the years ended before June 30, 2011.

Reclassifications – Certain accounts in the prior year financial statements have been reclassified for comparative purposes to conform to the presentation in the current year financial statements.

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

NOTE 3 – UNCONDITIONAL PROMISES TO GIVE

Unconditional promises to give consist of the following as of June 30.

	<u>2014</u>	<u>2013</u>
Pledges receivable	\$ 139,002	\$ 191,597
Discount to present value	(1,869)	(1,963)
Allowance for uncollectible accounts	<u>(8,120)</u>	<u>(8,120)</u>
	<u>\$ 129,013</u>	<u>\$ 181,514</u>

Unconditional promises to give are due as follows.

	<u>2014</u>	<u>2013</u>
Receivable in less than one year	\$ 119,002	\$ 151,597
Receivable within one to five years	<u>20,000</u>	<u>40,000</u>
	139,002	191,597
Discount to present value	(1,869)	(1,963)
Allowance for uncollectible accounts	<u>(8,120)</u>	<u>(8,120)</u>
	<u>\$ 129,013</u>	<u>\$ 181,514</u>

NOTE 4 – BENEFICIAL INTEREST IN ASSETS HELD AT COMMUNITY FOUNDATION AND FAIR VALUE DISCLOSURES

The Club has established two agency endowment funds with the Community Foundation for the benefit of the Club. The Community Foundation has full authority and discretion as to the investment and reinvestment of the assets.

The following tables present the fair value of beneficial interest in assets held at Community Foundation on the accompanying statements of financial position, as of June 30, by fair value hierarchy.

<u>2014</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Beneficial interest in assets held at Community Foundation	\$ -	\$ 126,583	\$ -	\$ 126,583

<u>2013</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Beneficial interest in assets held at Community Foundation	\$ -	\$ 115,387	\$ -	\$ 115,387

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

NOTE 5 – INVESTMENTS AND FAIR VALUE DISCLOSURES

The following tables present the fair value of investments on the accompanying statements of financial position, as of June 30, by fair value hierarchy.

<u>2014</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Mutual funds	\$ 2,202,865	\$ -	\$ -	\$ 2,202,865
Money market funds	<u>58,083</u>	<u>-</u>	<u>-</u>	<u>58,083</u>
	<u>\$ 2,260,948</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,260,948</u>
<u>2013</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Mutual funds	\$ 1,773,862	\$ -	\$ -	\$ 1,773,862
Money market funds	<u>371,607</u>	<u>-</u>	<u>-</u>	<u>371,607</u>
	<u>\$ 2,145,469</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,145,469</u>

Total investment fees were \$18,768 and \$18,575 for the years ended June 30, 2014 and 2013, respectively, and are included in professional fees in the accompanying statements of functional expenses.

NOTE 6 – PROPERTY AND EQUIPMENT

Property and equipment consist of the following as of June 30.

	<u>2014</u>	<u>2013</u>
Land	\$ 16,000	\$ 16,000
Building	9,258,686	9,258,686
Furniture and equipment	1,293,343	1,268,208
Landscaping	25,522	-
Vehicles	<u>310,796</u>	<u>298,296</u>
	10,904,347	10,841,190
Accumulated depreciation	<u>(4,960,863)</u>	<u>(4,612,711)</u>
	<u>\$ 5,943,484</u>	<u>\$ 6,228,479</u>

Depreciation expense for the years ended June 30, 2014 and 2013 was \$348,152 and \$359,060, respectively.

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

NOTE 7 – LAND LEASES

The Club is the beneficiary of a land lease from the City of Seaside for a term of 55 years that will expire in 2045 for an annual payment of \$1. Under the terms of the land lease, the Club provides young people with the opportunity to participate in social, recreational, physical, educational, vocational and guidance programs under adult supervision. The land lease asset represents an unconditional promise to give, which has been recorded to reflect the value of the use of the land based upon a monthly rent of 1.0% of the value of the property, estimated to be \$159,600. The future value of the donated rent has been discounted to its present value using an interest rate of 5.5%. In addition, the value of the lease has been reduced by an allowance of \$105,431 as not to exceed the estimated fair value of the underlying asset.

The Club is the beneficiary of a land lease from the City of Salinas for a term of 25 years that will expire in 2026 for an annual payment of \$1, with an option to extend for an additional 25 years. Under the terms of the land lease, the Club provides young people with the opportunity to participate in social, recreational, physical, educational, vocational, and guidance programs under adult supervision. The land lease represents an unconditional promise to give, which has been recorded to reflect the value of the use of the land based on an appraisal obtained which estimated the value of annual rent to be \$70,000. The future value of the donated rent has been discounted to its present value using an interest rate of 4.0%.

The benefit of the donated land leases are expected to be received as follows as of June 30.

	<u>2014</u>	<u>2013</u>
Receivable in less than one year	\$ 88,000	\$ 88,000
Receivable within one to five years	352,000	352,000
Receivable in more than five years	<u>958,000</u>	<u>1,046,000</u>
	1,398,000	1,486,000
Discount to present value	(476,014)	(518,729)
Allowance	<u>(105,431)</u>	<u>(108,676)</u>
	<u>\$ 816,555</u>	<u>\$ 858,595</u>

NOTE 8 – GRANTS AND SCHOLARSHIP PAYABLE

Grants payable - Davis Love, as of June 30, are due as follows.

	<u>2014</u>	<u>2013</u>
Payable in less than one year	\$ 64,529	\$ 52,379
Payable in one to five years	<u>41,543</u>	<u>39,500</u>
	<u>\$ 106,072</u>	<u>\$ 91,879</u>

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

NOTE 8 – GRANTS AND SCHOLARSHIPS PAYABLE *(continued)*

Scholarships payables, as of June 30, are due as follows.

	<u>2014</u>	<u>2013</u>
Payable in less than one year	\$ 35,751	\$ 30,000
Payable in one to five years	<u>55,000</u>	<u>50,000</u>
	<u>\$ 90,751</u>	<u>\$ 80,000</u>

NOTE 9 – LOANS PAYABLE

Loans payable consists of the following as of June 30.

	<u>2014</u>	<u>2013</u>
Loan payable to a private foundation payable monthly at 2% due January 2015.	\$ 52,000	\$ 120,000
Loan payable to a financial institution payable monthly at 7% due September 2015. Principal is collateralized by the assets of the Club.	<u>70,291</u>	<u>121,598</u>
	122,291	241,598
Current portion	<u>(107,231)</u>	<u>(119,506)</u>
	<u>\$ 15,060</u>	<u>\$ 122,092</u>

Total interest expense under these loans for the years ended June 30, 2014 and 2013 was \$9,677 and \$13,791, respectively.

Scheduled maturities of loans payable as of June 30, 2014 are as follows.

2015	\$ 107,231
2016	<u>15,060</u>
	<u>\$ 122,291</u>

The terms of the loan agreements require the Club to meet certain reporting covenants. The Club is not in compliance with all loan covenants as of June 30, 2014; however, the Club obtained waivers from the lenders.

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

NOTE 10 – TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets consisted of the following as of June 30.

	<u>2014</u>	<u>2013</u>
Donated land leases	\$ 816,555	\$ 858,595
Contributions restricted for a specific purpose	574,440	552,975
The Davis Love Family Scholarship Foundation	486,570	456,649
Other endowment income	439,820	365,300
Contributions receivable in future periods	40,000	61,000
Receivable for endowment set up	-	60,000
Unamortized discount and allowance for uncollectible accounts	<u>(9,989)</u>	<u>(10,083)</u>
	<u>\$ 2,347,396</u>	<u>\$ 2,344,436</u>

NOTE 11 – PERMANENTLY RESTRICTED NET ASSETS

Permanently restricted net assets are restricted endowments in which the principal is invested in perpetuity and the income is expendable to support the Club's operations.

NOTE 12 – ENDOWMENT FUNDS

The Club's endowment funds are comprised of seven individual funds established to support program activities. The endowment funds are composed of both donor-restricted and board designated funds to function as endowments and two agency endowment funds held at the Community Foundation. As required by generally accepted accounting principles of the United States of America, net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions.

Interpretation of relevant law – The Board of Directors of the Club has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA), which was effective as of January 1, 2009 in the State of California, as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Club classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Club in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Club considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

NOTE 12 – ENDOWMENT FUNDS *(continued)*

- The duration and preservation of the fund
- The purposes of the Club and the donor-restricted endowment fund
- General economic conditions
- The possible effect of inflation and deflation
- The expected total return from income and the appreciation of investments
- Other resources of the Club
- The investment policies of the Club

Return objectives and risk parameters – The Club has adopted investment and spending policies for endowment assets that attempt to achieve a growth in principal that will support a continuing rise in charitable distributions from its endowments, avoid a high degree of risk and ensure endowment funds will operate in perpetuity. Accordingly, the investment process seeks to achieve an after-cost total real rate-of-return, including investment income as well as capital appreciation, which exceeds the annual distribution with acceptable levels of risk. Endowment assets are invested in a well diversified asset mix, which includes equity and debt securities, that is intended to result in a consistent inflation-protected rate of return that has sufficient liquidity to make an annual distribution of 5.0%, while growing the funds if possible. Therefore, the Club expects its endowment assets, over time, to produce an average rate of return of approximately 8.0% annually. Actual returns in any given year may vary from this amount. Investment risk is measured in terms of the total endowment fund; investment assets and allocation between asset classes and strategies are managed to not expose the fund to unacceptable levels of risk.

Strategies employed for achieving objectives – To satisfy its long-term rate-of-return objectives, the Club relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Club targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term return objectives within prudent risk constraints.

Spending policy and how the investment objectives relate to spending policy – Annually, with the exception of agency endowments, the Investment Committee of the Club approves the amount to expend from the investment accounts, which is calculated as 5.0% to 7.0%, based on donor restrictions, of the investment accounts' fair value as of the last date of the previous fiscal year. In accordance with donor instructions, this amount is expendable for either general or specific purposes. Under the terms of the agency endowment agreements, the Club receives either the net income or an annual payout from agency endowments as determined by the Community Foundation.

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

NOTE 12 – ENDOWMENT FUNDS *(continued)*

Endowment net asset composition by type of fund, as of June 30, consists of the following.

<u>2014</u>	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total Net Endowment Assets</u>
Donor-restricted endowment funds	\$ (7,209)	\$ 439,819	\$ 1,826,884	\$ 2,259,494
Beneficial interest in assets held at Community Foundation	-	-	126,583	126,583
Board-designated endowment funds	<u>2</u>	<u>-</u>	<u>-</u>	<u>2</u>
	<u>\$ (7,207)</u>	<u>\$ 439,819</u>	<u>\$ 1,953,467</u>	<u>\$ 2,386,079</u>

<u>2013</u>	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total Net Endowment Assets</u>
Donor-restricted endowment funds	\$ (14,032)	\$ 365,300	\$ 1,763,676	\$ 2,114,944
Beneficial interest in assets held at Community Foundation	-	-	115,387	115,387
Board-designated endowment funds	<u>98</u>	<u>-</u>	<u>-</u>	<u>98</u>
	<u>\$ (13,934)</u>	<u>\$ 365,300</u>	<u>\$ 1,879,063</u>	<u>\$ 2,230,429</u>

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

NOTE 12 – ENDOWMENT FUNDS *(continued)*

During the years ended June 30, 2014 and 2013, endowment net asset activity consists of the following.

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total Net Endowment Assets</u>
Endowment net assets, June 30, 2012	<u>\$ (12,269)</u>	<u>\$ 322,910</u>	<u>\$ 1,874,879</u>	<u>\$ 2,185,520</u>
Contributions	2,035	-	-	2,035
Dividends and interest	-	88,271	-	88,271
Net realized (losses) and gains	(33)	32,966	-	32,933
Net unrealized gains	-	16,661	-	16,661
Change in value of assets held at Community Foundation	-	-	9,630	9,630
Distribution from assets held at Community Foundation	-	-	(5,446)	(5,446)
Appropriated for expenditure	(4,700)	(75,900)	-	(80,600)
Administration fees	<u>-</u>	<u>(18,575)</u>	<u>-</u>	<u>(18,575)</u>
Net endowment activity	<u>(2,698)</u>	<u>43,423</u>	<u>4,184</u>	<u>44,909</u>
Reclassification of deficient endowment fund activity	<u>1,033</u>	<u>(1,033)</u>	<u>-</u>	<u>-</u>
Endowment net assets, June 30, 2013	<u>(13,934)</u>	<u>365,300</u>	<u>1,879,063</u>	<u>2,230,429</u>
Contributions	4,150	-	3,208	7,358
Transfers	-	-	60,000	60,000
Dividends and interest	-	93,906	-	93,906
Net realized losses	(45)	(36,220)	-	(36,265)
Net unrealized gains	-	139,425	-	139,425
Change in value of assets held at Community Foundation	-	-	16,704	16,704
Distribution from assets held at Community Foundation	-	-	(5,508)	(5,508)
Appropriated for expenditure	(4,200)	(97,000)	-	(101,200)
Administration fees	<u>-</u>	<u>(18,770)</u>	<u>-</u>	<u>(18,770)</u>
Net endowment activity	<u>(95)</u>	<u>81,341</u>	<u>74,404</u>	<u>155,650</u>
Reclassification of deficient endowment fund activity	<u>6,822</u>	<u>(6,822)</u>	<u>-</u>	<u>-</u>
Endowment net assets, June 30, 2014	<u>\$ (7,207)</u>	<u>\$ 439,819</u>	<u>\$ 1,953,467</u>	<u>\$ 2,386,079</u>

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

NOTE 12 – ENDOWMENT FUNDS *(continued)*

Funds with deficiencies – From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA requires the Club to retain as a fund of perpetual duration. In accordance with accounting principles generally accepted in the United States of America, deficiencies of this nature that are reported in unrestricted net assets were \$7,210 and \$14,032 as of June 30, 2014 and 2013, respectively. These deficiencies resulted from unfavorable market fluctuations.

NOTE 13 – RETIREMENT PLAN

The Club maintains a Defined Contribution Money Purchase Plan; ERISA Section 404(c) Plan which is administered by Boys & Girls Clubs of America. The plan is available to employees who regularly work at least twenty hours as week, have attained the age of twenty-one and have at least one year of service. The Club contributes 3% of the eligible employees' salaries. Retirement plan contributions charged to expenses were \$47,748 and \$45,738 for the years ended June 30, 2014 and 2013, respectively.

The Club also maintains a 403(b) plan which is available to any Club employee. Employees may contribute up to the maximum allowed by IRS regulations. The Club does not make any contributions to this plan.

NOTE 14 – RELATED PARTY TRANSACTIONS

The Club purchases employee insurance and supplies from the Boys & Girls Clubs of America. The total was approximately \$55,548 and \$50,606 for the years ended June 30, 2014 and 2013, respectively.

The Club receives pass-through grants from the Boys & Girls of America, which is federally funded through the Office of Juvenile Justice and Delinquency Prevention. The grant totaled \$38,250 and \$59,000 for the years ended June 30, 2014 and 2013, respectively. The amounts received each year are to be used for expense reimbursements from October of the current fiscal year through September of the following fiscal year.

Approximately \$363,522 and \$180,000 in donations were received from members of the Board of Directors during the years ended June 30, 2014 and 2013, respectively.

During the year ended June 30, 2013, a board member loaned \$100,000 to the Club to assist with cash flow issues, presented as loan payable – related party on the accompanying statements of financial position. The payable balance as of June 30, 2013 was \$100,000, which was repaid in full by the Club to the board member in September 2013.

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

NOTE 14 – RELATED PARTY TRANSACTIONS *(continued)*

During the year ended June 30, 2014, a board member loaned \$250,000 to the Club to assist with cash flow issues, presented as loan payable - related party on the accompanying statements of financial position. The loan requires monthly principal payments of approximately \$7,000 through April 2017. Interest accumulates monthly at 3% and is payable at maturity. Scheduled maturities as of June 30, 2014 are as follows.

2015	\$ 83,333
2016	83,333
2017	<u>69,445</u>
	<u>\$ 236,111</u>

Interest expense for the year ended June 30, 2014 was \$1,528.

A Board member of the Club was an owner of Coastal Luxury Management (CLM), a vendor the Club used to assist with a fundraising event in the years ended June 30, 2014 and 2013. CLM also provided approximately \$114,490 and \$115,000 in in-kind services and supplies for the fundraising event in the years ended June 30, 2014 and 2013, respectively, and both the in-kind revenues and expenses are included in special events revenue and expenses in the accompanying statements of activities and changes in net assets. In 2014, the board member sold his shares in CLM and is no longer associated with the company.

NOTE 15 – FINANCIAL CONDITION

As shown in the financial statements, the Club incurred decreases in net assets of \$175,528 and \$750,850 during the years ended June 30, 2014 and 2013, respectively, including depreciation expense of \$348,152 and \$359,060, respectively.

The Club has used temporarily restricted funds to support operations. It is management's intention to pay the inter-fund borrowed money from the unrestricted fund back to the restricted funds over time. As of June 30, 2014, total cash and investments on hand for "Contributions received for a restricted purpose" and "The Davis Love Family Scholarship Foundation" totaled \$248,089 and \$1,452, respectively, and the respective temporarily restricted balances for these funds were \$574,440 and \$483,692, respectively. As of June 30, 2013, total cash and investments on hand for "Contributions received for a restricted purpose" and "The Davis Love Family Scholarship Foundation" totaled \$84,485 and \$30,428, respectively, and the respective temporarily restricted balances for these funds were \$486,570 and \$456,649, respectively.

In addition, during 2014, the Club borrowed \$250,000 from a board member to cover operating expenses.

The Club's staff and board have implemented a financial plan that is part of a broader strategic plan to address the Club's debt and operating expense obligations. A major focus of the Club's planning process is to identify new revenue sources, such as national foundations, corporations and major gifts, to ensure long-term financial stability and the reduction of debt.

BOYS & GIRLS CLUBS OF MONTEREY COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

NOTE 16 – PRIOR PERIOD ADJUSTMENT

The Club's financial statements as of July 1, 2012 and 2013 have been restated due to a misclassification of funds received for the Salinas Harden Youth Development Center resulting in a reclassification of \$738,281 and \$672,656, respectively, from temporarily restricted net assets to unrestricted net assets. In addition, the Club's financial statements as of July 1, 2013 have been restated due to a misclassification of funds received resulting in a reclassification of \$5,000 from permanently restricted net assets to unrestricted net assets.

Temporarily restricted net assets at June 30, 2012, as previously reported	\$ 3,146,648
Cumulative prior period adjustment	<u>(738,281)</u>
Temporarily restricted net assets at June 30, 2012, as restated	2,408,367
Change in temporarily restricted net assets for the year ended June 30, 2013, as previously reported	(129,556)
Cumulative prior period adjustment	<u>65,625</u>
Temporarily restricted net assets at June 30, 2013, as restated	<u>\$ 2,344,436</u>
Unrestricted net assets at June 30, 2012, as previously reported	\$ 3,858,723
Cumulative prior period adjustment	<u>738,281</u>
Unrestricted net assets at June 30, 2012, as restated	4,597,004
Change in unrestricted net assets for the year ended June 30, 2013, as previously reported	(630,478)
Cumulative prior period adjustment	<u>(60,625)</u>
Unrestricted net assets at June 30, 2013, as restated	<u>\$ 3,905,901</u>
Permanently restricted net assets at June 30, 2013, as previously reported	\$ 1,884,063
Cumulative prior period adjustment	<u>(5,000)</u>
Permanently restricted net assets at June 30, 2013, as restated	<u>\$ 1,879,063</u>

NOTE 17 – SUBSEQUENT EVENTS

The Club has evaluated subsequent events for potential recognition and/or disclosure through February 19, 2015, the date which the financial statements were available to be issued. No such events exist.

2014-15 Boys & Girls Clubs of Monterey County 10 Largest Financial Gifts

10/7/2014 Anonymous	General	200,000
12/17/2014 Monterey Peninsula Fndn	Healthy Lifestyles	150,000
6/26/2015 Taylor Farms	Summer & Gonzalez	150,000
9/16/2014 The David & Lucile Packard Foundation	General	140,000
7/31/2014 Harden Foundation	General	75,000
1/12/2015 Brigitte Wasserman	General	65,000
5/6/2015 Nancy Buck Ransom	General Donation & Summer Success Challenge	60,000
7/15/2014 Community Foundation For Monterey County	Teen Pathways	51,000
11/12/2014 Pebble Beach Foundation	Donation	50,000
7/8/2014 Hayward Family Foundation	Summer Success Donation	50,000
5/19/2015 Hayward Family Foundation	STEM & Teen Pathways	50,000

Ronald J. Johnson
12078 Saddle Road
Monterey, CA 93940
Phone: (831) 372-3949

EDUCATION

California State University, Long Beach, Bachelors Degree, Business Management, 1981.
NASD Series 7 Broker/Dealers License, Series 63 License, 1990.

PROFESSIONAL EXPERIENCE

2002 – Present *BOYS & GIRLS CLUBS OF MONTEREY COUNTY* SEASIDE, CA
Vice President of Operations – Senior leadership responsibilities include technology, setting company policies and procedures, transportation, facilities management, new projects, logistics, community relations and growth opportunities. Worked with a design and build company to execute the successful opening of Harden Youth Development Center project in Salinas in 2003. Experienced in setting up satellite clubs in schools.

2000 – 2002 *BOYS & GIRLS CLUBS OF MONTEREY COUNTY* SEASIDE, CA
Associate Director – Responsible for overseeing a daily after school youth development program, which serves over 3,000 members in 3 locations. Manage and train staff. Develop and maintain efficient internal operating systems. Work closely with the Executive Director to manage finances, facilities, personnel and organizational growth.

1994-2000 *BOYS & GIRLS CLUB OF THE MONTEREY PENINSULA* SEASIDE, CA
Director of Operations – Performed multiple functions both in program and management. Helped develop several successful programs and activities, which enhanced young peoples' social, emotional, educational and artistic growth. Recruited, hired and trained key staff. Managed all plant and equipment maintenance matters. Worked collaboratively with community partners.

1992-1994 *BOYS & GIRLS CLUB OF THE MONTEREY PENINSULA* SEASIDE, CA
Program Director – Trained and managed program staff. Coordinated several services for member/clients including educational, health and fitness, recreation, arts and technology programs. Worked as part of the management team to develop sound policies and procedures for both employees and clients.

1990-1992 *PRUDENTIAL SECURITIES* CARMEL, CA
Securities Broker – Assessed clients' financial needs, provided advice and guidance. Serviced over 200 client accounts, executing trades, setting up retirement and trust accounts, addressing insurance needs, etc.

1985-1990 *NFL PHILADELPHIA EAGLES FOOTBALL CLUB* PHILADELPHIA, PA
Player – Played Wide Receiver at the highest level. Played 3 years as the third receiver, then worked into the starting lineup the final 2 seasons. The Eagles made the playoffs in 1988 and 1989.

1981-1984 *CFL HAMILTON TIGER-CATS FOOTBALL CLUB* HAMILTON, ONT
Player – Played Wide Receiver in the Canadian Football League 4 seasons. Was an All-Star selection in 1983 and 1984. Played in the 1984 Grey Cup (the Canadian equivalent to the Super Bowl) in 1984.

COMMUNITY & CIVIC INVOLVMENT

Past President and board member for United Way of the Monterey Peninsula (1997-2001), California State University Monterey Bay Fellow (1998), member of the Monterey Peninsula Unified School District Healthy Start Collaborative (1996-2001), advisory council, City of Seaside Police Activities League (2001), board of directors, Pathways Foundation (2001), Monterey Peninsula College Foundation, (2003-2005), Herm Edwards Youth Football Camp, volunteer coach (1987-2009) Board of Trustees, All Saints Episcopal Day School (2003-2007) Monterey Bay Blues Festival (2010-2012).

PERSONAL

Enjoys reading, tennis and golf in spare time. Wife of 22 years, Lynn, is a meeting and event planner with *Evans & Johnson*. Proud parents of two sons, Wesley, 13 and Evan, 8.

MARLENE TROTTER-MURRAY

P.O Box 698/Pacific Grove, CA/93950

(831)277-5203-Cell/ E-mail: markiko24@yahoo.com

OBJECTIVE:

To continue my professional career in a management position with Boys & Girls Clubs of Monterey County while serving the youth and families in the Seaside community.

EXPERIENCE & CURRENT ENDEAVORS:

The Boys & Girls Clubs of Monterey County (BGCMC)-Seaside CA.

SR. IMPACT DIRECTOR

May 2009 - Present

- Responsible for overseeing consistency in programmatic Clubhouse operations.
- Directing and managing overall daily program for over 200 youth ages 6-18 years old.
- Cultivate and manage a high performing team of 20-30 Impact Specialists and Impact Leaders who deliver an engaging, age-appropriate and outcome driven program.
- Ensures safety and order in all aspects of Clubhouse operations as well as compliance to policy and standard operating procedures and serves as a resource for BGCMC Impact Directors.

PROGRAM DIRECTOR

August 2007 - May 2009

- Provided direct oversight for Membership Services, including outstanding program delivery across five core areas of programming: Sports, Fitness & Recreation, Health & Life Skills, Education & Career Development, the Arts, and Character & Leadership Development throughout the organization and across the Club sites.
- Evaluated and continuously renewed programs; provided staff and volunteer training, development and performance management; management of supplies, equipment and budgets; administered grants; developed and maintained community partnerships, and community relations.
- Demonstrated knowledge of the principles and practices related to facility and equipment management.
- Led healthy lifestyles initiative for BGCMC with recognition by BGCA with the 2008 Will Rogers Institute *Be Healthy, Be Fit, Be Great Award*.

WELLNESS COORDINATOR

October 2005 - August 2007

- Provide leadership to Wellness Team members across Club sites, with direct oversight and responsibility for the Arts, Health & Life Skills, Sports, Fitness & Recreation and Nutrition Program operations for the organization.
- Developed and implemented BGCMC's Nutrition Policy; evaluated and renewed programs to ensure compliance to Nutrition Policy and program standards; planned meetings and facilitated trainings for Wellness Team.
- Recruited, hired, trained and performance managed 8 managers and 20 Impact Assistants.

ARTS, HEALTH & LIFE SKILLS COORDINATOR

August 2004 - October 2005

- Responsible for successful arts programming and planning of Annual BGCA Fine Arts Exhibit.
- Facilitated Health & Life Skills and girls programming at four local middle schools, serving over 250 girls per year.

- Partnered with local health organizations to provide on-site services for youth and families and led quarterly Family Night events to promote wellness in the Seaside community.
- Supervised, trained and performance managed four Impact Assistants across club sites.

TEEN COORDINATOR

March 2000 - August 2004

- Direct the daily after-school program and intersession instruction for youth ages 13-18 years old.
- Facilitated prevention education programs and career and college ready curriculum for up to 100 at-risk youth each year.
- Collaborated with community teen programs to provide leadership and drug-free youth advocacy for teens in the Monterey Peninsula.
- Managed grants, maintained inventory of resources, and supervised, trained and performance managed three Impact Assistants and volunteers.

SALVATION ARMY HILO INTERIM HOME- HILO, HI

YOUTH DEVELOPMENT SPECIALIST III

February 1997 – February 2000

- Responsible for the development, training, and implementation of the SMART Moves Abstinence Program through BGCA's evidence based SMART Moves curriculum, serving over 150 youth.
- Acted as Boys & Girls Club of Hawaii's primary SMART Moves, Abstinence Program trainer for youth programs across the state of Hawaii.
- Provided outreach services for at-risk youth and families, which included: crisis intervention, mediation, recreational and academic skill development.

EDUCATION

Major in Psychology
Minor in Theatre

California State University, Chico

1989-1993

PROFESSIONAL DEVELOPMENT

SERVSAFE CERTIFIED (2005-2015)

FIRST AID, CPR, AED CERTIFIED (2013-2015)

CLASS B DRIVERS LICENSE (2000-CURRENT)

BGCA ANNUAL NATIONAL CONFERENCE PRESENTER, TRIPLE PLAY-HEALTHY HABITS (2008)

ADVANCED LEADERSHIP TRAINING (2008)

SERVICE-LEARNING LEADERSHIP INSTITUTE (2008)

MBA IMPACT- ESSENTIALS (2006)

BGCA ANNUAL NATIONAL CONFERENCE ATTENDEE (2006, 2007, 2008)

BGCA PACIFIC ADMINISTRATIVE CONFERENCE ATTENDEE (2005, 2008)

GANG PREVENTION THROUGH TARGETED OUTREACH TRAINING (2005, 2008)

JAPAN-AMERICA STUDENT BILATERAL EXCHANGE PROGRAM LEADER-SEASIDE, CA (2005, 2006)

JAPAN-AMERICA STUDENT ART EXCHANGE PROGRAM CHAPERONE- HAMADA, JAPAN (2002, 2007)

ASSOCIATION OF BOYS AND GIRLS CLUBS PROFESSIONALS MEMBER (2004)

BGCA PACIFIC SOUTH REGION YOUTH DEVELOPMENT CONFERENCE PLANNING COMMITTEE MEMBER (2001, 2002)

CONFLICT RESOLUTION TRAINING (2000)



January 15, 2016

City of Seaside
Community & Economic Development Services
440 Harcourt Ave.
Seaside, CA 93955

Re: Support of the Seaside Clubhouse Modernization and Capital Improvement Project Proposal to the City of Seaside for the 2016-2017 & 2017-2018 CDBG RFP Application

To Whom It May Concern:

On behalf of Special Kids Crusade, I am pleased to have this opportunity to affirm my full support of the Boys & Girls Clubs of Monterey County's proposal to implement the Seaside Clubhouse Exterior Facility and Capital Improvement Project through the 2016-2017 & 2017-2018 CDBG Program.

As the Program Director of *Including Special Kids*, I see the power of the Seaside Clubhouse as it opens its doors to children with developmental delays and welcomes these children into the wonderful member activities and programs. For many of these children and families, the partnership between Including Special Kids and the Seaside Club is the first time they have been welcomed into community events where their kids can join just like all the other kids. During the time at the Seaside Club, the ISK kids learn the same lessons as all the other members, specifically how to be productive members of our community. This is a lesson we want all of our community's children to learn, but many times children with developmental delays are not included in these lessons in citizenship. I am grateful for the Seaside Clubhouse's availability and accessibility of the entire facility as used by the Including Special Kids Program during the week, and by REACH Basketball on weekends. Working with the Boys & Girls Clubs of Monterey County at the Seaside Clubhouse provides a positive and inclusive atmosphere for our program participants to thrive. The facility is a well-known, centrally located, community gathering space; ideal for our youth and their families. It is one of few such locations to the community.

After 47 years of service to the city of Seaside, and 21 years in the current facility, the Seaside Clubhouse has served thousands of youth and their families for several generations. I am confident the CDBG investment will be stewarded wisely with the Boys & Girls Clubs of Monterey County's leadership. Its respected leadership has tremendous experience in partnering with a wide range of partners from youth, parents, schools, businesses, other youth service agencies, higher education partners, law enforcement, private investors and foundations among others. The Boys & Girls Clubs of Monterey County has been an asset to the Seaside community for over 47 years and is poised to continue to provide community partners, business and stakeholders with a modern, accessible, and centrally located venue for community events, meetings and activities; while continuing to serve Seaside youth, many of whom are low income and vulnerable.

I look forward to supporting Boys & Girls Clubs of Monterey County in its successful implementation of the Seaside Clubhouse Modernization and Capital Improvement Project. Please feel free to contact me at (831) 372-2730 should you need additional information regarding my support of the Boys & Girls Clubs of Monterey County's proposal.

Sincerely,

Deirdre Hickey Sturm, MA, MS
Program Director, Including Special Kids
Clinical Director, Special Kids Crusade

www.chservices.org
831.658.3811 phone
831.658.3815 fax

Administration Office
P.O. Box 3076
Monterey, CA 93942-3076



**community
human services**
hope. help. here.

January 7, 2016

Sharon Mikesell
Administrative Analyst, Economic Development
City of Seaside
440 Harcourt Avenue
Seaside, CA 93955

Dear Mrs. Mikesell:

Enclosed is Community Human Services' CDBG application for support in the amount of \$30,000 for facilities improvements in FY2016-2017 and \$30,000 for facilities improvements in FY2017-2018.

Thank you for the City of Seaside's ongoing support. It is so important that, as leaders in our community, our organizations continue to work together for Seaside and Monterey County families. Please do not hesitate to contact me if you have any questions.

Sincerely

A handwritten signature in blue ink that reads "Robin McCrae". The script is fluid and cursive.

Robin McCrae
Chief Executive Officer

I. General Forms

**City of Seaside CDBG
2016-2018 Community-Based Organization Application
Application Summary**

Please provide the information requested using this form. Please do not alter the form or change the font size or margins. Answer all questions, providing brief answers. Please do not exceed three printed pages. If submitting your application electronically, this form must be printed, signed, and scanned to PDF. You may also submit a signed hard copy of this form.

A. ORGANIZATION AND PROGRAM/PROJECT INFORMATION

1. Legal organization name: **Community Human Services**
2. Year organization was founded: **1969**
3. Tax status:
 ☒ 501 (c) (3) nonprofit
 ___ 501 (c) (____) Specify: _____
 ☒ Other status: **Joint Powers Authority** _____
Tax ID # (EIN): **94-6367167** _____
4. DUNS Number (CDBG): **10-209-8357**
5. Organization address: **1152 Sonoma Avenue, Seaside, CA 93955**
6. Telephone: **831-658-3811**
7. Fax: **831-658-3815**
8. Organization website: **www.chservices.org**
9. Executive director or principal officer (name and title): **Robin McCrae, CEO**
10. Email: **rmccrae@chservices.org**
11. Contact for this proposal: **Robin McCrae**
12. Daytime telephone: **831-658-3811**
13. Email: **rmccrae@chservices.org**
14. Mailing address, if different from above: **Community Human Services, P.O. Box 3076, Monterey, CA 93942**
15. Amount requested:* 2016-2017: **_\$30,000_** 2017-2018: **_\$30,000_**

*The City of Seaside has adopted a multi-year funding cycle for its CDBG program. Agencies awarded funds would be given an annual award with an option to extend that award for an additional year. However, this is not a guarantee to fund both years.

16. Period grant will cover: **July 1, 2016 – June 30, 2017 and July 1, 2017 – June 30, 2018**
17. Type of request (check all that apply):
☐ General support ☐ Program/project support
☒ Capital project ☐ Organizational development ☐ Other _____
18. Program/project title: **Genesis House**
19. Total project budget: **\$30,000 in 2016-2017 and \$30,000 in 2017-2018**
20. Total organizational budget (current year): **\$4,935,284**
21. Percentage of budget spent on fundraising (derive from Part IX, 5.D on the organization's 990): **1%**
22. Fiscal year ending date: **June 30, 2016**
23. Summary of the organization's mission (two to three sentences): **Addiction, mental illness and homelessness destroy lives and weaken families, therefore Community Human Services (CHS) provides people of all ages with the tools and support to overcome these challenges and create lasting change in their lives.**
24. Summary of the project or grant request (two to three sentences): **Genesis House is a state-licensed, residential substance abuse treatment program for adults 18 years of age and older. This grant would pay for facilities improvements related to kitchen improvements in FY2016-2017 and window replacements in FY2017-2018.**
25. Who will be served by the project or grant (demographics, direct number served, and service area(s))? **The population/target group that the Genesis House program serves is low- and very low-income Monterey County adults suffering from substance abuse. Individuals served by Genesis House are often unemployed or unemployable due to their addiction and unable to pay for services. In addition, socioeconomic factors, such as unemployment and poverty, increase the likelihood of substance abuse, making it vital that affordable treatment services are offered to low-income individuals. We anticipate serving 130 residents in Seaside during FY2016-2017 and an additional 130 residents in FY2017-2018. In addition the Perinatal Program allows mothers to bring their young children into treatment with them, eliminating what for some mothers is a barrier to treatment. Genesis House charges its clients on a sliding-fee scale; most pay as little as the minimum \$5 a day for their treatment, and payment can be delayed until after graduation from the program. No one is turned away from the program due to inability to pay, so it is a wonderful option for substance abusers who have hit "rock bottom," have no resources left, and are truly ready to go into treatment.**

B. BOARD OF DIRECTORS INFORMATION

1. What is the minimum and maximum number of board members required by your organization's bylaws? **Fifteen representatives and 15 alternates, appointed by the 15 JPA member cities and school districts.**
2. How much money did the Board of Directors (your organization's governing board) contribute to the organization in the most recent fiscal year? **\$1,520.00**
3. What percentage of the Board of Directors donated funds? **100%**

C. ORGANIZATION AGREEMENT and SIGNATURE

The organization hereby agrees that funds, if granted, will be used only for the purpose described above unless written approval from the grantmaker is received.

Robin McCrae

Signature of Authorized Representative

ROBIN McCRAE, CEO

Print Name and Title

1/12/16

Date Application Submitted

City of Seaside CDBG 2016-2018 Community-Based Organization Application Application Requirements

Each item listed on this Grant Application Checklist should be enclosed in this order with your application. Note that incomplete applications will not be accepted. Please do not type answers on this checklist; indicate the items enclosed by marking the corresponding box.

I. General Forms

- ☒ A completed and signed Application Summary (two pages) with signature of authorized representative.
- ☒ A letter from the Board Chairperson or Secretary indicating authorization to make this grant application.

II. Proposal Narrative (no more than 5 pages, please) including the following information:

A. Introduction and Background of Organization (incorporating the following points):

- Briefly describe your organization's history and major accomplishments.
- Describe your current programs and activities.
- Who is your constituency? Be specific about demographics such as race, gender, ethnicity, age, sexual orientation, and people with disabilities. How are they actively involved in your work and how will they benefit from this program or project?

B. Describe Your Request (incorporating the following points):

- Problem statement: what problems, needs, or issues are addressed, and how was this determined?
- How does your work address and/or change the underlying or root causes of the problem?
- Describe the program or project for which you seek funding, and why you decided to pursue this project.
- Include a list of all other grant requests (pending and approved) for this project, showing funding source and amount requested.
- Describe the location(s) where the service will be provided or the project will be completed. Include the days and hours of operation and provisions for access by disabled persons.
- Specifically, how will CDBG funding be used, and what costs will be covered by CDBG?
- Is this a new or continuing program or project?

C. Evaluation

HUD requires the City to assess and report the productivity and impact of CDBG funds. CDBG recipients must be able to establish clearly defined outcomes and quantify the effectiveness of activities. All applicants must demonstrate how they will measure the short-term and long-term success of their activities.

- Identify the need this program is addressing. What are the proposed goals to reduce the extent of problems or needs?
- What are the direct outcomes of the program's activities? What are the long- and short-term benefits that result from the program? Describe the methodology for measuring outcomes. (You need to measure at least one outcome.)

D. Proposed Accomplishments

Please briefly describe the activity's proposed accomplishments. (Accomplishments must be described in terms of households served, people served, businesses created, housing units created, jobs created, or public facilities undertaken.) Include the following information:

- Total estimated number of persons to be served by this project: **130**
- Total estimated number of low-income persons to be served by this project: **130**
- Anticipated percentage of low-income persons to be served by this project: **100%**

E. Project Budget

Provide a detailed program/project budget, in your agency's typical format, showing revenues and expenses for the total program/project, and explaining how the funds requested in this application would be allocated. Please see the sample included for guidance.

- If you are requesting funds for staff salaries, please indicate the cost by person showing approximate time by percentage of full-time hours that will be dedicated to the program or project.
- Please identify any other sources of funding that will be used to serve Seaside residents. Indicate if these sources are on hand, committed, or planned.

F. Organizational Structure

Please provide the following:

- ☒ A list of the current Board of Directors; include name, city of residence, and profession of each
- ☒ Staff roster with name and title
- ☒ Organization chart, if available

G. Organization's Financial Statements

Please provide the following:

- ☒ A detailed organization of the current annual budget (for the year reflected in the grant request), showing both income and expenses.
- ☒ Complete financial statements for the most recently completed fiscal year including:
 1. Balance Sheet or Statement of Financial Position. This financial statement lists the organization's assets and liabilities by category at a specific point in time. Examples of asset lines are cash, accounts receivable, prepaid expenses, property, and equipment. Examples of liability lines are accounts payable, salaries and wages payable, accrued vacation, plus equity/real estate, vehicles, and long-term debt.
 2. Profit & Loss Statement or Statement of Activities. This financial statement lists income and expenses by categories. Examples of income categories are grants, individual donations, earned revenue, and events. Examples of expense lines are salaries and wages, payroll taxes, insurance, contract services, occupancy/utilities/rent, insurance, and vehicle operation/maintenance.
- ☒ An audited financial statement for your most recently completed fiscal year.
- ☒ Complete year-to-date financial statements: 1) Balance Sheet or Statement of Financial Position; and 2) Profit & Loss Statement or Statement of Activities. If your year-to-date statements cover a period of three months or less, please provide financial statements for two completed years: both the most recently completed fiscal year and the prior year's.
- ☒ A list of the ten largest financial gifts (grants or gifts from individuals or organizations) received in your most recent fiscal year (donors who have requested anonymity may be listed as anonymous).

H. Staffing

Describe who will staff the program or project. Include all executive and management personnel who will be involved in the management of the program or project. Describe the experience and qualifications of these staff that are relevant to the proposed program or project. Note whether these positions are current employees or the positions will be funded if awarded funding. Attach resumes.

I. Project Schedule

Please provide a schedule for implementing the program.

- If this is a new program, show the timeline for launching it.
- If this is a seasonal program, indicate when activity will occur.
- For capital improvements, please show the timeline for scope of work, bidding, permitting, and construction.

J. CDBG Eligibility

Please note how your program or project will meet the CDBG requirement to primarily serve low-income persons. Please contact City staff if you are unsure.

☒ Services will be limited to persons who can demonstrate they are low income.

☐ Services will be limited to a group of persons who are presumed under CDBG to be low income. Please indicate the group from the list below.

- | | |
|---|--|
| ☐ Homeless persons | ☐ Seniors (62 years or older) |
| ☐ Permanently disabled persons | ☐ Abused children |
| ☐ Battered women | ☐ Illiterate adults |
| ☐ Persons with HIV/AIDS | ☐ Migrant farmworkers |

- The facility being improved serves a low-income area.
- The nature of the service provided or the location of the facility improved is such that it will primarily benefit low-income persons or persons presumed to be low income (above).
- If you will be limiting services to low-income persons or persons presumed to be low income, describe the systems you have in place or will put in place to determine, document, and report income eligibility.
- If you are proposing to serve a low-income area, please describe the area and how the service area was determined.
- If you are proposing that the service or facility can be presumed to serve low-income persons because of the nature or location, please explain.

K. Attachments

All applicants must submit the following along with the requested narratives. These may also be described above in the narrative.

- ☒ A list of the current Board of Directors; include name, city of residence, and profession of each
- ☒ Staff roster with name and title
- ☒ Organizational chart
- ☒ Program budget including staffing costs
- ☒ Annual budget
- ☒ Financial statements
- ☒ Evidence of other funding award or commitment (if shown in your budget)
- ☒ List of significant donors
- ☒ Staff resumes
- ☒ Letters of support (optional)

Applicants who have not received funding in either of the prior two years (2013–14 or 2014–15) must submit the following documentation. Applicants who have had changes to the following must also submit updated documentation.

- ☒ Articles of Incorporation
- ☒ IRS 501 (c)(3) letter
- ☒ Mission Statement

Prerequisites to Contracting and Reimbursement

Agencies who are awarded funding will be required to demonstrate the ability to comply with the administrative requirements of CDBG funding prior to the City executing a subrecipient agreement. Agencies awarded funds will be considered to be subrecipients under the City's CDBG grant. The requirements of the federal CDBG grant will pass through to subrecipients. All agencies awarded funds will also be required to meet the City's insurance requirements. Funds may not be expended by agencies awarded funds before the City provides written notice to proceed.

www.chservices.org
831.658.3811 phone
831.658.3815 fax

Administration Office
P.O. Box 3076
Monterey, CA 93942-3076



**community
human services**
hope. help. here.

January 7, 2016

Sharon Mikesell
Administrative Analyst, Economic Development
City of Seaside
440 Harcourt Avenue
Seaside, CA 93955

Dear Mrs. Mikesell:

I hereby authorize the enclosed request for funding in the amount of \$30,000 in FY2016-2017 and \$30,000 in FY2017-2018 on behalf of Community Human Services' Genesis House program for facilities improvements.

The City of Seaside has been a member of the CHS JPA since its inception in 1973, and the City has historically used CDBG funding to make its annual JPA contribution. We hope this win-win situation continues.

Community Human Services would like to express its thanks to the City of Seaside for this opportunity and for its past and present support of our Genesis House program.

Please do not hesitate to contact us if any further information regarding the Genesis House program is needed. We look forward to another year of success supported by the City of Seaside.

Sincerely,

Mary Ann Carbone
Board President

II. Proposal Narrative

II. Narrative

A. Introduction and Background of Organization

Community Human Services' (CHS) substance abuse, mental health, and youth services programs are vital to Monterey County's low- and very low-income residents who are suffering from addiction, mental or emotional illness, homelessness, or related issues that affect their ability to realize their full potential and succeed in life. Our agency has a 47-year history of developing, implementing and sustaining successful programs aimed at preventing and resolving these issues for a long-term impact on the community. Many of our programs focus on prevention and intervention, particularly those that serve at-risk or runaway and homeless youth. The results we produce are clear and measurable, and demonstrate a significant level of impact on the lives of our clients and Monterey County.

Originally established in 1969 as a grassroots effort of parents and community leaders concerned about the rising use of street drugs among youth on the Monterey Peninsula, CHS became a nonprofit organization in 1971. Three years later, several local cities and school districts adopted CHS and formed a Joint Powers Authority (JPA). Today 14 cities and school districts comprise the membership of the nonprofit JPA. Each member entity appoints a representative and an alternate to the governing board and makes a financial contribution to the agency annually, so that JPA members are directly invested in the agency's success. JPA representatives advocate for CHS to their respective councils and boards, which results in JPA funding of approximately \$150,000 annually. This unique organizational structure allows CHS to pool local resources and leverage state and federal funding for maximum impact, while responding rapidly to emerging community needs.

CHS' current programs and activities fall into three categories; Substance Abuse Services, Mental Health Services, and Youth Services. CHS's licensed (MFT, LCSW, and Clinical Psychologists), pre-licensed (registered interns and trainees), certified addiction counselors and trained paraprofessional staff provide these services at nine program sites and several school sites in Monterey County. The categories and program sites are as follows:

Substance Abuse Services	Mental Health Services	Youth Services
Genesis House, Seaside Long-term residential drug treatment for men, women and pregnant/parenting women and their children. Elm House, Seaside Affordable sober living environment, life skills education and supportive services for single women in early recovery from substance abuse. Off Main Clinic, Salinas Narcotic replacement therapy, counseling and medical services for individuals addicted to heroin and other opiates. Outpatient Substance Abuse Treatment, Monterey and Salinas Comprehensive alcohol and drug treatment services which include an array of recovery services using the latest counseling approaches and the use of evidence based practices.	Family Service Centers, Seaside, Salinas Individual, group and family counseling on a variety of issues; programs include SuperKids/SuperTeens school-based counseling, Domestic Violence/Anger Management psycho-educational groups, Parenting Education, Supervised Visitation and Exchange, and the Family to Family child welfare program.	Safe Place, Monterey Counseling, case management, family reunification, temporary and alternate placement, aftercare, education and prevention of sexual violence and sexually transmitted infections, food & food vouchers, hygiene kits, emergency medical care, clothing, life skills education and drop-in center for runaway and homeless youth. Safe Passage, Monterey Affordable transitional housing, life skills education and supportive services for older homeless youth ages 18-21. D.A.I.S.Y. (Drug and Alcohol Intervention Services for Youth) and R.O.P.P (Repeat Offender Prevention Program), Salinas Substance abuse and mental health counseling program for at risk youth and juvenile offenders.

Our agency-wide client base typically consists of the following:

- 76% at or below poverty level
- 51% Female, 49% Male,
- 29% 0-17 yrs, 69% 18-59 yrs, 2% 60+
- 2% Asian, 4% African American, 51% Hispanic, 33% White/Caucasian, 5% Multi-Racial, 5% Other

We do not record information on sexual orientation or disabilities but many of our programs serve special needs populations such as homeless, pregnant and parenting, transition-age youth, migrant families, intravenous drug users,

Gay, Lesbian, Bisexual, Transgendered, and Questioning (GLBTQ) and more. We never discriminate based on race, gender, ethnicity, age, sexual orientation, disabilities, or any other characteristic.

Current and former clients play an important role at CHS and are actively engaged in ongoing treatment and advocacy in the community. Direct service, program planning, and fundraising are just a few of the important contributions made by our current and former clients. Current and former residents of Genesis House hold bake sales to raise money for client expenses such as bus passes, prescription medications, and clothing. Genesis House graduates often transport clients to 12-Step meetings or serve as sponsors. After a one-year period of being clean and sober, grads may be employed as overnight and weekend relief staff. These positions are held almost exclusively by our graduates.

The ultimate benefit of CHS' programs often involves a complete change for the better in the life of a client—a profound transformation. The issues we address often affect relationships, finances, employment, living situations, physical health, mental and emotional health, and a person's level of fulfillment and success in life. Although clients are often provided with food, clothing, shelter, and crisis intervention, our work goes deeper to address the very behaviors, thoughts and attitudes that are at the root of so many individual and social problems, making the real long-term, positive effects of our programs immeasurable.

B. Request Description

Problem Statement: Substance Abuse Treatment programs have a high utilization rate and maintain long waiting lists, which supports the on-going high need for such services. The need for residential substance abuse treatment was determined by the Monterey County Health Department in a comprehensive needs assessment in the early 1970's. The 36 beds of residential treatment at Genesis represent about one-third of the County's publicly-assisted treatment beds.

The treatment of addiction will reduce the burden on local law enforcement by reducing crime, violence and homelessness and by increasing public safety. It will also increase employment, resulting in a reduced need for financial outlay by the city to provide funding towards jobless residents. Arguably, of all the cities in Monterey County, Seaside needs affordable treatment options the most. According to the State Department of Justice, in 2009 there were 125 felony drug arrests in the City of Seaside—the second highest in Monterey county, after Salinas. When adjusted for population size, the per capita rate of drug arrests in Seaside was nearly double that of Salinas.

The impact of addiction is felt strongly by the community. The economic costs of alcohol abuse in the United States are estimated to be approximately \$185 billion annually. Alcohol use is responsible for increased violence and crime, decreased worker productivity, higher health insurance premiums, and deaths and injuries from drinking-driving crashes. Untreated addictive disorders also contribute to homelessness. "For those with below-living wage incomes and who are just one-step away from homelessness, the onset or exacerbation of an addictive disorder may provide just the catalyst to plunge them into residential instability," according to the National Coalition for the Homeless. In the 2015 Monterey County Homeless Census and Survey, there were 259 homeless people in Seaside for the point-in-time count, the fifth highest in the county and over 11% of the County's Homeless population.

One of the most important indicators of a community's economic well-being, the unemployment rate, paints an even clearer picture. In its 2007 Key Indicator Report, the Monterey County Department of Social and Employment Services lists the "Challenges to Employment" faced by CalWorks customers. Substance abuse was impacting more of them than mental health or domestic abuse. The unemployment rate for Seaside in November, 2015 was 7.7% compared with 5.7% in California and 5.0% nationally.

Genesis House addresses and changes the underlying and root causes of the problem by enhancing public safety and improving the city's appearance on a number of fronts. The more substance abuse treatment options there are, the more crime and incarceration rates will be reduced. This has the clear effect of decreasing the burden on police and increasing public safety. Substance abuse treatment is also more fiscally sound than shepherding an individual through the justice system. Taken together, it is clear that funding Genesis House will save the City of Seaside money by reducing crime and police energy as well as reducing the dollar amounts spent on individuals convicted of crimes. Violent crimes like domestic violence and assault as well as non-violent crimes such as theft will also be reduced, creating a safer atmosphere in homes and in the community and improving Seaside's image among visitors and residents alike. Substance abuse treatment options such as Genesis House will also decrease the number of homeless persons residing in Seaside. The beds at Genesis House will provide fixed residency for a number of clients that most likely would have been living on the streets or out of their vehicles. The treatment provided will also provide our clients with the opportunity to learn the skills and coping mechanisms necessary to find long-term housing and become productive members of society.

The activity then will serve no less than three of the city's targeted priority populations; substance abuse treatment, crime prevention, and healthcare and counseling. It will also serve no less than two of the targeted priority populations; very low income households and persons recently incarcerated or on parole.

Each successful graduate of Genesis House is transformed from a drain on city resources to a productive member of the community. This change can last a lifetime and it is hard to fully comprehend the long-term benefits the city will reap as a result of this program. It is clear however that along with fundamentally changing the individual lives of our clients, Genesis House benefits the fiscal wellness, appearance, and public safety of Seaside as a whole.

Genesis House is a residential substance abuse treatment and recovery program serving Monterey County adults 18 years of age and older. It consists of two programs based on the needs of its clients:

- The Co-ed Program offers 28 beds and lasts approximately 3 to 6 months.
- The Perinatal Program offers 8 beds for pregnant and parenting women, with additional capacity for 6 children ages 0-5 to stay with their mothers while in treatment, and lasts approximately 7 to 10 months.

Residents of both programs receive a comprehensive assessment and individualized treatment plan; initial and ongoing medical services; medically supervised detoxification; individual and group counseling; HIV/AIDS, Hepatitis C and TB education, testing and counseling; relapse prevention; interactive parenting education; child care, transportation to medical/legal appointments; links to education, training, employment, housing and other community resources; 12 Step meetings on- and off-site; case management; discharge planning and aftercare. There is a family program to educate family members about addiction and recovery and how to best support an individual in recovery. In our most recently completed fiscal year, Genesis House served 126 co-ed clients with 9,260 bed days of service and 24 perinatal clients with 2,046 bed days of service. Clients contacted six months post-treatment consistently report sobriety rates of over 80%. We decided to pursue this project because the need is great and the funding sources to keep it active are minimal.

The following is a list of all other grant requests (pending and approved) for this program:

Source	Federal	State	Other	Private	Status	Award Date	Type
CITY OF SEASIDE – CDBG	30,000				REQUESTED		GRANT
BEHAVIORAL HEALTH CONTRACTS		924,970			PENDING		CONTRACT
CLIENT FEES			110,400		ONGOING		FEES
FOOD STAMPS			75,612		ONGOING		FEES
OTHER FUNDRAISING; JOINT POWERS AGENCY SUPPORT				2,000	PLANNED		GRANTS
TOTAL (sum by source)	30,000	924,970	186,012	2,000			

Genesis House is located in three adjacent buildings at 1152 Sonoma Avenue in Seaside, CA 93955. It is located on the border of Census Block Group 1, 0136 and Census Block Group 2, 0137. It has a 36-bed capacity for men and women. The co-ed program has a capacity of 28, while the perinatal program has a capacity of 8. In addition, up to six children ages 0-5 may reside with their mothers in treatment. Genesis House is a residential facility and open 24 hours a day, seven days a week.

CHS and Genesis House have a long history of serving a number of special target populations, including Latinos, African-Americans, individuals with HIV/AIDS, GLBTQ individuals, probationers/parolees, youth, adults, men, women, perinatal women, the homeless, etc. in a multitude of specially designed programs. In accordance with its cultural competency plan, CHS has a bilingual, bicultural staff reflective of its client population. The certified addiction counselors at Genesis House are in recovery themselves and have firsthand knowledge of the language, beliefs, norms and values of the subculture. As such, they are catalysts for change and hope-inspiring role models for recovery. Staff receives regular training to increase their cultural awareness. Through this lens of cultural competency, CHS and Genesis House provide substance abuse services in accordance with a variety of licensing and certifying entities, oversight agencies, rules and regulations, with fidelity to best practice models when applicable. All activities and buildings comply with ADA standards and are fully accessible for people with disabilities.

Specifically, this CDBG funding will be used to pay for facilities improvements as follows:

Facilities Improvement	FY	Total Requested HUD CDBG Funding, Seaside
Expand kitchen	2016-2017	\$5,000
Replace kitchen flooring	2016-2017	\$5,000

Install commercial range & exhaust hood	2016-2017	\$8,000
Install service counter & drop down gate	2016-2017	\$7,000
Replace kitchen work surfaces & storage	2016-2017	\$5,000
Grand Total		\$30,000

Facilities Improvement	FY	Total Requested HUD CDBG Funding, Seaside
Replace 72 single pane windows with double pane, vinyl windows	2017-2018	\$30,000
Grand Total		\$30,000

Genesis House is a continuing program that has been in operation for close to 40 years.

C. Evaluation

Genesis House addresses unmet community needs for Seaside's low-income population by providing access to a local residential substance abuse treatment and recovery program. We receive referrals from and coordinate services with the Department of Social and Employment Services, the Probation Department, and the Behavioral Health Department, as well as nonprofit organizations such as Salvation Army, Shelter Outreach Plus, Catholic Charities (all located in Seaside), as well as Friends Outside, Door to Hope, Sun Street Centers 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 the Parent Education Partnership, the Community Action Partnership on the Monterey Peninsula, and Family to Family community partnerships in Salinas, South County and the Monterey Peninsula. The collaborative work of CHS enriches all of its programs and ensures a high level of service coordination for our clients.

Community Human Services uses a Self-Sufficiency Matrix evaluation tool (adapted from the Arizona Self-Sufficiency Scale) agency-wide to measure the progress of all clients. Our clients will progress from a state of "In Crisis" or "Vulnerable" through "Safe" and "Stable," toward a state of "Thriving," as they are supported in reducing their substance use, improving their emotional and mental health, improving their living situation and increasing their self-sufficiency. In order to measure these outcomes, counselors will complete pre- and post-treatment evaluations of client's mental health, drug use, or living situation and self-sufficiency status using the Self-Sufficiency Matrix. Clients will be rated on a scale from 1 (In Crisis) to 5 (Thriving) in several domains. Domains measured will vary by program and may include mental health, substance abuse, support systems, life skills, housing, employment, food, legal, health care, education and parenting skills.

While the Self-Sufficiency matrix monitors short-term success, we monitor long-term success by following up with clients at regular intervals after they leave the program and by providing a complete aftercare program for graduates.

D. Proposed Accomplishments

The first year of this grant, FY2016-2017 would pay for facilities improvements related to the Genesis House kitchen. The kitchen serves close to 25,000 meals per year and is in need of serious upgrades. We plan on using this funding to expand the kitchen by removing an existing wall, replacing the kitchen flooring, installing a commercial range & exhaust hood, installing a service counter & drop down gate, and replacing all kitchen work surfaces & storage.

The second year of this grant, FY2017-2018 would pay for facilities improvements related to windows. We plan on replacing 72 single pane windows with double pane vinyl windows. This will not only improve the aesthetics at Genesis House but will greatly improve the heat loss and over time, result in a great deal of energy savings.

We have not received formal bids on this work but our facilities committee has identified these as immediate needs. We are currently almost set to begin asphalt work on our FY2015-2016 CDBG facilities grant and are confident we will be able to get all of this work done in a timely matter and within CDBG deadlines.

Although not facilities related, we anticipate the following programmatic accomplishments during the period of July 1, 2016 to June 30, 2017:

1. Total estimated number of persons to be served by this project: **130**
2. Total estimated number of low-income persons to be served by this project: **130**
3. Anticipated percentage of low-income persons to be served by this project: **100%**

H. Staffing

Community Human Services staff has extensive management and programmatic experience and longevity with both the agency and in the field of human services. Please see attached job descriptions and resumes for our Chief Executive Officer, Chief Financial Officer, Senior Program Officer, Development Director and Program Officer.

Robin McCrae, M.A., Chief Executive Officer: Ms. McCrae became Executive Director of CHS in 1994. She earned a B.A. and an M.A. from the University of California, Davis. Under her leadership, CHS eliminated its debt and established an operating reserve. She has been instrumental in developing several new CHS programs such as CATS, Elm House, DAISY, the Parent Education Program, Safe Passage and the street outreach program at Safe Place. Robin will be the "Project Lead" and City's contact person.

Sharon Lagana, Chief Financial Officer: Ms. Lagana is a CPA with over 30 years of experience, including work in not-for-profit accounting, auditing and tax preparation. She was the CFO for United Way Monterey County for the past six years and joined CHS in 2014. She is experienced accounting, financial reporting and human resource functions, general ledger reconciliations, payroll and employee benefit processing, bank and investment account reconciliations, financial statement and annual budget development and preparation, annual audit preparation and organization, and tax return preparation and filing. Sharon will be responsible for all fiscal matters and reporting regarding the project.

Marta Sullivan, Senior Program Officer: Ms. Sullivan has worked in the addiction field for over twenty years. She was the first treatment coordinator for Monterey County Drug Court and helped develop many of the initial treatment protocols for program participants. Marta has also worked in program management and non-profit agency administration for the last fifteen years. Marta will not have defined duties other than providing support to Clive Stewart and other staff as needed.

Clive Stewart, Program Officer: Mr. Stewart began working at Genesis House as a Relief Staff employee in 1997. In 2004 he became a full-time employee and was promoted to Counselor II. He holds a California Association of Alcoholism and Drug Abuse Counselors (CAADAC) certification as well. He is a model employee and Counselor and has been a strong, dependable presence at Genesis House for the past 16 years. Clive will facilitate scheduling of work to be done and continue to supervise Safe Place during the project.

Robert Rapp, Development Director, has over ten years of experience working with local non-profits as a Development Director, Program Manager and Contract Grant Writer. Rob has a M.A. in History from California State University East Bay and a B.A. in Psychology from Cornell College in Iowa. Rob will prepare the bid package for the project, help select the winning bid, and facilitate all non-financial reporting and paperwork related to the project. He will also be the secondary "Project Lead" and contact person with the city.

I. Project Schedule

- If this is a new program, show the timeline for launching it. **This is an existing program.**
- If this is a seasonal program, indicate when activity will occur. **This is a year round program.**
- For capital improvements, please show the timeline for scope of work, bidding, permitting, and construction. **We are requesting funding for two distinct projects – one for FY2016-2017 and one for FY 2017-2018. We plan on going to bid in October, deciding on a bidder in December, securing all permitting in January, starting work in February, and finishing each project by June of each respective year.**

J. CDBG Eligibility

- ☒ Services will be limited to persons who can demonstrate they are low income.

The Chief Executive Officer, Chief Financial Officer, Chief Program Officer and Program Officer conduct monthly reviews of 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. Staff collects quantitative and qualitative data for process and outcome evaluation, and to report to funders. Data collected during the intake process and in monthly statistics reports includes standard client demographic data (age, gender, ethnicity, income, city of residence, etc.), quantity of services provided by type, number of unduplicated clients served, etc. Data is also collected to assist with treatment planning and case management, such as barriers to treatment and how they were overcome, risk factors, substance abuse history, employment history, family history, legal history, and other characteristics of interest. Data is collected numerically, by observations, interviews, and focus groups, and through consumer satisfaction surveys. The information is reported in spreadsheet (Excel) and narrative (Word) format.

The demographic data collected also supports investigations into correlations between outcomes and practices. This enables us to identify and solve implementation problems and track the quantity and quality of services provided. Close attention to income and ethnicity demographics helps ensure that the program is providing services to the whole range of the target population.

E. Project Budget

Organization Name: COMMUNITY HUMAN SERVICES

Program Name: GENESIS RESIDENTIAL PROGRAM

Program Date: 7/1/16 – 6/30/17

Request to: CITY OF SEASIDE - CDBG

		RESIDENTIAL TREATMENT SERVICES	TOTAL
<u>INCOME:</u>			
<u>CONTRACT/GRANTS:</u>			
<i>CITY OF SEASIDE - CDBG (PROPOSAL)</i>		30,000	30,000
UNITED WAY MONTEREY COUNTY		-	-
RUNAWAY YOUTH PROGRAM		-	-
SOCIAL SERVICES		-	-
HEALTH DEPARTMENT		924,970	924,970
SCHOOL CONTRACTS		-	-
PROBATION		-	-
subtotal		954,970	954,970
<u>PROGRAM SERVICE FEES:</u>			
CLIENT FEES		110,400	110,400
FOOD STAMPS		75,612	75,612
OTHER		17,370	17,370
subtotal		203,382	203,382
<u>OTHER INCOME:</u>			
JOINT POWER AGENCY SUPPORT		-	-
OTHER GRANTS		2,000	2,000
FUNDRAISING GOALS		-	-
INTEREST		-	-
subtotal		2,000	2,000
TOTAL INCOME:		1,160,352	1,160,352

	# STAFF	RESIDENTIAL TREATMENT SERVICES	TOTAL
<u>EXPENSES (ON GOING):</u>			
<u>SALARIES:</u>			
SENIOR PROGRAM OFFICER	0.20	14,553	14,553
PROGRAM OFFICER	1.00	55,572	55,572
COUNSELOR III/INTERN	1.00	51,816	51,816

COUNSELOR II	4.00	163,548	163,548
BILLING CLERK/OFFICE MANAGER	1.00	33,600	33,600
RESIDENTIAL SERVICES COORDINATOR	1.00	28,000	28,000
CONTRACT STAFF	7,500 HRS	95,000	95,000
SALARY ADJUSTMENT	0.05	-	-
subtotal		442,089	442,089
EMPLOYEE BENEFITS:			
STATE UNEMPLOYMENT	1.99%	8,814	8,814
WORKMAN'S COMP	3.03%	13,391	13,391
MEDICAL/DENTAL INS	21.17%	93,587	93,587
ACCRUED VACATION	0.00%	-	-
LONG TERM DISABILITY	0.31%	1,387	1,387
RETIREMENT	3.76%	16,627	16,627
subtotal	30.27%	133,806	133,806
OPERATING EXPENSES:			
PROFESSIONAL FEES		20,160	20,160
SUPPLIES/POSTAGE		8,034	8,034
MEDICAL FEES/SUPPLIES		14,657	14,657
TELEPHONE		5,569	5,569
OCCUPANCY COSTS/UTILITIES		42,747	42,747
FACILITY MAINTENANCE		33,494	33,494
EQUIPMENT RENTAL		22,370	22,370
PRINTING/PUBLICATION		8,460	8,460
TRAVEL		10,361	10,361
CONFERENCE/TRAINING		5,984	5,984
ASSISTANCE TO INDIVIDUALS (FOOD, PERSONAL)		76,200	76,200
DUES/LICENSE/FEES		1,142	1,142
ADVERTISING		1,688	1,688
INSURANCE		16,250	16,250
INTEREST EXPENSE		52,800	52,800
DEPRECIATION EXPENSE		-	-
subtotal		319,916	319,916
ADMIN DISTRIBUTION:		238,217	238,217
DISTRIBUTED TOTALS:		1,134,028	1,134,028
SURPLUS/<DEFICIT>:		26,324	26,324



Agency Name:

Worksheet # 1 - Project to be Funded

[illegible]



Agency Name:

Worksheet # 1 - Project to be Funded

[illegible]

F. Organizational Structure

COMMUNITY HUMAN SERVICES
Board of Directors and Alternates
(Revised July 2015)

<u>City of Carmel</u> Vacant	Paul Tomasi, Alternate (06/13) Carmel City Hall PO Box CC Carmel-by-the-Sea, CA 93921 (W) 620-2007 E-Mail: ptomasi@ci.carmel.ca.us Occupation: Deputy City Clerk
<u>City of Del Rey Oaks</u> Mike Ventimiglia (01/13) 10 Alta Circle Del Rey Oaks, CA 93940 (H) 596-0657 E-Mail: Mikevent4@gmail.com Occupation: Council Member	
<u>City of Marina</u> Nancy Amadeo (01/11) 3283 Cove Way Marina, CA 93933 (H) 384-5486 (O) 236-2235 E-Mail: nancyamadeo@gmail.com Occupation: Council Member	
<u>City of Monterey</u> Alan Haffa (01/13) 10 Loma Vista Place Monterey, CA 93940 (C) 648-1690 E-Mail: haffa@monterey.org Occupation: Council Member	Mike Aspland (08/12) 580 Pacific Street Monterey, CA 93940 (O) 646-3804 E-Mail: aspland@ci.monterey.ca.us Occupation: Assistant Police Chief

COMMUNITY HUMAN SERVICES
Board of Directors and Alternates
(Revised July 2015)

<u>City of Pacific Grove</u> Alan Cohen, Vice Chair (12/06) P.O. Box 425 643 Laurel Avenue Pacific Grove, CA 93950 (H) 649-6167 (F) 648-8367 E-Mail: alanpg@comcast.net Occupation: Business Owner/City Council	Vacant, Alternate
<u>City of Salinas</u> Vacant	Vacant, Alternate
<u>City of Sand City</u> Mary Ann Carbone, Chair (9/96) (07/12) City of Sand City 1893 Park Avenue Sand City, CA 93955 (H) 1893 Park Avenue, Sand City (H) 899-5433/394-2472 Fax (C) 917-6225 E-Mail: chumashmamal@aol.com Occupation: Construction/City Council	Linda Scholink, Alternate (4/94) Finance Committee Member City of Sand City 1 Sylvan Park Sand City, CA 93955 (H) 1630 Mescal Street, Seaside (O) 394-3054, ext.20/394-2472 Fax (H) 393-0629 (C) 917-6231 E-Mail: linda@sandcity.org Occupation: Director of Administration Services
<u>City of Seaside</u> Mary Mitchell (12/01), (12/97-MPUSD) 1672 Mescal Street Seaside, CA 93955 (H) 394-0113/394-0113 Fax E-Mail: mescal16@att.net Occupation: Retired Educator	Dave Pacheco, Alternate (01/13) 560 Trinity Ave. Seaside, CA 93955 (O) 899-8846 E-Mail: DPacheco@ci.seaside.ca.us Occupation: Council Member

COMMUNITY HUMAN SERVICES
Board of Directors and Alternates
(Revised July 2015)

<u>Carmel Unified School District</u> Annette Yee Steck (12/93) (Finance Committee Chair) 27205 Meadows Road Carmel, CA 93923 (C) 915-6175 (O) 626-4524 E-Mail: AnnetteYee@aol.com Occupation: Municipal Advisor/School Board	Dr. John Ellison (01/12) 27530 Mooncrest Drive Carmel, CA 93923 (O) 624-1546 E-Mail: johnnellison@mac.com
<u>Monterey Peninsula Unified School District</u> Alana Myles, (01/15) 1 Quendale Ave Del Rey Oaks, CA 93940 (H) 393-0870 E-Mail: amyles@mpusd.k12.ca.us Occupation:	Vacant, Alternate
<u>Pacific Grove Unified School District</u> Vacant	Vacant, Alternate
<u>Monterey Peninsula Community College</u> Loren Steck, (02/04) 27205 Meadows Road Carmel, CA 93923 (O) 626-3620 (C) 915-4515 E-Mail: lorensteck@gmail.com Occupation: Psychologist/School Board	Victoria Phillips (02/14) 721 Fernwood Ave. Monterey, CA 93940 E-Mail:
<u>North Monterey County Unified School District</u> Claire Davies (08/11) 13994 Castroville Blvd. Castroville, CA 95012 (o) 831-633-6168 x 101 E-mail: cdavies@nmcusd.org Occupation: Director of Special Services	Dr. Richard Diaz, Alternate (10/07) 8142 Moss Landing Road Moss Landing, CA 95039 (O) 633-3343 x223 (C) 262-0145 (F) 633-3435 E-Mail: richardddiaz@nmcusd.org Occupation: Director of Special Projects

COMMUNITY HUMAN SERVICES
Board of Directors and Alternates
(Revised July 2015)

<u>Monterey County Office of Education</u> Harvey Kuffner (02/01) 24710 Dolores Street Carmel, CA 93923 (H) 626-1951 E-Mail: hkuffner@comcast.net Occupation: School Board	Mary Claypool, Alternate (02/13) MCOE P.O. Box 80851 Salinas, CA 93912 (H) 917-3777 E-Mail: maryclaypool@sbcglobal.net Occupation: School Board
<u>Santa Rita Union School District</u> Vacant	Vacant, Alternate
<u>CHS Staff Emergency Contact Information</u> Robin McCrae, CEO 919 Sierra Madre Salinas, CA 93901 (H) 455-2197 / (C) 595-3715 E-Mail: rmccrae@chservices.org	Sharon Lagana, CFO (10/14)

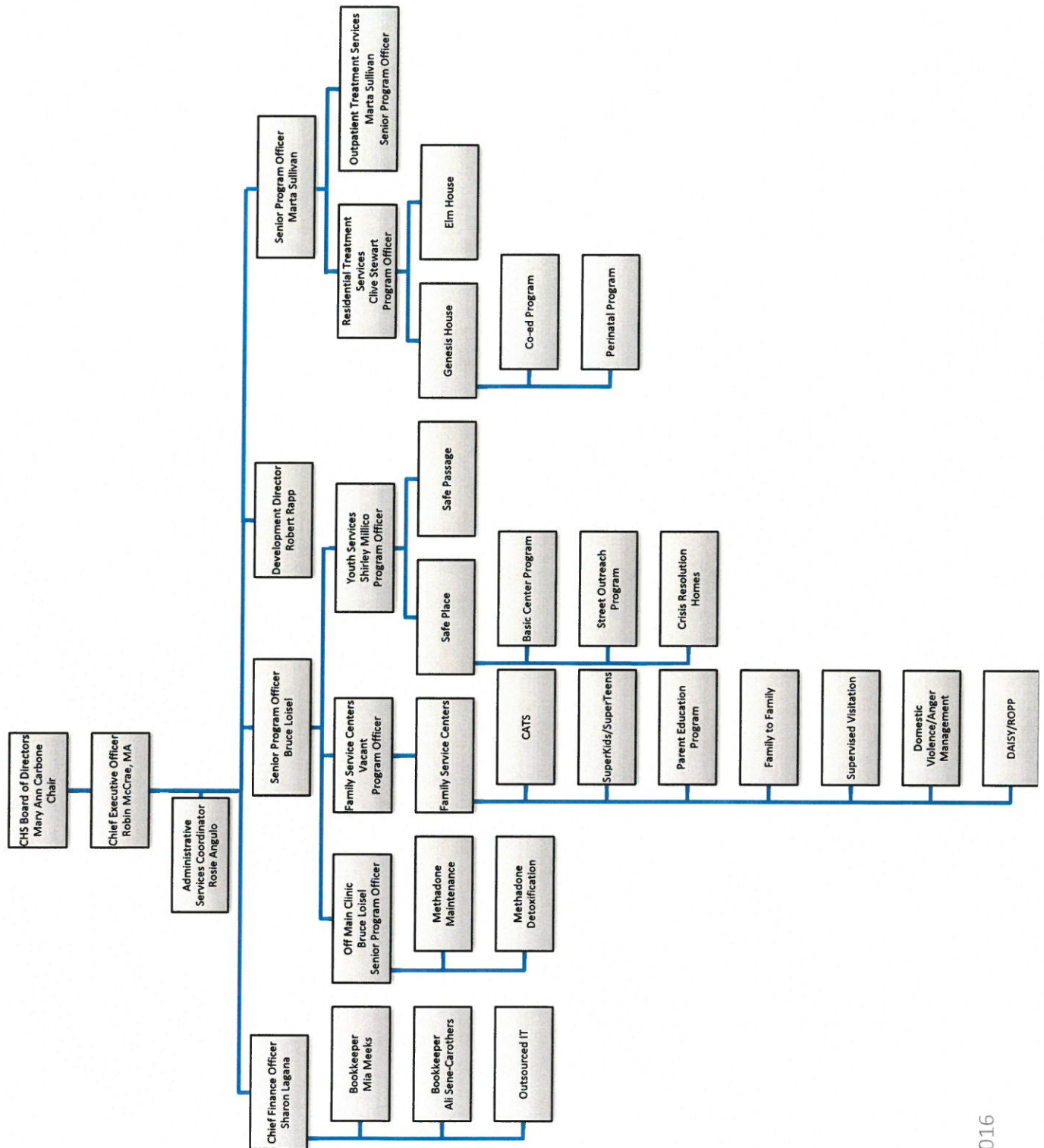
Please note: Any time this list of Board Members is changed, (someone is added or deleted) a copy of the revised list must be sent, with the appropriate State form noting "see changes on attached list", to the Secretary of State, P.O. Box 944225, Sacramento, CA 94244-2250 (916-653-3984).

Community Human Services Employee Roster

Designation	Last Name	First Name	Position	Unit	Location
Part-time/Hourly	Gaudoin	Edgar	Janitor	Administration	ADMIN
Full-time/Regular	McCrae	Robin	Executive Director	Administration	ADMIN
Full-time/Regular	Meeks	Mia	Bookkeeper	Administration	ADMIN
Full-time/Regular	Rapp	Robert	Director	Administrative	ADMIN
Full-time/Regular	Sene-Carothers	Alice	Bookkeeper	Administration	ADMIN
Full-time/Regular	Sharon	Lagana	Finance Director	Administration	ADMIN
Full-time/Regular	Ulloa-Angulo	Rosie	Coordinator	Administration	ADMIN
Full-time/Regular	Preciado	Jalissa	Community Liaison	FSC-SLS	F2F
Full-time/Regular	Allen	Margie	Program Officer II	FSC	FSC
Full-time/Regular	Gonzales-Elias	Cristina	Office manager	FSCSEA	FSCSEA
Full-time/Regular	Huizar	Laura	Specialist	Pathways	FSCSEA
Part-time/Hourly	Leone	Bill	Trainee	Center Salinas	FSCSEA
Full-time/Regular	Worthy	Kamilia	Specialist	Pathways	FSCSEA
Full-time/Regular	Alejandro	Melissa	C II	DAISY	FSCSLS
Full-time/Regular	Andrade	Maria Teresa	C II	DAISY	FSCSLS
Part-time/Hourly	Baker	kristina	Counseling Intern	FSCSLS	FSCSLS
Part-time/Hourly	Buddle	Erika	Parent Ed	FSCSLS	FSCSLS
Part-time/Hourly	Camacho	Zacarias	Counseling Intern	SK/ST	FSCSLS
Part-time/ hourly	DeAnda	Abram	Counseling Intern	FSCSLS	FSCSLS
Part-time/ hourly	DeMasters	Zaday	Parent Ed	FSCSLS	FSCSLS
Part-time/Hourly	Diaz	Jeannette	office assistant	Center Salinas	FSCSLS
Part-time/Hourly	Gonzales	Linda	Visitation Monitor	Center Salinas	FSCSLS
Part-time/ hourly	Goodwin	Beth	Counseling Intern	FSCSLS	FSCSLS
Full-time/Regular	Guzman	Mayra	Liaison	Center Salinas	FSCSLS
Part-time/Hourly	Lippincott, Ph.D	Brian	Clinical Supervisor	Center Salinas	FSCSLS
Full-time/Regular	Lopes-Puga	Ariana	C II	DAISY	FSCSLS
Full-time/Regular	Mariano-Mendez	Adriana	Office manager	FSCSLS	FSCSLS
Full-time/Regular	Nesheim, Psy.D	Sandra	Specialist, Bilingual	Center Salinas	FSCSLS
Part-time/Regular	Rodriguez	Maria Teresa	Instructor	Center Salinas	FSCSLS
Part-time/Hourly	Rossi	Adolf	DV Facilitator	Center Salinas	FSCSLS
Part-time/ hourly	Rossi	Rebecca	Trainee	FSCSLS	FSCSLS
Part-time/ hourly	Vasquez	Juanita	Parent Ed	FSCSLS	FSCSLS
Part-time/ hourly	Wijting	Mary Anne	Counseling Intern	FSCSLS	FSCSLS
Part-time hourly	Camacho	Maria Teresa	PE	FSC-SLS	FSC-SLS
Part-time/Hourly	Mendoza	Sandra	Coord	FSCSLS	FSFSL
Part-time/hourly	Bundy	Letitia	Relief Staff	Genesis House	GH
Part-time/ hourly	Castellanos	Edgar	Relief Staff	Genesis House	GH
Full-time/Regular	Clark	Jim	C II	Genesis House	GH
Part-time/ hourly	Cox	Julia	Relief Staff	Genesis House	GH
Part-time/Hourly	Ezekiel	Myrna	Parent Ed Instructor	Genesis House	GH
Full-time/Regular	Goethals	Gem	C II	Genesis House	GH
Part-time/ hourly	Luna	Cesar	Relief Staff	Genesis House	GH
Full-time/Regular	Perez	Vicki	Office manager	Genesis House	GH
Full-time/Regular	Prader-Rowland	Sherry	Counselor III	Genesis House	GH

Full-time/Regular	Ralston	Helga	Counselor III	Genesis House	GH
Part-time/ hourly	Reyes	Richard	Relief Staff	Genesis House	GH
Full-time/Regular	Stewart	Clive	Program Officer	Genesis House	GH
Part-time/ hourly	Swanson	Sandi	Relief Staff	Genesis House	GH
Part-time/ hourly	Toole	Mark	Relief Staff	Genesis House	GH
Part-time/ hourly	Waters	Julie	Relief Staff	Genesis House	GH
Part-time/ hourly	Williams	Bryant	Relief Staff	Genesis House	GH
Full-time/Regular	Wilson	Catherine	C II	Genesis House	GH
Part-time/ hourly	Winters	Kathy	Relief Staff	Genesis House	GH
Part-time hourly	Wittmann	Tatum	Relief Staff	Genesis House	GH
Full-time/Regular	Clements	Lillian	C II	Off Main Clinic	OMC
Full-time/Regular	Gutierrez-reynolds	Doreena	C II	Off Main Clinic	OMC
Part-time/Hourly	Jones	James	Dispensing Nurse	Off Main Clinic	OMC
Full-time/Regular	Logsdon	Anna	C II	Off Main Clinic	OMC
Full-time/Regular	Loisel	D.Bruce	Officer	Off Main Clinic	OMC
Part-time/Hourly	Okeke	Onyeka	Nurse	Off Main Clinic	OMC
Full-time/Regular	Payne	Susan	Counselor Ii	Off Main Clinic	OMC
Full-time/Regular	Salinas	Jessica	Office manager	Off Main Clinic	OMC
Full-time/Regular	Duran	Silvia	Support Nurse	Off Main Clinic	OMC
Full-time/Regular	Mohler	Jennifer	C II	Off Main Clinic	OMC
Full-time/Regular	Jackson	Marachelle	C III	Out Patient	OP
Full-time/Regular	Sullivan	Marta	Officer	Out Patient	OP
Part-time hourly	Nair	Sapna	C II	OPTC-MRY	OPTC
Part-time/ hourly	Burwash	Kimberly	Relief Staff	Safe Passage	Safe Passage
Part-time/ hourly	Garcia	Ali	Relief Staff	Safe Passage	Safe Passage
Full-time/Regular	Lopez	Silvia	program coordinator	Safe Passage	Safe Passage
Full-time/Regular	Leyva	Chelsea	C II	SOP	Safe Place
Full-time/Regular	Metz	Heather	C II	Safe Place	Safe Place
Full-time/Regular	Millico	Shirey	Program Officer	Safe Place	Safe Place
Full-time/Regular	Tichi	Edna	C II	Safe Place	Safe Place
Part-time/ hourly	Martinez	Victor	C II	Safe Place	Safe Place
Part-time hourly	Garcia	Jose	Laundry Service	Safe Place	Safe Place
Full-time/Regular	Thompson	Gary	Counselor II	Safe Place	SOP

Community Human Services Organization Chart



1/10/2016

G. Organization's Financial Statements

Community Human Services
Current Detailed Organizational Budget

COMMUNITY HUMAN SERVICES		05/17/15		01		13		06		10		12		17		24		34		41		23		22		30		11		28		29		X		07		08		15		33%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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Community Human Services
Current Detailed Organizational Budget

UNITS	Sale Price	Safe Passage	Pathways to Safety	Sparks	SUP VISIT	Unemployment	Self Referrals	OSR	DOM VIO	FAM 2 FAM	PARENT ED	MVACOS	GBET	MMS	OMC	GH	GH	Outpatient	DASY	ELM HOUSE	SURTOTAL	TOTAL
ALPINA	1,200	12,000	100	-	-	100	-	-	-	-	1,900	-	-	16,900	100	49,245	24,255	-	690	-	74,500	82,200
75100	Meals and Food	12,000	100	-	-	100	-	-	-	-	1,900	-	-	16,900	100	49,245	24,255	-	690	-	74,500	82,200
75200	Personal Hygiene/Consumables	100	3,600	960	-	-	-	-	-	-	-	-	-	4,600	-	1,800	600	-	-	-	2,700	7,360
77100	Advertising	1,400	1,037	-	1,718	1,614	2,143	112	288	719	1,411	-	-	12,208	1,011	1,086	602	991	-	-	3,090	12,740
77200	Insurance	6,729	2,716	2,713	1,953	1,009	132	32	669	1,412	930	252	568	21,133	4,966	10,979	5,271	2,648	947	1,114	25,355	68,308
77700	Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35,378	17,424	-	-	-	52,800	82,860
77900	Miscellaneous	500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500
78000	Depreciation	86,045	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	86,045
80000	Utilities	368,674	57,804	26,410	44,229	3,534	499	11,633	60,004	19,692	2,449	252	943	297,633	248,569	216,200	103,713	81,970	6,038	21,679	678,910	1,314,517
GRAND TOTAL	1,036,722	187,133	179,923	111,374	41,455	39,329	517,368	29,727	9,149	153,310	123,030	27,697	28,697	1,640,535	800,930	612,667	292,842	332,691	190,357	29,178	2,549,126	4,935,983
ADMINISTRATIVE	11,036,722	48,703	47,849	44,033	28,012	11,049	137,665	7,603	9,637	49,399	32,717	7,895	7,499	438,652	213,053	163,003	75,214	88,421	56,621	7,757	598,171	1
DISTRIBUTED TOTALS	-	238,866	227,769	209,619	52,479	49,788	654,873	37,637	46,116	194,679	155,747	35,052	35,556	2,088,187	1,013,968	775,670	358,056	421,142	249,978	36,933	2,847,997	4,531,598
LESS REVENUE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CONTRACTORS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
UNITED WAY (MONTEREY COUNTY)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MAD	183,895	95,348	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2000
OSR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	41,469
BND	31,200	-	-	-	-	-	-	-	-	215,000	18,000	-	-	233,000	-	-	-	-	-	-	-	-
PROBATION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ACTION COUNCIL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CAL GRIPS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SCHOOL CONTRACTS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	183,895	137,648	130,824	49,890	-	639,828	8,684	8,684	-	215,000	196,293	38,327	66,576	1,796,727	1,053,273	549,390	375,660	223,146	156,568	-	2,407,187	4,

COMPLETE FINANCIAL
STATEMENTS
FOR
2014-2015

ASSETS

Current Assets	
Petty Cash	\$ 2,147.68
Rabobank Checking	45,350.84
CFMC Stewardship Fund	111,569.73
Fidelity Investments	123,953.36
Genesis House-Food Stamp Account	1,200.74
Safe Place Food Account	332.90
Subtotal Cash & Cash Equivalents	284,555.25
Accounts Receivable	
Family Service Center Receivables	188,519.69
Off Main Clinic Receivables	197,017.97
Genesis House Receivables	120,444.60
Safe Place/Safe Passage Receivables	20,770.00
Other Receivables	-
Subtotal Accounts Receivable	526,752.26
Other Current Assets	
Deposits	12,225.03
Other Current Assets	53,813.46
Subtotal Other Assets	66,038.49
Property and Equipment	
Land	486,495.00
Buildings and Improvements, Net	2,273,057.20
Furniture, Fixtures, Equipment, Vehicles, Net	36,639.26
Subtotal Property and Equipment	2,796,191.46
Total Assets	<u><u>\$ 3,673,537.46</u></u>

LIABILITIES AND CAPITAL

Current Liabilities	
Accounts Payable, Vendors	21,545.43
Accrued Vacation Payable	87,288.86
Retirement Payable	19,232.83
Other Payables	3,986.34
Total Current Liabilities	132,053.46
Long-Term Liabilities	
Notes Payable-Sonoma Street (Rabobank)	1,062,283.52
Total Long-Term Liabilities	1,062,283.52
Total Liabilities	1,194,336.98
Capital	
Equity	2,475,559.91
Net Income	3,640.57
Total Capital	2,479,200.48
Total Liabilities & Capital	<u><u>3,673,537.46</u></u>

Community Human Services
Income Statement
For the Twelve Months Ending June 30, 2015
Agency

	Current Month Actual	Budget	Variance	Year to Date Actual	Budget	Variance
Revenues						
Contracts	\$ 308,883.75	\$ 305,961.44	2,922.31	\$ 3,347,425.22	3,671,537.28	(324,112.06)
Joint Powers Agency Support	8,100.00	14,125.00	(6,025.00)	124,075.00	169,500.00	(45,425.00)
Grants/Donations	7,539.93	21,972.83	(14,432.90)	324,771.69	263,673.96	61,097.73
Contribution	3,260.00	0.00	3,260.00	30,739.42	0.00	30,739.42
United Way Support	1,687.00	1,666.68	20.32	27,714.67	20,000.16	7,714.51
Program Fees	23,476.51	40,626.25	(17,149.74)	376,028.92	487,515.00	(111,486.08)
Food Stamps	5,375.57	3,374.50	2,001.07	31,475.72	40,494.00	(9,018.28)
Other Income	278.99	493.75	(214.76)	13,896.86	5,925.00	7,971.86
Total Revenues	358,601.75	388,220.45	(29,618.70)	4,276,127.50	4,658,645.40	(382,517.90)
Expenses						
Salaries	206,691.21	209,204.30	(2,513.09)	2,269,728.57	2,510,451.60	(240,723.03)
Employee Benefits	60,380.88	59,800.42	580.46	699,279.75	717,605.04	(18,325.29)
Professional Fees	14,886.08	13,616.91	1,269.17	169,226.98	163,402.92	5,824.06
Office/Program Supplies	6,414.39	8,928.76	(2,514.37)	95,555.13	107,145.12	(11,589.99)
Clinical/Lab Fees	4,768.96	4,423.50	345.46	52,607.25	53,082.00	(474.75)
Telephone	6,006.14	4,138.82	1,867.32	68,703.58	49,665.84	19,037.74
Development Expense	1,286.37	1,250.01	36.36	6,024.99	15,000.12	(8,975.13)
Occupancy Costs	31,302.68	32,728.85	(1,426.17)	457,608.76	392,746.20	64,862.56
Equipment/Copy Expense	4,071.55	4,649.82	(578.27)	26,294.81	55,797.84	(29,503.03)
Printing/Publication	1,260.91	739.70	521.21	5,539.91	8,876.40	(3,336.49)
Vehicle/Travel Expense	3,480.37	4,585.17	(1,104.80)	25,813.39	55,022.04	(29,208.65)
Conference/Board Expense	5,669.47	2,299.99	3,369.48	37,166.31	27,599.88	9,566.43
Food/Personal Expense	14,600.50	8,091.67	6,508.83	107,705.76	97,100.04	10,605.72
Dues/License/Fees	1,634.77	2,866.94	(1,232.17)	30,418.41	34,403.28	(3,984.87)
Advertising	1,000.70	1,083.35	(82.65)	17,750.46	13,000.20	4,750.26
Insurance	0.00	5,416.58	(5,416.58)	42,683.04	64,998.96	(22,315.92)
Miscellaneous Expense	72.27	0.00	72.27	2,514.17	0.00	2,514.17
Interest Expense	4,464.62	3,529.01	935.61	53,039.20	42,348.12	10,691.08
Depreciation/Building Expense	8,776.16	11,078.85	(2,302.69)	104,826.46	132,946.20	(28,119.74)
Administrative Cost	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	376,768.03	378,432.65	(1,664.62)	4,272,486.93	4,541,191.80	(268,704.87)
Net Income	\$ (18,166.28)	\$ 9,787.80	(27,954.08)	\$ 3,640.57	117,453.60	(113,813.03)

For Management Purposes Only

COMMUNITY HUMAN SERVICES
ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED
JUNE 30, 2015

COMMUNITY HUMAN SERVICES

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COMMUNITY HUMAN SERVICES

BOARD OF DIRECTORS JUNE 30, 2015

<u>Agencies</u>	<u>Primaries</u>	<u>Alternates</u>
City of Carmel	Deborah Smith	Paul Tomasi
City of Del Rey Oaks	Mike Ventimiglia	Jeff Cecilio
City of Marina	Nancy Amadeo	Gail Morton
City of Monterey	Alan Haffa	Mike Aspland
City of Pacific Grove	Alan Cohen	Vacant
City of Salinas	Vacant	Vacant
City of Sand City	Mary Ann Carbone, Board Chair	Linda Scholink
City of Seaside	Mary Mitchell	Dave Pacheco
Carmel Unified School District	Annette Yee Steck, Finance Committee Chair	Dr. John Ellison
Monterey Peninsula Unified School District	Curt Parker, Vice Chair	Alana Myles
Pacific Grove Unified School District	Vacant	Vacant
Monterey Peninsula Community College District	Loren Steck	Marilynn Gustafson
North Monterey County Unified School District	Vacant	Dr. Richard Diaz
Monterey County Office of Education	Harvey Kuffner	Mary Claypool
Santa Rita Union School District	Vacant	Vacant

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FINANCIAL SECTION

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Community Human Services
Monterey, California

Report on the Financial Statements

We have audited the accompanying financial statements of each major fund, and the aggregate remaining fund information of Community Human Services (a Joint Powers Agency of California local governments), (the Agency) as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Agency's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund and the aggregate remaining fund information of the Community Human Services, as of June 30, 2015, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Agency's basic financial statements. The accompanying supplementary information such as the Schedule of Expenditures of Federal Awards, as required by Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and the other information, such as the Schedule of Functional Revenues and Expenses are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Expenditures of Federal Awards and Schedule of Functional Revenues and Expenses are the responsibility of management and are derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards and Schedule of Functional Revenues and Expenses are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 2, 2015, on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Agency's internal control over financial reporting and compliance.



Palo Alto, California
November 2, 2015

COMMUNITY HUMAN SERVICES

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2015

This section of Community Human Services' (the Agency) annual financial report presents our discussion and analysis of the Agency's financial performance during the year ended on June 30, 2015. Since the Management's Discussion and Analysis (MD&A) is designed to focus on the current year activities, resulting changes and currently known facts, please read it in conjunction with the Agency's basic financial statements, which begin on page 11. Comparisons to and analysis of the prior year are incorporated where appropriate.

FINANCIAL HIGHLIGHTS

- The Agency's net position decreased by \$33,049 (or 1.3%) during 2015. Since the Agency engages only in business type activities, the decrease is all in the category of business-type net position. Net position was \$2,447,043 and \$2,480,092 for 2015 and 2014, respectively.
- The Agency's return on total ending net position was -1.3%.
- Total cost of all the Agency's programs was \$4,305,555 and \$3,816,531 for 2015 and 2014, respectively.

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial statements include a Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position, Statement of Cash Flows, notes to the basic financial statements, an Independent Auditor's Report thereon and this Management's Discussion and Analysis. Readers of these financial statements are encouraged to consider the report as a whole to obtain a complete understanding of the Agency's financial condition.

Statement of Net Position

The Statement of Net Position is a report of the Agency's assets, liabilities and net position. Assets and liabilities are reported at book value, on an accrual basis as of the statement date. Assets and liabilities have been segregated between current (expected to be liquidated or paid within one year) and noncurrent. Net Position is reported in major categories reflecting any restrictions thereon.

Statement of Revenues, Expenses and Changes in Net Position

The Statement of Revenues, Expenses and Changes in Net Position presents the Agency's revenue earned and expenses incurred during the period on an accrual basis. The Statement has been segregated into operating and nonoperating sections.

Statement of Cash Flows

The Statement of Cash Flows presents the source and uses of cash and is segregated into operating, capital and related financing, noncapital financing and investing activities. The direct method of cash flows reporting has been used and the indirect method of calculating cash provided (used) by operations is also presented.

COMMUNITY HUMAN SERVICES

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2015

Fund Financial Statements

The fund financial statements provide more detailed information about the Agency's most significant funds. The Agency consists of exclusively Enterprise Funds, but the focus now is on Major Funds, rather than fund types. In order to be selected as a major fund, the fund's assets, liabilities, revenues, or expenses should be at least 10% or more of the fund type's total assets, liabilities, revenues or expenses and at least 5% or more of the Agency's total assets, liabilities, revenues or expenses. Since the Agency has only one fund type, the 10% criteria is used to determine major funds. The Enterprise method of accounting is similar to accounting utilized by private sector accounting.

THE AGENCY'S FUNDS

Business Type Funds

Operating Fund – This is the Agency's main operating fund.

Prevention and Treatment of Substance Abuse Program Fund – Under the Prevention and Treatment of Substance Abuse Program Fund, the Agency provides residential drug and alcohol treatment services, affordable transitional housing and supportive services as well as education and counseling services. The Fund consists of four programs:

- Genesis House Perinatal Residential Drug Program
- Genesis House Residential Drug Program
- Elm House
- Drug and Alcohol Intervention Services for Youth (DAISY) Program

Narcotic Treatment Program Fund – Under the Narcotic Treatment Program Fund, the Agency operates Off Main Clinic Methadone Program. The Clinic offers a closely monitored methadone administration program under a contract with the County of Monterey. Private paying patients are also served under this program.

Counseling Services – Under the Counseling Services Fund, the Agency provides parent education and other counseling services. The Fund consists of seven programs:

- Family to Family (to facilitate change in the foster care system)
- Education and Counseling Services under the Mental Health Services Act
- Outpatient Mental Health Program
- Family Service Centers in Salinas and Seaside
- Self Referral Counseling Program
- Pathways to Safety
- Outpatient Drug Treatment Program

Other Non-Major Funds – In addition to the major funds above, the Agency also maintains the following non-major funds:

- Runaway Basic Center Program
- SuperKids/SuperTeens Program
- Supervised Visitation Program
- Domestic Violence Program
- Runaway Street Outreach Program
- Safe Passage

COMMUNITY HUMAN SERVICES

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2015

COMPARATIVE ANALYSIS

Statement of Net Position

A comparative summary of the Agency's Statement of Net Position as of June 30, which generally reflects its financial condition, is as follows:

	<u>2015</u>	<u>2014</u>	<u>Changes</u>	<u>% Changes</u>
Assets				
Current assets	\$ 4,337,838	\$ 2,742,183	\$ 1,595,655	58.19%
Capital and other assets	<u>2,790,470</u>	<u>2,816,482</u>	<u>(26,012)</u>	-0.92%
Total Assets	<u>7,128,308</u>	<u>5,558,665</u>	<u>1,569,643</u>	28.24%
Liabilities				
Current liabilities	3,643,804	2,020,735	1,623,069	80.32%
Long-term obligations	<u>1,037,461</u>	<u>1,057,838</u>	<u>(20,377)</u>	-1.93%
Total Liabilities	<u>4,681,265</u>	<u>3,078,573</u>	<u>1,602,692</u>	52.06%
Net Position				
Net investment in capital assets	1,241,691	1,734,832	(493,141)	-28.43%
Restricted	718,186	518,614	199,572	38.48%
Unrestricted	<u>487,166</u>	<u>226,646</u>	<u>260,520</u>	114.95%
Total Net Position	<u>\$ 2,447,043</u>	<u>\$ 2,480,092</u>	<u>\$ (33,049)</u>	-1.33%

Major Factors Affecting the Statement of Net Position

Current year's net position decreased by \$33,049 over the prior year. The current year decrease was related primarily to the transition of Chief Financial Officers and expenses related to the development of two new outpatient drug treatment programs which did not generate revenue this fiscal year.

COMMUNITY HUMAN SERVICES

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2015

Statement of Revenues, Expenses and Changes in Net Position

A comparative summary of the Agency's Statement of Revenues, Expenses and Changes in Net Position, which generally reflects its results of operations as of June 30, is as follows:

	2015	2014	Changes	% Changes
Revenues				
Program revenues:				
Grants	\$ 3,343,502	\$ 3,158,684	\$ 184,818	5.85%
Charges and fees	410,423	454,667	(44,244)	-9.73%
Contributions	383,740	413,920	(30,180)	-7.29%
Joint Powers Agency support	124,075	121,975	2,100	1.72%
Other revenue	10,766	33,020	(22,254)	-67.40%
Total Revenues	4,272,506	4,182,266	90,240	2.16%
Expenses				
General	845,620	618,104	227,516	36.81%
Off Main Clinic Methadone Program	769,736	750,370	19,366	2.58%
Genesis House Residential Drug Program	636,917	632,384	4,533	0.72%
Outpatient Mental Health Program	479,715	387,415	92,300	23.82%
Genesis House Perinatal Residential Drug Program	235,285	250,689	(15,404)	-6.14%
Runaway Basic Center Program	200,459	191,044	9,415	4.93%
Family to Family	168,997	163,710	5,287	3.23%
Runaway Street Outreach Program	165,354	132,239	33,115	25.04%
Safe Passage	165,134	157,314	7,820	4.97%
Mental Health Services Act Programs	164,109	167,669	(3,560)	-2.12%
DAISY Program	110,905	102,559	8,346	8.14%
Pathways to Safety	82,494	-	82,494	100.00%
Outpatient Drug Treatment Program	66,615	-	66,615	100.00%
Family Service Center - Self Referral Counseling	59,213	46,335	12,878	27.79%
Supervised Visitation Program	53,138	73,863	(20,725)	-28.06%
Domestic Violence Program	41,456	50,024	(8,568)	-17.13%
Elm House	41,362	76,428	(35,066)	-45.88%
SuperKids/SuperTeens Program	15,700	15,594	106	0.68%
Family Service Center - DSS Counseling	3,346	790	2,556	323.54%
Total Expenses	4,305,555	3,816,531	489,024	12.81%
Change in Net Position	\$ (33,049)	\$ 365,735	\$ (398,784)	-109.04%

Major Factors Affecting the Statement of Revenues, Expenses and Changes in Net Position

Current year's revenue increased by \$90,240 over the prior year primarily due to cost-of-living increases in County contracts. The current year's expenses increased \$489,024 due primarily to comprehensive board approved salary schedule improvements, the new Chief Financial Officer employed concurrently with the outgoing Chief Financial Officer for three months, and expenses related to development of new programs.

COMMUNITY HUMAN SERVICES

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2015

Capital Assets and Debt Administration

Capital Assets

As of June 30, 2015, the Agency had \$2,790,470 invested in a variety of capital assets as reflected in the following schedule, which represents a net decrease, including additions, deductions and depreciation, of -0.92% or \$26,012 from the prior year.

	2015	2014	Changes	% Changes
Capital assets, not being depreciated - land	\$ 486,495	\$ 486,495	\$ -	0.00%
Capital assets, being depreciated				
Buildings and improvements	3,297,564	3,282,421	15,143	0.46%
Office equipment	302,670	293,382	9,288	3.17%
Transportation equipment	199,655	199,655	-	0.00%
Furniture and fixtures	149,755	127,592	22,163	17.37%
Leasehold improvements	128,523	91,747	36,776	40.08%
Operating and other equipment	79,227	78,059	1,168	1.50%
Total capital assets, being depreciated	4,157,394	4,072,856	84,538	2.08%
Less accumulated depreciation	1,853,419	1,742,869	110,550	6.34%
Total capital assets, being depreciated - net	2,303,975	2,329,987	(26,012)	-1.12%
Capital Assets - Net	\$ 2,790,470	\$ 2,816,482	\$ (26,012)	-0.92%

Debt Outstanding

Long-term debt obligations at June 30, 2014 and 2015 consist of the following:

	2015	2014	Changes	% Changes
Note payable to Rabobank				
Collateralized by Sonoma Avenue property	\$ 1,062,284	\$ 1,081,650	\$ (19,366)	-1.79%
Less current portion	24,823	23,812	1,011	4.25%
Total Long-Term Debt	\$ 1,037,461	\$ 1,057,838	\$ (20,377)	-1.93%

Net decrease of \$19,366 is a result of principal payments during the year.

COMMUNITY HUMAN SERVICES

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2015

FACTORS AFFECTING FUTURE PERIODS

Significant factors affecting the Agency are as follows:

With the federal government's approval of the State's Drug Medi-Cal Waiver and continued Medi-Cal expansion, the number of individuals eligible to receive Medi-Cal and the demand for services continues to rise. In addition, new services will become Medi-Cal reimbursable. As such, the Agency has sought Medi-Cal certification for two new outpatient drug treatment programs. Residential drug treatment and perinatal residential drug treatment will become Medi-Cal reimbursable, so the Agency will seek Medi-Cal certification for Genesis House. The Agency also plans to turn the sober living environment at Elm House into residential drug treatment services for women and seek Medi-Cal certification for Elm House. Demand for outpatient mental health services and methadone services also continues to rise. At Off Main Clinic, we increased our treatment capacity by 20% in FY 2015/16 and added perinatal services, which are reimbursed by Medi-Cal at a higher rate. For outpatient, residential, methadone and outpatient mental health, we plan to develop the capacity to bill third party insurance to serve newly insured individuals through the Affordable Care Act (ACA). Finally, we are in the planning stages to develop a runaway and homeless youth shelter in partnership with the City of Monterey and Housing and Urban Development (HUD) to meet this critical unmet need. In the area of information technology, the switch from traditional phone service to Voice Over Internet Provider (VOIP) was completed in January 2015, and in September we changed IT providers to meet the growing needs of the Agency. The new company, Rayne Technology, has rebuilt our network and has agreed to help us with a HIPAA compliance review. We also changed insurance brokers, selecting a local provider for better customer service. The new broker, Pierson Insurance, will assist us with ensuring our Agency health insurance plan meets ACA requirements.

REQUESTS FOR INFORMATION

The financial report has been designed to provide a general overview of the Agency's accounting for anyone interested in its finances. Questions concerning any of the information should be addressed to the attention of the Chief Financial Officer, Community Human Services, PO Box 3076, Monterey, CA 93942.

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COMMUNITY HUMAN SERVICES

STATEMENT OF NET POSITION - ENTERPRISE FUNDS JUNE 30, 2015

	<u>Operating Fund</u>	<u>Prevention and Treatment of Substance Abuse Program</u>	<u>Narcotic Treatment Program</u>
ASSETS			
Current Assets			
Cash and cash equivalents	\$ 183,458	\$ -	\$ -
Grants receivable	-	127,778	197,018
Prepaid expenses	66,038	-	-
Marketable securities	232,282	-	-
Due from other funds	2,819,070	-	479,090
Total Current Assets	<u>3,300,848</u>	<u>127,778</u>	<u>676,108</u>
Noncurrent Assets			
Capital assets not depreciated	-	291,656	-
Capital assets, net of accumulated depreciation	<u>18,767</u>	<u>1,709,212</u>	<u>10,098</u>
Total Noncurrent Assets	<u>18,767</u>	<u>2,000,868</u>	<u>10,098</u>
Total Assets	<u>3,319,615</u>	<u>2,128,646</u>	<u>686,206</u>
LIABILITIES			
Current Liabilities			
Accounts payable	181,304	-	-
Accrued vacation payable	85,714	-	-
Accrued retirement payable	19,233	-	-
Due to other funds	-	1,326,313	77,074
Current portion of long-term debt	-	24,823	-
Total Current Liabilities	<u>286,251</u>	<u>1,351,136</u>	<u>77,074</u>
Noncurrent Liabilities			
Noncurrent portion of long-term debt	-	1,037,461	-
Total Liabilities	<u>286,251</u>	<u>2,388,597</u>	<u>77,074</u>
NET POSITION			
Net investment in capital assets	18,767	646,928	10,098
Restricted	-	-	676,108
Unrestricted	<u>3,014,597</u>	<u>(906,879)</u>	<u>(77,074)</u>
Total Net Position	<u>\$ 3,033,364</u>	<u>\$ (259,951)</u>	<u>\$ 609,132</u>

The accompanying notes are an integral part of these financial statements.

Counseling Services	Other Non-Major Funds	Total
\$ -	\$ -	\$ 183,458
170,184	28,350	523,330
-	-	66,038
-	-	232,282
-	34,570	3,332,730
170,184	62,920	4,337,838
65,515	129,324	486,495
280,338	285,560	2,303,975
345,853	414,884	2,790,470
516,037	477,804	7,128,308
-	-	181,304
-	-	85,714
-	-	19,233
1,429,173	500,170	3,332,730
-	-	24,823
1,429,173	500,170	3,643,804
-	-	1,037,461
1,429,173	500,170	4,681,265
280,338	285,560	1,241,691
-	42,078	718,186
(1,193,474)	(350,004)	487,166
\$ (913,136)	\$ (22,366)	\$ 2,447,043

COMMUNITY HUMAN SERVICES

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION - ENTERPRISE FUNDS FOR THE YEAR ENDED JUNE 30, 2015

	Operating Fund	Prevention and Treatment of Substance Abuse Program	Narcotic Treatment Program
OPERATING REVENUES			
Grants	\$ -	\$ 915,802	\$ 976,228
Charges and fees	-	156,777	124,795
Total Operating Revenues	-	1,072,579	1,101,023
OPERATING EXPENSES			
Salaries	447,795	478,097	363,254
Employee benefits	160,677	137,164	122,264
Facilities rental	49,467	97	60,036
Professional fees	36,651	14,553	66,734
Utilities and maintenance	59,233	121,439	38,289
Operating supplies	18,385	19,860	18,950
Medical supplies and laboratory fees	-	5,233	49,000
Food	1,040	76,539	65
Insurance	8,047	7,235	6,244
Auto and travel	3,943	8,595	87
Telephone	13,302	12,694	11,344
Fees and licenses	(434)	2,091	19,954
Conferences and meetings	15,002	5,611	3,012
Copy machines	7,923	9,533	4,405
Advertising	6,584	1,317	1,068
Equipment rental	125	2,012	-
Miscellaneous	2,312	-	41
Dues	2,360	-	-
Client costs	-	4,894	-
Printing and publications	2,931	196	208
Development	5,668	350	-
Depreciation	4,609	59,548	4,621
Total Operating Expenses	845,620	967,058	769,576
Operating Income (Loss)	(845,620)	105,521	331,447
NONOPERATING INCOME (EXPENSE)			
Joint Powers Agency support	124,075	-	-
United Way funding	7,491	11,848	2,357
Contributions	110,022	36,004	250
Miscellaneous income	9,994	-	-
Interest income (expense) - net	-	(57,411)	(160)
Total Nonoperating Income (Expense)	251,582	(9,559)	2,447
INCOME (LOSS) BEFORE TRANSFERS	(594,038)	95,962	333,894
Transfers from (To) other funds	834,550	(246,306)	(188,133)
CHANGES IN NET POSITION	240,512	(150,344)	145,761
NET POSITION - BEGINNING OF YEAR	2,792,852	(109,607)	463,371
NET POSITION - END OF YEAR	\$ 3,033,364	\$ (259,951)	\$ 609,132

The accompanying notes are an integral part of these financial statements.

Counseling Services	Other Non-Major Funds	Total
\$ 1,011,636	\$ 439,836	\$ 3,343,502
18,452	110,399	410,423
<u>1,030,088</u>	<u>550,235</u>	<u>3,753,925</u>
614,716	365,866	2,269,728
191,883	85,719	697,707
49,833	7,115	166,548
34,383	28,660	180,981
38,342	33,737	291,040
22,367	22,660	102,222
-	464	54,697
701	16,558	94,903
14,043	7,114	42,683
9,179	4,008	25,812
18,406	12,957	68,703
905	5,160	27,676
2,652	10,891	37,168
849	1,449	24,159
7,785	4,210	20,964
-	-	2,137
400	143	2,896
382	-	2,742
-	7,907	12,801
1,552	652	5,539
282	28	6,328
15,829	25,943	110,550
<u>1,024,489</u>	<u>641,241</u>	<u>4,247,984</u>
<u>5,599</u>	<u>(91,006)</u>	<u>(494,059)</u>
-	-	124,075
2,538	3,475	27,709
43,915	165,840	356,031
260	512	10,766
-	-	(57,571)
<u>46,713</u>	<u>169,827</u>	<u>461,010</u>
52,312	78,821	(33,049)
<u>(243,681)</u>	<u>(156,430)</u>	<u>-</u>
(191,369)	(77,609)	(33,049)
(721,767)	55,243	2,480,092
<u>\$ (913,136)</u>	<u>\$ (22,366)</u>	<u>\$ 2,447,043</u>

COMMUNITY HUMAN SERVICES

STATEMENT OF CASH FLOWS - ENTERPRISE FUNDS (DIRECT METHOD) FOR THE YEAR ENDED JUNE 30, 2015

	Operating Fund	Prevention and Treatment of Substance Abuse Program	Narcotic Treatment Program
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash receipts from clients	\$ -	\$ 156,777	\$ 124,795
Cash receipts from government agencies	-	933,243	885,540
Cash payments to suppliers and employees	(774,440)	(967,058)	(769,576)
Operating transfers	(1,042,976)	619,217	64,710
Net Cash Used for Operating Activities	(1,817,416)	742,179	305,469
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Interest paid on debt	-	(57,411)	(160)
Principal payments on long-term debt	(1,081,650)	1,062,284	-
Cash payments for acquisition of fixed assets	3,840,691	(2,620,085)	(74,808)
Net Cash Used for Capital and Related Financing Activities	2,759,041	(1,615,212)	(74,968)
CASH FLOWS FROM INVESTING ACTIVITIES			
Investment earnings	4,920	-	-
Investment earnings reinvested	(3,931)	-	-
Net Cash Used for Investing Activities	989	-	-
CASH FLOWS FROM NON CAPITAL FINANCING ACTIVITIES			
Joint Powers Agency Support	124,075	-	-
United Way funding	7,491	11,848	2,357
Contributions	110,022	36,004	250
Miscellaneous income	5,074	-	-
Due to (from) other funds	834,550	(246,306)	(188,133)
Transfers to (from) other funds	(1,960,159)	1,071,487	(44,975)
Net Cash Provided By Non Capital Financing Activities	(878,947)	873,033	(230,501)
Net Increase in Cash and Cash Equivalents	63,667	-	-
Cash and Cash Equivalents - Beginning of year	119,791	-	-
Cash and Cash Equivalents - Ending of year	\$ 183,458	\$ -	\$ -

The accompanying notes are an integral part of these financial statements.

Counseling Services	Other Non-Major Funds	Total
\$ 18,452	\$ 110,399	\$ 410,423
1,115,347	432,193	3,366,323
(1,024,489)	(641,241)	(4,176,804)
154,834	314,765	110,550
264,144	216,116	(289,508)
-	-	(57,571)
-	-	(19,366)
(500,687)	(729,649)	(84,538)
(500,687)	(729,649)	(161,475)
-	-	4,920
-	-	(3,931)
-	-	989
-	-	124,075
2,538	3,475	27,709
43,915	165,840	356,031
260	512	5,846
(243,681)	(156,430)	-
433,511	500,136	-
236,543	513,533	513,661
-	-	63,667
-	-	119,791
\$ -	\$ -	\$ 183,458

COMMUNITY HUMAN SERVICES

STATEMENT OF CASH FLOWS - ENTERPRISE FUNDS (INDIRECT METHOD) FOR THE YEAR ENDED JUNE 30, 2015

	Operating Fund	Prevention and Treatment of Substance Abuse Program	Narcotic Treatment Program
RECONCILIATION OF OPERATING LOSS TO NET CASH USED FOR OPERATING ACTIVITIES			
Operating loss	\$ (845,620)	\$ 105,521	\$ 331,447
Adjustments to reconcile operating loss to net cash used by operating activities:			
Depreciation and amortization	4,609	59,548	4,621
(Increase) decrease in:			
Grants receivable	-	17,441	(90,688)
Prepaid expenses	(27,385)	-	-
Increase (decrease) in:			
Accounts payable	108,820	-	-
Accrued vacation payable	9,321	-	-
Accrued retirement payable	(19,576)	-	-
Operating transfers in (out)	(1,047,585)	559,669	60,089
Total adjustments	(971,796)	636,658	(25,978)
Net Cash Used for Operating Activities	<u>\$ (1,817,416)</u>	<u>\$ 742,179</u>	<u>\$ 305,469</u>

The accompanying notes are an integral part of these financial statements.

<u>Counseling Services</u>	<u>Other Non-Major Funds</u>	<u>Total</u>
\$ 5,599	\$ (91,006)	\$ (494,059)
15,829	25,943	110,550
103,711	(7,643)	22,821
-	-	(27,385)
-	-	108,820
-	-	9,321
-	-	(19,576)
139,005	288,822	-
258,545	307,122	204,551
<u>\$ 264,144</u>	<u>\$ 216,116</u>	<u>\$ (289,508)</u>

COMMUNITY HUMAN SERVICES

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2015

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Description

Community Human Services (the Agency) is both a California not-for-profit corporation exempt from taxation under Internal Revenue Service Code Section 501(c)(3) and a Joint Powers Agency. The Board of Directors is made up of representatives from local governmental entities comprising the Joint Powers Agency.

The Agency, through contracts with government agencies, private grants and donations, and client charges and fees, provides a variety of services including outpatient counseling and therapy for people with drug or alcohol problems, an in-house recovery center for addicted persons, and other counseling and educational programs.

Reporting Entity

The financial statements of the Agency are prepared in accordance with accounting principles generally accepted in the United States of America and in compliance with requirements set by the Government Accounting Standards Board (GASB), include funds that are controlled by or dependent on the Agency. Control or dependence is determined on the basis of budget adoption, designation of management, and ability to significantly influence operations. All known activities of the Agency have been included in these financial statements. There are no known potential component units that have been excluded.

Basis of Accounting and Financial Statement Presentation

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Enterprise Funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an enterprise fund's principal ongoing operations. The principal operating revenues of the Agency's enterprise funds are service charges to clients, and grants and contract fees from other government agencies. Operating expenses for enterprise funds include the cost of operating the primary activities of funds, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The financial statements are accounted for using the flow of economic resources measurement focus and accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

COMMUNITY HUMAN SERVICES

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2015

Description of Funds

The accounts of the Agency are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts which comprise its assets, liabilities, fund equity, revenues, and expenses. Resources are allocated to and accounted for in proprietary funds based upon the purposes for which spending activities are controlled.

Major Funds

Operating Fund The Fund is the chief operating fund for the Agency. It is used to account for the ordinary operations of the Agency. All transactions except those accounted for in another fund are accounted for in this fund.

Prevention and Treatment of Substance Abuse Program The Fund is used to account separately for services that offer residential and outpatient substance abuse counseling and recovery options. These services include perinatal care, Genesis house, Elm house and the DAISY program.

Narcotic Treatment Program The Fund is used to account separately for methadone maintenance, counseling and detoxification services.

Counseling Services The Fund is used to account separately for services and education provided to individuals and families. These services include MHSA parent education, family to family counseling, outpatient mental health managed care, self referral assistance, Pathways to Safety, and Outpatient Drug Free.

Non-Major Funds

Runaway Basic Center Program The Fund is used to account for the provision of our Basic Center Program for runaway and homeless youth which includes counseling, temporary shelter, outreach and referral services.

SuperKids/SuperTeens The Fund is used to account for our school based counseling services at participating high school and middle school sites.

Supervised Visitation The Fund is used to account for the provision of family-like environments for children with their non-custodial parents under monitored visits.

Domestic Violence The Fund is used to account for a probation certified long-term psycho-educational group treatment program for domestic violence offenders.

Runaway Street Outreach Program The Fund is used to account for outreach, education, informal counseling, information and education provided to youth on the street.

Safe Passage The Fund is used to account for the provision of transitional housing services for homeless youth ages 18-21 providing education, case management, counseling and information/referral services with the goal of obtaining permanent housing and employment.

COMMUNITY HUMAN SERVICES

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2015

Cash and Cash Equivalents

The Agency's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Receivables

Receivables from grantor agencies are recorded when the revenues are earned under the accrual method of accounting and accounted for using the allowance method. At year-end the allowance for doubtful accounts is zero as all receivables are expected to be collectible.

Prepaid Expenses

Prepaid amounts have been allocated to expense pro-rata in the periods in which the benefits were received.

Investments

Marketable debt and equity securities are stated at fair market value. Increases or decreases in market value are recognized in the period in which they occur. Certificates of deposit with an original maturity of greater than 90 days are classified as investments.

Capital Assets

Purchased capital assets are presented at cost. Donated assets are presented at fair market value as of the date of donation.

Depreciation

Depreciation is computed using the straight-line method based on the estimated useful life of the assets as follows:

Buildings and improvements	3-35 Years
Office equipment	3-10 Years
Furniture and fixtures	3-5 Years
Operating and other equipment	3-8 Years
Leasehold improvements	4-5 Years
Transportation equipment	5 Years

Interfund Balances

On the Statement of Net Position, receivables and payables resulting from short-term interfund loans are classified as "due to/from other funds".

COMMUNITY HUMAN SERVICES

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2015

Grants and Fees

Except for grants from Joint Powers Agency members, all government grants and fees are applicable to specific programs and are considered restricted funds. Program service expenses that apply to these same specific programs are considered restricted. All expenses for administration and fund raising are treated separately and considered unrestricted. (For grant reimbursement purposes, administrative expenses are in fact reimbursable under allocation formulas contained in each contract. However, for financial statement purposes, no such allocation is made).

Accrued Compensated Absences

Vacation compensation earned is recorded as an expense and liability each month. Paid vacation for the month is recorded against the liability.

Estimates

The preparation of the financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported. Actual results could differ from those estimates.

Net Position

Net position represents the difference between assets and liabilities and are classified into the following net asset categories:

- **Net investment in Capital Assets** – Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. Net investment in capital assets excludes unspent debt proceeds.
- **Restricted** – Restricted components of net position are reported as restricted when there are limitations imposed on their use either through external restrictions imposed by creditors, grantors or laws or regulations of other governments. Restricted resources are used first when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.
- **Unrestricted** – Unrestricted components of net position consist of amounts that do not meet the definition of “net investment in capital assets” or “restricted”.

Subsequent Events

The Agency's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from the balance sheet date through November 2, 2015, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.

COMMUNITY HUMAN SERVICES

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2015

Income Taxes

The Agency is a non-profit public benefit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation and qualifies for deductible contributions as provided in Section 170(b) (1) (A) (vi). It is also exempt from State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision for income taxes has been reflected in these financial statements. Income tax returns for 2011 and forward may be audited by regulatory agencies, however, the Agency is not aware of any such actions at this time.

NOTE 2 – DEPOSITS AND INVESTMENTS

Deposits and investments as of June 30, 2015, consist of the following:

Checking and Savings	\$ 183,458
Investments - Marketable Securities	232,282
Total Deposits and Investments	<u>\$ 415,740</u>

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that, in the event of a bank failure, the Agency's deposits might not be recovered. The Agency does not have a deposit policy for custodial credit risk. As of June 30, 2015, none of the Agency's bank balances of \$232,934 were exposed to custodial credit risk.

Custodial Credit Risk - Investments

The custodial credit risk for investments is the risk that an entity will not be able to recover the value of investment or collateral securities that are in the possession of an outside party if the counterparty to the transaction fails. The Agency does not have an investment policy for custodial credit risk.

As of June 30, 2015, the Agency has investment balances of \$232,282 that are insured or registered or securities held by the entity, therefore, were not exposed to custodial credit risk.

Concentration of Credit Risk

There is a concentration of credit risk when the amount of investment in any one entity is at least 5% of total investments except investments held in the U.S. Government or investments guaranteed by the U.S. Government. As of June 30, 2015, the Agency holds its 53% investment in Fidelity mutual funds and 47% in Community Human Services Stewardship Fund.

COMMUNITY HUMAN SERVICES

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2015

NOTE 3 – GRANTS RECEIVABLE

Grants receivable are amounts due to the Agency at the end of each fiscal year from governmental entities. Payments for grants receivable as of June 30 will be contingent upon final approval by the funding agencies after their review of year-end cost reports.

Grants receivable at June 30, 2015 consist of the following:

	Prevention and Treatment of Substance Abuse Program	Narcotic Treatment Program	Counseling Services	Other Non- Major Funds	Total
DAISY Program	\$ 7,333	\$ -	\$ -	\$ -	\$ 7,333
Family to Family	-	-	16,419	-	16,419
Genesis House Residential and Perinatal Programs	120,445	-	-	-	120,445
Mental Health Services Act Programs	-	-	49,092	-	49,092
Off Main Clinic Methadone Program	-	197,018	-	-	197,018
Outpatient Mental Health Program	-	-	82,051	-	82,051
Pathways to Safety	-	-	19,250	-	19,250
Runaway Basic Center Program	-	-	-	532	532
Safe Passage	-	-	-	20,310	20,310
Self Referral Counseling Program	-	-	3,372	-	3,372
Runaway Street Outreach Program	-	-	-	5,532	5,532
Supervised Visitation Program	-	-	-	1,976	1,976
Total	<u>\$ 127,778</u>	<u>\$ 197,018</u>	<u>\$ 170,184</u>	<u>\$ 28,350</u>	<u>\$ 523,330</u>

COMMUNITY HUMAN SERVICES

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2015

NOTE 4 – CAPITAL ASSETS

Capital assets at June 30, 2015 were summarized as follows:

	Balance July 1, 2014	Additions	Balance June 30, 2015
Capital Assets Not Being Depreciated:			
Land	\$ 486,495	\$ -	\$ 486,495
Capital Assets Being Depreciated:			
Buildings and improvements	3,282,421	15,143	3,297,564
Office equipment	293,382	9,288	302,670
Transportation equipment	199,655	-	199,655
Furniture and fixtures	127,592	22,163	149,755
Leasehold improvements	91,747	36,776	128,523
Operating and other equipment	78,059	1,168	79,227
Subtotal	4,072,856	84,538	4,157,394
Less Accumulated Depreciation	1,742,869	110,550	1,853,419
Total Capital Assets, Being Depreciated	2,329,987	(26,012)	2,303,975
Capital Assets - Net	\$ 2,816,482	\$ (26,012)	\$ 2,790,470

Depreciation expense was charged as an operating expense to each funds as follows:

Operating Fund	\$ 4,609
Prevention and Treatment of Substance Abuse Program	59,548
Narcotic Treatment Program	4,621
Counseling Services	15,829
Runaway Basic Center Program	14,439
Safe Passage	11,504
Total Depreciation Expense	\$ 110,550

COMMUNITY HUMAN SERVICES

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2015

NOTE 5 – NOTES PAYABLE

Notes payable at June 30, 2015 consist of the following:

The Agency has note payable to Rabobank for the Sonoma Street property (Genesis House), interest at 4.85% per annum, due in monthly installments of \$6,387, including interest through 2024 at which time all outstanding principal and interest are due and payable.

	\$	1,062,284
Less current portion		24,823
Total Noncurrent Portion of Notes Payable	\$	<u>1,037,461</u>

Total interest charged to expense during the year ended June 30, 2015 amounted to \$52,738.

Long-term debt repayments for years ending June 30 are approximately as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>
2016	\$ 24,823	\$ 51,824
2017	26,214	50,433
2018	27,533	49,115
2019	28,918	47,730
2020	30,245	46,403
2021-2025	924,551	142,838
Total	<u>\$ 1,062,284</u>	<u>\$ 388,343</u>

COMMUNITY HUMAN SERVICES

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2015

NOTE 6 – COMMITMENTS AND CONTINGENCIES

Grants

The Agency received financial assistance from Federal and other government agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the General Fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the District at June 30, 2015.

Litigation

The Agency is involved in litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the Agency at June 30, 2015.

Operating Leases

During the fiscal year ended June 30, 2015 the Agency leased buildings for its Off Main Clinic Methadone Program and Family Service Center-Salinas counseling office as well as its Administrative office.

The minimum future net lease commitments for the year ending June 30 are approximately as follows:

Year Ending June 30,	Lease Payment
2016	\$ 174,149
2017	118,326
2018	119,994
2019	121,698
2020	78,828
Total	<u>\$ 612,995</u>

COMMUNITY HUMAN SERVICES

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2015

NOTE 7 – DEFINED CONTRIBUTION PENSION PLAN

In lieu of Social Security, the Agency maintains a contributory defined contribution pension plan for its employees. During the current year, the agency contributed 5% of gross wages for eligible employees (those who work at least 30 hours per week on a permanent basis) for every month of the year. Eligible employees must also contribute a minimum of 2.5% of their gross pay, but may contribute up to \$17,500 for 2014, with an additional \$5,500 if age 50 or older. Ineligible employees must contribute 7.5% of their gross pay.

The Agency contracts with the Nationwide Trust Company to purchase a group annuity contract which is individually allocated. Under this contract, a provision is made for the accumulation of contract values for the Agency to provide fixed annuity accumulation and benefits to the individual participants.

Actual annuity payments commencing on retirement may be on a variable basis or on a fixed basis as determined by each individual contract owner. The amount available in each participant's account at the time of his or her retirement is the total of the amounts contributed by both the employer and employee, plus returns on the investments of those contributions.

The Agency's contribution to the plan amounted to \$99,322 for the year ended June 30, 2015, and equal to 100% of the required contribution. Total payroll was \$2,269,728 and covered payroll was \$1,904,184.

NOTE 8 – JOINT POWERS AGENCY MEMBERS

The Agency's Board of Directors is made up of representatives from the following agencies:

City of Carmel	City of Del Rey Oaks
City of Marina	City of Monterey
City of Pacific Grove	City of Salinas
City of Seaside	City of Sand City
Carmel Unified School District	Pacific Grove Unified School District
Monterey County Office of Education	Monterey Peninsula Community College District
Monterey Peninsula Unified School District	North Monterey County Unified School District
Santa Rita Union School District	

SUPPLEMENTARY INFORMATION

COMMUNITY HUMAN SERVICES

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2015

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (USHHS)			
Passed through:			
County of Monterey, California			
Block Grants for Prevention and Treatment of Substance Abuse	93.959	A-11498	
Residential Program			\$ 405,200
Perinatal Program			279,919
Youth Treatment Program			35,772
Total Prevention and Treatment Clusters			<u>720,891</u>
CSAT Adult Drug Court Grant	93.243	[1]	4,842
Adoption Assistance	93.659	[1]	34,257
Foster Care Title/V-E First Five/Stuart Grant	93.658	[1]	45,211
Promoting Safe and Stable Families	93.556	[1]	18,000
Community Services Block Grant	93.569	[1]	25,254
Direct Program:			
Administration for Children, Youth and Families -			
Runaway and Homeless Youth	93.623	9OCY258001	181,127
Education and Prevention Grants to Reduce Sexual			
Abuse of Runaway, Homeless and Street Youth	93.557	9OYO005503	95,659
Total USHHS			<u>1,125,241</u>
U.S. HOUSING AND URBAN DEVELOPMENT (USHUD)			
Direct Program:			
Supportive Housing Program			
Transitional Housing	14.235	[1]	153,628
Pass Through:			
Cities of Salinas, Seaside and Monterey, California			
Community Development Block Grant	14.218	[1]	43,468
Pass Through:			
Department of Housing and Community Development			
of the State of California			
Emergency Shelter Grant Program	14.231	[1]	78,270
Total USHUD			<u>275,366</u>
Total Expenditures of Federal Awards			<u>\$ 1,400,607</u>

[1] Pass-Through Entity Identifying Number not available

See accompanying note to supplementary information.

COMMUNITY HUMAN SERVICES

COMBINING SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES FOR THE YEAR ENDED JUNE 30, 2015

	General	Counseling Services				
		MHSA Parent Education	Family to Family	Outpatient Mental Health Counseling	MHSA HIV/AIDS Counseling	MHSA GLBT Counseling
REVENUES						
Grants	\$ -	\$ 194,012	\$ 204,122	\$ 441,158	\$ 1,956	\$ 51,096
Charges and fees	-	-	-	435	-	-
Joint Powers Agency	124,075	-	-	-	-	-
United Way funding	7,491	-	-	-	1,259	1,279
Contributions	110,022	1,600	11,415	22,000	-	-
Other local sources	9,994	-	-	260	-	-
Total Revenues	251,582	195,612	215,537	463,853	3,215	52,375
EXPENSES						
Salaries	447,795	84,159	96,964	308,605	3,155	6,237
Employee benefits	160,677	25,015	36,022	90,037	925	2,119
Facilities rental	49,467	1,100	9,588	15,515	-	-
Professional fees	36,651	12,774	1,409	4,583	175	10,833
Utilities and maintenance	59,233	5,710	5,004	19,970	-	-
Operating supplies	18,385	5,383	7,035	5,104	1	1
Medical supplies and laboratory fees	-	-	-	-	-	-
Food	1,040	7	534	72	1	2
Insurance	8,047	1,207	1,836	5,260	327	776
Auto and travel	3,943	1,592	3,923	2,643	-	-
Telephone	13,302	825	3,847	10,194	1	3
Fees and licenses	(434)	39	203	578	-	-
Conferences and meetings	15,002	169	623	1,046	37	87
Copy machines	7,923	28	88	386	-	-
Advertising	6,584	1,391	572	1,553	-	-
Equipment rental	125	-	-	-	-	-
Miscellaneous	2,312	15	125	200	-	-
Dues	2,360	-	382	-	-	-
Client costs	-	-	-	-	-	-
Printing and publications	2,931	14	607	197	-	-
Development	5,668	1	235	19	-	-
Interest - Net	-	-	-	-	-	-
Total Before Depreciation	841,011	139,429	168,997	465,962	4,622	20,058
Depreciation	4,609	-	-	13,753	-	-
Total Expenses	845,620	139,429	168,997	479,715	4,622	20,058
Net income before distribution	(594,038)	56,183	46,540	(15,862)	(1,407)	32,317
Management distribution	834,550	(32,787)	(40,511)	(114,798)	(1,220)	(4,256)
NET INCOME (LOSS)	\$ 240,512	\$ 23,396	\$ 6,029	\$ (130,660)	\$ (2,627)	\$ 28,061

See accompanying note to supplementary information.

Counseling Services				Prevention and Treatment of Substance Abuse			
FSC-DSS Counseling	Pathways to Safety	Outpatient Drug Treatment	Self Referral Program	Genesis House Perinatal Residential	Genesis House Residential	Elm House	DAISY Program
\$ -	\$ 94,038	\$ -	\$ 25,254	\$ 279,919	\$ 512,783	\$ -	\$ 123,100
-	-	-	18,017	9,605	115,242	31,930	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	11,848	-
1,400	-	3,500	4,000	2,010	28,998	4,996	-
-	-	-	-	-	-	-	-
1,400	94,038	3,500	47,271	291,534	657,023	48,774	123,100
52	57,987	22,567	34,990	117,703	277,211	4,292	78,891
15	19,583	8,382	9,785	32,599	76,946	1,294	26,325
749	450	18,826	3,605	-	-	-	97
132	745	3,185	547	3,784	10,030	92	647
1,254	6	2,685	3,713	27,467	78,083	15,889	-
251	622	3,277	693	4,552	13,586	456	1,266
-	-	-	-	1,255	3,766	212	-
4	3	67	11	20,381	55,457	238	463
41	1,390	2,787	419	1,842	4,103	83	1,207
68	595	34	324	2,037	6,111	401	46
596	31	1,024	1,885	2,706	8,112	526	1,350
16	-	-	69	493	1,479	119	-
29	152	351	158	1,337	3,855	65	354
25	-	252	70	2,383	7,150	-	-
91	929	995	2,254	450	751	-	116
-	-	-	-	503	1,509	-	-
10	-	-	50	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	1,312	3,582	-	-
13	-	82	639	13	40	-	143
-	1	25	1	6	19	325	-
-	-	-	-	14,353	43,058	-	-
3,346	82,494	64,539	59,213	235,176	594,848	23,992	110,905
-	-	2,076	-	109	42,069	17,370	-
3,346	82,494	66,615	59,213	235,285	636,917	41,362	110,905
(1,946)	11,544	(63,115)	(11,942)	56,249	20,106	7,412	12,195
(791)	(19,973)	(14,678)	(14,667)	(60,972)	(149,039)	(10,071)	(26,224)
\$ (2,737)	\$ (8,429)	\$ (77,793)	\$ (26,609)	\$ (4,723)	\$ (128,933)	\$ (2,659)	\$ (14,029)

COMMUNITY HUMAN SERVICES

COMBINING SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES FOR THE YEAR ENDED JUNE 30, 2015

	Off Main Clinic Methadone Program	Runaway Basic Center	SuperKids/ SuperTeens	Supervised Visitation	Domestic Violence	Runaway Street Outreach
REVENUES						
Grants	\$ 976,228	\$ 181,127	\$ 13,800	\$ -	\$ -	\$ 125,659
Charges and fees	124,795	-	-	55,484	52,052	-
Joint Powers Agency	-	-	-	-	-	-
United Way funding	2,357	-	-	2,216	-	-
Contributions	250	55,992	12,184	24,005	2,000	53,280
Other local sources	-	512	-	-	-	-
Total Revenues	<u>1,103,630</u>	<u>237,631</u>	<u>25,984</u>	<u>81,705</u>	<u>54,052</u>	<u>178,939</u>
EXPENSES						
Salaries	363,254	90,535	12,826	36,670	30,026	98,812
Employee benefits	122,264	28,990	2,304	2,007	1,813	32,431
Facilities rental	60,036	-	-	3,605	3,510	-
Professional fees	66,734	25,014	93	962	635	1,013
Utilities and maintenance	38,289	6,941	-	4,028	2,006	6,978
Operating supplies	18,950	4,951	47	694	361	3,824
Medical supplies and laboratory fees	49,000	-	-	-	-	-
Food	65	16,197	-	12	6	74
Insurance	6,244	1,747	174	858	868	1,725
Auto and travel	87	906	183	745	247	879
Telephone	11,344	4,276	1	1,877	1,124	4,910
Fees and licenses	19,954	485	-	69	297	485
Conferences and meetings	3,012	4,020	23	207	230	4,896
Copy machines	4,405	672	-	70	35	672
Advertising	1,068	1,119	-	1,247	229	1,225
Equipment rental	-	-	-	-	-	-
Miscellaneous	41	13	-	50	50	(13)
Dues	-	-	-	-	-	-
Client costs	-	41	-	-	-	7,030
Printing and publications	208	100	49	36	18	400
Development	-	13	-	1	1	13
Interest - Net	160	-	-	-	-	-
Total Before Depreciation	<u>765,115</u>	<u>186,020</u>	<u>15,700</u>	<u>53,138</u>	<u>41,456</u>	<u>165,354</u>
Depreciation	<u>4,621</u>	<u>14,439</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses	<u>769,736</u>	<u>200,459</u>	<u>15,700</u>	<u>53,138</u>	<u>41,456</u>	<u>165,354</u>
Net income before distribution	333,894	37,172	10,284	28,567	12,596	13,585
Management distribution	(188,133)	(46,569)	(3,607)	(13,838)	(10,108)	(42,381)
NET INCOME (LOSS)	<u>\$ 145,761</u>	<u>\$ (9,397)</u>	<u>\$ 6,677</u>	<u>\$ 14,729</u>	<u>\$ 2,488</u>	<u>\$ (28,796)</u>

See accompanying note to supplementary information.

<u>Safe Passage</u>	<u>Total</u>
\$ 119,250	\$ 3,343,502
2,863	410,423
-	124,075
1,259	27,709
18,379	356,031
-	10,766
<u>141,751</u>	<u>4,272,506</u>

96,997	2,269,728
18,174	697,707
-	166,548
943	180,981
13,784	291,040
12,783	102,222

464	54,697
269	94,903
1,742	42,683
1,048	25,812
769	68,703
3,824	27,676
1,515	37,168
-	24,159
390	20,964
-	2,137
43	2,896
-	2,742
836	12,801
49	5,539
-	6,328
-	57,571

153,630	4,195,005
<u>11,504</u>	<u>110,550</u>
<u>165,134</u>	<u>4,305,555</u>

(23,383)	(33,049)
(39,927)	-
<u>\$ (63,310)</u>	<u>\$ (33,049)</u>

COMMUNITY HUMAN SERVICES

NOTE TO SUPPLEMENTARY INFORMATION JUNE 30, 2015

NOTE 1 - PURPOSE OF SCHEDULES

Schedule of Expenditures of Federal Awards

The accompanying Schedule of Expenditures of Federal Awards includes the Federal grant activity of the Agency and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of the United States Office of Management and Budget Circular A-133, *Audits of States, local Governments, and Non-Profit Organizations*.

Schedule of Functional Revenues and Expenses

This schedule provides the Agency the comparison of revenues and expenses by each program function.

INDEPENDENT AUDITOR'S REPORTS

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors
Community Human Services
Monterey, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of each major fund and the aggregate remaining fund information of Community Human Services (a Joint Powers Agency of California Local governments) (the Agency) as of and for the year ended June 30, 2015, and the related notes to the financial statements, and have issued our report thereon dated November 2, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of Agency's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Agency's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Palo Alto, California
November 2, 2015



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR
EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133**

Board of Directors
Community Human Services
Monterey, California

Report on Compliance for Each Major Federal Program

We have audited Community Human Services' compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of Community Human Services' (the Agency) major Federal programs for the year ended June 30, 2015. The Agency's major Federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its Federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Agency's major Federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major Federal program occurred. An audit includes examining, on a test basis, evidence about the Agency's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major Federal program. However, our audit does not provide a legal determination of the Agency's compliance.

Opinion on Each Major Federal Program

In our opinion, Community Human Services complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major Federal programs for the year ended June 30, 2015.

Report on Internal Control Over Compliance

Management of Community Human Services is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Community Human Services' internal control over compliance with the types of requirements that could have a direct and material effect on each major Federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major Federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Community Human Services' internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a Federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a Federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a Federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.



Palo Alto, California
November 2, 2015

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

COMMUNITY HUMAN SERVICES

SUMMARY OF AUDITOR'S RESULTS FOR THE YEAR ENDED JUNE 30, 2015

FINANCIAL STATEMENTS

Type of auditor's report issued:	<u>Unmodified</u>
Internal control over financial reporting:	
Material weakness identified?	<u>No</u>
Significant deficiency identified?	<u>None reported</u>
Noncompliance material to financial statements noted?	<u>No</u>

FEDERAL AWARDS

Internal control over major programs:	
Material weakness identified?	<u>No</u>
Significant deficiency identified?	<u>None Reported</u>
Type of auditor's report issued on compliance for major programs:	<u>Unmodified</u>
Any audit findings disclosed that are required to be reported in accordance with Section .510(a) of OMB Circular A-133?	<u>No</u>

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
<u>93.959</u>	<u>Block Grant for Prevention and Treatment of Substance Abuse</u>

Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$ 300,000</u>
Auditee qualified as low-risk auditee?	<u>Yes</u>

COMMUNITY HUMAN SERVICES

**FINANCIAL STATEMENT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2015**

None reported

COMMUNITY HUMAN SERVICES

**FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2015**

None reported

COMMUNITY HUMAN SERVICES

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEAR ENDED JUNE 30, 2015

Financial Statement Findings

2014-1 Lack of Timely Reconciliation

Finding

Certain reconciliations were not being prepared timely and accurately. Maintaining accurate financial information is important in making sound management decisions. It takes not only accurate posting of daily transactions, but also requires consistent and periodic reconciliations of actual balances to the general ledger to timely detect any errors and omissions. We noted certain balance sheet accounts which needed additional reconciliation procedures or adjustments.

Recommendation

We recommend that Management evaluate the periodic reconciliation of significant account balances and year-end procedures and modify them as necessary to ensure that they are carried out regularly and consistently. The procedures should include an overall reconciliation and evaluation on the status of cash, accounts receivable and accounts payable within the Peachtree accounting system. We recommend that all accounts be reconciled and reviewed on a monthly basis as part of the Agency's routine closing schedule. The focus of this procedure should be:

- to verify amounts have been accurately reflected in the general ledger;
- to reassess the collectability and appropriateness of older balances;
- to evaluate the status of programs and grants;
- to reassess estimates and assumptions used in recording certain balances; and
- to identify and resolve account discrepancies.

Current Status

Implemented.

COMPLETE YTD
FINANCIAL
STATEMENTS

ASSETS

Current Assets

Petty Cash	\$ 2,147.68
Rabobank Checking	119,158.48
CFMC Stewardship Fund	106,774.96
Fidelity Investments	123,408.60
Genesis House-Food Stamp Account	1,614.69
Safe Place Food Account	452.87

Subtotal Cash & Cash Equivalents 353,557.28

Accounts Receivable

Family Service Center Receivables	202,441.96
Off Main Clinic Receivables	217,784.08
Genesis House Receivables	72,517.61
Safe Place/Safe Passage Receivables	34,171.49
Outpatient Drug Treatment Receivables	8,975.00
Other Receivables	92,327.00

Subtotal Accounts Receivable 628,217.14

Other Current Assets

Deposits	12,082.54
Other Current Assets	61,154.13

Subtotal Other Assets 73,236.67

Property and Equipment

Land	486,495.00
Buildings and Improvements, Net	2,229,273.49
Furniture, Fixtures, Equipment, Vehicles, Net	30,703.54

Subtotal Property and Equipment 2,746,472.03

Total Assets \$ 3,801,483.12

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable, Vendors	67,018.84
Accrued Vacation Payable	82,286.17
Retirement Payable	19,225.43
Other Payables	6,343.17

Total Current Liabilities 174,873.61

Long-Term Liabilities

Notes Payable-Sonoma Street (Rabobank)	1,052,158.52
Total Long-Term Liabilities	1,052,158.52

Total Liabilities 1,227,032.13

Capital

Equity	2,446,951.58
Net Income	127,499.41
Total Capital	2,574,450.99

Total Liabilities & Capital 3,801,483.12

Community Human Services
Income Statement
For the Five Months Ending November 30, 2015
Agency

	Current Month Actual	Budget	Variance	Year to Date Actual	Budget	Variance
Revenues						
Contracts	\$ 304,422.03	\$ 364,051.00	(59,628.97)	\$ 1,601,404.70	1,699,678.00	(98,273.30)
Program Fees	15,859.18	22,295.00	(6,435.82)	109,582.70	111,475.00	(1,892.30)
Private Pay	10,483.00	11,920.00	(1,437.00)	52,271.08	59,600.00	(7,328.92)
Grants/Donations	0.00	5,658.00	(5,658.00)	41,126.20	110,290.00	(69,163.80)
Joint Powers Agency Support	0.00	0.00	0.00	129,346.00	139,738.00	(10,392.00)
Contributions	8,117.60	5,250.00	2,867.60	138,714.88	14,250.00	124,464.88
Food Stamps	3,929.00	6,301.00	(2,372.00)	25,953.70	31,505.00	(5,551.30)
Private Insurance	0.00	0.00	0.00	0.00	0.00	0.00
SSI/SSDI/TANF	2,089.10	1,448.00	641.10	13,862.12	7,240.00	6,622.12
Other Income	(801.01)	457.00	(1,258.01)	(1,750.88)	2,285.00	(4,035.88)
Total Revenues	344,098.90	417,380.00	(73,281.10)	2,110,510.50	2,176,061.00	(65,550.50)
Expenses						
Salaries	208,720.47	237,557.00	(28,836.53)	1,039,069.01	1,163,152.00	(124,082.99)
Employee Benefits	65,971.38	60,034.00	5,937.38	333,723.18	300,029.00	33,694.18
Occupancy Expense	44,899.80	34,484.00	10,415.80	210,792.74	171,870.00	38,922.74
Professional Fees	11,396.95	19,966.00	(8,569.05)	75,780.31	103,080.00	(27,299.69)
Office and Program Supplies	16,617.53	8,415.00	8,202.53	52,341.55	43,223.00	9,118.55
Food and Personal Expense	11,017.46	8,190.00	2,827.46	56,460.41	41,022.00	15,438.41
Depreciation/Building Expense	9,520.15	8,776.00	744.15	47,600.75	43,880.00	3,720.75
Equip Lease/Printing/Copier	2,156.64	4,886.00	(2,729.36)	16,070.16	28,277.00	(12,206.84)
Communications	4,008.66	4,600.00	(591.34)	19,755.87	23,027.00	(3,271.13)
Insurance	5,093.43	4,436.00	657.43	28,548.08	26,592.00	1,956.08
Interest Expense	4,402.23	4,400.00	2.23	22,111.88	22,000.00	111.88
Medical/Medications/Lab Exp	6,368.91	4,329.00	2,039.91	26,072.17	21,645.00	4,427.17
Conferences and Training	77.43	1,384.00	(1,306.57)	9,403.75	12,832.00	(3,428.25)
Vehicle/Travel/Mileage Expense	2,620.09	2,488.00	132.09	10,127.11	12,318.00	(2,190.89)
Dues/License/Publications	11,664.00	2,393.00	9,271.00	27,232.35	11,547.00	15,685.35
Advertising Expense	452.80	710.00	(257.20)	7,817.02	7,689.00	128.02
Miscellaneous Expense	75.00	0.00	75.00	104.75	166.00	(61.25)
Administrative Cost	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	405,062.93	407,048.00	(1,985.07)	1,983,011.09	2,032,349.00	(49,337.91)
Net Income	\$ (60,964.03)	\$ 10,332.00	(71,296.03)	\$ 127,499.41	143,712.00	(16,212.59)

For Management Purposes Only

**COMMUNITY HUMAN SERVICES
TEN LARGEST GIFTS FY14/15**

1. California Wellness Foundation	\$50,000
2. Community Foundation for Monterey County	\$50,000
3. Monterey Peninsula Foundation	\$40,000
4. Harden Foundation	\$30,000
5. United Way of Monterey County	\$25,000
6. Nancy Buck Ransom Foundation	\$25,000
7. Pebble Beach Company Foundation	\$5,000
8. In-N- Out Burger Foundation	\$3,000
9. Yellow Brick Road	\$2,500
10. Upjohn Foundation	\$2,000
TOTAL	\$232,500

Evidence of Other Funding Awards

Because the fiscal year does not start for over five months, we do not have signed contracts or grant rewards documented yet.

However, the following documentation, which is part of a 55 page contract that is not included in its entirety to save paper and space, does show that the Monterey County Department of Health plans to contract with CHS and Genesis House to provide substance abuse treatment services in 2016/2017 and 2017/2018. The total amount committed each year is \$924,970.00.

Joint Power Agency support, smaller grants, client fees and other fundraising is not yet committed but based on past and projected support we are confident we will receive this funding.



Monterey County

Board Order

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Agreement No.: A-12777

Upon motion of Supervisor Parker, seconded by Supervisor Phillips and carried by those members present, the Board of Supervisors hereby:

- a. Authorized the Director of Health to execute a three fiscal year term (FY 2015-16, 2016-17 and 2017-18) Alcohol and Drug Treatment Services Agreement with Community Human Services for the provision of alcohol and drug recovery services in the annual amount of \$2,098,807 for a total of \$6,296,421; and
- b. Authorized the Director of Health to execute up to three (3) future amendments to this agreement where the amendments do not exceed 10% of the original contract amount and do not significantly change the scope of work.

PASSED AND ADOPTED on this 23rd day of June 2015, by the following vote, to wit:

AYES: Supervisors Armenta, Phillips, Salinas, Parker and Potter
NOES: None
ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 78 for the meeting on June 23, 2015.

Dated: July 1, 2015
File ID: A 15-195

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By *Denise Hancock*
Deputy

IN WITNESS WHEREOF, COUNTY and CONTRACTOR have executed this Agreement as of the day and year last written below.

COUNTY OF MONTEREY

By: _____
Mike Derr, Purchasing Manager

Date: _____

By: _____
Ray Ballick, Director of Health

Date: _____ 7-8-15

Approved as to Form

By: _____
Stacy L. Saetta, Assistant County Counsel²

Date: _____ 6/2/15

Approved as to Fiscal Provisions

By: _____
Gary Giboney, Auditor/Controller

Date: _____ 6-2-15

Approved as to Liability Provisions

By: _____
Steve Mauck, Risk Management¹

Date: _____

CONTRACTOR

COMMUNITY HUMAN SERVICES

Contractor*

By: _____
Robin McCrae, Executive Director

Date: _____ 6/1/15

By: _____
Sharon Lagana, CFO*

Date: _____ 6/1/15

INSTRUCTIONS: If CONTRACTOR is a corporation, including limited liability and nonprofit corporations, the full legal name of the corporation shall be set forth above together with signatures of two specified officers.

If CONTRACTOR is a partnership, the name of the partnership shall be set forth above together with the signature of an officer who has authority to execute this Agreement on behalf of the partnership.

If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement

EXHIBIT B PAYMENT PROVISIONS

Non-Drug/Medi-Cal

1. COUNTY shall pay CONTRACTOR for the services rendered to eligible participants and for the community which fall within the general services described in Exhibit A. The rate for Non-Drug/Medi-Cal client services that are not co-located with Drug/Medi-Cal client services shall be a negotiated rate based upon the estimated revenue and units of service. The rate for Non-Drug/Medi-Cal client services that are co-located with Drug/Medi-Cal client services shall be an interim rate based upon the Drug/Medi-Cal Statewide Maximum Allowance (SMA). At the end of each fiscal year, COUNTY may make adjustments to the negotiated rate in accordance with the procedures set forth in Section 16 of this Agreement.
2. Subject to the cost adjustment described in Section 16, COUNTY shall compensate CONTRACTOR in the following manner:
 - a. For Program 1, 2 and 4: Residential, Perinatal Residential, and Daisy Adolescent Services, CONTRACTOR shall bill COUNTY one-twelfth of the annual amount, monthly, in advance, on the Monthly Service Level Report and Invoice, Exhibit C. For Residential and Perinatal Residential, COUNTY shall review actual bed day utilization rate for fixed rate reimbursement programs on a quarterly basis and adjust reimbursement to the CONTRACTOR accordingly. CONTRACTOR shall develop a fee schedule in accordance with Section 14 of this Agreement. Subsequent advance payments will be adjusted to offset the fees collected. Billings shall be presented to COUNTY promptly after the close of each calendar month, as required in the County Alcohol and Drug Reporting Guidelines.
 - b. Programs 3 and 5, AB 109 Residential and Outpatient Services shall be invoiced to COUNTY in arrears and on a monthly basis.
 - c. COUNTY shall pay CONTRACTOR at the following rates per fiscal year:

Program		FY 2015-16			FY 2016-17			FY 2017-18		
		Est. Units	Est. Rates	FY Total	Est. Units	Est. Rates	FY Total	Est. Units	Est. Rates	FY Total
1	Residential	5,691	\$77.01	\$438,264	5,691	\$77.01	\$438,264	5,691	\$77.01	\$438,264
2	Perinatal Residential	2,326	\$161.47	\$375,580	2,326	\$161.47	\$375,580	2,326	\$161.47	\$375,580
3	AB 109 Methadone Doses	461	\$10.80	\$4,979	461	\$10.80	\$4,979	461	\$10.80	\$4,979
3	AB 109 Individual counseling sessions	293	\$13.48	\$3,950	293	\$13.48	\$3,950	293	\$13.48	\$3,950
4	DAISY	630		\$38,637	630		\$38,637	630		\$38,637
5	AB 109 Residential	1,443	\$77.01	\$111,126	1,443	\$77.01	\$111,126	1,443	\$77.01	\$111,126
Subtotal				\$972,536						

- d. The DIRECTOR may withhold claims for payment to CONTRACTOR for delinquent amounts due to COUNTY as determined by a cost report or audit report settlement resulting from this, or prior years', Agreement(s). CONTRACTOR agrees to reimburse COUNTY for

K. Attachments

A list of the current Board of Directors; include name, city of residence, and profession of each (Included in Section F)

Staff roster with name and title (Included in Section F)

Organizational chart (Included in Section F)

Program budget including staffing costs (Included in Section E)

Annual budget (Included in Section G)

Financial statements (included in Section G)

Evidence of other funding award or commitment (Included in Section G)

List of significant donors (included in Section G)

Staff resumes (Included here)

Job Descriptions (Included here)

Proof of Nonprofit Status (Included here)

ROBIN McCRAE, MA
919 Sierra Madre Drive
Salinas, CA 93901
(831) 455-2197

CHIEF EXECUTIVE OFFICER, Community Human Services, Monterey, CA. August 1994 to present. Responsible for providing the leadership and direction required to further the organization's mission. Specific duties include building and maintaining strong relationships with individuals and organizations in the community, ensuring all programs consistently deliver innovative, high quality services, ensuring the agency's ability to attract and retain highly motivated, effective staff, conducting strategic and operational planning with the Board and staff, setting clear goals, objectives and measures for performance, leading the fundraising efforts, being the chief spokesperson for the agency, delivering successful financial performance that strengthens the organization over time, and ensuring compliance with Federal, State and County standards. Programs managed include runaway and homeless youth programs (Street Outreach, Basic Center and Supportive Housing), outpatient mental health services, residential drug treatment, narcotic replacement therapy, youth drug treatment, parent education, supervised visitation, and domestic violence/anger management programs.

ADMINISTRATIVE ASSISTANT & PERSONNEL COORDINATOR, Community Human Services, Monterey, CA. May 1992 to July 1994. Provided key administrative services including personnel management, contract administration, board support, grant writing and public relations.

LABOR REPRESENTATIVE, California School Employees Association, San Jose, CA. March 1990 to May 1992. Represented over 3,000 classified school employees in 10 school districts in a service area covering Monterey, San Benito and Santa Clara Counties in contract negotiations, grievances, unfair labor practices and other collective bargaining issues.

PUBLIC INFORMATION OFFICER, Monterey County Office of Education, Salinas, CA. January 1988 to March 1990. Responsible for developing and implementing public information plan for county superintendent of schools including newsletters, directories, press releases, public service announcements, press conferences, and providing training to schools in public and media relations.

EDUCATION: University of California, Davis
M.A. – Creative Writing/Poetry (HIGH HONORS)
University of California, Davis
B.A. – English/Writing (HONORS)

APPOINTMENTS: Juvenile Justice Coordinating Council
Community Corrections Partnership
Monterey County Children's Council
Leadership Council/10-Year Plan to End Homelessness
Coalition of Homeless Services Providers (board chair)
United Way of Monterey County (board member)

Sharon Ann Lagana

Profile

CPA with over 30 years of experience, including work in not-for-profit accounting, auditing and tax preparation. Self-motivated, hands on accountant with a high energy level, strong analytical and problem solving skills, and a drive to make a positive contribution.

Professional experience

2014 – Current Community Human Services, Monterey, CA

Chief Financial Officer

- Oversees all accounting, financial reporting and human resource functions for Community Human Services including general ledger reconciliations, payroll and employee benefit processing, bank and investment account reconciliations, financial statement and annual budget development and preparation, annual audit preparation and organization, tax return preparation and filing, presentation and review of financial statements with Finance and Executive Committees, as well as Board of Directors.

2008 – Current United Way Monterey County, Monterey, CA

Chief Financial Officer

- Oversees all accounting, financial reporting and human resource functions for United Way Monterey County including general ledger reconciliations, payroll and employee benefit processing, bank and investment account reconciliations, financial statement and annual budget development and preparation, annual audit preparation and organization, tax return preparation and filing, presentation and review of financial statements with Finance and Executive Committees, as well as Board of Directors.

2005 – 2008 CTB/McGraw-Hill, Monterey, CA

Financial Analyst

- General ledger reconciliations and analyses, month-end close of receivables, payables, and job costing analyses. Lead financial analyst for segments of organization including Programs, Research, Publishing and Manufacturing. Responsible for analyzing state contracts comparing budget to actual.

1986 – 2005 Monterey Bay Aquarium, Monterey, CA

Accountant

- General ledger reconciliations and month-end close of receivables, payables, job costing, fixed assets, payroll, banks and investment accounts, sales tax and property tax return preparation, financial statement development and preparation using FRx, annual audit organization and work paper preparation, main accounting contact for aquarium department managers and external auditors. Experienced in fund accounting.

1981-1985 Carpenter, Kuhn and Sprayberry, CPA's, Bakersfield, CA

Senior Staff Accountant

- Management and preparation of tax returns, audits, reviews and compilations of individuals, partnerships, corporations, municipals and not-for-profit entities, including dissolutions, liquidations and consolidations, preparation of financial projections for real estate syndications.

Education

California State University, Fresno, Fresno, CA

Bachelor of Science, Accounting Emphasis

CPA Exam, Passed 1982

Professional memberships

California Society of CPA's - member since 1983

Skills

Advanced on MS Excel, MS Word, MS Office, Abila (Sage MIP), Andar

References

Available Upon Request

Marta Ann Sullivan
5085 Beach Wood Dr.
Seaside, Ca. 93955
Home 831/717-4429
Cell 831-915-4853
martasullivan@hotmail.com

Professional Profile

I am a dedicated and experienced substance abuse program manager. For the past nine years, I held the position of Director of Recovery Services for a large behavioral health organization.

Education and Certifications

Elementary Education

Junipero Memorial Catholic High School

Monterey High School

University of California Santa Cruz – Alcohol and Drug Studies

Basic Certificate

Advanced Certificate

Certifications

R.A.S. Registered Addiction Specialist

Seeking Safety Trauma Informed Best Practice

Methamphetamine Matrix Model

Motivational Interviewing

Reflective Supervision

Related Experience

Community Human Services- 1991-1993

Outpatient Drug Free- Primary case manager for up to 25 clients in outpatient program. Individual and group counseling.

Methadone Clinic- Primary counselor and case manager for up to 40 clients receiving narcotic replacement therapy.

Monterey County Health Department 1993-1998

Day One Outpatient – Outpatient treatment services for up to 30 outpatient clients at the Monterey County Health Department and a satellite clinic located in a community based recovery center.

Monterey County Drug Court – First treatment coordinator for drug court. Worked closely with judicial team to implement drug court standards for client oversight and initial services for drug court participants

Perinatal Recovery Services- Maintained large primary caseload and provided both individual and group counseling services to pregnant, post-partum and parenting women in a large medical funded treatment program.

Sun Street Centers 1998-2001

Women and Children's Recovery Services - program manager for women's outpatient program. Supervised counseling and childcare staff for medical outpatient treatment program. Also responsible for program curriculum and monthly billing.

Door to Hope 2001-2014

Women's Residential program. Program Manager for 14 bed women's residential program. Supervised all phases of client care including assessment, intake, group facilitation, education and case management using a wide variety of best practices and motivational strategies to engage residents in the recovery process. Supervised counseling staff and all program activities. Responsible for program schedule, staffing and staff performance issues.

Nueva Esperanza Family Program- Assisted in the development and operations of a small residential program for +six parenting women and their young children ages 0-5. Developed program activity schedule and program standards. Supervised and developed counseling staff, therapist and childcare staff.

Door to Hope Outpatient – Assisted in the development of an intensive outpatient program for men and women. Interfaced with referral sources including Monterey County Probation, Drug Treatment Court, Prop 36 Treatment Court and Department of Family and Children's Services. Trained counselors in all phases of comprehensive client care including assessment, intake, individual and group counseling, documentation, education, case management services, discharge planning and referral services.

Administration- Director of Recovery Services

Responsible for daily operations of two residential and one outpatient program. Supervised 20 + employees. Responsible for employee performance appraisals and disciplinary actions. Attended monthly provider meetings and interfaced with contract monitors, criminal justice and other referring agencies. Developed relationships to develop and enhance private pay base. Brought in over \$100,000 private pay fees during FY2012-2013.

Community Human Services –April 28, 2014- Current

Outpatient Treatment Center- development of two new outpatient treatment programs as well as preparation for state licensure and Drug Medi-Cal certification.

Completed outpatient protocol as well as policies and procedures for program manual.

Created master file of documents needed for client record.

Prepared site for fire inspection compliance and obtained zoning clearance.

Ongoing preparation for CARF accreditation.

Clive Stewart
160 Evans Ave., Pacific Grove, CA 93950
Crs21@sbcglobal.net
831-375-1797 or 831-402-0528

Objective:

To have the opportunity to advance within in my field at Community Human Services.

Experience:

2014 to current

Community Human Services, Genesis House, Program Officer

Duties consist of but not limited to: provide quality service to clients through efficient management of Genesis House, manage entire unit, implement goals, objectives and evaluations, provide direct supervision to staff, provide reports, budgets, and other documentation as needed, participate in agency Management Team, recruiting and hiring new staff, serving on agency-wide Quality Assurance Review Committee.

2004 to 2014

Community Human Services, Genesis House, Counselor II

Duties consist of but not limited to: the 12 core functions, developing treatment plans, facilitating and coordinating counseling and education groups and sessions, assessments, case management, crisis intervention, client referrals to outside agencies, transporting, daily and weekly progress documentation, monthly oral and written reports, conduct random drug testing, and provide support to clients in helping them become self-sufficient and able to maintain their sobriety.

1997 to 2004

Community Human Services, Genesis House, Relief Staff

Duties consist of but not limited to: coordinate and oversee the normal day-to-day activity of the residential facility , monitor activities and whereabouts of all residents, maintain accurate communication with other staff members, write incident reports, transport and maintain a clean/safe living environment for all residents and staff.

1997 to 2002

American International Transport, Driver

Duties consist of but not limited to: driving, customer service, and providing tours.

Education:

Breining Institute of Sacramento, CA. CADDAC

ROBERT JOHN RAPP

(831) 241-4559

robrapp74@hotmail.com

QUALIFICATIONS

Multiple years experience as a Program and Development Director. Private, corporate, and government contract administration. GSA, ORCA, and CCR management. College lecturing and large reception emcee experience. Event and labor management background. Strong critical thinking, writing and public speaking skills. Extensive non-profit and fundraising experience. Computer literate in multiple operating systems. National marketing campaign creation and implementation. Demonstrated success in team and individual work environments - both as a manager and in support positions. Proven success initiating and building rapport with a broad cross-section of society. Author of successful Federal and Foundation grant proposals.

EDUCATION

2013 Leadership of Monterey Peninsula

2002 Master of Arts in History, California State University Hayward

1996 Bachelor of Arts in Psychology, Cornell College

EMPLOYMENT HISTORY

Development Director Community Human Services Monterey, CA 11/11-Present
Research and write grants for all C.H.S. programs. Maintain database of funders. Prepare multipage brochures for various programs. Work closely with board members on various subcommittees and present monthly Development Reports at board meetings. Serve as a community liaison to large funders. Work with city council members on program and funding issues. Coordinate large fundraising events. Work closely with CEO.

Contracts Administrator North Tree Enterprises, Inc. Marina, CA 10/09-11/11
Manage GSA contracts. Administer private, corporate, and government contracts. Monitor FedBizOps and other websites for relevant RFP's. Prepare and submit proposals for private and government solicitations. Use numerous techniques to increase business development. Act as a liaison between government entities and CEO. Work with Worker's Compensation, insurance agencies, ORCA, CCR, and Dun & Bradstreet.

Grant Writer Self-Employed Pacific Grove, CA 02/09-11/11
Research and write grants for local and national non-profit and for-profit organizations. I have worked on small foundation grants and large government grants in excess of one million dollars. My success rate is quite high and I am comfortable working with organizations ranging from the scientific to the artistic.

Program Director Cancer Patients Alliance Pacific Grove, CA 06-07-02/09
Oversaw all aspects of a national fundraising and running team program. Created and implemented national marketing plans including; print, radio, television, and internet media. Wrote and recorded radio and television PSA's. Created and maintained Foundation database. Planned and emceed numerous large, national receptions and fundraising events. Maintained contact with hundreds of participants and thousands of potential participants. Used several graphics and editing programs to create web pages, advertising pieces, and informational content. Assisted with grant requests and justifications.

Personal Property Consultant Hambrook's Auction House Pacific Grove, CA 05/06-06/07
Appraised personal estates for auction. Performed various administrative duties on several office programs. Facilitated the smooth operation of monthly auctions. Dealt with and maintained positive relationships with local antique dealers, wholesalers and private individuals. Supervised and scheduled teams of movers.

Program Director	C.S.U.M.B.	Monterey, CA	05/05-04/06
Insurance Agent	American Income Life	Portland, OR	09/03-09/04
Banquet Server	Monterey Bay Aquarium	Monterey, CA	01/00-03/03
Event Manager/Head Bartender	Wente Vineyards	Livermore, CA	08/94-01/00

COMMUNITY HUMAN SERVICES
Position Classification Specifications

POSITION CLASSIFICATION: Chief Executive Officer (CEO)

GENERAL FUNCTION: Manager of Community Human Services

PRIMARY RESPONSIBILITIES: Responsible for overall management of Community Human Services including all aspects of board development, finances, programs, fund raising, human resources, planning and evaluation.

- Financial and program development for CHS; involves strategic and long-range program and financial planning, administration of grants and contracts; and expanding alternative funding sources.
- Build public support for CHS through public relations, community education and active involvement in social services planning within Monterey County.
- Strengthen financial support for CHS by developing relationships with public and private funders, including grant makers and donors.
- Ensure implementation of the Personnel Policies, Board of Directors By-Laws and Fiscal Manual.
- Direct supervision of the Chief Financial Officer, Chief Program Officer, Development Director, Human Resources Coordinator and Executive Assistant. Also, leads the Management Team

ACCOUNTABLE TO: The Board of Directors

MINIMUM QUALIFICATIONS: As the top management position of the agency, this person must possess a comprehensive knowledge and exceptional competence in both technical and practical skills. The position requires a demonstrated ability in working effectively with staff, Board of Directors, public officials and personnel from other agencies; in coordinating highly

COMMUNITY HUMAN SERVICES
Position Classification Specifications

diversified program segments; in adaptive thinking, initiating and problem-solving with minimum direction; in assuming responsibility for decisions and operations with maximum freedom to act.

Candidates for this position must have a Master's Degree and five years professional experience at an advanced management level in a related field, or the equivalent. Preference will be given to persons who have had work experience in grant funded programs and/or management responsibilities in agencies of similar size and with similar programs as Community Human Services.

PHYSICAL EFFORT:

- Physical, mental and emotional stamina to perform the duties and responsibilities of the position;
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgment and decisions;
- Manual dexterity sufficient to write, use a telephone, computer, calculator and office machines at required speed and accuracy;
- Vision sufficient to read handwritten and printed materials and the display screen of various office equipment and machines;
- Hearing sufficient to communicate in person and hold telephone conversations in the normal range;
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances, on the telephone and addressing groups;

COMMUNITY HUMAN SERVICES
Position Classification Specifications

- Physical stamina sufficient to sustain light to medium physical labor for up to 8 hours, sit and/or walk for prolonged periods of time;
- Physical mobility sufficient to move about the work environment for sustained period of time on hard flooring, climb slopes, stairs and ramps and respond to emergency situations;
- Physical strength sufficient to periodically lift, carry, push and/or pull 40 pounds of materials or supplies; occasionally lift, carry, push and/or pull more than 40 pounds with assistance;

WORK ENVIRONMENT: Predominantly indoor work environment. Outdoors occasionally for work-related errands and travel, drills.

A valid California driver's license and insurance are required.

Employee

Date

COMMUNITY HUMAN SERVICES
Position Classification Specifications

POSITION CLASSIFICATION: Chief Financial Officer (CFO)

GENERAL FUNCTION: The Chief Financial Officer assists the Chief Executive Officer (CEO) in the administration of business operations of Community Human Services. In the absence of the CEO, the CFO may be assigned as acting CEO.

PRIMARY RESPONSIBILITIES: Overall coordination and control of fiscal and business operations of the agency, including administration of budgets, audits, grants, contracts, purchasing, billing, general accounting and general supervision of all other business transactions.

Planning and implementation of business systems; negotiation and preparation of grant proposals and contracts; research and development of alternative funding sources; administration of third-party payment systems; and on-going evaluation of business procedures and systems.

Responsible for general supervision of all business practices, bookkeeping, clerical and support staff of all clinics; review and develop on-going skill and business training programs for support staff and Program Directors.

Responsible for management coordination and oversight of the out-sourced information technology functions of the Agency.

Participate as a member of Management Team, and in the planning, implementation and evaluation of agency goals and objectives.

Responsible for implementing the policies and procedures of the Fiscal Manual.

Member of the Board Finance Committee.

Other duties as assigned by the CEO.

ACCOUNTABLE TO: Chief Executive Officer

MINIMUM QUALIFICATIONS: The Chief Financial Officer position requires comprehensive knowledge of management program operations and accounting, as well as exceptional mastery of technical business and grants administration skills. The Chief Financial Officer must be able to work with general direction as to execution and results, subject to Board policies and procedures; have demonstrated assessment and problem-solving skills; be capable of reactive and constructive thinking in variable situations; and have sufficient experience to function in both advisory and line staff positions. Must have knowledge and experience with computerized accounting systems.

Candidates must have a Master's Degree in Business, Public or Hospital Administration, with five years professional experience, or equivalent. Preference will be given to those with previous management experience in publicly funded projects.

COMMUNITY HUMAN SERVICES
Position Classification Specifications

PHYSICAL EFFORT:

- Physical, mental and emotional stamina to perform the duties and responsibilities of the position;
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgment and decisions;
- Manual dexterity sufficient to write, use a telephone, computer, calculator and office machines at required speed and accuracy;
- Vision sufficient to read handwritten and printed materials and the display screen of various office equipment and machines;
- Hearing sufficient to communicate in person and hold telephone conversations in the normal range;
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances, on the telephone and addressing groups;
- Physical stamina sufficient to sustain light to medium physical labor for up to 8 hours, sit and/or walk for prolonged periods of time;
- Physical mobility sufficient to move about the work environment for sustained period of time on hard flooring, climb slopes, stairs and ramps and respond to emergency situations;
- Physical strength sufficient to periodically lift, carry, push and/or pull 40 pounds of materials or supplies; occasionally lift, carry, push and/or pull more than 40 pounds with assistance;

WORK ENVIRONMENT: Predominantly indoor work environment. Outdoors occasionally for work-related errands and travel, drills.

A valid California driver's license and insurance are required.

Employee

Date

COMMUNITY HUMAN SERVICES
Position Classification Specifications

POSITION CLASSIFICATION: Senior Program Officer

GENERAL FUNCTION: The Senior Program Officer (SPO) assists the Chief Executive Officer (CEO) in the day-to-day administration and operation of the programs of Community Human Services, in business and resource development and provides leadership, support and supervision to the Program Officers. In the absence of the CEO, the SPO may be assigned as acting CEO, in conjunction with the CFO.

PRIMARY RESPONSIBILITIES:

- Assists and supports the CEO on a variety of projects.
- Communicates effectively and openly with the CEO.
- Manages one Agency program and supervises one or more other Agency program(s).
- Responsible for the management, supervision and evaluation of Program Officer(s).
- Responsible for effective coordination of program operations, quality of client services, and safety of clients and staff.
- Responsible for licensing, certification, accreditation and other regulatory requirements; program protocols, continuous quality improvement programs or quality assurance programs, disaster plans, training programs, etc.
- Responsible for developing, implementing, monitoring and evaluating programs and program goals and objectives.
- Responsible for ensuring clean and safe work and treatment environments and safe vehicles for staff use.
- In conjunction with the Chief Executive Officer and Chief Financial Officer, responsible for developing new revenue streams, and implementing and maintaining diversified revenue streams and fee systems.
- Assists the CEO and CFO in evaluating the financial viability, effectiveness and return in investment of programs.
- Assists in hiring and supervising program staff, and determining appropriate staffing patterns, hours of operation, etc. Also assists with program equipment inventory, facility maintenance and vehicle maintenance.
- Assists with grant writing, fundraising, and public relations for the programs managed and supervised. Maintains support for programs through contact with the Board, the public, State and County, funders, and clients.
- Assists in contract negotiations and administration, and budget development and management. Oversees variety of statistical and service reports. Assists in new program development, as well as refinements, enhancements to existing programs.
- Facilitates positive employee relations and effective public relations with the general public, community partners, funders, board and staff.
- Participates as member of Management Team, and in the strategic planning, implementation and evaluation of agency goals and objectives.
- Other duties as assigned by the CEO.

ACCOUNTABLE TO: Chief Executive Officer

COMMUNITY HUMAN SERVICES
Position Classification Specifications

MINIMUM QUALIFICATIONS: The Senior Program Officer position requires advanced management, clinical and administrative abilities. Broad knowledge of the dynamics of addiction, recovery, mental health, homelessness and family systems is required. The Senior Program Officer must have demonstrated supervisory, critical thinking and problem solving skills, as well as excellent written, verbal, interpersonal and presentation skills. Must be able to analyze and synthesize complex data and information. S/he must have the initiative to work under general direction and assume responsibility for decisions; must have excellent time management skills and be highly organized and results-oriented. Must be a team builder. Excellent computer skills required (Microsoft Office Suite). Knowledge of mental health, drug/alcohol treatment services and homeless issues is required. Two years clean and sober and maintenance of recovery required if in recovery.

Candidates for this position must have a college degree, preferably in counseling, psychology or social work, and five years of experience in the substance abuse, mental health or human services field, at least two of which are in management, or the equivalent combination of education and experience. Professional license or certification is highly desirable.

PHYSICAL EFFORT & WORK ENVIRONMENT:

- Physical, mental and emotional stamina to perform the duties and responsibilities of the position;
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgment and decisions;
- Manual dexterity sufficient to write, use a telephone, computer, calculator and office machines at required speed and accuracy;
- Vision sufficient to read handwritten and printed materials and the display screen of various office equipment and machines;
- Hearing sufficient to communicate in person and hold telephone conversations in the normal range;
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances, on the telephone and addressing groups;
- Physical stamina sufficient to sustain light to medium physical labor for up to 8 hours, sit and/or walk for prolonged periods of time;
- Physical mobility sufficient to move about the work environment for sustained period of time on hard flooring, climb slopes, stairs and ramps and respond to emergency situations;
- Physical strength sufficient to periodically lift, carry, push and/or pull 40 pounds of materials or supplies; occasionally lift, carry, push and/or pull more than 40 pounds with assistance;
- Predominantly indoor work environment. Outdoors occasionally for work-related errands and travel, drills.

A valid California driver's license and insurance are required.

The Senior Program Officer is employed "at-will." Employment is strictly pursuant to the terms and conditions of the employment contract.

Employee

Date

COMMUNITY HUMAN SERVICES
POSITION CLASSIFICATION SPECIFICATIONS

POSITION CLASSIFICATION: Program Officer

GENERAL FUNCTION: Provides quality service to CHS clients through efficient management of Unit.

PRIMARY RESPONSIBILITIES: Overall management of a CHS unit, including planning, implementation of Unit goals, objectives and evaluations.

Provides direct supervision and evaluation of all staff within the Unit.

Assists in the supervision of the Unit budget, preparation of necessary statistical reports, grants and other documentation of Unit activities.

Maintains public support for CHS programs through contact with the public and community; provides professional liaison with affiliate agency personnel and the Board of Directors.

Participates as a member of the Management Team. Shares in the planning, implementation and evaluation of CHS goals and objectives.

To be available for on-call status to Unit staff at any time and to work within any Unit in CHS, as required.

Responsible for recruiting, screening, interviewing and recommend to hire of staff appropriate to Unit functions.

Creates and supervises adjunctive Unit programs, i.e. volunteer and intern programs.

Oversees all in-house paper work systems (charting, statistics, follow-up fees, etc.)

Serves on agency-wide Quality Assurance Review Committee.

Other management or programmatic responsibilities as delegated by the Executive Director.

Responsible for ensuring the safety of staff and public.

ACCOUNTABLE TO: *Chief Programs Officer and Chief Executive Officer.*

QUALIFICATIONS: The position of Program Officer requires knowledge of techniques and practices gained through clinical and administrative experience. The Program Officer must have demonstrated supervisory and treatment skills; must be able to work toward the fulfillment of specific management and clinical objectives as determined by consultation with the Management Team and Chief Executive Officer; must possess broad knowledge of counseling techniques; must possess assessment and problem solving skills and have the ability to work flexibly to meet agency needs.

Candidates for this position should have a Master's degree preferably in counseling, psychology or social work or the equivalent in experience and/or personal recovery. Preference will be given to persons with supervisory experience in the chemical dependency field. A valid California driver's license and insurance are required.

I have read the above job description and understand my duties and responsibilities in this position.

Employee Signature

Date

COMMUNITY HUMAN SERVICES

POSITION CLASSIFICATION SPECIFICATIONS

POSITION CLASSIFICATION: Development Director

GENERAL PURPOSE: Under general direction of the Executive Director and in cooperation with the Board of Directors and management team, develops and maintains a diverse funding base and positive public/media/donor relations.

PRIMARY RESPONSIBILITIES:

Coordinates the preparation of government contract proposals.

Coordinates the writing of government/private grant applications.

Develops, implements and maintains a donor program, including annual campaign and capital/special campaign(s).

Develops and implements annual fundraising plan.

Acts as liaison to funding sources.

Acts as liaison and provides support to the Fundraising Committee.

Acts as Volunteer Coordinator.

Develops positive public relations/media relations through newsletters (public and employee), brochures, press releases, public service announcements, public speaking, etc.

Coordinates special events and other projects as related to agency development.

Coordinates All-Staff trainings, annual Board Retreat and staff retreats.

ACCOUNTABLE TO: Executive Director

QUALIFICATIONS: The position of Development Director requires comprehensive knowledge of non-profit fund development and public relations. Excellent written and verbal communications skills, and experience with Board of Directors required. Proficiency with Microsoft Office Professional and Publisher highly desirable, as is knowledge of drug/alcohol treatment services and youth/family counseling services. The Development Director must have the ability to work independently, as well as with a management team.

Candidates for the position must have a Bachelor's Degree in Business, Marketing, Communications, Journalism or related field and two years experience, or five years

equivalent experience. Preference will be given to applicants with demonstrated skills/experience in the above areas. A valid California driver's license is required.

I have read the above job description and understand my duties and responsibilities in this position.

Employee Signature

Date

010493



STATE OF CALIFORNIA

FRANCHISE TAX BOARD

P.O. BOX 1286

SAN JOSE, CALIF. 95128-1286

December 29, 1992

In reply refer to
340:G :CCI

COMMUNITY HUMAN SERVICES
PO BOX 3076
MONTEREY CA 93942

Purpose : CHARITABLE
Code Section : 23701d
Form of Organization : Association
Accounting Period Ending: June 30
Organization Number : 9787059 CH6SP

This letter confirms your previous exemption from state franchise and income tax under Section 23701d, Revenue and Taxation Code. In confirming your exempt status, we have made no examination of your current activities. If the organization has changed its operation, character, or purpose since exemption was originally granted, that change must be reported immediately to this office.

You may be required to file Form 199 (Exempt Organization Annual Information Return) on or before the 15th day of the 5th month (4 1/2 months) after the close of your accounting period. See annual instructions with forms for requirements.

You are not required to file state franchise or income tax returns unless you have income subject to the unrelated business income tax under Section 23731 of the Code. In this event, you are required to file Form 109 (Exempt Organization Business Income Tax Return) by the 15th day of the 5th month (4 1/2 months) after the close of your annual accounting period.

Contributions made to you are deductible by donors as provided by Sections 17214 through 17216.2 and 24357 through 24359 of the Code, unless your purpose is testing for Public Safety.

K SCHULTZ
EXEMPT ORGANIZATION UNIT
CORPORATION AUDIT SECTION
Telephone (916) 369-4171

RTF:

Internal Revenue Service

Department of the Treasury

District
Director

P.O. Box 2350 Los Angeles, Calif. 90053

Community Human Services
P O Box 3076
Monterey, CA 93942-3076

Person to Contact:

Barbara S. Cowans
Telephone Number:

(213) 894-2336
Refer Reply to:

EO(1102)92
Date:

May 18, 1993

RE: Community Human Services
EIN: 94-6367167

Gentlemen:

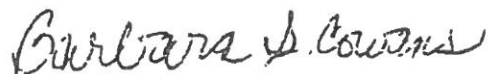
This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate that this organization was recognized to be exempt from Federal Income Tax in June 1982, as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the code, because it is an organization described in Section 170(b)(1)(A)(vi).

The exempt status for the determination letter issued in June 1982, continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,



Barbara S. Cowans
Disclosure Assistant



CITY OF SEASIDE
Community Development Advisory Committee (CDAC)
Long Range Calendar
July 2016- – June 2017

July CDAC Meeting Discuss 2015-2016 CDBG Subrecipient Monitoring Schedule Fourth Quarter (Apr-Jun) and Annual Program Reports	July 20, 2016
Staff draft Consolidated Annual Performance & Evaluation Report (CAPER)	July and August
Notification of award and contract documents to sub recipients	July or August-upon HUD approval
August CDAC Meeting - CAPER preview	August 17, 2016
Annual Planning Notice & Notice of CAPER Publication - notice of community workshop	August 25, 2016
Draft CAPER publication	August 31, 2016
City Council public hearing	September 15, 2016
September CDAC Meeting and Community Workshop - Annual Community Needs Assessment Workshop - No CDBG application process this year	September 21, 2016
CAPER due to HUD (submitted September 19)	September 30, 2016
October CDAC Meeting - Annual Priority Needs - Update of Affirmatively Furthering Fair Housing/Countywide Collaboration efforts	October 19, 2016
SPECIAL EVENT-City Hall Celebration Special Recognition for Boards and Commissions 1:30 PM Council Chambers	October 22, 2016
City Council - informational item to present the needs identified at the September workshop and discuss the annual process/two year cycle—DISCUSS POSSIBLE POSTPONEMENT OF THIS ITEM	November 3, 2016
November CDAC Meeting (no proposal workshop this year) - First Quarter Program Report (Jul-Sep) - Discuss Mid-year re-allocation if needed - Follow up to public service monitoring	November 16, 2016
December CDAC Meeting (if needed) CANCELLED	December 21, 2016
January CDAC Meeting - Discuss mid-year re-allocation (if needed) - Distribute City Project Proposals	January 18, 2017
February CDAC Meeting Second Quarter Program Report (October-December) Review of ranking of applications for 2017-2018 and Presentation of City Project Proposals	February 15, 2017
Administrative draft Annual Action Plan to CDAC	March 10, 2017
March CDAC Meeting	March 15, 2017
Advertisement to run for Annual Action Plan/Public Hearing for AAP	March 30, 2017
Publish annual Action Plan for comment and open 30-day public comment period	April 4, 2017
April CDAC Meeting	April 19, 2017
City Council - present CDAC recommendations and annual Action Plan	April 20, 2017
City Council – public hearing - adopt annual Action Plan	May 4, 2017

Public comment period closes	May 4, 2017
Action plan due to HUD	May 15, 2017
May CDAC Meeting - Update on Annual Action Plan submitted to HUD 3 rd Quarter sub recipient reports - Elections	May 17, 2017
<i>Conditional notice of awards to Subrecipients</i>	<i>May</i>
June CDAC Meeting - if needed	June 21, 2017

Subject to Change