MEETING AGENDA
OF THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
Friday, March 22, 2019
Regular Meeting: 3:00 P.M.
City of Jurupa Valley City Hall
City Council Chambers
8930 Limonite Ave., Jurupa Valley, CA 92509

A. As a courtesy to those in attendance, we ask that cell phones be turned off or set to their silent mode and that you keep talking to a minimum so that all persons can hear the comments of the public and Community Development Advisory Committee. Please note that the permission of the Chair is required before speaking with anyone at the staff table or approaching the dais.

B. A member of the public who wishes to speak under Public Comments must fill out a “Speaker Card” and submit it to the City Staff BEFORE the Chairman calls for Public Comments on an agenda item. Each agenda item up will be open for public comments before taking action. Public comments on subjects that are not on the agenda can be made during the "Public Appearance/Comments” portion of the agenda.

C. If you wish to address the Community Development Advisory Committee on a specific agenda item or during public comment, please fill out a speaker card and hand it to the Clerk with your name and address before the item is called so that we can call you to come to the podium for your comments. While listing your name and address is not required, it helps us to provide follow-up information to you if needed. Exhibits must be handed to the staff for distribution to the Committee.

D. As a courtesy to others and to assure that each person wishing to be heard has an opportunity to speak, please limit your comments to 5 minutes.

REGULAR SESSION
1. 3:00 P.M. – Call to Order and Roll Call
2. Selection of CDBG Committee Chairperson and Co-Chairperson
2. Pledge of Allegiance
3. Public Appearance/Comments (15 minutes)
4. Approval of Agenda
5. Commission Business
6. Individual Presentations from Each Public Service Grant Applicant

RECOMMENDATION
That the Community Development Advisory Committee: 1) receive a staff report regarding the Public Service Grant application rating process, 2) receive a presentation from each Public Service Grant applicant and, 3) assign individual ratings to each Public Service Grant applicant.

7. Public Appearance/Comments

8. Committee Member Comments

9. Adjournment to the March 28, 2019 Regular Meeting

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in a meeting of the Jurupa Valley Planning Commission, please call 951-332-6464. Notification at least 48 hours prior to the meeting or time when services are needed will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Agendas of public meetings and any other writings distributed to all, or a majority of, the Jurupa Valley Community Development Advisory Committee in connection with a matter subject to discussion or consideration at an open meeting of the Community Development Advisory Committee are public records. If such writing is distributed less than 72 hours prior to a public meeting, the writing will be made available for public inspection at the City of Jurupa Valley, 8930 Limonite Ave., Jurupa Valley, CA 92509, at the time the writing is distributed to all, or a majority of, the Jurupa Valley Community Development Advisory Committee. The Community Development Advisory Committee may also post the writing on its Internet website at www.jurupavalley.org.
STAFF REPORT

DATE: MARCH 22, 2019

TO: COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

FROM: SEAN MCGOVERN, SENIOR MANAGEMENT ANALYST

SUBJECT: AGENDA ITEM NO. 6
INDIVIDUAL PRESENTATIONS FROM EACH PUBLIC SERVICE GRANT APPLICATION

RECOMMENDATION

That the Community Development Advisory Committee:

1) receive a staff report regarding the Public Service Grant application rating process;

2) receive a presentation from each Public Service Grant applicant; and

3) assign individual ratings to each Public Service Grant applicant.

BACKGROUND

On June 7, 2018, the City Council adopted the City’s first Consolidated Plan (“ConPlan”), Annual Action Plan, and Citizen’s Participation Plan for the Community Development Block Grant (“CDBG”) funding program. The passage of these planning documents was required by the Federal Department of Housing and Urban Development (“HUD”) to become an “entitlement city” and administer CDBG funds independently. Previously, the City’s CDBG efforts were administered by the County of Riverside.

A portion of the total CDBG allocation that the City receives from HUD may be used to fund public services. Typically, this process is served through a public service grant (“PSG”) application system. Non-profit entities that serve a population with certain demographic characteristics (low income, homeless, etc.) are encouraged to apply for public service grant funding from the City.

During the 2018-2019 CDBG program year, City Staff administered the public service
grant application process. This is typical of municipalities that recently receive entitlement status from HUD, as the first year of entitlement status usually involves an extremely tight reporting schedule. A budget amount of $75,000 was made available. City Staff received proposals, established an informal review committee made up of City Staff, and recommended that the City Council formalize an Agreement with Path of Life Ministries, Inc. (“Path of Life”) for homelessness services. Since incorporation, City Staff have worked with various regional and County-led efforts to mitigate homelessness. However, the formalization of the agreement with Path of Life in 2018 marked the City’s first significant step towards mitigating local homelessness independently through a City-administered effort.

At the February 21, 2019 City Council meeting, the City Council adopted ordinance No. 2019-04 (Attachment C), which established the Community Development Advisory Committee (CDAC). The Community Development Advisory Committee (CDAC) was established with the intent of administering the selection process for PSG applicants.

The role of the CDAC is to receive presentations, applications, and publicly discuss the social needs of the City. These “needs” typically include efforts to address homelessness, affordable housing, senior assistance, and other community needs that serve low to moderate income populations here in the City.

ANALYSIS

City Staff began laying the groundwork for the legal formation of the CDAC in December of 2018. The CDAC formation process mirrored that of the City’s Planning Commission. As such, the formation of the CDAC presented a great logistical hurdle because the process and timeline for selecting PSG applicants is largely governed by HUD deadlines. This made it difficult to form the CDAC and have the CDAC administer the PSG selection process in their first year of existence.

Understanding that the CDAC’s first year would be subject to relatively tight deadlines, City Staff worked to construct an advisory grading sheet or “rubric” to be used to objectively rate PSG applicants. Moreover, the City Staff committee issued suggested ratings based on their familiarity with City, the previous goals of the City Council in their adoption of the first ConPlan in 2018, and the in-depth review of each PSG application. The City Staff committee is made up of Sean McGovern, Senior Management Analyst, Terri Rollings, Assistant to the City Manager/PIO, and Mike Linares, CDBG Consultant with GRC. The advisory rubric and ratings for four of the six rating categories are given to assist the CDAC make a decision on funding allocation recommendations by the March 28, 2019 CDAC meeting.

A final decision on funding allocations must be made by the CDAC on or before the March 28, 2019 CDAC meeting. The funding allocations made by the CDAC will be incorporated into the ConPlan and Annual Action Plan documents that will be submitted for City Council approval at the May 2, 2019 City Council meeting. There is a 30-day public notice requirement that must be issued by the late evening of March 28, 2019.
This public notice will include the budget allocations recommended by the CDAC. The public notice is submitted to the Press Enterprise for publication and must be submitted by the evening of March 28, 2019 to ensure publication.

The advisory rubric and partially completed ratings are incorporated herein as Attachment A to this staff report. City Staff recommends that the CDAC receive public presentations by each PSG applicant and complete the rating of each PSG applicant. The rating sheets can then be turned in to City Staff who will aggregate and calculate the scores to give a final score of each applicant. The CDAC will then be advised to discuss funding allocations – keeping the ratings of each PSG applicant in mind. The total budget allocation for PSG funds is expected to be around $175,000. Initially, the City was planning to receive less than that. At the time this Staff Report is being written, the City is basing that budget allocation amount on what the City received last year. HUD has not yet finalized allocations. All contracts that the City will enter into with PSG recipients will be contingent upon HUD funding.

While $175,000 gives the CDAC much flexibility and autonomy in approving PSG applicants that can have an impact on the community, it is emphasized that the goal of the CDAC should not be to simply allocate all funds available to the City. The City has practically tripled their total CDBG funding amount by switching to an “entitlement community.” The majority of that funding goes toward infrastructure rehabilitation in certain areas of the City. PSG recipients are subject to a voluminous amount of compliance and record keeping requirements that go along with CDBG funds. In the event that a PSG recipient is unable to keep up with these requirements, the City must take the initiative to correct the situation or risk jeopardizing the entirety of the CDBG allocation – including funds that go to infrastructure and other initiatives funded through the CDBG program. Ultimately, is it the City that is liable for the ongoing compliance requirements that go along with being an entitlement community and receiving CDBG funds directly. For this reason, the CDAC should carefully consider the viability and experience of each PSG applicant in complying with CDBG program requirements. PSG recipients can address critical social issues in the community, but PSG funds need to be allocated responsibly to recipients that won’t create liabilities to the entirety of the City’s CDBG efforts.

The CDAC has two (2) PSG applicants that seek to provide homelessness services. The previous ConPlan and Annual Action Plan emphasized homelessness services – especially the funding of homelessness shelter space. More recently, ongoing litigation in nearby municipalities has brought increased oversight of how issues of homelessness can be addressed. Generally speaking, it becomes more difficult for municipalities to address public camping, loitering, and other issues often related to homelessness if the municipality does not also provide for some kind of homelessness outreach and sheltering option. Increasingly, addressing issues related to homelessness is becoming engrained in the day-to-day functions of municipal government.

The other two (2) applicants seek to provide services to either low-income seniors or
low-income persons through financial education programs. Each of these services would be a new effort served by the City’s CDBG program.

FINANCIAL IMPACT

The CDAC can proceed with allocating up to $175,000 in PSG funds, contingent upon receipt of the funds from HUD.

CONCLUSION

It is recommended that the CDAC receive presentations from each PSG applicant, discuss the viability of each applicant, assess the ability of each applicant to comply with the record keeping and regulatory requirements of the CDBG program, and discuss how they will make the decision to allocate funding. A decision on funding allocations must be made on or by the second CDAC meeting of the year, which is scheduled for March 28, 2019.

ALTERNATIVES

1. Take no action.
2. Provide staff with further direction.
Prepared & Submitted by:  
Sean McGovern  
Senior Management Analyst

Reviewed by:  
Terri Rollings  
Assistant to the City Manager/PIO

Approved as to Form:  
Brendan Kearns  
Deputy City Attorney

Attachments:

A. Advisory Rubric Documents
B. PSG Applications from Four PSG Applicants
C. Ordinance No. 2019-04
Name of Applicant: **Path of Life Ministries, Inc.**

Funds Requested: **$100,841**

Name of Reviewer: ________________________________

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<th>Criteria</th>
<th>Comment</th>
<th>Staff Committee Review</th>
<th>CD Advisory Committee Review</th>
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<tr>
<td>Organizational capacity to implement program</td>
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<td>Program nature and demonstrated community and operational need for the program</td>
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<td>Administrative &amp; fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget</td>
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<td>4.7/5</td>
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<td>Program track record (evidence-based success)</td>
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<td>17.7/20</td>
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<td>Presentation quality and performance</td>
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<td>Reasonableness of the funding request (cost effective)</td>
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Name of Applicant: **SWAG**

Funds Requested: **$105,000**

Name of Reviewer: ____________________________________________________________________

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<td>Program track record (evidence-based success)</td>
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<td>13.7/20</td>
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<td><strong>Total Score</strong></td>
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Name of Applicant: **Housing Instruction Development Empowering Finances, Inc. (HIDEF)**

Funds Requested: **$10,000**

Name of Reviewer: ____________________________________________

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<td>Organizational capacity to implement program</td>
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<td>Program nature and demonstrated community and operational need for the program</td>
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<td>Program track record (evidence-based success)</td>
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Name of Applicant: **Family Service Association (FSA)**

Funds Requested: **$20,000**

Name of Reviewer: ______________________________________

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**Name of Applicant:** Path of Life

**Funds Requested:** $106,841

**Name of Reviewer:** Sean McCormack

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<tr>
<td>Organizational capacity to implement program</td>
<td>• Projected to exceed goals of 18-19 program</td>
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<td>13 /20</td>
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<td></td>
<td>• WD audit experience</td>
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<td></td>
<td>• Experience in team providing similar services</td>
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<td></td>
<td>• Recipient in 18-19 program year</td>
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<tr>
<td>Program nature and demonstrated community and operational need for the program</td>
<td>Increase in homelessness per PIT count.</td>
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<td>19 /20</td>
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<td>• 554 bed nights (18-19) 600 14-20</td>
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<td></td>
<td>• Homelessness an issue identified by residence and city council.</td>
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<td></td>
<td>• Homeless services evidenced-based</td>
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<td></td>
<td>• Operational needs of city of JV</td>
<td></td>
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<tr>
<td>Administrative &amp; fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget</td>
<td>13% projected</td>
<td></td>
<td>5 /5</td>
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<tr>
<td>Program track record (evidence-based success)</td>
<td>• Previous recipient</td>
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<td>19 /20</td>
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<td></td>
<td>• Housing is needed</td>
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<td></td>
<td>• Homelessness intervention is important</td>
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<td>Presentation quality and performance</td>
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*Good group, good track record. Emphasis must be placed on housing and homelessness prevention.*
### Criteria

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<tbody>
<tr>
<td>Organizational capacity to implement program</td>
<td>Need experience, HUD currently serving 19-20 strong org. with experience in area, City - out comes goals - strong</td>
<td>19/20</td>
<td></td>
</tr>
<tr>
<td>Program nature and demonstrated community and operational need for the</td>
<td>City Inc. In Homelessness - ID via PIT count &amp; outreach - exceeded projections of assist. Increase bed transition sprint, use Rapid Resolution Model - tracking &amp; assessments</td>
<td>18/20</td>
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<tr>
<td>Administrative &amp; fundraising expenditures vs. program expenditures cannot</td>
<td>Anticipated 13%</td>
<td>5/5</td>
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<tr>
<td>exceed 20% of agency budget</td>
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<tr>
<td>Program track record (evidence-based success)</td>
<td>Has years of Exp. HUD-CDBG, previously received funding. Met or exceeded grant objectives - remained in compliance</td>
<td>19/20</td>
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<tr>
<td>Presentation quality and performance</td>
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<td>Reasonableness of the funding request (cost effective)</td>
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Name of Applicant: Path of Life
Funds Requested: $100,841
Name of Reviewer: Mike Linares

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<tbody>
<tr>
<td>Organizational capacity to implement program</td>
<td>It appears the applicant has the capacity and experience to carry out the program. They are providing similar services for neighboring communities for years and currently provide these CDBG-funded services for the City.</td>
<td></td>
<td>17/20</td>
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<tr>
<td>Program nature and demonstrated community and operational need for the program</td>
<td>Application did a decent job outlining need for the services. CON: staff only available a couple days of week. PRO: They bring services to homeless (mobile intervention) &amp; 2 shelter beds guaranteed. Also providing a homelessness prevention program which is the cheapest/least disruptive way to address homelessness.</td>
<td></td>
<td>17/20</td>
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<tr>
<td>Administrative &amp; fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget</td>
<td>Per application – 13% which is avg. but not verified via tax return. They had a clean audit, but audit does indicate, “Auditee determined to be a high-risk auditee.” Most likely this is due to the nature of their HUD SHP grant which requires high level of accounting and client/service documentation.</td>
<td></td>
<td>4/5</td>
</tr>
<tr>
<td>Program track record (evidence-based success)</td>
<td>Per application they will meet goals. They have only submitted 1 quarterly report. Report serving 7 clients – annual goal is 50 (14% achievement rate ... a bit low?)</td>
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<td>15/20</td>
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<tr>
<td>Presentation quality and performance</td>
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<tr>
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Overall impression, a decent application, but light on details. They seem to offer a lot of outreach and assessment services but for only a couple days a week. And is this outreach a duplication of the proposed services from SWAG? The shelter and prevention components of the application are very useful as part of an overall strategy to deal with homelessness. A major concern is what appears to be the fund or no program approach of the application. Per the application budget, if the City does not fund the program there is no alternate funding source to provide these services in JV. Also, per the application, the applicant is requesting 100% CDBG funding for 2 positions, yet based on their staffing costs (Attachment B) only 60% of staff time will be dedicated to the city (asking for $50,000 just for 2 staff that dedicate 60% of time – that’s worth $30,000). Why would the City pay 100% of staff cost for PT work? To what extend does the “mission” of the agency compel them to work in JV even if the City did not fund the program?

In general, I am not a fan of indirect program costs. HUD holds the city responsible for ensuring that the requested indirect costs are eligible and supportable. This will require the city undertake an indirect cost analysis of the program. Does the city have the expertise and time to undertake such a review? If the applicant is requesting the de minimus indirect rate per 2 CFR 200, then they must certify to the city that they have never requested and received an indirect rate from a federal agency. If they have, they are not eligible.
## CDBG Public Service Grant Applications – Review Guidelines

2019-2020 CDBG Program Year
[www.jurupavalley.org/CDBG](http://www.jurupavalley.org/CDBG)

**Name of Applicant:** Social Work Action Group "SWAG"

**Funds Requested:** $105,000

**Name of Reviewer:** Sean McGovern

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<tr>
<td>Organizational capacity to implement program</td>
<td>• Legal organization (CDBG documentation is lengthy and difficult)</td>
<td>15 /20</td>
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<tr>
<td>Program nature and demonstrated community and operational need for the program</td>
<td>• Increase in homelessness in Jurupa Valley</td>
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<td>• Residents and neighbors have a major issue.</td>
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<td>• Heavy emphasis on outreach - budget barely pays for staff salaries</td>
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<td>Administrative &amp; fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget</td>
<td>100%</td>
<td>5 /5</td>
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<tr>
<td>Program track record (evidence-based success)</td>
<td>• Aggressive outreach</td>
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<td>• Evidence-based approach, but SWAG has only two (2) yrs of experience</td>
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<td>Presentation quality and performance</td>
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<td>14 /20</td>
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<td>Reasonableness of the funding request (cost effective)</td>
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Great group of enthusiastic people, but I'm concerned about their ability to compile and maintain CDBG accounting records. Very time consuming. The city is unable to ensure that these records are maintained properly.
CDBG Public Service Grant
Applications – Review
Guidelines

City of
JURUPA VALLEY
California

2019-2020 CDBG Program Year
www.jurupavalley.org/CDBG

Name of Applicant: Social Work Action Group "SWAG"

Funds Requested: $105,000

Name of Reviewer: Jerri Rollings

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<tr>
<td>Organizational capacity to implement program</td>
<td>SWAG - Young agency - Young staff exp. - Outgoing, motivated staff exp. - Good exp. &amp; knowledge of grants &amp; programs</td>
<td>10/20</td>
<td></td>
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<tr>
<td>Program nature and demonstrated community and operational need for the program</td>
<td>Fed. Inc. in Homelessness throughout City - Lack of services available - High need - Need for outreach - Case management - Transportation accessibility</td>
<td>17/20</td>
<td></td>
</tr>
<tr>
<td>Administrative &amp; fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget</td>
<td></td>
<td>5/5</td>
<td></td>
</tr>
<tr>
<td>Program track record (evidence-based success)</td>
<td>Exp. staff - But newly started org. - Utilization of evidence-based approach &amp; outreach to broad spec. - In Homeless Community</td>
<td>13/20</td>
<td></td>
</tr>
<tr>
<td>Presentation quality and performance</td>
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<tr>
<td>Reasonableness of the funding request (cost effective)</td>
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<td>Total Score</td>
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</table>
Name of Applicant: Social Work Action Group

Funds Requested: $105,000

Name of Reviewer: Mike Linares

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Comment</th>
<th>Staff Committee Review</th>
<th>CD Advisory Committee Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational capacity to implement program</td>
<td>Per application the applicant seems to be well very qualified to provide proposed services; however, they have only been operational for 2 years.</td>
<td></td>
<td>17/20</td>
</tr>
<tr>
<td>Program nature and demonstrated community and operational need for the program</td>
<td>The applicant identified the need for proposed services, but the program seems to be a bit one-dimensional. They will do intense outreach and engagement but then they will “drive” homeless to existing county shelters/facilities. Does this require 2 FT positions plus overhead?</td>
<td></td>
<td>17/20</td>
</tr>
<tr>
<td>Administrative &amp; fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget</td>
<td>Per application – 10% but unable to verify with tax return.</td>
<td></td>
<td>3/5</td>
</tr>
<tr>
<td>Program track record (evidence-based success)</td>
<td>Nothing in the application to show their track record. Based on the type of grants they have received, it is reasonable to assume they have the capacity to provide reports and required accounting systems.</td>
<td></td>
<td>14/20</td>
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<tr>
<td>Presentation quality and performance</td>
<td></td>
<td></td>
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<tr>
<td>Reasonableness of the funding request (cost effective)</td>
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<tr>
<td>Total Score</td>
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</table>
Overall impression – appears to be a good intensive outreach program. The applicant did a good job of describing why outreach and engagement are critical and time consuming, but how does this program differ from Paths of Life? The app does not indicate if staff will be FT dedicated to just to JV but at $40K/$50K for staff, I expect these are 2 FTE positions, which is more than the 3 days/week proposed by Paths of Life. The application indicates they will bring additional $ to the table but they did not identify the source of the other funds and if that funding is already secured. The applicant indicates they have no CDBG contracts, but they do indicate staff has experience from past jobs. With all of the funding they have received in a short period of time, there is the question of spreading oneself too thin. (Always something to consider ... especially if your grant is their smallest grant.)

HUD would consider this a high risk subrecipient having never had CDBG funding and due the amount they are requesting. Intense monitoring and contract provisions to protect the City's funding would be appropriate. It would be ideal to consider a plan whereby SWAG and Path can work in tandem. Between the 2 agencies, the city could have staff engaging homeless throughout the week, with shelter and housing resources dedicated to moving people off the street.
Name of Applicant: Housing Instruction Development Empowering Finances (HIDEF)

Funds Requested: $10,000

Name of Reviewer: Sean McGovern

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<thead>
<tr>
<th>Criteria</th>
<th>Comment</th>
<th>Staff Committee Review</th>
<th>CD Advisory Committee Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational capacity to implement program</td>
<td>- No experience with CDBG funding&lt;br&gt;- Seasoned, local residents w/experience&lt;br&gt;- Even small requests require a high burden of compliance</td>
<td>12 /20</td>
<td></td>
</tr>
<tr>
<td>Program nature and demonstrated community and operational need for the program</td>
<td>- Jurupa Valley has major areas of &quot;low income&quot; residents who could benefit from financial training.&lt;br&gt;- Many residents will benefit.</td>
<td>13 /20</td>
<td></td>
</tr>
<tr>
<td>Administrative &amp; fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget</td>
<td>38% - This exceeds the &quot;20% threshold&quot;</td>
<td>≤0 /5</td>
<td></td>
</tr>
<tr>
<td>Program track record (evidence-based success)</td>
<td>- Applicant lacks Application lacked data on evidence-based results. Will help many - but how do we measure?</td>
<td>12 /20</td>
<td></td>
</tr>
<tr>
<td>Presentation quality and performance</td>
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<tr>
<td>Reasonableness of the funding request (cost effective)</td>
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<tr>
<td>Total Score</td>
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<td>/15</td>
<td>/100</td>
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</table>

Small Staff w/experience in financial training. Large fundraising budget - no experience with CDBG - large admin requirement for record keeping. City in liable if records are not kept. Enthusiastic group.
Name of Applicant: Housing Inst. Development Empowering Finances, Inc.
Funds Requested: $10,000
Name of Reviewer: [Signature]

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<thead>
<tr>
<th>Criteria</th>
<th>Comment</th>
<th>Staff Committee Review</th>
<th>CD Advisory Committee Review</th>
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</thead>
<tbody>
<tr>
<td>Organizational capacity to implement program</td>
<td>No experience managing record keeping CDBG funds</td>
<td>8/20</td>
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<td></td>
<td>Staff &amp; local residents w/ experience</td>
<td></td>
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<td></td>
<td>CD Advisory Committee requires extensive reporting - 13/20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program nature and demonstrated community and operational need for the program</td>
<td>Implementing a Financial Capability program to Education residents in Personal Budgeting - Juris areas of population qualify as low income benefit</td>
<td>11/20</td>
<td></td>
</tr>
<tr>
<td>Administrative &amp; fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget</td>
<td>38% Exceeds the Cap of 20% -</td>
<td>3/5</td>
<td></td>
</tr>
<tr>
<td>Program track record (evidence-based success)</td>
<td>Does not clearly provide accountability data to support application - Statement of helping many - needs outcome benchmarks 10/20</td>
<td></td>
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<tr>
<td>Presentation quality and performance</td>
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<tr>
<td>Reasonableness of the funding request (cost effective)</td>
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<tr>
<td>Total Score</td>
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<td>79/100</td>
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</table>
# CDBG Public Service Grant Applications – Review Guidelines

2019-2020 CDBG Program Year
www.jurupavalley.org/CDBG

Name of Applicant: Housing Instruction Development Empowering Finances Inc.

Funds Requested: $10,000

Name of Reviewer: Mike Linares

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Comment</th>
<th>Staff Committee Review</th>
<th>CD Advisory Committee Review</th>
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</thead>
<tbody>
<tr>
<td>Organizational capacity to implement program</td>
<td>The applicant indicates they have staff with proper experience to working with proposed programs but no information about staff’s qualifications is provided.</td>
<td></td>
<td>11/20</td>
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<tr>
<td></td>
<td>Concern regarding the staffing level and experience to manage CDBG funding. They have 1 PT staff, 1 consultant &amp; volunteers.</td>
<td></td>
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<tr>
<td>Program nature and demonstrated community and operational need for the program</td>
<td>Financial literacy is important, but I think the concept of this program is too broad. It would have been better if they focused on homebuyer education or credit repair, etc.</td>
<td></td>
<td>12/20</td>
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<tr>
<td></td>
<td>In the “big” picture of community service needs, I would not rank this service above services for seniors or homeless, especially since there are other nonprofits that offer same services.</td>
<td></td>
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</tr>
<tr>
<td>Administrative &amp; fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget</td>
<td>Per application – 38% for admin. This is extremely high. (HUD only allows the city 20%), but I also don’t think they understand the question, which raises the question if they understand that CDBG is not a “no strings” grant. They indicate in the application they do not have any experience with CDBG funding.</td>
<td></td>
<td>1/5</td>
</tr>
<tr>
<td>Program track record (evidence-based success)</td>
<td>Nothing in the application indicates the applicant has the experience delivering services. In fact, the applicant left the table blank regarding references from past funders for the subject program yet per IRS, they have been a 501 c 3 since 1/27/11. Why no references?</td>
<td></td>
<td>5/20</td>
</tr>
</tbody>
</table>
Overall impression – HUD would consider this a “High Risk” subrecipient. HUD advises grantees to avoid high risk subrecipients as their inability to perform or document eligibly can have a programmatic and financial impact on the grantee. If they are funded, HUD advises intensive monitoring and added provisions in the agreement with performance milestones and repayment provisions to protect the public’s funds if the agency cannot perform.

I question if the program is actually operational. The application seems to indicate they want to develop the curriculum, “Hifef Inc. intends to use the CDBG funds to build workshops in English and Spanish.” The staff/volunteers they list are from existing nonprofits that provide similar counseling for (some at no cost) why not simply refer people to these agencies rather than create a new program that will require intensive financial and programmatic compliance?

On the positive side, unlike other applicants, they at least indicate they will try to get other funding for the program (although these sources have not been secured).
Name of Applicant: Family Service Association
Funds Requested: $20,000
Name of Reviewer: Sean McGovern

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<thead>
<tr>
<th>Criteria</th>
<th>Comment</th>
<th>Staff Committee Review</th>
<th>CD Advisory Committee Review</th>
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</thead>
<tbody>
<tr>
<td>Organizational capacity to implement program</td>
<td>- Very experienced in CDBG funds.</td>
<td>20/20</td>
<td></td>
</tr>
<tr>
<td>Program nature and demonstrated community and</td>
<td>- Low income seniors are a rising population</td>
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<tr>
<td>operational need for the program</td>
<td>- Difficult to serve</td>
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<td></td>
<td>- Facility and program staff already in place</td>
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<td></td>
<td>- Senior wanting to Robledo</td>
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<tr>
<td>Administrative &amp; fundraising expenditures vs.</td>
<td></td>
<td>15/20</td>
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</tr>
<tr>
<td>program expenditures cannot exceed 20% of agency</td>
<td></td>
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<tr>
<td>budget</td>
<td></td>
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<tr>
<td>Program track record (evidence-based success)</td>
<td>- Evidence-based approach to providing senior nutrition</td>
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<td></td>
<td>- Many years of program success</td>
<td>19/20</td>
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<tr>
<td>Presentation quality and performance</td>
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<td>Reasonableness of the funding request (cost</td>
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<td>effective)</td>
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<tr>
<td>Total Score</td>
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<td>100</td>
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</table>

Good organization. Experienced. Easy "tuck in" to existing CDBG compliance operations.
Name of Applicant: **Family Service Association "FSA"**

Funds Requested: $20,000

Name of Reviewer: **Terri Rollings**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Comment</th>
<th>Staff Committee Review</th>
<th>CD Advisory Committee Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational capacity to implement program</td>
<td>Very experienced. Proven results. Have years of exp. managing CDBG &amp; Federally Funds. Numerous options in addition to Main Program to assist seniors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program nature and demonstrated community and operational need for the program</td>
<td>Have experience and are currently working in 10 ED. Large number of seniors who need assistance. Income-staff are familiar with seniors they are serving at Eddie D. Smith Sr. Center.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative &amp; fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget</td>
<td>13.7%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program track record (evidence-based success)</td>
<td>Successfully serving seniors in need of nutritional meals and other health services. Friendship &amp; trust. Years of experience.</td>
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<tr>
<td>Presentation quality and performance</td>
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<tr>
<td>Reasonableness of the funding request (cost effective)</td>
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<tr>
<td>Total Score</td>
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</table>
Name of Applicant: Family Services Assoc  

Funds Requested: $20,000  

Name of Reviewer: Mike Linares  

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Comment</th>
<th>Staff Committee Review</th>
<th>CD Advisory Committee Review</th>
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</thead>
<tbody>
<tr>
<td>Organizational capacity to implement program</td>
<td>Congregate meal program for seniors is a basic program offered by most cities. The application indicates the applicant has provided services for city residents for several years.</td>
<td></td>
<td>18/20</td>
</tr>
<tr>
<td>Program nature and demonstrated community and operational need for the program</td>
<td>The application indicates 350 seniors already utilizing the program. I would have liked to have a little more info on current and projected need for the program, especially projected need for the program.</td>
<td></td>
<td>17/20</td>
</tr>
<tr>
<td>Administrative &amp; fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget</td>
<td>Per application – 13% for admin which is supported by their tax return; however, per tax return, they have 4 officers/employees with annual compensation over $100,000 but must also consider this is a $20 M plus operation. Clean audit.</td>
<td></td>
<td>4/5</td>
</tr>
<tr>
<td>Program track record (evidence-based success)</td>
<td>Short of seeing past planned vs. actual program accomplishments it is hard to score; but the fact that the program has been in existence for so long indicates and they have multiple public funding sources indicates the applicant has the ability to provide needed reports.</td>
<td></td>
<td>15/20</td>
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<tr>
<td>Presentation quality and performance</td>
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<tr>
<td>Reasonableness of the funding request (cost effective)</td>
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</table>
Overall impression – A good application. This is a basic program that is ripe for CDBG funding. Based on how they answered questions it seems the applicant has the experience to managing CDBG funding and will be familiar with the reporting and accounting requirements. Bulk of funding is allocated for purchase of food, which aside from personnel, is their biggest cost center. The applicant will need to provide the City with a cost allocation/tracked system to properly in for the CDBG share of their food purchases. This should be imbedded in their accounting system. I would have liked detail on the $2,000 for “overhead” costs. What “overhead” do they want to charge to CDBG? The applicant will need to document how these “overhead” costs are connected to the CDBG funding and they will need to provide documentation for reimbursement purposes. I’d also like to know why they are asking for CDBG? Is another funding source being reduced? Are more seniors asking for service? Is it because the City made CDBG available?
### PSG 2019-20 Staff Committee Ratings

<table>
<thead>
<tr>
<th>Path of Life</th>
<th>McGovern</th>
<th>Rollings</th>
<th>Linares</th>
<th>Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Capacity</td>
<td>18</td>
<td>19</td>
<td>17</td>
<td><strong>18.0</strong></td>
</tr>
<tr>
<td>Program Need</td>
<td>19</td>
<td>18</td>
<td>17</td>
<td><strong>18.0</strong></td>
</tr>
<tr>
<td>Admin vs Fundraising</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td><strong>4.7</strong></td>
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<tr>
<td>Program Track Record</td>
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<td>19</td>
<td>15</td>
<td><strong>17.7</strong></td>
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<td>16</td>
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<tr>
<td>Program Need</td>
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<td>17</td>
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<tr>
<td>Admin vs Fundraising</td>
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<td>3</td>
<td><strong>4.3</strong></td>
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<tr>
<td>Program Track Record</td>
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<td><strong>13.7</strong></td>
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<th>Rollings</th>
<th>Linares</th>
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<tbody>
<tr>
<td>Organizational Capacity</td>
<td>12</td>
<td>13</td>
<td>11</td>
<td><strong>12.0</strong></td>
</tr>
<tr>
<td>Program Need</td>
<td>13</td>
<td>11</td>
<td>12</td>
<td><strong>12.0</strong></td>
</tr>
<tr>
<td>Admin vs Fundraising</td>
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<td>1</td>
<td><strong>0.3</strong></td>
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<tr>
<td>Program Track Record</td>
<td>12</td>
<td>10</td>
<td>5</td>
<td><strong>9.0</strong></td>
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<th>Rollings</th>
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<tr>
<td>Program Need</td>
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<td><strong>17.0</strong></td>
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<tr>
<td>Admin vs Fundraising</td>
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<td><strong>4.7</strong></td>
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<td>Program Track Record</td>
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<td><strong>17.7</strong></td>
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</table>
2019-2020 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE GRANT APPLICATION

Application is due 3:00 PM February 15, 2019
Late Applications will not be accepted
Submit 2 original applications & back up documentation to:

Sean McGovern
Jurupa Valley City Hall
8930 Limonite Ave., Jurupa Valley CA 92509

AND

Email the completed application form to: smcGovern@jurupavalley.org

Check each item included in your application package. Ensure an authorized representative signs the application certification. Ensure all required text fields & applicable boxes are completed or checked (click on applicable box to insert text or check mark; "Tab" from field to field; avoid using hard returns within text boxes). Text fields are limited in space so ensure responses are concise.

Do not submit testimonials, letters of support, or program literature
MODIFIED APPLICATIONS WILL NOT BE ACCEPTED

Organization Name: Path of Life Ministries
Program Name: Rapid Resolution Services - Homelessness
CDBG Amount Requested: $100,841
☒ Application
☒ Attachment A: Proposed Budget
☒ Attachment B: CDBG Funded Personnel
☒ IRS Tax Exempt Documentation
☒ Most Recent Financial Audit & 990 Tax Filing
1. **APPLICANT GENERAL INFORMATION**
   
   A. Organization Legal Name: Path of Life Ministries
   
   B. Address: P.O. Box 1445, Riverside, CA 92502
   
   C. Program Name: Rapid Resolution Services - Homelessness
   
   D. CDBG Amount Requested: $100,841
   
   E. Check the ONE category that best describes the proposed program
      
      - Elderly/Frail Elderly Services
      - Physically/Developmentally Disabled Services
      - Persons with HIV/AIDS Services
      - Fair Housing Services
      - Severe Mental Illness Services
      - Other Public Service (specify)
      - Youth Services
      - Crime Awareness
      - Homeless Services
      - Substance Abuse Services
      - Child Care Services
      - Health Services
   
   F. Is this application submitted by a faith-based organization?
      
      - Yes  ☒ No  ☐
   
   G. Location of where service will be provided (i.e., specify if program is citywide, a street address, a school site, etc.): Citywide – Jurupa Valley
   
   H. Person to contact regarding this application & program administration:
      
      Name: Casey Jackson      Email Address: c.jackson@thepathoflife.com
      Telephone: 951-786-9048      Fax: 951779-2953
   
   I. Federal Tax ID Number: 33-0724945  K. DUNS Number: 03-336-4176
   
   J. Officials Authorized to Sign Contracts & Expend Funds:
      
      Name: Damien O'Farrell      Title: CEO
      Name: Vanessa Clark      Title: VP Finance & Administration
2. **APPLICATION SUMMARY** (This summary will be used in reports to the City Council & the public)

Provide a brief summary of how the proposed program will address a need in Jurupa Valley, your agency's capacity/experience to carry out the activity & administering CDBG funds, and how CDBG grant funds will be used.

The proposed project is to continue to assist the City of Jurupa in addressing homeless needs for residents with rapid resolution services. The services provided will include mobile intervention and outreach, case management and shelter/housing options. Path of Life has over 13 years of meeting the needs of the homeless in Riverside County with HUD funding (CDBG, ESG and CoC). We are mid way through a contract year with the City of Jurupa Valley providing homelessness services and are on target to meet the agreed upon Scope of Work with our 2018-2019 CDBG Agreement. The funds will be used for outreach staff, bed night cost ensuring the availability of shelter, transportation, and client special needs.

3. **COMMUNITY NEED**

Provide data relevant to the need for the proposed program in Jurupa Valley. Ensure information is specific to the City. Ensure you specifically address how the proposed program will impact the community need or City objectives, and how a service gap will be eliminated/demonstrably reduced.

**The need in Jurupa Valley for homeless services is demonstrated by:**

Point In Time Count - The 2018 County of Riverside Point in Time Count reported that there were 2,316 homeless persons in Riverside County. The unsheltered count was 1,685 and shelter 631. Jurupa Valley had a count of 148 unsheltered which is an increase of 14.7% form 2017. The County of Riverside saw a 3.7% increase in homelessness which follows the state and national trend of homelessness being on the increase. The gender make up for Jurupa Valley (unsheltered) during the count was 33% female, 53% male, 1% transgender and 13% unknown. Most of the homeless were between 25 and 49 years of age (49%) or between 50 and 61 years of age (24%). The main subpopulations include: drug use (40), the chronically homeless (30), physical disability (24), alcohol (20) and mental health (17). The 2019 count was conducted on January 29, 2019 and new data is not available until late Spring.

The first six months of homeless services by POLM provides evidence that as your homeless service provider we are meeting a Jurupa Valley service gap:

During QY1 and Qy 2 (July 2018-Dec 2018) POLM provided shelter to 14 unduplicated individuals and 278 bed nights from Jurupa Valley. Eleven individuals from Jurupa Valley exited and seven (64%) moved to permanent housing. POLM Outreach Team contacted 20 individuals and provided 21 various basic needs services. Seven referrals to supportive services and/or housing opportunities were made. Multiple encampments were identified and partnerships with local law enforcement has provided opportunities to contact and engage those individuals occupying the encampments. POLM has also made several recommendations concerning Jurupa Valley policy related to the coordination efforts surrounding the closure of encampments. POLM assisted with efforts to conduct the 2019 PIT count in Jurupa Valley

We anticipate exceeding all the projected outcomes by the end of the contract period:

1. Work with at least 50 individuals from Jurupa Valley
2. At least 15 households in homeless situations will receive special needs assistance that aid in their positive movement out of their homeless situation
3. At least 20 individuals will receive transportation assistance
4. The equivalent of 554 bed nights will be provided to Jurupa Valley residents
5. At least 8 – 9 households at risk of homelessness will receive assistance with overdue utility payments and rent burden

City Reports

The draft 2018-2019 Consolidated Plan reports working with the Continuum of Care to address homeless issues in the community. The City of Jurupa knowing homelessness was a community issue has reached out to homeless providers to strategize and enrich homeless resources for the community. By consultation the City did a needs assessment to learn and evaluate how to best serve the homeless. At public meetings citizens identified homelessness as an important issue to the community. Poverty was listed in the plan as a cause of people being at risk and or homeless and homelessness was identifying as a priority issues with a need for affordable housing and homeless services.

The proposed project is offering to continue homeless services with a Rapid Resolution Services Model as the City of Jurupa Valley’s homeless provider. We will address homeless needs for residents in the HUD approved census tract areas (per CDBG guidelines) with mobile intervention and outreach, case management, transportation and shelter/housing options. There will be a mobile outreach team of 2 available 3 days a week, connecting with the homeless and those who might be homeless to provide rapid resolution services which include stabilization, supportive services referrals, shelter options, Rapid Rehousing (RRH) and Permanent Supportive Housing (PSH) for families or individuals who are at risk of homelessness, or are homeless.

The team will connect with those in homeless situations in parks, transportation centers, faith-based feeding programs, encampments and other identified locations.

The project will provide for following at a cost of: $100,841

The scope of work is scalable, therefore if the full amount of requested funding is not provided, Path of Life can still provide services accordingly. The services provided in 2018/2019 were provided for $75,000.00 and demonstrated success that can be expanded upon with additional funding.

1. 2 Part Time Staff will be on location in Jurupa Valley 3 days per week to conduct outreach (Rapid Resolution Services) to those who need help, building trust, giving direction, and connecting individuals in homeless situations to resources available to them including shelter, housing programs, transportation, and resources designed to meet their basic needs. The team will distribute a card/flyer providing contact information to veterans’ services, social security administration, workforce investment office, County departments such as Public Social Services, Mental Health, etc.

2. In addition, a VI-SPDAT assessment will be conducted for each willing person to determine eligibility for (Rapid Rehousing (RRH) or Permanent Supportive Housing (PSH) and ensure that individuals are on the coordinated entry list for those opportunities.

3. Outreach staff will track their contacts, interactions, and progress with the individuals they meet with as well as the locations in which they are finding homeless individuals and encampments. It is anticipated that we will work with at least 65 unique individuals (2019-2020) in Jurupa Valley.
4. The outreach team will offer case management services to those in homeless situations and begin the case management process with an assessment survey to determine the cause of homelessness and the barriers to overcoming homelessness. A case plan will be established with those who accept case management services and those who enter services. Assistance will be provided to cover special needs of individuals that will aid in their rapid movement out of their homeless situation, such as funding for documents, work clothes, and vehicle repairs. It's anticipated that at least 15 new households will receive this assistance.

5. Path of Life will assist with transportation needs that contribute to an exit from the homeless situations for those who are interested. It is anticipated that 20 new individuals will receive transportation assistance.

6. Path of Life will connect with partner organizations and agencies such as the Youth Opportunity Center and Sherriff’s Department HOT Team to coordinate our efforts in Jurupa Valley with theirs.

7. The equivalent of 600 bed nights (increase of 46 bed nights from 2018-2019) in the shelter will be guaranteed for Jurupa Valley residents with at least 2 beds being available on any given night for Jurupa Valley residents until that bed night number is met. Additional bed nights and/or beds will be provided for any Jurupa Valley resident seeking shelter based upon availability.

8. Path of Life will assist individuals and families who are at risk of becoming homeless due to strained housing conditions such as overdue utility payments and rent burden. We anticipate that this assistance will prevent the homelessness of between 8 and 9 households.

9. POLM will assist with efforts to conduct the 2019 Point In Time Count.
ORGANIZATION CAPACITY & EXPERIENCE

A. State your organization’s experience to carry out the proposed program. Include information regarding length of time providing service, professional qualification of staff (include license, academic credentials, etc.) & other relevant information.

POLM has lead the way in Riverside County as outreach provider by providing direct and immediate rapid resolutions services with our mobile inventions to the those at risk of homelessness or chronically homeless. In 2014 with CDBG funding POLM begin providing mobile intervention and outreach on the streets of Perris and have expanded interventions throughout Riverside County using Motivational Interviewing and Trauma Informed Care to the families and individuals experiencing homelessness. Our mobile team engages with the homeless at encampments, in cars, community service locations, etc. and provides needs assessments, housing navigation, behavioral healthcare and employment support once trust is established. The mobile team provides transportation and moving support to housing as needed. The team collects specific data per encounter log and inputs contact information into HMIS that can be reviewed to help with determining the needs for services and a yearly service count. Our outreach effort was a portion of what caught the Coachella Valley Association of Governments (CVAG) to contract with us for their Housing First intervention and stabilization services to the homeless. In the first 6 months of our 2018-2019 CDBG agreement we have:

During QY1 and QY 2 (July 2018-Dec 2018) POLM provided shelter to 14 unduplicated individuals and 278 bed nights from Jurupa Valley. Eleven individuals from Jurupa Valley exited and seven (64%) moved to permanent housing. POLM Outreach Team contacted 20 individuals and provided 21 various basic needs services. Seven referrals to supportive services and/or housing opportunities were made. Multiple encampments were identified and partnerships with local law enforcement has provided opportunities to contact and engage those individuals occupying the encampments. POLM has also made several recommendations concerning Jurupa Valley policy related to the coordination efforts surrounding the closure of encampments. POLM assisted with efforts to conduct the 2019 PIT count in Jurupa Valley. We anticipate exceeding all the projected outcomes by the end of the contract period.

Along with the demonstrated ability to provided rapid resolution services through outreach, housing navigation, employment support and behavioral healthcare we provided for 2,138 individuals including families with children in 2017-2018.

B. Summarize your organization’s experience administering CDBG public service grant funds.

Path of Life Ministries has been a successful recipient of local, state and federal funding for over 13 years. We have received State and local Emergency Solutions (ESG) funding for our shelters, rapid rehousing and outreach programs. We receive Emergency Food and Shelter Program dollars from FEMA for mass shelter and rental assistance, Community Development Block Grant (CDGB) funds for shelter care and mobile outreach, HUD Continuum of Care dollars for rapid rehousing and permanent supportive housing, and Coachella Valley Association of Governments (CVAG) Housing First dollars for intervention, stabilization and housing projects. In 2018-2019 we received $2,140,335 grant funding from government entities and a total of $4,796,608 in contracted funding. We have been effective in managing the grant contracts meeting required reporting deadlines and receiving no findings when monitored by the grantor.
C. List 3 references for 3 grant fund providers that have funded the proposed program.  

<table>
<thead>
<tr>
<th>GRANT PROVIDER</th>
<th>GRANT PROVIDER CONTACT NAME</th>
<th>TELEPHONE # &amp; EMAIL</th>
<th>GRANT AMOUNT</th>
<th>DATES COVERED BY GRANT FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Riverside</td>
<td>Michelle Davis,</td>
<td><a href="mailto:MDavis@riversideca.gov">MDavis@riversideca.gov</a></td>
<td>100,000</td>
<td>2018-2019</td>
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<tr>
<td></td>
<td></td>
<td>951-826-5311</td>
<td></td>
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</tr>
<tr>
<td>Co. Riverside EDA</td>
<td>Sterlon Sims,</td>
<td><a href="mailto:SSims@rivcoeda.gov">SSims@rivcoeda.gov</a></td>
<td>80,00</td>
<td>2018-2019</td>
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<td></td>
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<td>951-955-3141</td>
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<tr>
<td>Coachella Valley Association of</td>
<td>Cheryl Dahlin,</td>
<td><a href="mailto:Cdahlin@cvag.org">Cdahlin@cvag.org</a></td>
<td>224,316</td>
<td>2017-2019</td>
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<tr>
<td>Governments (CVAG)</td>
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<td>760-346-1127</td>
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<td></td>
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</table>

D. Compliance with 2 CFR Part 200(Single Audit):

1. In any of the past 3 years, has your agency expended more than $750,000 in federal funds during a fiscal year?  
   Yes ☒  No ☐

2. During this year(s), did your agency prepare a Single Audit compliant with OMB Circular A-133?  
   Yes ☒  No ☐  If “Yes” please provide a copy of most recent Single Audit.
5. **PROGRAM INFORMATION**

A. Complete the following budget summary for the proposed program.
   1. 2019-2020 Jurupa Valley CDBG Grant Funds Requested: $100,841
   2. Total 2019-2020 Program Budget: $100,841

B. Detail how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that Attachment B "Proposed Program Budget" is reflective of this outline.

C. Provide the following information regarding full-time, part-time, contract & volunteer staff that will be utilized to provide the proposed service. (If CDBG funds are requested for any personnel costs, Attachment C "CD3G Funded Personnel" must be completed).

<table>
<thead>
<tr>
<th>Full-Time Staff</th>
<th>Part-Time Staff</th>
<th>Contract Staff</th>
<th>Volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>3</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

D. What percentage of the organization’s total budget is spent on fundraising & overall administration? 13%

E. Provide the following information regarding the number of unduplicated clients that will be served by the proposed program:

   1. Total number of unduplicated program clients, regardless of city of residence, that will be served by the program between 7/1/2019 & 6/30/2020? Individuals 0
   2. Total number of unduplicated Jurupa Valley clients that the program will serve by the program between 7/1/19 & 6/30/20? 65 Individuals
   3. What % of the total program budget will be used to serve unduplicated Jurupa Valley residents? 100%

F. Is this a new program? Yes ☐ No ☒ If this is not a "New" program, how will this program be expanded from current program efforts?

   POLM will provide an additional 46 bed nights at the shelter and use our Rapid Resolution Services Model for our outreach and shelter services.
6. **HUD REQUIREMENTS**

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2019 through 6/30/2020:

A. Number of unduplicated Jurupa Valley residents the program will serve with requested CDBG funds? 65 Individuals.

What % of these individuals will be of low/moderate income? 100%

Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity & income of assisted households. Income documentation is not required for “presumed beneficiary” category clients; however, documentation of “presumed beneficiary” status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.

B. Does the proposed program application/intake form collect all HUD-required information?
   Yes [x] No [ ]
   If “Yes,” how is this information documented?
   a. Self-Certification [x]
   b. Analysis of household income documents such as tax returns/pay checks [ ]
   c. Program serves presumed beneficiary category [x] List category Homeless

   If “No,” how will this information be collected & reported to the City? ______

C. If the proposed service assists the homeless, what percentage of clients are “chronic homeless?”
   100% [ ] Not Applicable

**HUD defines chronically homeless as:**

(1) An individual who:
   (i) Is homeless & lives in a place not meant for human habitation, a safe haven, or in an emergency shelter &
   (ii) Has been homeless & living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years, where each homeless occasion was at least 15 days &
   (iii) Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days & met all of the criteria in paragraph (1) before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.
D. All CDBG-funded activities are required to provide **output** (i.e. number of individuals served) & **outcome** (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD’s “objectives” & “outcomes.”

**OBJECTIVE** - Check the box **(only one)** that best applies to the proposed program:

- [x] **Suitable Living Environment** – The activity is designed to benefit the community, families, or individuals by address issues in their living environment.
- [ ] **Decent Affordable Housing** – The activity is designed to cover a wide range of housing opportunities that meet individual family or community needs.
- [ ] **Creating Economic Opportunities** – The activity will generate economic development, commercial revitalization or job creation.

**OUTCOMES** - Check the box **(only one)** that best applies to the proposed program.

- [x] **Availability/Accessibility** – The activity makes services, infrastructure, housing or shelter available/accessible to low- & moderate-income people, including individuals with disabilities.
- [ ] **Affordability** – The activity provides affordability in a variety of ways for low- & moderate-income people (includes creation or maintenance of affordable housing, basic infrastructure hook-ups or services).
- [ ] **Sustainability (Promoting Livable or Viable Communities)** – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.
7. **CERTIFICATION**

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Jurupa Valley ("City") by the Board of Directors of **Path of Life Minitrels** ("Agency"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Jurupa Valley residents. Agency understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Agency. Agency understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to an agreement and are consistent with applicable federal regulations. If the Agency fails to serve eligible Jurupa Valley residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Agency may be required to repay all or a portion of funds already disbursed to the Agency by the City and/or forego receipt of additional grant funds. Agency also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

**Name:** Damien O’Farrell

**Title:** CEO

Signature [Signature]

Date [Feb. 13, 2019]
# ATTACHMENT A
## PROPOSED 2019-2020 PROGRAM BUDGET

**Program Name:** Rapid Resolution Services - Homelessness

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>CDBG</th>
<th>OTHER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Administration Staff Salaries &amp; Benefits (1 PT @1.27)</td>
<td>$9,667</td>
<td>$</td>
<td>$9,667</td>
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<td>Program Staff Salaries &amp; Benefits (2 @ .60 PT)</td>
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<tr>
<td>Program Supplies</td>
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</tr>
<tr>
<td>Rent/Lease</td>
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<tr>
<td>Communications - Phones</td>
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<td>$</td>
<td>$604</td>
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<td>Utilities</td>
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<td>Insurance</td>
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<tr>
<td>Professional Services (Specify)</td>
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<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other (Specify) Shelter Beds (600 nights)</td>
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<td>Other (Specify) Transportation (20 individuals)</td>
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<td>Other (Specify) Special Needs (15 households)</td>
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<td>Other (Specify) Prevention (8 households)</td>
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<td><strong>TOTAL</strong></td>
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**List Source of “Other” Program Funds to be use to Assist JV Residents**

<table>
<thead>
<tr>
<th>SOURCE OF OTHER PROGRAM FUNDS</th>
<th>AMOUNT OF OTHER PROGRAM FUNDS</th>
<th>FUNDS SECURED FOR FY 19-20 WITH A CONTRACT?</th>
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<tr>
<td>Will not be using other funding sources for Jurupa Valley residents</td>
<td>$0</td>
<td>Yes □ No □</td>
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<tr>
<td></td>
<td>$</td>
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<td><strong>TOTAL</strong></td>
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</table>
ATTACHMENT B
CDBG FUNDED PERSONNEL

☐ Check Box if Not Applicable

LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING 2019-2020 CDBG FUNDING

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<thead>
<tr>
<th>Agency Administration</th>
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<tbody>
<tr>
<td>Position Title</td>
<td>Annual Salary</td>
<td>Annual Benefits</td>
<td>Total Compensation</td>
<td>CDBG Funds Requested</td>
<td>% of Time Position is Dedicated to Jurupa Valley CDBG Activity</td>
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<tr>
<td>AP/AR/Claims Processing/Tracking Staff</td>
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<tbody>
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<td>Position Title</td>
<td>Annual Salary</td>
<td>Annual Benefits</td>
<td>Total Compensation</td>
<td>CDBG Funds Requested</td>
<td>% of Time Position is Dedicated to Jurupa Valley CDBG Activity</td>
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<tr>
<td>Outreach Navigator</td>
<td>$21,216</td>
<td>$3,819</td>
<td>$25,035</td>
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<tr>
<td>Outreach Navigator</td>
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<td>$3,819</td>
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<td>Annual Salary</td>
<td>Annual Benefits</td>
<td>Total Compensation</td>
<td>CDBG Funds Requested</td>
<td>% of Time Position is Dedicated to Jurupa Valley CDBG Activity</td>
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APPLICATION SUPPLEMENTAL FOR HOMELESS SERVICES

1. Describe your experience with analyzing and interpreting U.S. Census and other official forms of data related to homelessness.

Path of Life has been contributing and reviewing data from various reports such as Consolidated Plans, Homeless Count, Homeless Management Information System, Annual Performance Reports, U.S. Census to determine the needs and trends of a community regarding homelessness, to learn and inform our services plans to the homeless and as an educator/advocate for the homeless with local governments and community groups for over 15 years.

2. Describe your organization’s experience with developing a homelessness outreach effort to collect new data.

POLM has lead the way in Riverside County as outreach provider by providing direct and immediate mobile inventions to the those at risk of homelessness or chronically homeless. In 2014 with CDBG funding POLM begin providing mobile intervention and outreach on the streets of Perris and have expanded interventions throughout Riverside County using Motivational Interviewing and Trauma Informed Care to the families and individuals experiencing homelessness. Our mobile team engages with the homeless at encampments, in cars, community service locations, etc. and provides needs assessments, housing navigation, behavioral health care and employment support once trust is established. The mobile team provides transportation and moving support to housing as needed. The team collects specific data per encounter log and inputs contact information into HMIS that can be reviewed to help with determining the needs for services and a yearly service count. Our outreach effort was a portion of what caught the Coachella Valley Association of Governments (CVAG) to contract with us for their Housing First intervention and stabilization services to the homeless.

3. Describe your organization’s experience with developing, proposing, and implementing results-oriented solutions to mitigate and serve the homeless population.

Path of Life Ministries (POLM) exercises a comprehensive and coordinated system of support. While many homeless service agencies focus on relief services, POLM focusses efforts on a permanent exit from homelessness and poverty by integrating support structures and development services and addressing the underlying barriers to sustained success. We uniquely integrate support in the areas of housing, financial stability, and life skills development toward our participant’s socioeconomic mobility. If other agencies provide services in particular areas, POLM collaborates with those agencies to integrate them into our system of support in the context of participants’ living environment, streamlining both access to and the implementation of those services within our participants’ journeys, such as our partnership with the workforce development office in which we have arranged for a single employment specialist who both serves as a single point of contact with our staff and a concierge for participants we connect with their services. In situations where no evident resource exists, POLM has a track record of creating those solutions, such as the incubation and launch of a Federally Qualified Healthcare organization (Health to Hope Clinics) as well as a social enterprise organization (Path of Life Enterprises), and the creation of a behavioral health program and childcare program that provides services intentionally designed to meet the needs of our participants. Throughout our entire system of care, POLM is implementing the best practices of the social service and behavioral health industry, such as rapid re-housing, trauma informed care, the cognitive approach to personal transformation, and motivational interviewing. POLM’s strategy is specifically unique in that it emphasizes collaboration (leveraging available resources), provides integrated pipelines of achievement and development, and addresses root issues of homelessness and poverty.

4. Describe your organization’s familiarity with social services in the Jurupa Valley, Riverside County, and greater Southern California areas.

POLM having served the County of Riverside since 1998 is aware of social services countywide. We work closely with the Department of Public Social Services Homeless Unit, participate in the County 211 Community Connect,
work along side agencies/mainstream services like the United Way, University Health Care System and Behavioral Health Care, Workforce Development and the Social Security Administration. We are connected with City Services and Departments such as the City of Riverside, City of Perris, and cities in Coachella Valley. Our Achievement Coaches and Navigators work directly with Health to Hope, The Salvation Army, Catholic Charities, community landlords, Springboard and many others agencies to help provide resources to help the homeless with their many needs.

5. Describe your organization’s familiarity with the Community Development Block Grant process and other streams of Federal, State, or Local revenue.

Path of Life Ministries has been a successful recipient of local, state and federal funding. We have received State and local Emergency Solutions (ESC) funding for our shelters, rapid rehousing and outreach programs. We receive Emergency Food and Shelter Program dollars from FEMA for mass shelter and rental assistance, Community Development Block Grant (CDGB) funds for shelter care and mobile outreach, HUD Continuum of Care dollars for rapid rehousing and permanent supportive housing, and Coachella Valley Association of Governments (CVAG) Housing First dollars for intervention, stabilization and housing projects. In 2017-2018 we received $2,140,335 in grant funding from government entities. We have been effective in managing the grant contracts meeting required reporting deadlines and receiving no findings when monitored by the grantor.
City of
JURUPA VALLEY
California

2019-2020 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE GRANT APPLICATION

Application is due 3:00 PM February 15, 2019
Late Applications will not be accepted
Submit 2 original applications & back up documentation to:
Sean McGovern
Jurupa Valley City Hall
8930 Limonite Ave., Jurupa Valley CA 92509

AND

Email the completed application form to: smcgovern@jurupavalley.org

Check each item included in your application package. Ensure an authorized representative signs the application certification. Ensure all required text fields & applicable boxes are completed or checked (click on applicable box to insert text or check mark; “Tab” from field to field; avoid using hard returns within text boxes). Text fields are limited in space so ensure responses are concise.

Do not submit testimonials, letters of support, or program literature
MODIFIED APPLICATIONS WILL NOT BE ACCEPTED

Organization Name:
Social Work Action Group

Program Name:
Jurupa Valley Homeless
Street Outreach

CDBG Amount Requested: $ 105,000

- Application
- Attachment A: Proposed Budget
- Attachment B: CDBG Funded Personnel

Please submit a copy of the following documents with the original application

- IRS Tax Exempt Documentation
- Most Recent Financial Audit & 990 Tax Filing
1. **APPLICANT GENERAL INFORMATION**

A. Organization Legal Name: Social Work Action Group (SWAG)

B. Address: 28497 Hwy 74 #B113 Lake Elsinore, Ca 92532

C. Program Name: Jurupa Valley Homeless Outreach Services

D. CDBG Amount Requested: $105,000

E. Check the **ONE** category that best describes the proposed program

- Elderly/Frail Elderly Services
- Physically/Developmentally Disabled Services
- Persons with HIV/AIDS Services
- Fair Housing Services
- Severe Mental Illness Services
- Other Public Service (specify)

- Youth Services
- Crime Awareness
- Homeless Services
- Substance Abuse Services
- Child Care Services
- Health Services

F. Is this application submitted by a faith-based organization?

- Yes  **X** No

G. Location of where service will be provided (i.e., specify if program is citywide, a street address, a school site, etc.): Citywide

H. Person to contact regarding this application & program administration:

   Name: Aaron Petroff
   Email Address: Aaron@theswag.org
   Telephone: 951.496.8790  Fax: N/A

I. Federal Tax ID Number: 82-2556816  K. DUNS Number: 080861774

K. Officials Authorized to Sign Contracts & Expend Funds:

   Name: Monica Sapien  Title: Executive Director

   Name: _______  Title: _______

2. **APPLICATION SUMMARY** (This summary will be used in reports to the City Council & the public)

Provide a brief summary of how the proposed program will address a need in Jurupa Valley, your agency’s capacity/experience to carry out the activity & administering CDBG funds, and how CDBG grant funds will be used. ________________
Social Work Action Group (SWAG)’s proposed Jurupa Valley Homeless Street Outreach Program will address the chronically homeless individuals living on the streets and encampments throughout the city and Santa Ana river bottom. Chronically homeless individuals suffer from extended periods of homelessness and generally have both mental health and substance abuse issues that must be addressed via intensive and consistent outreach and case management. The County of Riverside provides no cost emergency shelter, mental health and substance abuse services to homeless individuals and families in Jurupa Valley. The missing component is street outreach that effectively identifies the appropriate intervention(s) to address the barriers to exiting life on the streets and the advocacy required to swiftly access these resources.

SWAG is in its second year of operation and was formed and is managed by individuals that have extensive experience in providing homeless services throughout Riverside County. Through its leadership and a proven record of success, SWAG has contracted directly with five cities for homeless services and was just awarded contracts and funding to operate three new programs totaling $2.9 million through the Riverside County Homeless Emergency Aid Program (HEAP).

If awarded Jurupa Valley CDBG funding, Social Work Action Group (SWAG) will conduct homeless street outreach to the homeless in the City of Jurupa Valley. SWAG anticipates serving a minimum of 80 unduplicated individuals in the City of Jurupa Valley. SWAG will reduce the homeless population by a minimum of 44 individuals which represents 30% of the 148 counted in the 2018 Point-In-Time census. Outreach and case management efforts will be coordinated with City of Jurupa Valley staff, Riverside County Sheriff’s Department, Department of Public Social Services, Adult Protective Services, Health to Hope Medical Clinic, and other service providers, as needed. When individuals are ready to enter into emergency shelter, SWAG will provide transportation to either of the two shelters that receive county and federal funding to serve individuals in Jurupa Valley. It is important to note that both the shelter in Riverside and in Indio receive funding from the county to serve individuals county wide and cannot prohibit individuals from accessing the shelter simply because they are currently homeless in Jurupa Valley. SWAG actively seeks to help all individuals, unaccompanied youth and families exit life on the streets via diversion into the most easily accessible housing option. In working with an individual, unaccompanied youth, or families that are homeless, we conduct an intake and housing assessment that will help guide our housing intervention. Most often, individuals are connected to shelter, substance abuse treatment, mental health treatment, county coordinated housing programs and trips home to reunite with family support.

3. **COMMUNITY NEED**

Provide data relevant to the need for the proposed program in Jurupa Valley. Ensure information is specific to the City. Ensure you specifically address how the proposed program will impact the community need or City objectives, and how a service gap will be eliminated/demonstrably reduced.

Homeless Street Outreach to the chronically homeless is needed in the City of Jurupa Valley, as this vital service is lacking in the City. According to the 2017 Point-in-Time Count, there were approximately 129 homeless unsheltered individuals in Jurupa Valley. In 2018, approximately 148 unsheltered homeless individuals were counted, which resulted in a 14.7% increase. Furthermore, Riverside County Coordinated Entry System reveals the chronically homeless living on the streets and places not meant for human habitation are severely under-represented, lack the housing navigation, case management and housing advocacy representation to permanently get these individuals off the streets. Therefore, CDBG funding is needed to provide consistent and effective homeless street outreach services to those who are truly vulnerable on the streets of Jurupa Valley and improve the quality of life for all in the City of Jurupa Valley.

Currently, there is no emergency shelter located within Jurupa Valley, however, this need can be
met by the two shelters funded by the County of Riverside to serve all county residents including those in Jurupa Valley. Path of Life Shelter in Riverside and the Coachella Valley Rescue Mission in Indio are accessible to homeless individuals and families in Jurupa Valley at no charge to anyone or any governmental or nonprofit agency. SWAG provides transportation to and advocacy to individuals and families with entry and acceptance into the shelter.

Similarly, there is no emergency or urgent care behavioral/mental health facility located within Jurupa Valley. However, this need can be met by the locations in the City of Riverside that are funded by the County of Riverside to serve all county residents including those in Jurupa Valley. The 24/7 Mental Health Urgent Care Facility and Emergency Treatment Service are accessible to homeless individuals and families in Jurupa Valley at no charge to anyone or any governmental or nonprofit agency. SWAG provides transportation to and advocacy to individuals and families with entry and acceptance into the facility.

Additionally, there is not a licensed medically supervised substance abuse detoxification facility located within Jurupa Valley. However, this need can be met by utilizing the programs in cities neighboring Jurupa Valley that are funded by the County of Riverside to serve all county residents including those in Jurupa Valley. The County of Riverside coordinates a system of detoxification centers that are accessible to homeless individuals and families in Jurupa Valley at no charge to anyone or any governmental or nonprofit agency. SWAG provides transportation to and advocacy to individuals and families with entry and acceptance into these facilities.

The purpose of this project is to identify those individuals who are visibly living on the streets of Jurupa Valley that are most in need of assistance to exit life on the streets due to untreated mental illness(es) and/or substance abuse. These chronically homeless individuals often are high consumers of costly and preventable first responder services (police, fire, paramedics, etc.) and city resources (parks, public works, library, etc.). Additionally, these individuals on the streets are not seeking services to help themselves exit life on the streets. Therefore, outreach must take place where individuals reside and congregate, not at a fixed location such as an office. Outreach must also be consistent as rapport and trust must be developed between the outreach member(s) and the homeless individuals. Businesses and residents also feel the stress of chronically homeless individuals through panhandling, trespassing, property damage, and theft, thus decreasing the overall quality of life.
4. ORGANIZATION CAPACITY & EXPERIENCE

A. State your organization’s experience to carry out the proposed program. Include information regarding length of time providing service, professional qualification of staff (include license, academic credentials, etc.) & other relevant information. 

Although SWAG as an agency is young, it’s management and staff have extensive experience in providing homeless services throughout Riverside County. The greatest testament to SWAG’s ability to carry out the proposed program is evident in the number of contracts and dollar amounts awarded and all in less than two years. SWAG has contracted directly with five cities and was just awarded contracts and funding to operate the following three programs totaling $2.9 million through the Riverside County Homeless Emergency Aid Program (HEAP.) First, SWAG was awarded $1.7 million dollars to acquire and operate an 18-bed permanent supportive housing facility with on-site behavioral/ mental health, substance abuse and medical services. Second, SWAG received $932,000 to operate a street outreach encampment response team utilizing a holistic approach and a team comprised of a Licensed Clinical Social Worker (LCSW), Licensed Substance Abuse Counselor (CADAC), Licensed Vocational Nurse (LVN), and Housing Navigation/ Case Manager. Third, SWAG, who co-authored the proposal, was awarded $300,000 to provide street outreach, case management and housing navigation for the “House Lake Elsinore/ Wildomar” demonstration project in which creative solutions for immediate and permanent housing are utilized instead of traditional mass emergency shelter.

SWAG has been providing homeless outreach services in the mid and southwest regions of Riverside County for approximately one year. In the timeframe from March 2018, through January 2019, SWAG has engaged 601 unsheltered homeless individuals and assisted in facilitating the street exit of 179 individuals. Through a proven track record of success, SWAG has developed strong relationships with multiple community partners such as Riverside County’s Sheriff’s Department, Riverside County Department of Public Social Services Adult Protective Services and Homeless Services Unit, and City Officials from the Cities of Lake Elsinore, Menifee, Murrieta, Perris, Temecula and Wildomar. SWAG has been an active participant in the Southwestern Regional Homeless Alliance and sits on various Homeless Task Force Meetings for the Cities of Wildomar, Lake Elsinore, Menifee and Perris. SWAG continues to be actively involved in Riverside County Continuum of Care, CES Navigation Meetings and CES Oversight Committee. SWAG has established themselves in the communities served and have formed an Inter-faith Committee for the cities of Lake Elsinore and Wildomar, which consist of various religious denominations. These meetings are held on a monthly basis. SWAG is also a part of the City of Perris Cops and Clergy faith-based group and have coordinated with over a dozen agencies to provide services to the homeless encampments in the City of Perris. SWAG’s goal in coordinating these meetings is to ultimately get the community aligned with Riverside County’s CoC and Riverside County’s Homeless Action Plan. SWAG can confidently say that they have established a concrete foundation in the mid and southwest region of Riverside County as evidenced by the partnerships with law enforcement, city officials, faith-based organizations and community partners.

In 2016, the Executive Director, while in her previous role, coordinated a collaborative effort between the Riverside County Sheriff’s Departments Homeless Outreach Team, City if Riverside Police Department and the City of Riverside’s Homeless Services unit, to engage and address the multiple encampment sites located within the Santa Ana River. SWAG’s Director of Programs and Outreach Coordinators have years of experience in addressing the complexities associated with the various scattered encampments throughout the Santa Ana River bottom. SWAG’s outreach efforts include mobile street behavioral/ mental health and
medical outreach as it is often necessary to take the services to the individuals. Additionally, SWAG’s current staff and management have the following certifications Licensed Clinical Social Worker (LCSW), Licensed substance abuse counselor (CADAC), Master of Social Work and bachelor’s in social work degrees, and various human services master and bachelor level degrees. SWAG staff have held the following positions: Homeless Street Outreach Worker, Housing Navigator, Case Manager, Substance Abuse Counselor, and Homeless Services Coordinator. SWAG follows a street to home and Housing First approach that ensures participants are swiftly housed with minimal barriers.

B. Summarize your organization’s experience administering CDBG public service grant funds. 

SWAG was organized in August of 2017 and has yet to carry out a CDBG funded project. However, current staff members and management team have a combined 15 plus years of experience in all aspects of operating federally funded programs such as CDBG, ESG and HUD funded housing programs. This experience includes Homeless Street Outreach, CoC Rapid Re-Housing, Permanent Supportive Housing, Tenant-Based Rental Assistance, ESG Rapid Re-Housing, and CDBG Employment Program for Homeless Persons.
C. List 3 references for 3 grant fund providers that have funded the proposed program.  NA □

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<tr>
<th>GRANT PROVIDER</th>
<th>GRANT PROVIDER CONTACT NAME TELEPHONE # &amp; EMAIL</th>
<th>GRANT AMOUNT</th>
<th>DATES COVERED BY GRANT FUNDS</th>
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</thead>
<tbody>
<tr>
<td>City of Perris</td>
<td>Grace Williams 951.943.6100 x277 <a href="mailto:Gwilliams@cityofperris.org">Gwilliams@cityofperris.org</a></td>
<td>$124692</td>
<td>July 2018-June 2019</td>
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<tr>
<td>City of Lake Elsinore</td>
<td>Nicole Dailey 951.674.3124 x314 <a href="mailto:Ndailey@lake-elsinore.org">Ndailey@lake-elsinore.org</a></td>
<td>$28,500</td>
<td>October 2018-April 2019</td>
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<tr>
<td>City of Menifee</td>
<td>Jonathan Nicks 951.723.3707 <a href="mailto:Jnicks@cityofmenifee.us">Jnicks@cityofmenifee.us</a></td>
<td>$24,960</td>
<td>October 1, 2018-June 2019</td>
</tr>
</tbody>
</table>

D. Compliance with 2 CFR Part 200(Single Audit):

1. In any of the past 3 years, has your agency expended more than $750,000 in federal funds during a fiscal year?  Yes □  No X

2. During this year(s), did your agency prepare a Single Audit compliant with OMB Circular A-133?  Yes □  No X  If “Yes” please provide a copy of most recent Single Audit.
5. PROGRAM INFORMATION

A. Complete the following budget summary for the proposed program.
   1. 2019-2020 Jurupa Valley CDBG Grant Funds Requested: $105,000
   2. Total 2019-2020 Program Budget: $158,800
   3. Total 2019-2020 Agency Budget: $1,060,745

B. Detail how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that Attachment B “Proposed Program Budget” is reflective of this outline. Please see Attachment B.

C. Provide the following information regarding full-time, part-time, contract & volunteer staff that will be utilized to provide the proposed service. (If CDBG funds are requested for any personnel costs, Attachment C “CDBG Funded Personnel” must be completed).
   Full-Time Staff: 2
   Part-Time Staff: ______
   Contract Staff: ______
   Volunteers: 1 MSW (during academic school year)

D. What percentage of the organization’s total budget is spent on fundraising & overall administration? 10%

E. Provide the following information regarding the number of unduplicated clients that will be served by the proposed program:
   1. Total number of unduplicated program clients, regardless of city of residence that will be service by the program between 7/1/2019 & 6/30/2020? 80 Individuals
   2. Total number of unduplicated Jurupa Valley clients that the program will serve by the program between 7/1/19 & 6/30/20? 80 Individuals
   3. Total number of unduplicated Jurupa Valley clients that the program will serve with CDBG funds between 7/1/19 & 6/30/20? 80 Individuals
   4. What % of the total program budget will be used to serve unduplicated Jurupa Valley residents? 100%

F. Is this a new program? Yes [X] No [ ] If this is not a “New” program, how will this program be expanded from current program efforts? ______
6. **HUD REQUIREMENTS**

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2019 through 6/30/2020:

A. Number of unduplicated Jurupa Valley residents the program will serve with requested CDBG funds? **80** Individuals.

   What % of these individuals will be of low/moderate income? **100%**

   **Note:** HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity & income of assisted households. Income documentation is not required for “presumed beneficiary” category clients; however, documentation of “presumed beneficiary” status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.

B. Does the proposed program application/intake form collect all HUD-required information?
   - Yes [X] No [ ]
   - If “Yes,” how is this information documented?
     a. Self-Certification [ ]
     b. Analysis of household income documents such as tax returns/pay checks [ ]
     c. Program serves **presumed beneficiary** category [X] List category **homeless persons**

   If “No,” how will this information be collected & reported to the City? _____

C. If the proposed service assists the homeless, what percentage of clients are “chronic homeless?” 75 % [ ] Not Applicable

**HUD defines chronically homeless as:**

(1) An individual who:
   (i) Is homeless & lives in a place not meant for human habitation, a safe haven, or in an emergency shelter &
   (ii) Has been homeless & living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years, where each homeless occasion was at least 15 days &
   (iii) Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days & met all of the criteria in paragraph (1) before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.
D. All CDBG-funded activities are required to provide output (i.e. number of individuals served) & outcome (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD’s “objectives” & “outcomes.”

**OBJECTIVE** - Check the box (only one) that best applies to the proposed program:

- [x] Suitable Living Environment – The activity is designed to benefit the community, families, or individuals by address issues in their living environment.
- [ ] Decent Affordable Housing – The activity is designed to cover a wide range of housing opportunities that meet individual family or community needs.
- [ ] Creating Economic Opportunities – The activity will generate economic development, commercial revitalization or job creation.

**OUTCOMES** - Check the box (only one) that best applies to the proposed program.

- [x] Availability/Accessibility – The activity makes services, infrastructure, housing or shelter available/accessible to low- & moderate-income people, including individuals with disabilities.
- [ ] Affordability – The activity provides affordability in a variety of ways for low- & moderate-income people (includes creation or maintenance of affordable housing, basic infrastructure hook-ups or services).
- [ ] Sustainability (Promoting Livable or Viable Communities) – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.
7. **CERTIFICATION**

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Jurupa Valley (“City”) by the Board of Directors of [Social Work Action Group] (“Agency”). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Jurupa Valley residents. Agency understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Agency. Agency understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to an agreement and are consistent with applicable federal regulations. If the Agency fails to serve eligible Jurupa Valley residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Agency may be required to repay all or a portion of funds already disbursed to the Agency by the City and/or forego receipt of additional grant funds. Agency also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

Name: **Monica Sapien**

Title: **Executive Director**

---

Signature  

Date: **2/15/19**
## ATTACHMENT A
### PROPOSED 2019-2020 PROGRAM BUDGET

**Program Name:** Jurupa Valley Homeless Street Outreach

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>CDBG</th>
<th>OTHER</th>
<th>TOTAL</th>
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<td>Program Staff Salaries &amp; Benefits</td>
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<td><strong>TOTAL</strong></td>
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### List Source of “Other” Program Funds to be use to Assist JV Residents

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<th>FUNDS SECURED FOR FY 19-20 WITH A CONTRACT?</th>
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<td><strong>TOTAL</strong></td>
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January 15, 2019
ATTACHMENT B  
CDBG FUNDED PERSONNEL

☐ CHECK BOX IF NOT APPLICABLE

LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING 2019-2020 CDBG FUNDING

**AGENCY ADMINISTRATION**

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<th>ANNUAL SALARY</th>
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<th>% OF TIME POSITION IS DEDICATED TO JURUPA VALLEY CDBG ACTIVITY</th>
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**PROPOSED PROGRAM STAFF**

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<th>ANNUAL BENEFITS</th>
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<th>CDBG FUNDS REQUESTED</th>
<th>% OF TIME POSITION IS DEDICATED TO JURUPA VALLEY CDBG ACTIVITY</th>
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**PROPOSED PROGRAM CONTRACT STAFF**

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<tr>
<th>POSITION TITLE</th>
<th>ANNUAL SALARY</th>
<th>ANNUAL BENEFITS</th>
<th>TOTAL COMPENSATION</th>
<th>CDBG FUNDS REQUESTED</th>
<th>% OF TIME POSITION IS DEDICATED TO JURUPA VALLEY CDBG ACTIVITY</th>
</tr>
</thead>
</table>
1. Describe your experience with analyzing and interpreting U.S. Census and other official forms of data related to homelessness. 

   SWAG’s programs and staff gather, input, and utilize data from a number of sources including the U.S. Census, Housing and Urban Development (HUD) Annual Point-In-Time Census, Riverside and San Bernardino Counties Homeless Management Information Systems (HMIS), HUD Area Median Income (AMR) and Fair Market Rents (FMR.) This data helps us better serve communities and its most vulnerable populations.

2. Describe your organization’s experience with developing a homelessness outreach effort to collect new data.

   Since our inception, we have developed and implemented homeless street outreach projects that utilize evidence based and best practice models that are also flexible to meet the needs of the community. In fact, all of our projects differ in some way or another to fit the needs and the priorities of each contracted city. In an attempt to operate in a manner that allows us to continue to grow and perfect of programs we have partnered with California Baptist University to conduct a longitudinal study to evaluate the effectiveness of our programs. For example, helping a homeless individual to enter into an emergency shelter bed is a temporary fix to ones homeless situation and if the proper interventions and connections to resources are not made, that individual may end up back on the streets. We are currently in the development stage of the research project and it has started with the collection of new and accurate data that will be useful now and in the future.

3. Describe your organization’s experience with developing, proposing, and implementing results-oriented solutions to mitigate and serve the homeless population.

   SWAG’s purpose in providing services to individuals and families experiencing homelessness is to accurately and swiftly access and address the barriers that have contributed to the homelessness. This can only happen when you are addressing the whole person; emotional, mental, physical and spiritual. The previously mentioned longitudinal study underway with California Baptist University is all about results-oriented and verifiable solutions.

4. Describe your organization’s familiarity with social services in the Jurupa Valley, Riverside County, and greater Southern California areas.

   Although SWAG is only in its second year of operations, the leadership and staff have decades of homeless services experience and specifically with the issues facing the Cities of Jurupa Valley and Riverside via shared boarders and the Santa Ana River bottom.

   Team members have experience in many areas of social services such as working with foster youth, mentally and physically disabled, substance abuse treatment centers, re-entry programs, etc. SWAG has developed strong relationships county wide with multiple community partners such as Riverside County’s Sheriff’s Department, Riverside County Department of Public Social Services Adult Protective Services and Homeless Services Unit, and City Officials from the Cities of Lake Elsinore, Menifee, Murrieta, Perris, Temecula and Wildomar. SWAG has been an active participant in the Southwestern Regional Homeless Alliance and sits on various Homeless Task Force Meetings for the Cities of Wildomar, Lake Elsinore, Menifee and Perris. SWAG continues to be actively involved in Riverside County Continuum of Care, CES Navigation Meetings and CES Oversight Committee.

   SWAG has also ventured into homeless services in San Bernardino County by way of a contract with the City of Chino. This cross-county experience will serve as a way to collaborate and share in successes and failures should they arise.

5. Describe your organization’s familiarity with the Community Development Block Grant process and other streams of funding.

   SWAG has also ventured into homeless services in San Bernardino County by way of a contract with the City of Chino. This cross-county experience will serve as a way to collaborate and share in successes and failures should they arise.
SWAG was organized in August of 2017 and has yet to carry out a CDBG funded project. However, current staff members and management team have a combined 15 plus years of experience in all aspects of operating federally funded programs such as CDBG, ESG and HUD funded housing programs. This experience includes Homeless Street Outreach, CoC Rapid Re-Housing, Permanent Supportive Housing, Tenant-Based Rental Assistance, ESG Rapid Re-Housing, and CDBG Employment Program for Homeless Persons.
7. CERTIFICATION

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Jurupa Valley ("City") by the Board of Directors of [Social Work Action Group] ("Agency"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Jurupa Valley residents. Agency understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Agency. Agency understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to an agreement and are consistent with applicable federal regulations. If the Agency fails to serve eligible Jurupa Valley residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Agency may be required to repay all or a portion of funds already disbursed to the Agency by the City and/or forego receipt of additional grant funds. Agency also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

Name: Monica Sapien

Title: Executive Director

Monica Sapien 2/15/19
Signature Date
Application is due 3:00 PM February 15, 2019
Late Applications will not be accepted
Submit 2 original applications & back up documentation to:

Sean McGovern
Jurupa Valley City Hall
8930 Limonite Ave., Jurupa Valley CA 92509

AND

Email the completed application form to: smcgovern@jurupavalley.org

Check each item included in your application package. Ensure an authorized representative signs the application certification. Ensure all required text fields & applicable boxes are completed or checked (click on applicable box to insert text or check mark; "Tab" from field to field; avoid using hard returns within text boxes). Text fields are limited in space so ensure responses are concise.

Do not submit testimonials, letters of support, or program literature
MODIFIED APPLICATIONS WILL NOT BE ACCEPTED

Organization Name: Housing Instruction Development Empowering Finances inc.
Program Name: Financial Capabilities
CDBG Amount Requested: $ 10,000

x Application
x Attachment A: Proposed Budget
x Attachment B: CDBG Funded Personnel
x IRS Tax Exempt Documentation
x Most Recent Financial Audit & 990 Tax Filing
1. **APPLICANT GENERAL INFORMATION**

A. Organization Legal Name: **Housing Instruction Development Empowering Finances Inc.**

B. Address: **4955 Felspar Street Jurupa Valley CA 92509**

C. Program Name: [ ] Financial Capabilities

D. CDBG Amount Requested: $10,000

E. Check the **ONE** category that best describes the proposed program

☐ Elderly/Frail Elderly Services    ☐ Youth Services
☐ Physically/Developmentally Disabled Services    ☐ Crime Awareness
☐ Persons with HIV/AIDS Services    ☐ Homeless Services
☐ Fair Housing Services    ☐ Substance Abuse Services
☐ Severe Mental Illness Services    ☐ Child Care Services
x Other Public Service (specify)    Financial Education Services    ☐ Health Services

F. Is this application submitted by a faith-based organization?
   ☐ Yes    x No

G. Location of where service will be provided (i.e., specify if program is citywide, a street address, a school site, etc.): **City Wide**

H. Person to contact regarding this application & program administration:

   Name: Jaime Legaspi    Email Address: Jaime@Hidefinc.com
   Telephone: (323) 712-6790    Fax: (888) 779-4788

I. Federal Tax ID Number: **27-2015948**    K. DUNS Number: **961948549**

J. Officials Authorized to Sign Contracts & Expend Funds:

   Name: Sarah Legaspi    Title: President
   Name: Jaime Legaspi    Title: Executive Director
2. **APPLICATION SUMMARY** (This summary will be used in reports to the City Council & the public)

Provide a brief summary of how the proposed program will address a need in Jurupa Valley, your agency’s capacity/experience to carry out the activity & administering CDBG funds, and how CDBG grant funds will be used. The Financial Capabilities Program covers educating the residents, of Jurupa Valley in personal budgeting, maximizing income, and setting SMART goals. Hidef Inc. believes that this education is of the utmost importance in helping to increase the median income of our city and the financial capabilities and literacy of its citizens. Hidef Inc. intends to use the CDBG funds to build workshops in English and Spanish specific to each of the nine communities of the City and its residents. Hidef Inc can customize their instructional tools to help any age group.

3. **COMMUNITY NEED**

Provide data relevant to the need for the proposed program in Jurupa Valley. Ensure information is specific to the City. Ensure you specifically address how the proposed program will impact the community need or City objectives, and how a service gap will be eliminated/demonstrably reduced. According to HCD.gov, the median income of our City is just below $60,000 for a family unit of four. Helping residents climb into a higher median income bracket is crucial not only for the city itself in generating more income, but also helping the residents develop better financial skills and helping them build wealth for their families and future generations. Our City does not have the capacity to tackle this problem on its own. Hidef Inc. was founded by local residents who are passionate about the city and its residents.

4. **ORGANIZATION CAPACITY & EXPERIENCE**
A. State your organization’s experience to carry out the proposed program. Include information regarding length of time providing service, professional qualification of staff (include license, academic credentials, etc.) & other relevant information. HIDEF Inc. has the luxury of working with some of the best instructors in Financial Education. Their Instructors are used by other non-profits in California to teach workshops and also are used by National Non-Profits such as NeighborWorks, and they hold certifications in Financial Literacy, First time Homebuyer Education, Pre Purchase-Post, Purchase education, and are in the process of becoming HUD Certified Counselors.

B. Summarize your organization’s experience administering CDBG public service grant funds. This will be our first time requesting CDBG funds.
C. List 3 references for 3 grant fund providers that have funded the proposed program. NA X

<table>
<thead>
<tr>
<th>GRANT PROVIDER</th>
<th>GRANT PROVIDER CONTACT NAME TELEPHONE # &amp; EMAIL</th>
<th>GRANT AMOUNT</th>
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D. Compliance with 2 CFR Part 200(Single Audit):

1. In any of the past 3 years, has your agency expended more than $750,000 in federal funds during a fiscal year? Yes ☐ No X

2. During this year(s), did your agency prepare a Single Audit compliant with OMB Circular A-133? Yes ☐ No X If “Yes” please provide a copy of most recent Single Audit.
5. PROGRAM INFORMATION

A. Complete the following budget summary for the proposed program.
   1. 2019-2020 Jurupa Valley CDBG Grant Funds Requested: $10,000
   2. Total 2019-2020 Program Budget: $10,000
   3. Total 2019-2020 Agency Budget: $20,000

B. Detail how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that Attachment B “Proposed Program Budget” is reflective of this outline. Program Supplies, Insurance, Rental Space

C. Provide the following information regarding full-time, part-time, contract & volunteer staff that will be utilized to provide the proposed service. (If CDBG funds are requested for any personnel costs, Attachment C “CDBG Funded Personnel” must be completed).
   - Full-Time Staff: 0
   - Part-Time Staff: 1
   - Contract Staff: 1
   - Volunteers: 5

D. What percentage of the organization’s total budget is spent on fundraising & overall administration? 38%

E. Provide the following information regarding the number of unduplicated clients that will be served by the proposed program:
   1. Total number of unduplicated program clients, regardless of city of residence, that will be service by the program between 7/1/2019 & 6/30/2020? 500 Individuals
   2. Total number of unduplicated Jurupa Valley clients that the program will serve by the program between 7/1/19 & 6/30/20? 250 Individuals
   3. What % of the total program budget will be used to serve unduplicated Jurupa Valley residents? 80%

F. Is this a new program? Yes X No ☐ If this is not a “New” program, how will this program be expanded from current program efforts?
6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2019 through 6/30/2020:

A. Number of unduplicated Jurupa Valley residents the program will serve with requested CDBG funds? 200 Individuals.
   What % of these individuals will be of low/moderate income? 80%

Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity & income of assisted households. Income documentation is not required for “presumed beneficiary” category clients; however, documentation of “presumed beneficiary” status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.

B. Does the proposed program application/intake form collect all HUD-required information?
   Yes X No ☐
   If “Yes,” how is this information documented?
   a. Self-Certification X
   b. Analysis of household income documents such as tax returns/pay checks X
   c. Program serves presumed beneficiary category X List category Low Income

If “No,” how will this information be collected & reported to the City?

C. If the proposed service assists the homeless, what percentage of clients are “chronic homeless?” % X Not Applicable

HUD defines chronically homeless as:
(1) An individual who:
   (i) Is homeless & lives in a place not meant for human habitation, a safe haven, or in an emergency shelter &
   (ii) Has been homeless & living or residing in a place not meant for human habitation, a safe haven, or in an
       emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years, where
       each homeless occasion was at least 15 days &
   (iii) Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness,
       developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or
       chronic physical illness or disability;
(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or
    mental health treatment facility, hospital, or other similar facility, for fewer than 90 days & met all of the
    criteria in paragraph (1) before entering that facility; or
(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household)
    who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the
    head of household has been homeless.
D. All CDBG-funded activities are required to provide **output** (i.e. number of individuals served) & **outcome** (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD’s “objectives” & “outcomes.”

**OBJECTIVE** - Check the box (**only one**) that best applies to the proposed program:

- **X** Suitable Living Environment – The activity is designed to benefit the community, families, or individuals by address issues in their living environment.
- □ Decent Affordable Housing – The activity is designed to cover a wide range of housing opportunities that meet individual family or community needs.
- □ Creating Economic Opportunities – The activity will generate economic development, commercial revitalization or job creation.

**OUTCOMES** - Check the box (**only one**) that best applies to the proposed program.

- □ Availability/Accessibility – The activity makes services, infrastructure, housing or shelter available/accessible to low- & moderate-income people, including individuals with disabilities.
- □ Affordability – The activity provides affordability in a variety of ways for low- & moderate-income people (includes creation or maintenance of affordable housing, basic infrastructure hook-ups or services).
- **X** Sustainability (Promoting Livable or Viable Communities) – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.
7. **CERTIFICATION**

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Jurupa Valley (“City”) by the Board of Directors of **{Housing Instruction Development Empowering Finances Inc.}** (“Agency”). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Jurupa Valley residents. Agency understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Agency. Agency understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to an agreement and are consistent with applicable federal regulations. If the Agency fails to serve eligible Jurupa Valley residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Agency may be required to repay all or a portion of funds already disbursed to the Agency by the City and/or forego receipt of additional grant funds. Agency also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

Name:  **Jaime Legaspi**

Title:  **Executive Director**

Signature

Date  2-15-19
## Program Name: Financial Capabilities

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List Source of “Other” Program Funds to be use to Assist JV Residents

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ATTACHMENT B
CDBG FUNDED PERSONNEL

X Check Box If Not Applicable

List only positions for which you are requesting 2019-2020 CDBG Funding

### Agency Administration

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<th>POSITION TITLE</th>
<th>ANNUAL SALARY</th>
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### Proposed Program Staff

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### Proposed Program Contract Staff

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APPLICATION SUPPLEMENTAL FOR HOMELESS SERVICES

1. Describe your experience with analyzing and interpreting U.S. Census and other official forms of data related to homelessness.

2. Describe your organization's experience with developing a homelessness outreach effort to collect new data.

3. Describe your organization's experience with developing, proposing, and implementing results-oriented solutions to mitigate and serve the homeless population.

4. Describe your organization's familiarity with social services in the Jurupa Valley, Riverside County, and greater Southern California areas.

5. Describe your organization's familiarity with the Community Development Block Grant process and other streams of Federal, State, or Local revenue.
2019-2020 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE GRANT APPLICATION

Application is due 3:00 PM February 15, 2019
Late Applications will not be accepted
Submit 2 original applications & back up documentation to:

Sean McGovern
Jurupa Valley City Hall
8930 Limonite Ave., Jurupa Valley CA 92509

AND

Email the completed application form to: smcgovern@jurupavalley.org

Check each item included in your application package. Ensure an authorized representative signs the application certification. Ensure all required text fields & applicable boxes are completed or checked (click on applicable box to insert text or check mark; “Tab” from field to field; avoid using hard returns within text boxes). Text fields are limited in space so ensure responses are concise.

Do not submit testimonials, letters of support, or program literature
MODIFIED APPLICATIONS WILL NOT BE ACCEPTED

Organization Name: Family Service Association (FSA)
Program Name: Senior Nutrition Program
CDBG Amount Requested: $20,000

- Application
- Attachment A: Proposed Budget
- Attachment B: CDBG Funded Personnel
- IRS Tax Exempt Documentation
- Most Recent Financial Audit & 990 Tax Filing
1. **APPLICANT GENERAL INFORMATION**

A. Organization Legal Name: **Family Service Association**

B. Address: **21250 Box Springs Road, Suite 212 Moreno Valley, CA 92557**

C. Program Name: **Senior Nutrition Program**

D. CDBG Amount Requested: **$20,000**

E. Check the ONE category that best describes the proposed program

- [x] Elderly/Frail Elderly Services
- [ ] Physically/Developmentally Disabled Services
- [ ] Persons with HIV/AIDS Services
- [ ] Fair Housing Services
- [ ] Severe Mental Illness Services
- [ ] Other Public Service (specify)
- [ ] Health Services
- [ ] Child Care Services
- [ ] Homeless Services
- [ ] Substance Abuse Services
- [ ] Crime Awareness
- [ ] Youth Services

F. Is this application submitted by a faith-based organization?

- [ ] Yes  [x] No

G. Location of where service will be provided (i.e., specify if program is citywide, a street address, a school site, etc.): **5888 Mission Boulevard, Riverside, CA 92509**

H. Person to contact regarding this application & program administration:

   Name: **Ahlam Jadallah**  Email Address: **Ahlam.Jadallah@fsaca.org**
   Telephone: **951-686-1096**  Fax: **951-276-9542**

I. Federal Tax ID Number: **95-1803694**  K. DUNS Number: **791329071**

K. Officials Authorized to Sign Contracts & Expend Funds:

   Name: **Dan H. Hoxworth**  Title: **Chief Executive Officer**

   Name: **Shannon Gonzalez**  Title: **Chief Program Officer (Expend Funds Only)**

   Name: **Dave M. Cusack**  Title: **Chief Financial Officer (Expend Funds Only)**
2. APPLICATION SUMMARY (This summary will be used in reports to the City Council & the public)

Provide a brief summary of how the proposed program will address a need in Jurupa Valley, your agency’s capacity/experience to carry out the activity & administering CDBG funds, and how CDBG grant funds will be used.

The Senior Nutrition Program provides seniors with one nutritionally balanced meal Monday - Friday. The meals are provided to seniors 62 years of age and older in a group setting at the Eddie D. Smith Senior Center. The meals are provided at no-cost with a suggested donation from senior clients, however there is no obligation to pay and no senior is turned away if they cannot pay. A registered dietitian regulates the nutrient value of each meal we serve. By providing these meals we encourage socialization among seniors, which has proven to help older adults learn to manage and delay the onset of chronic diseases and experience measurable improvements in their physical, social, spiritual, emotional, mental and economic well-being.

The Senior Nutrition Program complements the activities that currently take place at the Eddie D. Smith Senior Center. The center offers a variety of services, such as recreation activities, trips, legal services, counseling, and more. By including congregate-meal services directly in the Senior Center, participants who normally would not attend the senior center, become aware of all the services that the center has to offer.

3. COMMUNITY NEED

Provide data relevant to the need for the proposed program in Jurupa Valley. Ensure information is specific to the City. Ensure you specifically address how the proposed program will impact the community need or City objectives, and how a service gap will be eliminated/demonstrably reduced.

There is a demonstrated need and desire for the Senior Nutrition Program in the City of Jurupa Valley. Since July 1, 2018, the program has served over 350 unduplicated individuals at the Senior Center. Most of the seniors, enjoy a meal at the center about three times a week.

FSA’s Senior Nutrition Program provides much more than a meal. Research shows the meal services help to preserve the dignity and independence by delaying nursing home placements, as well as reducing the frequency of hospitalizations and improving physical health through meeting nutritional needs. The Senior Nutrition Program is a valued service that FSA provides to fill the gap and support the unmet need of these seniors.

This nutrition program not only provides a meal but also promotes socialization for vulnerable older adults who may be isolated due to physical or mental conditions, living alone, lack of transportation, or other issues. The day-to-day contact in group settings that occurs is designed to decrease isolation. Isolation has been linked to higher mortality for older men and women (Steptoe, Shankar, Demakakos, & Wardle, 2013).
4. ORGANIZATION CAPACITY & EXPERIENCE

A. State your organization’s experience to carry out the proposed program. Include information regarding length of time providing service, professional qualification of staff (include license, academic credentials, etc.) & other relevant information.

FSA has been providing services to the elderly since the late 1980’s and began the provision of Senior Nutrition Services in the mid-1990’s beginning in the County of Riverside and expanding to San Bernardino County in 2004. Today, FSA provides congregate and home-delivered meals at 27 Inland Empire sites, reaching over 10,000 unduplicated individuals annually.

FSA is accredited by the Council on Accreditation (COA) which attests that the agency meets the highest national standards and is delivering the best quality services to the community that it serves. As operator of the Eddie Dee Smith Center, FSA provides high-quality, effective services for residents.

Below is a description of the programming that FSA currently administers at the Eddie D. Smith Senior Center:

Wellness – Wellness checks provided in partnership visit Eddie Dee Smith and are available to help answer any questions, test blood pressure and blood sugar levels, and provide general medical exams and health screenings at no cost.

Commodities – In partnership with Feeding America, FSA provides a Commodity Food Program for Jurupa Valley residents. In addition, the center also provides a monthly Food Box Distribution in partnership with the Community Action Partnership for seniors ages 60 and older.

Mobile Fresh – FSA coordinates “Mobile Fresh”, our mobile grocery store that offers fresh produce and other staple food items for a much-discounted price to visit the centers bi-weekly or monthly depending on need.

On-Site Counseling - Through services offered, we are able to provide growth, development, recovery, and hope to hundreds of seniors each year. Our Late Life Depression Program provides health talks, vitals screenings and prevention assessments to seniors in crisis or at risk of suicide, and clinicians who provide therapy and psychosocial groups to Seniors.

Social & Recreational Activities – FSA also offers an array of activities at the Center such as Ceramics, Quilting Classes, Bingo, Fit After 50, and Zumba.

B. Summarize your organization’s experience administering CDBG public service grant funds.

FSA has received CDBG funds for over 16 years to operate community centers, run programs ranging from health and wellness to case management. We have also been the recipient of Federal grant funds over the last 20 years to operate programs in Education, Health and Human Services, Clinical Mental Health, Housing, and others.

FSA has been fortunate to have received CDBG funding for our Senior Nutrition Services since 2004. Last year, ten CDBG proposals were awarded for services in both Riverside and San Bernardino Counties.
C. List 3 references for 3 grant fund providers that have funded the proposed program.   NA □

<table>
<thead>
<tr>
<th>GRANT PROVIDER</th>
<th>CONTACT NAME</th>
<th>TELEPHONE # &amp; EMAIL</th>
<th>GRANT AMOUNT</th>
<th>DATES COVERED BY GRANT FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Perris - CDBG</td>
<td>Sara Pavon Cortes</td>
<td><a href="mailto:Scortes@cityofperris.org">Scortes@cityofperris.org</a> (951) 943 – 5003 Ext 254</td>
<td>$20,000</td>
<td>7/1/18 – 6/30/2019</td>
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<tr>
<td>Riverside County Office on Aging</td>
<td>Keisha Winder</td>
<td><a href="mailto:Keishawinder@rivco.org">Keishawinder@rivco.org</a> (951) 867-3862</td>
<td>$875,091</td>
<td>7/1/18 – 6/30/2019</td>
</tr>
<tr>
<td>San Bernardino County Department on Aging &amp; Adult Services</td>
<td>Kimberlee Van</td>
<td><a href="mailto:Kimberlee.van@hss.sbccounty.gov">Kimberlee.van@hss.sbccounty.gov</a> (909) 891-3984</td>
<td>$2,917,669</td>
<td>7/1/18 – 6/30/2019</td>
</tr>
</tbody>
</table>

D. Compliance with 2 CFR Part 200(Single Audit):

1. In any of the past 3 years, has your agency expended more than $750,000 in federal funds during a fiscal year?  Yes ☒  No □

2. During this year(s), did your agency prepare a Single Audit compliant with OMB Circular A-133?  Yes ☒  No □  If “Yes” please provide a copy of most recent Single Audit.
5. PROGRAM INFORMATION

A. Complete the following budget summary for the proposed program.

1. 2019-2020 Jurupa Valley CDBG Grant Funds Requested: $20,000
2. Total 2019-2020 Program Budget: $110,564
3. Total 2019-2020 Agency Budget: $24,940,674

B. Detail how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that Attachment B “Proposed Program Budget” is reflective of this outline.

The majority of the funding request will be allocated towards the cost of food to maintain and support the weekday services.

C. Provide the following information regarding full-time, part-time, contract & volunteer staff that will be utilized to provide the proposed service. (If CDBG funds are requested for any personnel costs, Attachment C “CDBG Funded Personnel” must be completed).

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>288</td>
</tr>
<tr>
<td>Part-Time</td>
<td>90</td>
</tr>
<tr>
<td>Contract</td>
<td>3</td>
</tr>
<tr>
<td>Volunteers</td>
<td>1,100</td>
</tr>
</tbody>
</table>

D. What percentage of the organization’s total budget is spent on fundraising & overall administration? 13%

E. Provide the following information regarding the number of unduplicated clients that will be served by the proposed program:

1. Total number of unduplicated program clients, regardless of city of residence, that will be service by the program between 7/1/2019 & 6/30/2020? 365 Individuals
2. Total number of unduplicated Jurupa Valley clients that the program will serve by the program between 7/1/19 & 6/30/20? 275 Individuals
3. What % of the total program budget will be used to serve unduplicated Jurupa Valley residents? 90%

F. Is this a new program? Yes ☐ No ☒ If this is not a “New” program, how will this program be expanded from current program efforts?

Funding from the City of Jurupa Valley will be used to support the Senior Nutrition Program at its current level of service. The Eddie D. Smith Center is one of the program’s largest congregate sites in the Inland Empire and funding will be used to offset the gap in unmet funding.
6. **HUD REQUIREMENTS**

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2019 through 6/30/2020:

A. Number of unduplicated Jurupa Valley residents the program will serve with requested CDBG funds? **275** Individuals

What % of these individuals will be of low/moderate income? **100%**

Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity & income of assisted households. Income documentation is not required for “presumed beneficiary” category clients; however, documentation of “presumed beneficiary” status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.

B. Does the proposed program application/intake form collect all HUD-required information?  
   Yes ☑  No ☐  
   If “Yes,” how is this information documented?  
   a. Self-Certification ☐  
   b. Analysis of household income documents such as tax returns/pay checks ☐  
   c. Program serves presumed beneficiary category ☑  List category **Seniors age 62 and older**  

If “No,” how will this information be collected & reported to the City? _____

C. If the proposed service assists the homeless, what percentage of clients are “chronic homeless?” ____%  ☑ Not Applicable

**HUD defines chronically homeless as:**

(1) An individual who:
(i) Is homeless & lives in a place not meant for human habitation, a safe haven, or in an emergency shelter &
(ii) Has been homeless & living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years, where each homeless occasion was at least 15 days &
(iii) Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days & met all of the criteria in paragraph (1) before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.
D. All CDBG-funded activities are required to provide **output** (i.e. number of individuals served) & **outcome** (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD’s “objectives” & “outcomes.”

**OBJECTIVE** - Check the box (only one) that best applies to the proposed program:

- [X] **Suitable Living Environment** – The activity is designed to benefit the community, families, or individuals by address issues in their living environment.
- [ ] **Decent Affordable Housing** – The activity is designed to cover a wide range of housing opportunities that meet individual family or community needs.
- [ ] **Creating Economic Opportunities** – The activity will generate economic development, commercial revitalization or job creation.

**OUTCOMES** - Check the box (only one) that best applies to the proposed program.

- [ ] **Availability/Accessibility** – The activity makes services, infrastructure, housing or shelter available/accessible to low- & moderate-income people, including individuals with disabilities.
- [X] **Affordability** – The activity provides affordability in a variety of ways for low- & moderate-income people (includes creation or maintenance of affordable housing, basic infrastructure hook-ups or services).
- [ ] **Sustainability (Promoting Livable or Viable Communities)** – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.
7. **CERTIFICATION**

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Jurupa Valley ("City") by the Board of Directors of **Family Service Association** ("Agency"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Jurupa Valley residents. Agency understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Agency. Agency understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to an agreement and are consistent with applicable federal regulations. If the Agency fails to serve eligible Jurupa Valley residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Agency may be required to repay all or a portion of funds already disbursed to the Agency by the City and/or forego receipt of additional grant funds. Agency also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

Name: Dan H. Hoxworth

Title: Chief Executive Officer

_________      __________
Signature      Date
ATTACHMENT A
PROPOSED 2019-2020 PROGRAM BUDGET

Program Name: Senior Nutrition Program

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>CDBG</th>
<th>OTHER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Administration Staff Salaries &amp; Benefits</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Program Staff Salaries &amp; Benefits</td>
<td>$</td>
<td>$36,348</td>
<td>$36,348</td>
</tr>
<tr>
<td>Program Supplies – Food (Consumable Supplies for Program)</td>
<td>$18,000</td>
<td>$23,100</td>
<td>$41,100</td>
</tr>
<tr>
<td>Rent/Lease</td>
<td>$</td>
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<tr>
<td>Communications</td>
<td>$</td>
<td>$800</td>
<td>$800</td>
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<tr>
<td>Utilities</td>
<td>$</td>
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<tr>
<td>Insurance</td>
<td>$</td>
<td>$1,100</td>
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<tr>
<td>Professional Services</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Other - Overhead Costs</td>
<td>$2,000</td>
<td>$1,000</td>
<td>$3,000</td>
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<tr>
<td>Other - Supplies (Program)</td>
<td>$</td>
<td>$2,100</td>
<td>$2,100</td>
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<tr>
<td>Other - Repair and Maintenance (Building, Cars, Kitchen)</td>
<td>$</td>
<td>$19,440</td>
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<tr>
<td>Other - Fuel &amp; Travel Expenses</td>
<td>$</td>
<td>$4,176</td>
<td>$4,176</td>
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<tr>
<td>TOTAL</td>
<td>$20,000</td>
<td>$90,564</td>
<td>$110,564</td>
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</table>

List Source of “Other” Program Funds to be use to Assist JV Residents

<table>
<thead>
<tr>
<th>SOURCE OF OTHER PROGRAM FUNDS</th>
<th>AMOUNT OF OTHER PROGRAM FUNDS</th>
<th>FUNDS SECURED FOR FY 19-20 WITH A CONTRACT?</th>
</tr>
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<tbody>
<tr>
<td>Riverside County Office on Aging</td>
<td>$85,625</td>
<td>Yes ☒ No ☐</td>
</tr>
<tr>
<td>Jurupa Valley – Client Contributions/Donations</td>
<td>$4,702</td>
<td>Yes ☐ No ☐</td>
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<td>$</td>
<td>Yes ☐ No ☐</td>
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<td>$</td>
<td>Yes ☐ No ☐</td>
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<tr>
<td>$</td>
<td>Yes ☐ No ☐</td>
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<tr>
<td>TOTAL</td>
<td>$90,327</td>
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## ATTACHMENT B

**CDBG FUNDED PERSONNEL**

- **CHECK BOX IF NOT APPLICABLE**

**LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING 2019-2020 CDBG FUNDING**

### AGENCY ADMINISTRATION

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>ANNUAL SALARY</th>
<th>ANNUAL BENEFITS</th>
<th>TOTAL COMPENSATION</th>
<th>CDBG FUNDS REQUESTED</th>
<th>% OF TIME POSITION IS DEDICATED TO JURUPA VALLEY CDBG ACTIVITY</th>
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### PROPOSED PROGRAM STAFF

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>ANNUAL SALARY</th>
<th>ANNUAL BENEFITS</th>
<th>TOTAL COMPENSATION</th>
<th>CDBG FUNDS REQUESTED</th>
<th>% OF TIME POSITION IS DEDICATED TO JURUPA VALLEY CDBG ACTIVITY</th>
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<tbody>
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</table>

### PROPOSED PROGRAM CONTRACT STAFF

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<tr>
<th>POSITION TITLE</th>
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<th>ANNUAL BENEFITS</th>
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<th>CDBG FUNDS REQUESTED</th>
<th>% OF TIME POSITION IS DEDICATED TO JURUPA VALLEY CDBG ACTIVITY</th>
</tr>
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<tbody>
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</table>
APPLICATION SUPPLEMENTAL FOR HOMELESS SERVICES

1. Describe your experience with analyzing and interpreting U.S. Census and other official forms of data related to homelessness. _____

2. Describe your organization's experience with developing a homelessness outreach effort to collect new data. _____

3. Describe your organization's experience with developing, proposing, and implementing results-oriented solutions to mitigate and serve the homeless population. _____

4. Describe your organization's familiarity with social services in the Jurupa Valley, Riverside County, and greater Southern California areas. _____

5. Describe your organization's familiarity with the Community Development Block Grant process and other streams of Federal, State, or Local revenue. _____
ORDINANCE NO. 2019-04

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JURUPA VALLEY, CALIFORNIA, ADDING SECTION 2.36 TO THE JURUPA VALLEY MUNICIPAL CODE ESTABLISHING THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE AND SETTING FORTH PROCEDURAL RULES AND REGULATIONS FOR THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

THE CITY COUNCIL OF THE CITY OF JURUPA VALLEY DOES ORDAIN AS FOLLOWS:

Section 1. Enactment of Chapter 2.36. Chapter 2.36, Community Development Advisory Committee, is hereby added to Title 2, Administration and Personnel, of the Jurupa Valley Municipal Code to read as follows:

“Chapter 2.36 – COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

Sections:

2.36.010 – Community Development Advisory Committee Established.
2.36.020 – Number of Members; Appointment and Removal.
2.36.030 – Term; Annual Reconfirmation.
2.36.040 – Qualifications.
2.36.050 – Officers.
2.36.060 – Duties.
2.36.070 – Meetings/Quorum.
2.36.080 – Stipend.

2.36.010 – Community Development Advisory Committee Established.

The Community Development Advisory Committee has been established pursuant to the Citizen Participation Plan for the Community Development Block Grant ("CDBG") Program to review applications for CDBG funding and provide the City Council with recommendations regarding the allocation of such funding.

2.36.020 – Number of Members; Appointment and Removal.

A. The Community Development Advisory Committee shall consist of five (5) members. Members of the Community Development Advisory Committee shall be appointed by the City Council. Each Council Member shall nominate one member of the Community Development Advisory Committee. Each such nomination shall require confirmation by a majority vote of the entire City Council.

1. Not less than ten (10) days prior to the meeting at which the Council will consider one or more appointments to the Community Development Advisory Committee, the City Administrator shall provide written notice of the meeting and an agenda thereto to all members of the Committee.
Development Advisory Committee the City Clerk shall post notice of the pending appointments and invite qualified persons to apply for the position or positions.

2. The City Clerk shall post such notice at the locations where the City Council Agendas are posted pursuant to City Council resolution and on the City’s website.

3. In addition to these posting requirements, the City Clerk shall also comply with the posting requirements for vacancies and terms of members of the Community Development Advisory Committee as provided in Sections 54970 through 54974 of the California Government Code or their successor sections.

B. Members of the Community Development Advisory Committee shall serve at the pleasure of the City Council and a member of the Community Development Advisory Committee may be removed from the Community Development Advisory Committee by a majority vote of the entire City Council for any reason, with or without cause. If a member of the Community Development Advisory Committee is removed from office, then at the time of this vote the member shall be deemed removed from the Community Development Advisory Committee, the member’s term and tenure as a member of the Community Development Advisory Committee shall end, and a vacancy shall exist for that position.

C. If a vacancy should occur on the Community Development Advisory Committee such vacancies shall be filled by appointment of a new member by the City Council for the unexpired portion of the term pursuant to the procedures of subsection A. of this Section.

2.36.030 – Term; Annual Reconfirmation.

A. The term of each member of the Community Development Advisory Committee shall be for four (4) years or until their successors are appointed and sworn in as members, whichever is later.

B. Each year the City Council shall reconfirm the appointment of each member of the Community Development Advisory Committee.

1. The reconfirmation shall occur at a regular City Council meeting during the month of December of each year.

2. Each member of the Community Development Advisory Committee shall be reconfirmed by a majority vote of the entire City Council.

3. If a member of the Community Development Advisory Committee is not reconfirmed by a majority vote of the entire City Council, then at the time of this vote the member shall be deemed removed from the
Community Development Advisory Committee, the member's term and tenure as a member of the Community Development Advisory Committee shall end, and a vacancy shall exist for that position.

2.36.040 – Qualifications.

A. Members of the Community Development Advisory Committee shall, at all times during their incumbencies, be bona fide residents and registered voters of the city.

B. No member of the Community Development Advisory Committee shall be a city employee, nor shall any member of the Community Development Advisory Committee be a member of another city commission or committee at any one time.

C. No member of the Community Development Advisory Committee shall serve in any capacity on a board, committee, or commission of any public agency or district.

D. No person shall serve on the Community Development Advisory Committee if he or she has any decision-making authority in a community organization that applies for or receives funds through the CDBG Program. Any participation as a decision-maker in such community organization must have ceased at least thirty (30) days prior to the time of appointment to the Community Development Advisory Committee and may not occur during incumbency. Any community organization with a decision-maker that is also a member of the Community Development Advisory Committee shall not be entitled to receive funds through the CDBG Program as long as the member continues to serve in both capacities. For purposes of this section, any person serving on the governance board, e.g., board of directors, of a community organization shall be deemed to have decision-making authority in that organization.

2.36.050 – Officers.

The officers of the Community Development Advisory Committee shall consist of a Chairperson and a Vice-Chairperson who shall be selected by a majority vote of the entire Community Development Advisory Committee. The terms of the Chairperson and Vice-Chairperson shall be from January 1 to December 31 of each year, subject to removal or failure to reconfirm pursuant to this Chapter.

2.36.060 – Duties.

The duties of the Community Development Advisory Committee shall include reviewing applications for CDBG funding, attending meetings regarding CDBG-related activities, receiving testimony from applicants, and providing the City Council with recommendations regarding the allocation of CDBG funding.
2.36.070 – Meetings/Quorum.

A. The Community Development Advisory Committee shall meet on an as-needed basis, as determined by the City Manager or designee. All meetings of the Community Development Advisory Committee shall be conducted in accordance with the provisions of the Ralph M. Brown Act (Gov. Code Section 54950 et seq.).

B. A quorum of three members of the Community Development Advisory Committee shall be required for the transaction of any business.

2.36.080 – Stipend.

Members of the Community Development Advisory Committee may receive a stipend per meeting in an amount set by resolution of the City Council.”

Section 2. **Severability.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining provisions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause or phrase thereof irrespective of the fact that any one or more section, subsection, sentences, clauses or phrases be declared unconstitutional or otherwise invalid.

Section 3. **Certification.** The City Clerk of the City of Jurupa Valley shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted in the manner required by law.

Section 4. **Effective Date.** This Ordinance shall take effect on the date provided in Section 36937 of the California Government Code.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Jurupa Valley on this 21st day of February, 2019.

[Signature]
Brian Berkson
Mayor

ATTEST:

[Signature]
Victoria Wasko, CMC
City Clerk
CERTIFICATION

STATE OF CALIFORNIA  )
COUNTY OF RIVERSIDE  ) ss.
CITY OF JURUPA VALLEY  )

I, Victoria Wasko, CMC, City Clerk of the City of Jurupa Valley, do hereby certify that the foregoing Ordinance No. 2019-04 was regularly introduced at a regular meeting of the City Council held on the 7th day of February, 2019 and thereafter at a regular meeting held on the 21st day of February 2019 it was duly passed and adopted by the following vote of the City Council:

AYES:   C. BARAJAS, L. BARAJAS, B. BERKSON, M. GOODLAND, A. KELLY

NOES:    NONE

ABSENT: NONE

ABSTAIN: NONE

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Jurupa Valley, California, this 21st day of February, 2019

[Signature]
Victoria Wasko, CMC
City Clerk

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