MEETING AGENDA
OF THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
Monday, November 4, 2019
Regular Meeting: 7:00 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 City staff before the Chairperson 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. 7:00 P.M. – Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Appearance/Comments (15 minutes)
4. Approval of Agenda
5. Approval of Minutes from March 22, 2019 Community Development Advisory Committee Meeting
6. Approval of Minutes from March 28, 2019 Community Development Advisory Committee Meeting
7. **Staff Report Summarizing the City of Jurupa Valley’s Current Operational Response to Homelessness Issues**

**RECOMMENDATION**
That the Community Development Advisory Committee receive a staff report regarding the City of Jurupa Valley’s current operational response to homelessness issues.

8. **Presentation from Path of Life Ministries, Inc. Providing a Mid-Year Update Related to Performance of the Subrecipient Agreement for Homelessness Services**

**RECOMMENDATION**
That the Community Development Advisory Committee: 1) receive a staff report describing the terms of the Subrecipient Agreement for Homelessness Services by and between the City of Jurupa Valley and Path of Life Ministries, Inc.; and 2) receive a presentation regarding the performance of Path of Life in making progress towards the goals established by the Agreement for Homelessness Services and the City’s Five-Year CDBG Consolidated Plan.

9. **Presentation from Family Service Association Providing a Mid-Year Update Related to Performance of the Subrecipient Agreement for the Senior Nutrition Program**

**RECOMMENDATION**
That the Community Development Advisory Committee: 1) receive a staff report describing the terms of the Subrecipient Agreement for the Senior Nutrition Program by and between the City of Jurupa Valley and the Family Service Association; and 2) receive a presentation regarding the performance of the Family Service Association in making progress towards the goals established by the Agreement for the Senior Nutrition Program and the City’s Five-Year CDBG Consolidated Plan.

10. **Staff Report Describing the Public Service Grant Selection Process for the 2020-2021 CDBG Program Year**

**RECOMMENDATION**
That the Community Development Advisory Committee: 1) receive a staff report summarizing the public service grant application process and a tentative timeline for CDBG-related activities for the 2020-2021 CDBG program year; and 2) provide direction to staff related to the public service grant application process and the tentative timeline for CDBG-related activities for the 2020-2021 CDBG program year proposed by city staff.

11. **Public Appearance/Comments**
12. **Committee Member Comments**
13. **Adjournment**
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.
1. Call to Order and Roll Call
The regular meeting of the Jurupa Valley Community Development Advisory Committee was called to order at 3:00 pm. March 22, 2019 at the City Council Chambers, 8930 Limonite Ave., Jurupa Valley, California 92509.

Members present:
- Rachel Lopez
- Laura Shultz
- Don Oaks
- Edward Lee
- Evelyn Hedrick

Members absent:
- None

Attendees:
- Terri Rollings, City Staff
- Deanna Heredia, City Staff
- Sean McGovern, City Staff
- Robert Vasquez, GRC Consultant

2. Pledge of Allegiance – Led by Vice Chair Shultz

3. Public Appearance/Comments – None

4. Approval of the Agenda
Laura Shultz moved and Don Oaks seconded the motion to approve the March 22, 2019, agenda. The motion was approved 5-0.

Ayes: Lopez, Shultz, Oaks, Lee, Hedrick
Noes: None
Abstained: None
Absent: None

5. Approval of Minutes
Ayes:
Noes:
Abstained:
Absent:

6. New Business:
Deputy City Attorney Brendan Kearns explained the selection process for the Chair and Vice Chairperson.

Rachel Lopez was recommended by the Members as Chairperson. Committee Member Lee moved and Committee Member Shultz seconded the motion. 5-0
Ayes: Lopez, Shultz, Oakes, Lee, Hedrick
Noes: None
Abstained: None
Absent: None

7. New Business:
Laura Shultz was chosen as Vice Chair. Committee Member Lee moved and Rachel Lopez seconded the motion 5-0
Ayes: Lopez, Shultz, Oaks, Lee, Hedrick
Noes: None
Abstained: None
Absent: None

8. New Business:
A time was chosen and set for future CDAC meetings as 7:00 pm.

9. New Business:
Staff member Sean McGovern gave a brief history of the CDBG process in the City of Jurupa Valley and explained key points about the process for the CDAC members.

11. New Business:
Presentations were given by two of the Public Service Grant applicants, Path of Life and Family Service Association. The other two applicants were not present at the meeting.
12. New Business:

Each committee member was provided with a rating sheet by Sean McGovern, City Staff, to rate each Public Service Applicant. Committee members rated each applicant individually. The ratings were given to Sean McGovern and averaged for a tentative rating. Tentative ratings were given as follows:

- POL – 82.3
- FSA – 85.3
- SWAG – 50.7
- HIDEF – 33.3

Adjournment at 4:39 pm to the March 28th 2019, meeting at City Hall Council Chambers

Respectfully submitted,

_________________________________________________________________

Deanna Heredia
CDAC Secretary
1. Call to Order and Roll Call

The regular meeting of the Jurupa Valley Community Development Advisory Committee was called to order at 7:00 pm. March 28, 2019 at the City Council Chambers, 8930 Limonite Ave., Jurupa Valley, California 92509.

Members present:
- Rachel Lopez, Chair
- Laura Shultz, Vice Chair
- Don Oaks, Member
- Edward Lee, Member
- Evelyn Hedrick, Member

Members absent:
- None

Attendees:
- Deanna Heredia, City Staff
- Sean McGovern, City Staff
- Robert Vasquez, GRC Consultant
- Mike Linares, GRC Consultant

2. Pledge of Allegiance – Led by Committee Member Lee

3. Public Appearance/Comments – None

4. Approval of the Agenda

Vice Chair Shultz moved and Chair Oaks seconded the motion to approve the March 28, 2019, agenda with the correction of the time from 3:00 pm to 7:00 pm. The motion was approved 5-0.

Ayes: Lopez, Shultz, Oaks, Lee, Hedrick

Noes: None
Abstained: None
Absent: None

5. Approval of Minutes
   Vice Chair Shultz moved and Chair Lopez seconded the motion to approve the minutes from the March 22, 2019, meeting.
   Ayes: Lopez, Shultz, Oaks, Lee, Hedrick
   Noes:
   Abstained:
   Absent:

6. New Business:
   A presentation was made by Aaron Petroff of SWAG explaining SWAG’s mission and the services they provide

7. New Business:
   There was a question and answer time with the applicants of FSA, Path of Life, and SWAG and the Committee Members. The Committee finished rating SWAG and the ratings for both Path of Life and Family Services Association were rated again due to a mathematical error in the first rating. Path of Life’s rate was corrected from 82.3 to 89.3 and Family Services Association’s rate was corrected from 85.3 to 92.3;

8. New Business:
   The Committee discussed different options for the allocation of CDBG funds to the three applicants present. The allocations were decided as follows:
   $40,000 to Family Services Association
   $135,000 to Path of Life
   Vice Chair Shultz moved and Committee Member Lee seconded the motion regarding the allocation of the funds.
   Ayes: Lopez, Shultz, Oaks, Lee, Hedrick
   Noes:
   Abstained:
   Absent:

9. New Business:
   Staff member Sean McGovern asked the Committee to choose a tentative day of the week and time for future CDBG meetings. Mondays at 7:00 pm were chosen, but no decision was officially made.
Adjournment at 8:42 pm pending the announcement of the next CDBG meeting, at City Hall Council Chambers

Respectfully submitted,

_____________________________________________________
Deanna Heredia
CDAC Secretary
RECOMMENDATION

That the Community Development Advisory Committee:

1) Receive an oral report from City staff outlining the City’s current operational response to homelessness

BACKGROUND

The City of Jurupa Valley has a homeless population of about 140 persons. The homeless population is tracked via an annual point in time (“PIT”) count administered by the County of Riverside. The PIT count is conducted by using volunteers who canvas the community and report physical observations of homeless persons. Unfortunately, the PIT count does not record homeless persons that are not visible during the count, such as individuals living in cars, temporarily staying with friends or family, etc.

The City’s current Subrecipient Agreement with Path of Life Ministries (“POLM”) provides the basis for the City’s compassionate approach to addressing homelessness. POLM provides classic homelessness mitigation services, such as overnight shelter, meals, counseling, and case management. The Subrecipient Agreement by and between the City of Jurupa Valley and POLM is financed by the City’s CDBG program in the amount of $135,000 for the 2019-2020 CDBG program year.

ANALYSIS

With a homeless population that fluctuates between 130-170 persons on an annual basis, the physical presence and impacts of homelessness remain obvious to residents and visitors. Complaints about homeless encampments and other activities related to
homelessness are frequently reported to City Hall.

Within the developed limits of the City, many temporary homeless encampments are situated on private property. Typically, these properties consist of vacant, undeveloped land. Outside the developed City-limits, the majority of homelessness activity is concentrated within the Santa Ana Riverbed.

The Community Development Advisory Committee (“CDAC”) oversees the Public Services Grant (“PSG”) funding process as a component of the City’s CDBG program. Through this process, the CDAC recommends funding that can be allocated by the City Council towards homelessness mitigation activities. To better prepare the CDAC to make important funding decisions that impact the City’s efforts to mitigate homelessness, City staff have provided a simple flow-chart (below) of how homelessness complaints are responded to on a daily basis.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1: Incoming Complaint</strong></td>
<td>Residents, visitors, and businesses are able to make complaints related to homelessness online through the City’s electronic service request system. The City also accepts complaints over the phone or in person at City Hall.</td>
</tr>
<tr>
<td><strong>Step 2: Initial Response</strong></td>
<td>Initially, Code Enforcement is tasked with providing the first response action. After investigating the issue, Code Enforcement will contact Path of Life to accompany them as part of the complaint response efforts. In some cases, Code Enforcement may also request police presence.</td>
</tr>
</tbody>
</table>
| **Step 3: Response** | Code Enforcement leads the response to the homelessness complaint. Path of Life staff have successfully integrated into Code Enforcement’s response, providing a compassionate voice that mitigates conflict and increases the effectiveness of the response.  

**Private Property:** If homeless individuals are camping on private property, Code Enforcement officers are able to enforce basic property violation rules. Homeless persons are offered shelter and services by Path of Life in conjunction with Code Enforcement’s response activities.  

**Public Property:** If homeless individuals are camping on public property, such as infrastructure rights-of-way or the Santa Ana Riverbed, the response capabilities of Code Enforcement are limited. The City does not have an “anti-camping” ordinance that gives Code Enforcement staff the ability to facilitate evictions on homeless persons residing on public property. |
Practically speaking, many homeless persons simply do not want to be engaged by City officials. As such, homeless persons vacate from public property on their own accord.

**Step 4: Documentation**

The City encourages the public to use the online service request system. The service request system tracks all data based on the nature of the complaint and the response that occurred. Additionally, Path of Life maintains accurate records of all encounters - whether those encounters are successful or not.

The data collected by the City’s service request system and Path of Life’s contractual services allows the City to better understand the extent of the homelessness problem.

**OTHER INFORMATION**

The City of Jurupa Valley participates in homelessness mitigation group being led by the City of Riverside. This regional groups meets informally on a quarterly basis to discuss operational approaches to mitigate homelessness.

Locally, the City of Jurupa Valley remains in close contact with the City Attorney’s Office to develop formal procedures that facilitate a reduction in local homelessness.

**FINANCIAL IMPACT**

None.

**CONCLUSION**

City Staff encourages the CDAC to receive and file this report.

**ALTERNATIVES**

1. Provide direction to staff.
STAFF REPORT

DATE: NOVEMBER 4, 2019

TO: COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

FROM: SEAN MCGOVERN, SENIOR MANAGEMENT ANALYST

SUBJECT: AGENDA ITEM NO. 8

PRESENTATION FROM PATH OF LIFE MINISTRIES, INC. PROVIDING A MID-YEAR UPDATE RELATED TO PERFORMANCE OF THE SUBRECIPIENT AGREEMENT FOR HOMELESSNESS SERVICES

RECOMMENDATION

That the Community Development Advisory Committee:

1) Receive a staff report describing the terms of the Subrecipient Agreement for Homelessness Services by and between the City of Jurupa Valley and Path of Life Ministries, Inc.; and

2) Receive a presentation regarding the performance of Path of Life in making progress towards the goals established by the Agreement for Homelessness Services and the City’s Five-Year CDBG Consolidated Plan

BACKGROUND

In early 2019, The Community Development Advisory Committee (“CDAC”) was formed to oversee the public service grant award process for the City’s Community Development Block Grant (“CDBG”) program. On an annual basis, the City receives about $1.2-1.3 million from the Federal Department of Housing & Urban Development (“HUD”) to provide public services and undertake projects that primarily benefit low-moderate income persons. Up to 15% of the City’s total CDBG grant can be allocated towards public services. Typically, non-profit organizations apply for funding to public services through a formal application process administered by City staff. The application process requires applicants to describe how their proposed programs will benefit the low to moderate income population within the City. After a technical review by City staff and the City’s CDBG consultants, the public service grant applications are presented to the CDAC for review. The CDAC is tasked with vetting the programs proposed by applicants and selecting the most productive programs to receive funding.
The CDAC’s recommendation is then submitted to the City Council for approval.

The issue of homelessness is a significant, complex problem that the City has confronted since the City’s incorporation in 2011. From 2011 to 2018, the City largely addressed the issue of homelessness by participating in regional planning and response efforts with the County of Riverside. Since receiving the ability to administer CDBG funds directly in 2018, the issue of homelessness has emerged as the prevailing social issue in the community to be addressed through public service grant funding.

The City entered into the first Subrecipient Agreement for Homelessness Services with Path of Life Ministries, Inc. on October 4, 2018. The term of that Subrecipient Agreement was from July 1, 2018 to June 30, 2019. The Subrecipient Agreement authorized $75,000 to be spent towards homelessness outreach, case management, homelessness prevention, and shelter services. This agreement represented the City’s first independent efforts to mitigate homelessness. The performance of that agreement was described in the Consolidated Annual Performance Evaluation Report (“CAPER”) that was approved by the City Council on September 19, 2019.

On March 28, 2019 the Community Development Advisory Committee (“CDAC”) voted to award $135,000 to Path of Life Ministries, Inc. to provide various homelessness services. The CDAC’s recommendation was then submitted to the City Council and subsequently approved on May 2, 2019.

**ANALYSIS**

The City entered into a Subrecipient Agreement for Homelessness Services with Path of Life Ministries, Inc. (“Path of Life”) on May 2, 2019. The term of the Subrecipient Agreement is from July 1, 2019 to June 30, 2020. The total budget for the Subrecipient Agreement is $135,000. The scope of services and project budget are attached to this staff report as Attachment A.

**FINANCIAL IMPACT**

The recommendations submitted by City staff in this report carry no financial impact. The Subrecipient Agreement by and between the City of Jurupa Valley and Path of Life Ministries, Inc. is funded out of Special Revenue account 240.2400.54135 and cannot exceed $135,000 over the term of the Subrecipient Agreement.

**ALTERNATIVES**

1. Provide alternate direction to staff.
Prepared & Submitted by: Sean McGovern
Senior Management Analyst

Approved as to form: Brendan Kearns
Deputy City Attorney

Attachments:

A. Scope of Services and Project Budget for Path of Life Ministries, Inc. related to the Subrecipient Agreement for Homelessness Services by and between the City of Jurupa Valley and Path of Life Ministries, Inc.
EXHIBIT “A”

SCOPE OF SERVICES

The project will provide the following Homelessness Services (Rapid Resolution Services) at a cost of $135,000:

1. Path of Life Ministries (“POLM”) Street Outreach Services will serve a minimum of 150 unduplicated individuals with Outreach/Shelter/Homeless Prevention services.

2. Two (2) Full Time Staff will conduct street outreach and case management services Monday through Friday to homeless individuals in the City of Jurupa Valley. POLM Street Outreach Team will provide Outreach/Contact/Engagement to a minimum of 90 unduplicated individuals.

3. An intake/enrollment including a VI-SPDAT assessment will be completed for each individual engaged/enrolled. This will determine their eligibility for (Rapid Rehousing (RRH) or Permanent: Supportive Housing (PSH) and ensure that all eligible chronically homeless individuals are entered in the county-wide coordinated entry system.

4. The Street Outreach Team will document and track their contacts, interactions, and progress with the individuals they provide services to as well as the locations in which they are contacting homeless individuals and encampments.

5. A case plan will be established with those who accept case management services and those who enter POLM shelter services. Assistance will be provided to cover special needs of individuals that will aid in their positive movement out of their homeless situation, such as funding for ID documents, work clothes, and vehicle repairs. A minimum of 20 households are projected to receive this special needs assistance.

6. POLM will assist with transportation needs that contribute to an exit from the homeless situations for those who are interested. A minimum of 25 individuals are projected to receive transportation assistance.

7. POLM will collaborate with community partners including Riverside County Sheriff’s Department HOT Team, Jurupa Valley Codes Department and other community based agencies to coordinate efforts to provide homeless solutions in Jurupa Valley.

8. POLM will serve a minimum of 50 unduplicated individuals from Jurupa Valley in POLM Shelters. The equivalent of 1,000 bed nights in POLM shelters will be provided for Jurupa Valley residents with 4 beds being available on any given night for Jurupa Valley Residents. Additional bed nights and/or beds will be provided for any Jurupa Valley resident seeking shelter based upon availability.

9. POLM will assist individuals and families who are at risk of becoming homeless due to strained housing conditions such as past due utility payments and rent burden. A minimum of 10 unduplicated households will receive homelessness prevention (rent/utility) assistance.
10. POLM will assist with efforts to conduct the 2020 Point In Time Count in Jurupa Valley.
## EXHIBIT “B”

### PROJECT BUDGET

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<td>Agency Administration Staff Salaries &amp; Benefits (1 PT @1.27)</td>
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STAFF REPORT

DATE: NOVEMBER 4, 2019
TO: COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
FROM: SEAN MCGOVERN, SENIOR MANAGEMENT ANALYST
SUBJECT: AGENDA ITEM NO. 9

PRESENTATION FROM THE FAMILY SERVICE ASSOCIATION PROVIDING A MID-YEAR UPDATE RELATED TO PERFORMANCE OF THE SUBRECIPIENT AGREEMENT FOR HOMELESSNESS SERVICES

RECOMMENDATION

That the Community Development Advisory Committee:

1) Receive a staff report describing the terms of the Subrecipient Agreement for the Senior Nutrition Program by and between the City of Jurupa Valley and the Family Service Association; and

2) Receive a presentation regarding the performance of the Family Service Association in making progress towards the goals established by the Agreement for the Senior Nutrition Program and the City’s Five-Year CDBG Consolidated Plan

BACKGROUND

In early 2019, The Community Development Advisory Committee (“CDAC”) was formed to oversee the public service grant award process for the City’s Community Development Block Grant (“CDBG”) program. On an annual basis, the City receives about $1.2-1.3 million from the Federal Department of Housing & Urban Development (“HUD”) to provide public services and undertake projects that primarily benefit low-moderate income persons. Up to 15% of the City’s total CDBG grant can be allocated towards public services. Typically, non-profit organizations apply for funding to public services through a formal application process administered by City staff. The application process requires applicants to describe how their proposed programs will benefit the low to moderate income population within the City. After a technical review by City staff and the City’s CDBG consultants, the public service grant applications are presented to the CDAC for review. The CDAC is tasked with vetting the programs
proposed by applicants and selecting the most productive programs to receive funding. The CDAC’s recommendation is then submitted to the City Council for approval.

On March 28, 2019 the Community Development Advisory Committee (“CDAC”) voted to award $40,000 to the Family Service Association to provide a senior meal program at the Eddie Dee Smith Senior Center. The CDAC’s recommendation was then submitted to the City Council and subsequently approved on May 2, 2019.

ANALYSIS

The Senior Nutrition Program was approved by the City Council on May 2, 2019. The Term of the Subrecipient Agreement with the Family Service Association is from July 1, 2019 to June 30, 2019. Over the term of the Subrecipient Agreement, the Family Service Association (“FSA”) expects to provide 12,000 high-quality meals to 275 eligible seniors residing in the City of Jurupa Valley.

The project budget within the Subrecipient Agreement allocated $20,000 to program staff and $20,000 to food and cooking supplies. Meals are prepared fresh by program staff and served to eligible seniors at the Eddie Dee Smith Senior Center located at 5888 Mission Boulevard, Jurupa Valley, CA 92509.

The project budget and scope of services is attached to this staff report as Attachment A.

FINANCIAL IMPACT

The recommendations submitted by City staff in this report carry no financial impact. The Subrecipient Agreement by and between the City of Jurupa Valley and the Family Service Association is funded out of Special Revenue account 240.2400.54135 and cannot exceed $40,000 over the term of the Subrecipient Agreement.

ALTERNATIVES

1. Provide alternate direction to staff.
Prepared & Submitted by:  
Sean McGovern  
Senior Management Analyst

Approved as to form:  
Brendan Kearns  
Deputy City Attorney

Attachments:

A. Scope of Services and Project Budget for the Family Service Association related to the Subrecipient Agreement for the Senior Nutrition Program by and between the City of Jurupa Valley and the Family Service Association
EXHIBIT "A"

SCOPE OF SERVICES

Family Service Association (FSA) will be responsible for administering the Senior Nutrition Program during the 2019-2020 CDBG Program Year. The Subrecipient will administer all tasks in connection with the Senior Nutrition Program in compliance with all applicable Federal, state, and local rules and regulations governing these funds, and in a manner satisfactory to the Grantee.

The purpose of the Subgrantee’s Senior Nutrition Program is to provide services to meet HUD’s National Objectives as defined in 24 CFR 570.208(a)(2)(B), by benefiting low- and moderate-income persons. It is an eligible Activity under HUD, and also implements the goals outlined in the City’s Five-Year Consolidated Plan to provide community services for the low-moderate income persons citywide. The National Objective for this project is Low-Mod Clientele (LMC) - presumed benefit. The primary objective of the Program is to:

1. Provide nutritious meals to eligible senior citizens age 62 and over.

Outreach: The Subrecipient will conduct sufficient advertisement of the CDBG Year 2019-20 Senior Nutrition Program through flyers, public service announcements, networking with local agencies, scheduling of open houses and other means to inform the low- and moderate-income community of the program’s availability, and to ensure sufficient demand to meet the CDBG Year 2019-20 state goal of individuals served.

Intake/Assessment of eligibility: The Subrecipient will accept applications and perform eligibility determinations. The Subrecipient will make provision for translation services to meet the needs of non-English speaking applicants. In the event of applications who have impaired mobility or other disabilities, the Subrecipient will make provisions for completing the application at the applicant’s residence or other acceptable procedures for ensuring equal access to services.

Measurable Outcome: Approximately 275 individuals will be served 12,000 nutritious, congregate meals at the Eddie Dee Smith Senior Center during the program year.

Operations: The Senior Nutrition Program will operate at the Eddie Dee Smith Center, located at 5888 Mission Boulevard, Riverside, CA 92509. The FSA Administration office is located at 21250 Box Springs Road, Suite 212, Moreno Valley, CA 92557.
EXHIBIT “B”

PROJECT BUDGET

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<tr>
<th>BUDGET CATEGORY</th>
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<td>Program Staff Salaries &amp; Benefits</td>
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<td>Program Supplies – Food (Consumable Supplies for Program)</td>
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<td>Professional Services</td>
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<td>Other - Overhead Costs</td>
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<td>Other - Supplies (Program)</td>
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<td>Other - Fuel &amp; Travel Expenses</td>
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STAFF REPORT

DATE:       NOVEMBER 4, 2019
TO:         COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
FROM:       SEAN MCGOVERN, SENIOR MANAGEMENT ANALYST
SUBJECT:    AGENDA ITEM NO. 10

STAFF REPORT DESCRIBING THE PUBLIC SERVICE GRANT SELECTION PROCESS FOR THE 2020-2021 CDBG PROGRAM YEAR

RECOMMENDATION

That the Community Development Advisory Committee:

1) Receive a staff report summarizing the public service grant application process and a tentative timeline for CDBG-related activities for the 2020-2021 CDBG program year; and

2) Provide direction to staff related to the public service grant application process and the tentative timeline for CDBG-related activities for the 2020-2021 CDBG program year proposed by city staff.

BACKGROUND

The Community Development Advisory Committee was established in 2019 to oversee the Public Service Grant (“PSG”) application process. Up to 15% of the City’s total Community Development Block Grant (“CDBG”) funding allocation can be allocated to public service initiatives. To distribute public service funds, the City administers a competitive grant process and receives applications from entities seeking to provide public services in the City. Typically, PSG applicants are non-profit entities that provide services for low to moderate income residents of Jurupa Valley. Eligible income levels are determined by the Federal Department of Housing & Urban Development (“HUD”).

In preparation for the 2019-20 program year, the City received four (4) PSG applications on February 15, 2019. These applications were submitted to the City in response to the City’s official solicitation of PSG proposals on January 16, 2019. The CDAC met on March 22, 2019 and March 28, 2019. At the March 22, 2019 meeting, the CDAC received an analytical report from city staff that assessed the technical qualifications of
each PSG applicant. The CDAC then received public presentations from all PSG applicants. At the March 28, 2019 meeting, the CDAC publicly deliberated the value of each PSG applicant and voted to award $135,000 to Path of Life Ministries, Inc. and $40,000 to the Family Service Association. Path of Life Ministries, Inc. provides homelessness services. The Family Service Association provides a senior meals program at the Eddie Dee Smith Senior Center. The CDAC’s recommendation was then submitted to the City Council and subsequently approved on May 2, 2019.

ANALYSIS

The PSG application process is one of many components of the City’s CDBG program. HUD requires entitlement communities to submit a variety of documents by May 15th of every year in order to secure funding. In anticipation of this final deadline, city staff work with the City’s CDBG consultants to create and follow a timeline of CDBG activities. The tentative schedule for the components of the CDBG program that impact the PSG application and selection process is provided below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>1/9/2020</td>
<td>Public Service Grant application published</td>
</tr>
<tr>
<td>1/13/2020</td>
<td>CDBG “101” Workshop Meeting</td>
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<tr>
<td>2/12/2020</td>
<td>Public Service Grant applications due</td>
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<tr>
<td>2/21/2020</td>
<td>City staff review committee completes assessment of PSG grant applications and generates formal guidance for Community Development Advisory Committee</td>
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<tr>
<td>3/2/2020</td>
<td>Community Development Advisory Committee meets for the first time</td>
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<tr>
<td>3/9/2020</td>
<td>Community Development Advisory Committee meets again and formalizes recommendations for funding which go to City Council</td>
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<tr>
<td>3/16/2020</td>
<td>Notice of Public Hearing is published in Press Enterprise for 4/16/2019 City Council meeting</td>
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<tr>
<td>4/16/2020</td>
<td>City Council Public Hearing – adoption of all funding allocations, including PSG</td>
</tr>
<tr>
<td>5/15/2020</td>
<td>Final CDBG Consolidated Plan due to HUD</td>
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City staff are not proposing any significant changes to the PSG application process. Consistent with past practice, city staff will provide an initial technical review of each PSG applicant. Then, city staff will present a technical rating for each PSG applicant at a CDAC meeting. The CDAC will then have the opportunity to receive presentations from each PSG applicant and conduct a final “ranking” of PSG applicants. Finally, the CDAC will recommend specific funding allocations to one or more PSG applicants, which will be forwarded to the City Council for final approval.

FINANCIAL IMPACT

Historically, the city has received an estimated $1.2-1.3 million per year in CDBG funding. The exact funding amount is established by Congress through the Federal budgeting process. Historically, the City has received notice of its’ actual funding level after the CDBG process has already started. As such, city staff establish a conservative budgetary framework early on in the process based on the funding allocations of prior years.

Per HUD regulations, the CDAC can only allocate a maximum of 15% of the City’s total CDBG allocation per year.

ALTERNATIVES

1. Provide alternate direction to staff.