



COMMUNITY DEVELOPMENT BLOCK GRANT  
CITIZEN ADVISORY COMMITTEE

# Agenda

Special Meeting  
March 30, 2023, 2 p.m.

Council Chamber  
1200 Carlsbad Village Dr.  
Carlsbad, CA 92008

## Welcome to the Community Development Block Grant Citizen Advisory Committee Meeting

We welcome your interest and involvement in the city's legislative process. This agenda includes information about topics coming before the Community Development Block Grant Citizen Advisory Committee and the action recommended by city staff. You can read about each topic in the staff reports, which are available on the city website.

### How to watch

#### In Person



City Council Chamber  
1200 Carlsbad Village Drive

#### Online



Watch the livestream at  
[carlsbadca.gov/watch](https://carlsbadca.gov/watch)

### How to participate

If you would like to provide comments to the Committee, please:

- Fill out a speaker request form, located in the foyer.
  - Submit the form to the Clerk before the item begins.
  - When it's your turn, the Clerk will call your name and invite you to the podium.
  - Speakers have three minutes unless the presiding officer (usually the chair) changes that time.
  - You may not give your time to another person, but groups can select a single speaker as long as three other members of your group are present. Group representatives have 10 minutes unless that time is changed by the presiding officer or the committee.
- 
- **In writing:** Email comments to [housing@carlsbadca.gov](mailto:housing@carlsbadca.gov) Comments received by noon the day of the meeting will be shared with the committee prior to the meeting. When e-mailing comments, please identify in the subject line the agenda item to which your comments relate. All comments received will be included as part of the official record.

### Reasonable accommodations

Persons with a disability may request an agenda packet in appropriate alternative formats as required by the Americans with Disabilities Act of 1990. Reasonable accommodations and auxiliary aids will be provided to effectively allow participation in the meeting. Please contact the City Manager's Office at 442-339-2821 (voice), 711 (free relay service for TTY users), 760-720-9461 (fax) or [manager@carlsbadca.gov](mailto:manager@carlsbadca.gov) by 5 p.m. on the Wednesday before the meeting to make arrangements. City staff will respond to requests by noon on Thursday, the day of the meeting, and will seek to resolve requests before the start of the meeting in order to maximize accessibility.

## CALL TO ORDER:

## ROLL CALL:

## PLEDGE OF ALLEGIANCE:

## APPROVAL OF MINUTES:

Minutes of the Special Meeting held on April 11, 2022

Minutes of the Special Meeting held on April 13, 2022

Minutes of the Special Meeting held on April 14, 2022

**PUBLIC COMMENT:** *The Brown Act allows any member of the public to comment on items not on the agenda. Please treat others with courtesy, civility, and respect. Members of the public may participate in the meeting by submitting comments as provided on the front page of this agenda. The Committee will receive comments in the beginning of the meeting. In conformance with the Brown Act, no action can occur on these items.*

## DEPARTMENTAL REPORTS:

1. 2023 Committee Appointments: Solicit nominations for and select a Chair and Vice Chair for the Community Development Block Grant Citizen Advisory Committee. (Staff contact: Nicole Piano-Jones, Program Manager, Housing & Homeless Services)

**Recommended Action:** Select a Chair and Vice Chair.

2. Community Development Block Grant Overview & Updates: That the committee receive the informational report. (Staff contact: Nicole Piano-Jones, Program Manager, Housing & Homeless Services)

**Recommended Action:** Receive the report.

3. FY 2023-24 Applications & Funding Deliberation:
  - 1) Receive applicant presentations;
  - 2) Discuss and provide feedback as necessary; and
  - 3) Adopt a resolution recommending that the City Council approve FY 2023-24 Community Development Block Grant funding as recommended. (Staff contact: Nicole Piano-Jones, Program Manager, Housing & Homeless Services)

**Recommended Action:** Adopt the resolution.

**COMMITTEE MEMBER COMMENTS AND REQUESTS FOR CONSIDERATION OF MATTERS:** *This portion of the agenda is for the Committee Members to make brief announcements, brief reports of their activities and requests for future agenda items.*

## STAFF COMMENTS:

## ADJOURNMENT:



Community Development Block Grant Advisory Committee (CDBG)  
Special Meeting Minutes  
April 11, 2022

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**CALL TO ORDER & ROLL CALL**

*At 5:01pm, Nancy Melander called the meeting to order; five of the seven Committee members (Alan Manzano, John May, Kathryn Rangus, Keith Neigenfind & Steve Gish) were present. Allen Edwards, Program Manager, Housing & Homeless Services was also present.*

**APPROVAL OF MINUTES**

*None.*

**PUBLIC COMMENT**

*None.*

**NEW BUSINESS**

**Item 1. Welcome and Introductions**

*Nancy welcomed all of the Committee members and thanked them for their time. Each Committee member introduced themselves.*

**Item 2. CDBG Program Summary**

*Nancy Provided an overview of the program's primary objectives, annual funding process community development activities and the role of CDBG committee in this endeavor.*

**SUBCOMMITTEE MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

*None.*

**ADJOURN**

*Sr. Program Manager, Nancy Melander adjourned the duly noticed meeting at 5:40 p.m.*

**NEXT SPECIAL MEETING:** The next scheduled special meeting will be held Wed., April 13, 2022, at 5pm.

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Administrative Secretary



Community Development Block Grant Advisory Committee (CDBG)  
Special Meeting Minutes  
April 13, 2022

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**CALL TO ORDER & ROLL CALL:**

*At 5:00 pm, Nancy Melander called the meeting to order; five of the seven Committee members (Present: Alan Manzano, John May, Kathryn Rangus, Keith Neigenfind & Steve Gish Absent: Bill Kamenjarin & Elizabeth Torio) were present. Allen Edwards, Program Manager, Housing & Homeless Services was also present.*

**APPROVAL OF MINUTES**

*None.*

**PUBLIC COMMENT**

*None.*

**DEPARTMENTAL REPORTS**

**Item 1. Welcome and Introductions**

*Sr. Program Manger Melander thanked and welcomed all of the Committee members and organizations/applicants in attendance.*

**Item 2. Applicant Presentations and Interviews**

*The following nine organizations presented their request for CDBG funds in a maximum of three minutes presentation followed by an up to seven minutes question and answer session with the staff and committee members.*

- *Brother Benno*
- *Community Resource Center*
- *Catholic Charities*
- *Feeding the Soul*
- *Interfaith Community Services*
- *Rapid Response Housing Solutions*
- *WRC formerly known as the Women's Resource Center*
- *Casa De Amparo*
- *Legal Aid Society of San Diego*

**Item 3. Questions**

*The Committee inquired and clarified information they were unclear on by asking questions of Sr. Program Manger Melander regarding locations, participants, budgets, staffing definitions and services that were discussed by the presenting organizations.*

**SENIOR PROGRAM MANAGER COMMENTS:**

**ADJOURN**

*Sr. Program Manger Melander adjourned the duly noticed meeting at 6:49 p.m.*

**NEXT SPECIAL MEETING:** *The next scheduled special meeting will be held Wed., April 14, 2022, at 6pm.*

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Administrative Secretary



Community Development Block Grant Advisory Committee (CDBG)  
Special Meeting Minutes  
April 14, 2022

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**CALL TO ORDER AND ROLL CALL:**

*At 5:00 pm, Nancy Melander called the meeting to order; five of the seven Committee members (Present: Alan Manzano, Bill Kamenjarin, Kathryn Rangus, Keith Neigenfind & Steve Gish. Absent: John May & Elizabeth Torio). Allen Edwards, Program Manager, Housing & Homeless Services was also present.*

**APPROVAL OF MINUTES**

*None.*

**PUBLIC COMMENT**

*None.*

**DEPARTMENTAL REPORTS**

**Item 1. Welcome and Introductions**

*Sr. Program Manager, Nancy Melander thanked and welcomed all the Committee members & staff*

**Item 2. Proposals for funding:**

*Staff responded to the Committee's inquiries regarding a variety of issues pertaining to the proposal/applications such as: participants, budgets, locations, staffing, definitions, and services that were discussed by the presenting organizations.*

*After reviewing the available funding and local and city council objectives for that funding as it relates CDBG grants; the Committee deliberated each of the nine applicants' proposals. The following is their recommendation based on that discussion:*

*For FY 2022-23, the City of Carlsbad is anticipated to received \$527,154 in CDBG funding. The total projects listed in the table equal \$527,154, Project Name FY 2022 CDBG Funding*

- 1 Catholic Charities \$14,000*
- 2 Interfaith Community Services \$25,000*
- 3 Community Resource Center \$20,000*
- 4 WRC \$10,000*
- 5 Brother Benno \$10,073*
- 6 Legal Aid Society of San Diego \$23,000*
- 7 Casa de Amparo \$40,000*

*8 Carlsbad Housing Fund \$302,651*  
*9 City Administration \$82,430*

**CDBG Committee Comments:**

Committee Members thanked the helpful and professional staff and their co-members

**STAFF COMMENTS:**

*Sr. Program Manager Melander conveyed the city's appreciation for each committeemembers time and effort in this endeavor.*

**ADJOURNMENT:** Sr. Program Manger Melander adjourned the meeting at 7:03p.m.

**NEXT SPECIAL MEETING:** To be determined later as needed.

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Administrative Secretary



**COMMUNITY DEVELOPMENT BLOCK GRANT  
CITIZEN ADVISORY COMMITTEE**

# Staff Report

**Meeting Date:** March 30, 2023

**To:** Community Development Block Grant Citizen Advisory Committee

**From:** Nicole Piano-Jones, Program Manager

**Staff Contact:** Nicole Piano-Jones, Program Manager  
nicole.pianojones@carlsbadca.gov, 442-339-2191

**Subject:** 2023 Committee Appointments

## Recommended Action

Solicit nominations for and select a Chair and Vice Chair for the Community Development Block Grant Citizen Advisory Committee.

## Executive Summary

The seven-member Community Development Block Grant Citizen Advisory Committee is being asked to appoint a Chair and Vice Chair. Membership is summarized below. In 2021 and 2022, the City Council approved resolutions to appointment four members to the serve on the Community Development Block Grant Citizen Advisory Committee. Additionally, the Senior Commission, Housing Commission and Planning Commission each nominated a member to serve on the committee.

Resolution No.	Name	Appointment Date	Term Expiration
2021-295	Elizabeth Torio	December 14, 2021	May 2023
2022-013	John Allen May	January 11, 2022	May 2023
2021-294	Keith Neigenfiend, Jr.	December 14, 2021	May 2023
2021-296	Steven Gish	December 14, 2021	May 2023
By motion	Kathy Rangus	January 6, 2022	May 2023
By motion	Allen Manzano	September 9, 2021	May 2023
By motion	William Kamenjarin	November 11, 2021	May 2023

## Discussion

The Chair and Vice Chair are selected by the members of the advisory body. The Chair's role is to preserve order and decorum at all meetings of the advisory body, announce the advisory body's decisions and decide questions of order. The Chair is responsible for ensuring the effectiveness of the group process. A good Chair balances moving the discussion forward involving all members of the advisory body and by allowing for adequate public participation. In the absence of the Chair, the Vice-Chair shall act at the presiding officer.

### **Fiscal Analysis**

There is no direct fiscal impact associated with the appointment of Committee members to the positions of Chair and Vice Chair.

### **Environmental Evaluation (CEQA)**

Pursuant to Public Resources Code Section 21065, this action does not constitute a “project” within the meaning of the California Environmental Quality Act (CEQA) in that it has no potential to cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and therefore does not require environmental review.

### **Public Notification and Outreach**

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 24 hours prior to scheduled meeting date.

### **Exhibits**

None.



COMMUNITY DEVELOPMENT BLOCK GRANT  
CITIZEN ADVISORY COMMITTEE

# Staff Report

**Meeting Date:** March 30, 2023

**To:** Community Development Block Grant Citizen Advisory Committee

**From:** Nicole Piano-Jones, Program Manager

**Staff Contact:** Nicole Piano-Jones, Program Manager  
nicole.pianojones@carlsbadca.gov, 442-339-2191

**Subject:** Community Development Block Grant Overview & Updates

## Recommended Action

That the committee receive the informational report.

## Executive Summary

This item provides an overview of the Community Development Block Grant program, the city's funding process and proposed changes.

## Discussion

The Community Development Block Grant (CDBG) program is a federally funded program created by the Housing and Community Development Act in 1974. Program funding is provided to the federal United States Department of Housing and Urban Development (HUD) through annual congressional appropriations. These funds are then distributed to local communities as block grants. These grants are intended to help local jurisdictions fund projects and programs that provide decent housing, a suitable living environment, and expand economic opportunities, principally for low- and moderate-income people.

Each CDBG funded activity must meet one of the three program National Objectives:

1. Benefit low-and moderate-income individuals, households or neighborhoods;
2. Prevention or elimination of slums or blight; or
3. Address community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community of which funding is not available.

In addition to the meeting one of the national objectives, CDBG funded activities must be an eligible use of funds. The CDBG program defines eligible and ineligible activities – below are some examples of both:

### Eligible Activities

- Acquisition/Disposition
- Public Facilities/Improvements

- Clearance/Remediation
- Public Services
- Relocation
- Rehabilitation/Preservation
- Lead Based Paint Evaluation and Reduction
- Planning/Administration

Ineligible Activities

- Buildings (or portions thereof) for the General Conduct of Government
- General Government Expenses
- Political Activities

**FUNDING RESTRICTIONS**

The CDBG program places limitations on the amount of funding for certain activities; specialty services and administration. An entitlement grantee may only expend a maximum of 15% of the total annual grant on public services and a maximum of 20% of the total grant on planning and administration.

**REQUIRED PLANS AND DOCUMENTS**

The CDBG program requires that entitlement grantees create several plans and documents that convey the priority use of funds and performance.

Consolidated Plan

- Identifies the community development and housing needs of the city’s low-income residents, and strategies to meet those needs over a five-year period
- Establishes funding priorities for five-year period
- Must be approved by HUD
- Community engagement and participation key in development – public review, public hearing by City Council

Annual Action Plan

- Mechanism by which projects and programs are funded to meet the goals identified in the Consolidated Plan
- Establishes funding plan for the fiscal year
- Involves public review and public hearing by City Council
- Submitted to HUD 45 days prior to new fiscal year

Consolidated Annual Performance and Evaluation Report

- Year-end summary of accomplishments and expended funds during fiscal year
- Submitted to HUD 90 days after end of fiscal year
- Involves public review

Citizen Participation Plan

- Describes how city makes documents available and solicits public participation in planning for CDBG funding
- Must be approved by HUD
- Involves public review and public hearing by City Council

## **OTHER PROGRAM REQUIREMENTS**

All CDBG funded activities are required to comply with a number of federal laws, summarized in part below. Compliance with these federal laws is required by both the city as the grantee and every subrecipient receiving CDBG funds.

- Fair Housing and Civil Rights Act
- Americans with Disability Act
- Environmental Review
- Uniform Administrative Requirements
- Davis Bacon and Related Acts (Labor)

## **CITY OF CARLSBAD CDBG PROCESS**

The City of Carlsbad has been a CDBG entitlement grantee since 1988. The average annual award from FY 2018 – 2022 is \$539,842. The city's FY 2020-25 Consolidated Plan was approved by the City Council on January 14, 2020. The Consolidated Plan identified the following high priorities:

<u>Priority 1</u>	Increase and preserve affordable housing opportunities for low- and moderate-income households
<u>Priority 2</u>	Prevent and reduce homelessness
<u>Priority 3</u>	Strengthen support services for residents with special needs
<u>Priority 4</u>	Improve and provide facilities to serve lower income persons
<u>Priority 5</u>	Provide fair housing services to residents
<u>Priority 6</u>	Plan and administer the Community Development Block Grant program

## **CDBG COMMITTEE**

The CDBG Citizens Advisory Committee was formed in 1994 and is comprised of seven members, including one Housing Commissioner, one Planning Commissioner, one Senior Commissioner and four residents at large. The Committee meets annually as needed.

The charge of the Committee is to review eligible proposals submitted for CDBG funding from the City of Carlsbad. The role of the Committee is to consider the needs of the low/moderate income households of Carlsbad and make recommendations to the City Council to fund activities which are "the most qualified" to meet those needs.

## **PROPOSED CHANGES**

City staff will be bringing forward several changes to CDBG program administration in the coming months. These changes include transferring review of the funding recommendations from the CDBG Citizen Advisory Committee to the Housing Commission, changes to the city's Citizen Participation Plan and creation of a Policies and Procedures documents. These changes are discussed further below.

## **CDBG FUNDING REVIEW**

City staff will be taking a resolution to the City Council to transfer CDBG funding review duties to the Housing Commission.

This staff recommendation is due to a number of factors. First, the CDBG funding available for public services is a small, but essential component of the City's Homelessness Action Plan. The Housing Commission and City Council will review and adopt a funding plan annually to implement priorities in the Homelessness Action Plan, which will allocate limited CDBG service funding, along with the Permanent Local Housing Allocation (PLHA), City Housing Trust Fund and City General Fund. As the Housing Commission will be reviewing the funding plan for City Council's approval, it makes sense for that commission to look at the funding available for homeless services in its entirety as opposed to just one source. Additionally, since the CDBG Advisory Committee only meets annually it is challenging to identify dates and times for member availability within the availability of the Council Chambers since that room is booked almost daily for standing monthly meetings.

### **CITIZEN PARTICIPATION PLAN AMENDMENTS**

At the beginning of the Coronavirus pandemic, HUD released a number of programmatic waivers mainly relating to funding caps and public participation. These programmatic waivers were discontinued during FY 2022-23, which does require the city to make changes to the city's Citizen Participation Plan. An amendment to the Citizen Participation Plan requires a 30-day public review period and City Council approval. Additional edits are needed to address other changes which include:

- Remove temporary COVID19 waivers regarding public participation
- Revise Committee responsibilities to reflect above
- Address changes to federal laws regarding fair housing
- Minor edits and clean-up

### **CDBG POLICIES AND PROCEDURES**

Staff will be preparing a Policies and Procedures document to formalize the annual funding process, city-specific requirements and provide technical assistance to applicants, elected officials and the public.

### **Fiscal Analysis**

There is no direct fiscal impact associated with this informational report.

### **Environmental Evaluation (CEQA)**

Pursuant to Public Resources Code Section 21065, this action does not constitute a "project" within the meaning of the California Environmental Quality Act (CEQA) in that it has no potential to cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and therefore does not require environmental review.

### **Public Notification and Outreach**

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 24 hours prior to scheduled meeting date.

### **Exhibits**

None.



COMMUNITY DEVELOPMENT BLOCK GRANT  
CITIZEN ADVISORY COMMITTEE

# Staff Report

**Meeting Date:** March 30, 2023

**To:** Community Development Block Grant Citizen Advisory Committee

**From:** Nicole Piano-Jones, Program Manager

**Staff Contact:** Nicole Piano-Jones, Program Manager  
nicole.pianojones@carlsbadca.gov, 442-339-2191

**Subject:** FY 2023-24 Applications & Funding Deliberation

## Recommended Action

That the committee:

1. Receive applicant presentations
2. Discuss and provide feedback as necessary
3. Adopt a resolution recommending that the City Council approve FY 2023-24 Community Development Block Grant funding as recommended

## Executive Summary

For FY 2023-24 the City of Carlsbad will receive an annual entitlement grant of \$545,490, of which \$81,823 is available for public service activities, \$109,098 is available for program administration and fair housing services and \$354,569 is available for affordable housing and facility improvement activities.

On Jan. 10, 2023, the City Council adopted Resolution No. 2023-005 which confirmed priorities and authorized staff to issue a notice of funding availability and accept applications for FY 2023-24 CDBG funds. The application period was approximately six weeks from Jan. 11, 2023 – Feb. 22, 2023. A total of eight applications were received from outside non-profit agencies for various services. A brief summary of the applications is located in Exhibit 2 and full applications found in Exhibit 3.

It is the charge of the Committee to evaluate these proposals and determine appropriate funding levels. The Committee's funding recommendations will be approved by a resolution for City Council consideration.

To aid the Committee in their deliberations, staff prepared recommendations for each request which are found within this Agenda Report and Exhibit 2. The staff recommendations are based upon alignment with the stated goals in the City Council approved Five-Year Strategic Plan, Community Development Block Grant Consolidated Plan and the Carlsbad Homelessness Action Plan. Staff recommendations are also based upon capacity to adhere to strict administrative

requirements of federal funding, physical location of organization and overall impact to Carlsbad residents.

### Discussion

Federal program restricts the amounts of funds available for public services and administration. For FY 2023-24 the amount available for public services is \$81,823. The city received six applications for public services activities, totaling \$204,453, which exceeds the estimated available amount by \$122,629. Based on the limited resources available for public services, city staff is making recommendations based on the following criteria:

- Services that are identified in the Homelessness Action Plan are the highest priority.
- Services located in the City of Carlsbad are the highest priority.
- Organizations that have a strong capacity to adhere to the strict administrative requirements of federal funding. While a grant for public services is an important community benefit, federal requirements are a high bar for smaller organizations.
- Funding fewer agencies (2-3) with meaningful amounts is a recommended practice due to the high administrative requirements to oversee and monitor each contract and activity. Staff does not recommend spreading the limited resources to all applicants. While there are many valuable community service applicants, it is not feasible to support all applicants with funding.

### **PUBLIC SERVICES**

Six non-profit agencies have requested FY 2023-24 CDBG funds. Each request is summarized in the below table and narrative.

<b>ORGANIZATION</b>	<b>PROGRAM</b>	<b>FY 2022-23 AWARD</b>	<b>FY 2023-24 REQUEST</b>	<b>FY 2023-24 STAFF RECOMMENDATION</b>
Brother Benno	Rent/Utility Assistance/Motel Vouchers/Substance Abuse	\$10,073	\$11,000	\$0
Catholic Charities	La Posada de Guadalupe Shelter	\$86,610*	\$30,000	\$0
Community Resource Center	Homelessness Prevention Carlsbad Residents	\$47,563*	\$71,408	\$23,000
Interfaith Community Services	Rental Assistance, Emergency Support, Basic Needs	\$52,563*	\$71,345	\$58,823
Meals-on-Wheels	Senior Meal Delivery Service	\$0	\$10,000	\$0
Women’s Resource Center	Alternatives to Abuse Emergency Shelter Program	\$10,000	\$10,700	\$0
<b>TOTALS</b>		<b>\$206,809</b>	<b>\$204,453</b>	<b>\$81,823</b>

\* Organizations received one-time additional funding through a mid-year amendment based on unanticipated additional revenue

### **Brother Benno**

Brother Benno Foundation is requesting CDBG funds to prevent and reduce homelessness in Carlsbad through provision of rental/utility assistance, motel vouchers, and a substance abuse recovery program. The Brother Benno Foundation was incorporated in 1983 and is located in Oceanside.

Funding request: \$11,000  
CDBG leveraging: Requested CDBG funds = 4.6% program budget  
Consolidated Plan Priority: Prevent and reduce homelessness  
Anticipated outcome: 40 households  
Staff recommendation: Do not fund with CDBG. This service is an identified program in the Homelessness Action Plan. Staff recommends funding through the General Fund as opposed to CDBG as part of the Homelessness Funding Plan, tentatively scheduled for City Council consideration in May 2023.

### **Catholic Charities**

Catholic Charities is requesting CDBG funds to support ongoing operations at La Posada de Guadalupe. La Posada is the only emergency shelter located in the City of Carlsbad, which serves men experiencing homelessness. In addition to providing overnight shelter year-round, La Posada shelter provides daily meals, laundry facilities, and supportive services including case management and employment training. Catholic Charities was incorporated in 1974, with central offices in San Diego, and shelter located in Carlsbad.

Funding request: \$30,000  
CDBG leveraging: Requested CDBG funds = 3.9% program budget  
Consolidated Plan Priority: Prevent and reduce homelessness  
Anticipated outcome: 90 sheltered persons  
Staff recommendation: Do not fund with CDBG. This service is an identified program in the Homelessness Action Plan and is located in the city. Staff recommends funding with PLHA, and the General Fund as opposed to CDBG as part of the Homelessness Funding Plan, tentatively scheduled for City Council consideration in May 2023.

### **Community Resource Center**

Community Resource Center (CRC) is requesting CDBG funds to support their homelessness prevention and supportive social services for Carlsbad residents. Services offered includes rental or utility arrears, late fees, landlord mediation/advocacy, onetime rental assistance, security or utility deposits, bridge housing motel vouchers, employment assistance (transportation), or assistance with other costs related to household's ability to prevent homelessness. Community Resource Center was incorporated in 1979, with offices in Encinitas and Carlsbad.

Funding request: \$71,408  
CDBG leveraging: Requested CDBG funds = 5% program budget  
Consolidated Plan Priority: Prevent and reduce homelessness  
Anticipated outcome: 30 low-income households with case management, rental assistance, and other supportive services  
Staff recommendation: Fund – partial request with CDBG at \$23,000. This service is an identified program in the Homelessness Action Plan and is located in the city. This agency will also be

recommended for funding through PLHA and the General Fund for other services as part of the Homelessness Funding Plan, tentatively scheduled for City Council consideration in May 2023.

### **Interfaith Community Services**

Interfaith Community Services (Interfaith) is requesting CDBG funds to supportive services will include housing stabilization and navigation, basic needs assistance, and employment development. Interfaith was incorporated in 1979, with offices located throughout North County, including Carlsbad.

<u>Funding request:</u>	\$71,345
<u>CDBG leveraging:</u>	Requested CDBG funds = 15% program budget
<u>Consolidated Plan Priority:</u>	Prevent and reduce homelessness
<u>Anticipated outcome:</u>	20 low-income households rental assistance, 200 low-income individuals with basic needs
<u>Staff recommendation:</u>	Fund – partial request with CDBG at \$58,823. This service is an identified program in the Homelessness Action Plan and is located in the city. Interfaith Community Services has the capacity to meet the strict federal administrative requirements. This agency will also be recommended for funding through the HTF and the General Fund for other services as part of the Homelessness Funding Plan, tentatively scheduled for City Council consideration in May 2023.

### **Meals on Wheels, Greater San Diego**

Meals on Wheels is requesting CDBG funds to support home meal delivery for low-income seniors. The daily delivery of meals is accompanied by a social visit and welfare check, and care navigation with referrals to other providers if needed. Meals on Wheels, Greater San Diego was incorporated in 1970 and is located in San Diego and San Marcos.

<u>Funding request:</u>	\$10,000
<u>CDBG leveraging:</u>	Requested CDBG funds = 15% program budget
<u>Consolidated Plan Priority:</u>	Strengthen support services for residents with special needs
<u>Anticipated outcome:</u>	78 low-income senior households
<u>Staff recommendation:</u>	Do not fund with initial CDBG allocation. While a valuable service to low-income seniors, this activity is not a priority in the Homelessness Action Plan. Should CDBG program income be received, follow back-up project prioritization list.

### **Women’s Resource Center**

Women’s Resource Center (WRC) is requesting funds to support their Alternatives to Abuse Shelter operations. The shelter serves families experiencing homelessness due to domestic

violence. WRC was incorporated in 1974, and offices are located in Oceanside. The domestic violence shelter is confidentially located in North County.

Funding request: \$10,700  
CDBG leveraging: Requested CDBG funds = 1.7% program budget  
Consolidated Plan Priority: Prevent and reduce homelessness  
Anticipated outcome: Emergency shelter for 25 residents  
Staff recommendation: Do not fund with CDBG. This service is an identified program in the Homelessness Action Plan. Staff recommends funding through the General Fund as opposed to CDBG as part of the Homelessness Funding Plan, tentatively scheduled for City Council consideration in May 2023.

**PROGRAM ADMINISTRATION & FAIR HOUSING**

The city received two applications from outside non-profit agencies for provision of fair housing services.

ORGANIZATION	PROGRAM	FY 2022-23 AWARD	FY 2023-24 REQUEST	FY 2023-24 RECOMMEND
Center for Social Advocacy	Fair Housing Program & Tenant/Owner Services	\$0	\$25,000	\$0
Legal Aid Society of San Diego	Legal Aid Society of San Diego	\$42,083*	\$23,000	\$23,000
City of Carlsbad	Program Administration	\$175,389*	\$86,098	\$86,098
<b>TOTALS</b>		<b>\$217,472</b>	<b>\$134,098</b>	<b>\$109,098</b>

\* Organizations received one-time additional funding through a mid-year amendment

**Center for Social Advocacy**

Center for Social Advocacy (CSA) is requesting CDBG funds to support their fair housing program. The proposed fair housing program includes owner/tenant education and outreach, and counseling and mediating housing disputes. CSA was incorporated in 1972 and offices are located in El Cajon.

Funding request: \$25,000  
CDBG leveraging: Requested CDBG funds = 11% program budget  
Consolidated Plan Priority: Provide fair housing services to residents  
Anticipated outcome: 95 persons  
Staff recommendation: Do not fund. This organization has contracts for Fair Housing Services for five cities in South Bay and East County. The activity is duplicative of services currently provided by Legal Aid Society of San Diego.

**Legal Aid Society San Diego**

Legal Aid Society of San Diego (LASSD) is requesting CDBG funds to support their fair housing program. The proposed fair housing program incomes comprehensive legal services regarding fair housing, education outreach, counseling, fair housing testing, and representation and

enforcement of the Fair Housing Act and related State laws. LASSD was incorporated in 1953 and has offices in San Diego, Oceanside, and San Marcos.

Funding request: \$23,000  
CDBG leveraging: Requested CDBG funds = 3.5% program budget  
Consolidated Plan Priority: Provide fair housing services to residents  
Anticipated outcome: 146 households  
Staff recommendation: Fund – full request. This organization is currently providing Fair Housing Services for Carlsbad residents and has performed well.

### **AFFORDABLE HOUSING & FACILITY IMPROVEMENTS**

No applications were received from outside agencies for facility improvements. A total of \$354,569 is available within this category.

Staff recommendation: Fund \$354,569 towards the city’s Affordable Housing Resale Program and city-owned affordable rental housing rehabilitation needs.

### **PROGRAM INCOME & BACK-UP PROJECTS**

Some CDBG-funded activities generate program income. Program income must be allocated in the same manner as entitlement funds and comply with all CDBG regulations. The average amount of program income received from FY 2018 – FY 2022 was \$438,302. CDBG regulations allow up to 15% of program income received during the fiscal year to be allocated to public services, and up to 20% allocated to program administration. Using the average as an example, up to \$65,745 in program income could be allocated to public services and \$87,660 allocated to program administration. The remaining program income could be allocated to affordable housing activities, including the city’s Affordable Housing Resale Program and repair and rehabilitation to city-owned affordable housing rental housing.

Staff recommendation: Fund up to 15% of program income received during FY 2023-24 to staff recommended activities found in Exhibit 2, fund up to 20% of program income during FY 2023-24 to approved CDBG funded administration and fair housing activities, and the remaining program income received during FY 2023-24 to approved CDBG funded affordable housing activities.

Back-up projects are projects having been identified as CDBG eligible, meeting at least one Consolidated Plan Priority, and intended to be ready-to-fund and complete in a short period of time. Back-up projects are only to be considered only if additional funding becomes available or if approved projects or programs are not proceeding in a timely fashion.

Staff recommendation: Consider city-wide projects that would bring city facilities and infrastructure into compliance with the Americans with Disabilities Act (ADA) as back-up projects.

### **Next Steps**

Following the Committee’s determination for CDBG funding, staff will prepare the draft Annual Action Plan. The draft plan will be available for public review for a period of 30-days beginning on April 10, 2023, concluding with a public hearing at City Council on May 9, 2023. Following approval by City Council, staff will submit the Annual Action Plan to HUD no later than the statutory requirement of May 17 (45 days before beginning of new fiscal year). Funding agreements with outside non-profit organizations will be executed after HUD has committed funding.

### **Fiscal Analysis**

The Community Development Block Grant program is a fully funded federal program and is separate from the City’s General Fund. The program operates on a reimbursement basis in which grant funds are expended for approved activities and then reimbursed from the Department of Housing and Urban Development.

### **Environmental Evaluation (CEQA)**

Pursuant to Public Resources Code Section 21065, this action does not constitute a “project” within the meaning of the California Environmental Quality Act (CEQA) in that it has no potential to cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and therefore does not require environmental review.

### **Public Notification and Outreach**

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 24 hours prior to scheduled meeting date.

### **Exhibits**

1. Resolution
2. Summary FY 2023-24 Funding Requests
3. FY 2023-24 Applications

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT CITIZEN ADVISORY COMMITTEE OF THE CITY OF CARLSBAD, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL APPROVE FY 2023-24 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING AS RECOMMENDED

WHEREAS, the Community Development Block Grant Citizen Advisory Committee of the City of Carlsbad, California held a noticed public meeting to obtain public input and review and consider applications for Community Development Block Grant funds; and

WHEREAS, on Jan. 10, 2023, the City Council met and approved Resolution No. 2023-005 authorizing staff to solicit proposals for programs and projects not to exceed the estimated FY 2023-24 Community Development Block Grant award; and

WHEREAS, applications were accepted for a period of approximately six weeks; and,

WHEREAS, eight applications were received for public services and fair housing for a total of \$252,453, which exceeded the estimated amount available; and

WHEREAS, the Community Development Block Grant Citizen Advisory Committee has taken all testimony into account.

NOW, THEREFORE, BE IT RESOLVED by the Community Development Block Grant Citizen Advisory Committee of the City of Carlsbad, California, as follows:

1. That the above recitations are true and correct.
2. That the City Council approve the allocation of Community Development Block grant funds for the following projects:

Organization	Program	Amount
		\$
		\$
		\$
		\$

PASSED, APPROVED AND ADOPTED at a Special Meeting of the Community Development Block Grant Citizen Advisory Committee of the City of Carlsbad on the \_\_\_\_ day of \_\_\_\_\_, 2023, by the following vote, to wit:

AYES:

NAYS:

ABSENT:

ABSTAIN:

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CHAIRPERSON  
CDBG CITIZEN ADVISORY COMMITTEE

ATTEST:

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Nicole Piano-Jones  
Program Manager

**SUMMARY CDBG FY 2023-24 REQUESTS**

<b>PUBLIC SERVICES</b>				
<b>Organization</b>	<b>Activity</b>	<b>Anticipated Outcome</b>	<b>Requested</b>	<b>Staff Recommendation</b>
Brother Benno	Rent/Utility Assistance/Motel Vouchers/Substance Abuse	40 persons	\$11,000	Recommend for another funding source initially, identified in CDBG back-up list below
Catholic Charities	La Posada de Guadalupe Shelter	90 sheltered men	\$30,000	Recommend for another funding source initially, identified in CDBG back-up list below
Community Resource Services	Homelessness Prevention	30 households	\$71,408	Recommend for another funding source initially, identified in CDBG back-up list below
Interfaith Community Services	Rental Assistance, Emergency Support, Basic Needs	220 households	\$71,345	Recommend for another funding source initially, identified in CDBG back-up list below
Meals-on-Wheels	Senior Meal Delivery Service	78 households	\$10,000	Do not fund initially, identified in CDBG back-up list below
Women’s Resource Center	Alternatives to Abuse Shelter	25 persons	\$10,700	Recommend for another funding source initially, identified in CDBG back-up list below
<b>Subtotal:</b>			<b>\$204,453</b>	
<b>ADMINISTRATION &amp; FAIR HOUSING</b>				
<b>Organization</b>	<b>Activity</b>	<b>Anticipated Outcome</b>	<b>Requested</b>	<b>Staff Recommendation</b>
City of Carlsbad	Program Administration	Overall administration	\$86,098	Fully fund
Legal Aid Society of San Diego	Fair Housing Services	146 households	\$23,000	Fully fund
Center for Social Advocacy	Fair Housing Services	95 households	\$25,000	Do not fund
<b>Subtotal:</b>			<b>\$134,098</b>	
<b>AFFORDABLE HOUSING &amp; FACILITY IMPROVEMENTS</b>				
<b>Organization</b>	<b>Activity</b>	<b>Anticipated Outcome</b>	<b>Requested</b>	<b>Staff Recommendation</b>
City of Carlsbad	Affordable Housing Resale Program & Affordable Rental Housing Repairs	One resale unit/75 rental units repaired	\$354,569	Fully fund
<b>Subtotal:</b>			<b>\$354,569</b>	
<b>TOTAL:</b>			<b>\$693,120</b>	

A maximum of 15 percent of all program income received during FY 2023-24 will be allocated to public services activities in the following order and amount:

1. Meals on Wheels up to \$10,000
2. WRC up to \$10,700
3. Brother Benno up to \$11,000
4. Catholic Charities up to \$30,000
5. Community Resource Center up to \$48,408
6. Interfaith Community Services up to \$12,522



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
NOTICE OF FUNDING AVAILABILITY (NOFA)**

The City of Carlsbad is pleased to announce the availability of applications for the FY 2023-24 Community Development Block Grant (CDBG) Program. The CDBG program is federally funded by the Department of Housing and Urban Development (HUD) and is administered by the city to provide assistance to lower-income residents and communities. For FY 2023-24 CDBG award of **\$476,057** – available in the following categories:

ESTIMATED FY 2023-24 AWARD: \$ 476,057		
Category	Key Details	Estimated Available
Public Services	<ul style="list-style-type: none"> <li>• Programs directly assisting low-income households</li> <li>• Services carried out by non-profit agencies</li> <li>• Funding capped at 15 percent of grant</li> </ul>	\$ 71,408
Administration/Fair Housing	<ul style="list-style-type: none"> <li>• Subrecipient oversight</li> <li>• Compliance with federal requirements</li> <li>• Financial management</li> <li>• Fair Housing services</li> <li>• Funding capped at 20 percent of grant</li> </ul>	\$ 95,211
Affordable Housing/Facility Improvements	<ul style="list-style-type: none"> <li>• Facility Improvements for non-profit service providers</li> <li>• Acquisition/rehabilitation of low-income housing</li> </ul>	\$ 309,438

**Submission Due by Feb. 22, 2023, by 5:00 p.m.**  
**Details:** [housing@carlsbadca.gov](mailto:housing@carlsbadca.gov)  
*\*Email Submission Highly Encouraged\**

**Contact: Nicole Piano-Jones**  
 Program Manager  
 (442) 339-2191  
[Nicole.pianojones@carlsbadca.gov](mailto:Nicole.pianojones@carlsbadca.gov)

Paper copies may be delivered to:  
 City of Carlsbad  
 Housing & Homeless Services  
 Attn: CDBG Program  
 1200 Carlsbad Village Drive  
 Carlsbad, CA, 92008

Estimated Timeline	
Notice of Funding Availability	Jan. 11, 2023
Applications Due	Feb. 22, 2023
CDBG Advisory Committee	March or April 2023
10-day public review/comment	April or May 2023
City Council Public Hearing	May 9, 2023

*\*Dates are tentative and subject to change.*

*All public meetings and review and comment periods will be separately publicly noticed\**



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2023-24 FUNDING APPLICATION**

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**APPLICATION DETAILS & INSTRUCTIONS:** This application must be completed for each organization seeking CDBG funding from the City of Carlsbad. All information requested **must** be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.

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**CHECKLIST OF REQUIRED DOCUMENTS:** The following information is required of **all** CDBG applicants even if they have been provided in the past.

- Board of Directors' resolution authorizing submittal of application
- Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization

(Note: One resolution both authorizing submittal of applications and entering into agreements may be substituted for the above two documents.)

- Sample Intake Form
- List of Board of Directors
- Financial Audit Report for the most recently ending Fiscal Year
- Funding proposal application (**Application format must remain as provided in the Request for Proposal Package**)

**Application not to exceed 20 pages total, including attachments. Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes. The attachment of brochures or other documents will not be accepted in lieu of completing each question on the Funding Proposal Application.**

- ✓ Attachment A      Executive Summary, including key staff, budget, and timeline (**required**)
- ✓ Attachment B      Organizational chart (**required**)
- ✓ Attachment C      Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation (if applicable).

*To be completed by Housing Services Division staff*

Date Received:		Local Objective:	
National Objective:		Eligibility Citation:	
Person Completing Review:		Complete:	

**FUNDING APPLICANT**

Name of Agency: The Brother Benno Foundation, Inc.

Address: 6230 Production Avenue, Oceanside Ca 92058

Federal Unique Entity Identification (UEI) Number: 62-1285568

**PROPOSED PROGRAM/PROJECT**

Title of Program/Project: Prevent and Reduce Homelessness in the City of Carlsbad

Location of Program/Project: Services to be provided from Brother Benno's Center Facility Oceanside

Person completing application: Joe McDevitt Phone No.: (858) 583-9560 Email: joe.mcdevitt.carlsbad@gmail.com

Financial Contact: Dina Ahee Phone No.: (951) 837-7470 Email: dinamarie.ahee@brotherbenno.org

Program Manager Contact: Joe McDevitt Phone No.: (858) 583-9560 Email: joe.mcdevit.carlsbad@gmail.com

Executive Director Contact: Jeff Bizzack Phone No.: (858) 822-9238 Email: jeffbizzack@gmail.com

**Requested Funding Amount:    \$ 1 1 , 0 0 0**

**Brief Description of Program/Project** (Describe the work to be performed, including the activities to be undertaken or the services to be provided and the goals and objectives of the program/project):

**Two parts:**

**1) Rental/Utility Assistance and Issuance of Motel Vouchers to Meet the Needs of Economically Disadvantaged Carlsbad Residents and unsheltered (homeless) persons in Carlsbad.**

Brother Benno's Outreach Services Group provides rental/utility assistance and issues motel vouchers to meet the urgent needs of economically disadvantaged Carlsbad residents. Rental/utility assistance is provided to Carlsbad residents who are unable to make timely rental and utility payments and are at risk of being evicted and becoming homeless or losing utility services without added support. Our Outreach Services Group provides motel vouchers to temporarily house homeless persons as they apply for transitional housing and other supportive longer-term services, such as mental health care. For the six-month period of July 2022 through December 2022, 23 Carlsbad households consisting of 59 household members received these services in the total amount of \$31,235. The level of support for Carlsbad residents to receive assistance continues to increase.

Brother Benno's Darryl, Mary Holguin and Dennis Pinnick manage our rental and utility assistance and motel voucher programs. This team has actively provided assistance to economically disadvantaged Carlsbad residents for over fifteen years. Our close partnership with San Diego County's HSEC Homeless Services Team co-located at Brother Benno's Hub Services Center, expands our combined capability to assist homeless persons in finding transitional housing and supportive programs. Carlsbad's extremely low-income households and homeless persons are eligible to receive the benefits of this co-location and combined efforts between Brother Benno's and San Diego's HSEC team members.

Direct labor services and other indirect costs are not charged for this program. Only the direct rental /utility assistance and motel voucher amounts paid to landlords, utility companies, and motels are charged to grant funds awarded to Brother Benno. This financial approach allows Brother Benno's to maximize the use of grant funds to directly benefit Carlsbad community members.

**2. Substance Abuse Recovery Program that prevents and reduces homelessness**

Brother Benno's Substance Abuse Recovery Program works with Carlsbad's First Step House of North County (detox center), located on Adams Avenue, to provide recovery assistance to Carlsbad residents and homeless men located in Carlsbad. For the period July 2022 through December 2022, 24 men entered our Recovery Program with 14 of the men coming from Carlsbad's First Step House. 12 of the 14 were previously homeless men located in Carlsbad who entered the First Step House before entering our recovery program.

Brother Benno's Recovery Program offers a means for Carlsbad's extremely low-income and homeless men and women to seek recovery and raise themselves out of poverty. Our recovery program provides, at no cost to participants, housing, daily food service, all clothing needs, transportation services, and other personal services to participants as they complete a twenty-six-week alcohol and drug substance abuse recovery program at one of our seven recovery homes in Oceanside. Our program supports up to forty-two men and women as they progress through our twelve step Alcohol Anonymous recovery program.

During the twenty-six period, program participants work with Brother Benno’s staff and volunteers to provide daily services to our guests who consist of homeless persons, the working poor and the underemployed. On a case-by-case basis, program participants are authorized to continue their stay in our homes for up to eighteen months beyond the twenty-six-week program period to further their recovery efforts and live in a sober living environment.

Before completing the recovery program, each participant must be employed and have firm plans to move into their own residence or remain at our recovery homes during a sober living phase. Participants pay \$500 rent per month if they remain in our homes following the twenty-six-week recovery phase. All other services such as daily food provisions, clothing, transportation, continue to be provided during sober living at our homes.

Brother Benno’s offers career planning services to aid program participants in determining educational and training needs in support of their efforts to progress in their careers and avoid homeless conditions following completion of the recovery program. Participants completing our recovery program have a path away from homelessness and continue to be eligible to receive support from Brother Benno’s as part of their long-term recovery from substance abuse. This application requests additional funding to continue to upgrade and improve our recovery program offered to extremely low-income persons.

**I. ORGANIZATIONAL ABILITY/CAPACITY**

A. This agency is:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Nonprofit          | <input type="checkbox"/> For-profit          |
| <input type="checkbox"/> Local public agency           | <input type="checkbox"/> State public agency |
| <input type="checkbox"/> Other (Please specify.) _____ |  |

B. What is the purpose/mission of the agency?

The Brother Benno Foundation is a non-denominational, non-profit organization, served by a large number of volunteers, that each day provides urgent and essential services to homeless persons and low-income families with food, clothes, transportation, and outreach social services to those persons in need of transitional housing, rental/utility assistance, recovery from alcohol and drug abuse, medical and long-term mental health care, and financial aid to low-income students. We serve each person with love and attention and strive to offer hope to those we serve.

We are committed to seeing that no one in our area goes hungry, no one goes without shelter or clothing, and most importantly, no one goes without someone to care for him or her. With the help of our loyal supporters and with our love to all who are in need, we continue to carry out our mission expressed by our founder Mr. Harold Kutler of giving “Soup, Soap, Hugs, and Hope.”

C. How long has this agency been in operation? Please include the date of incorporation.

The Brother Benno Foundation has been in operation serving persons in need for over thirty-nine years. The date of incorporation was July 15, 1983.

D. How long has this agency been providing the proposed program/project?

Brother Benno’s has provided the substance abuse recovery program, rental/utility assistance, and issuance of motel vouchers for over twenty-six years.

E. Please describe the agency’s existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such a program/project. (Resumes may also be submitted as an optional attachment but not in

lieu of a complete response.)

**Substance Abuse Recovery Program:**

- 1) Patrick Gilligan, Ph.D. is a member of Brother Benno's Board of Directors. He has been Director of Brother Benno's Alcohol and Drug Recovery Program for over 3 years. Dr. Gilligan has practiced as a Licensed Psychologist since 1985. He was the on-site Employee Assistance Program (EAP) counselor for Johnson & Johnson (most recently Janssen Pharmaceuticals) in La Jolla CA for twenty years. At the same time, he was an off-site EAP counselor for Military One Source (MOS) which served mostly active-duty Marines from Camp Pendleton who were deployed (and re-deployed) to Iraq and Afghanistan.
- 2) Jim Shlemmer is a Certified Alcohol and Drug Counselor with over ten years' experience. Jim directly manages the Substance Abuse Recovery Program with a staff of three CADC Counselors. Jim is a former graduate of Brother Benno's Recovery Program. He stays in close contact with a large number of participants who have completed our twenty-six-week recovery program and return as mentors aiding current participants in the recovery program.

**Rental/Utility Assistance and Issuance of Motel Vouchers**

- 1) Darryl Harris – As the Community Outreach Manager, Darryl is responsible for the planning, management, and achievement of outreach department objectives. He supervises the outreach staff, including caseworkers. Darryl is actively involved, on a daily basis, working directly with extremely low-income households and homeless persons to support rental and utility assistance and issuance of motel vouchers.
- 2) Dennis Pinnick – As the Outreach Services Coordinator at Brother Benno's for over thirteen years, Dennis leads a team of five caseworkers who assist homeless and extremely low-income persons apply for transitional housing, mental health and medical care, and other supportive services. Dennis manages our motel voucher program.
- 3) Mary Holguin – As a Manager, with over sixteen years' experience at Brother Benno's as a volunteer, Mary leads rental and utility assistance tasks and is assisted by a dedicated volunteer caseworker staff.

F. Please indicate your agency's level of experience with the CDBG program.

- No or little experience (up to 1 year of using CDBG funds)
- Some experience (2 to 3 years of using CDBG funds)
- Moderate experience (4 to 5 years of using CDBG funds)
- Considerable experience (more than 5 years of using CDBG funds)

G. If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization?

- No
- Yes

If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.

H. Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing and networking. Describe the program's timeline with dates and times, including the earliest possible start dates, end dates and milestones as applicable.

Brother Benno's Substance Abuse Recovery Program, rental/utility assistance program and the motel voucher program are well established programs, staffed with experienced CADC Counselors and caseworkers. All steps

to proceed with these programs are in place.

**II. FINANCIAL CAPACITY/STABILITY**

- A. Please complete Page 7 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.
- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2021-2022 and 2022-2023) for the proposed program/project?

<u>Sources of Funding</u>	<u>No</u>	<u>Yes</u>
CDBG	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Community Activities (or other General Fund monies)	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please indicate amount and status of previously awarded funds (fully expended, funds remaining, program/project discontinued, etc.).

	<u>Amount Received</u>	<u>Status</u>
CDBG funds		
CDBG 2022-2023	\$10,073	Services provided. Reimbursement requested.
Amendment No. 1 to CDBG-CV3	\$22,700	Reimbursement Request completed.
Community Activities/Other		

- C. Did you receive any federal funds, including CDBG funding from other cities?

No  Yes (Please list funds below)

<u>Program Source</u>	<u>Amount Received</u>
	\$
	\$
	\$

**III. BENEFITS & BENEFICIARIES**

- A. How accessible or convenient is the proposed program/project to Carlsbad residents? (Please be specific such as direct services to client’s home, transportation provided to and from facility, or relation to public transportation.)

Brother Benno’s facilities are centrally located in the coastal region, located only 3.5 miles from the north Carlsbad border and easily accessible through major routes (bus and car) that include El Camino Real and Mission avenues. Brother Benno offers bus passes for those in need of transportation support.

- B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

80 % of clients are at 30% or below of the area median income  
15 % of clients are between 31% and 50% of the area median income  
5 % of clients are between 51% and 80% of the area median income

0% of clients are above 80% of the area median income

- C. Please describe how low-and-moderate income persons will benefit from the proposed program/project. Include the need or problem to be addressed in relation to Consolidated Plan housing and community development priorities, as well as the population to be served or the area to be benefited. (Reference Consolidated Plan Priorities)

Brother Benno's Outreach Services Group provides rental/utility assistance and issues motel vouchers to meet the urgent needs of economically disadvantaged Carlsbad residents. Rental/utility assistance is provided to Carlsbad residents who are unable to make timely rental and utility payments and are at risk of becoming homeless or lose utility service without added support. Our Outreach Services Group provides motel vouchers to temporarily house homeless persons as our outreach team assists homeless persons apply for transitional housing and other supportive services, such as mental health care. The provision of rental/utility assistance to low-income residents and motel vouchers to homeless persons in Carlsbad supports the priority specified in the Carlsbad Consolidated Plan to "Prevent and Reduce Homelessness in Carlsbad".

Brother Benno's Substance Abuse Recovery Program serves homeless and extremely low-income persons by providing rent free housing in our seven recovery homes. They receive full subsistence support consisting of daily meals, clothing, transportation, hygiene products, transportation, IT service and other supportive measures while each person participates in our twenty-six-week recovery program. Our participants are no longer homeless and their living expenses are provided for while in our care.

Our participants are eligible to continue their stay in our homes up to eighteen months beyond the twenty-six-week program period to further their recovery efforts and live in a sober living environment. As a condition to completing the recovery program, each participant must be employed and committed to move into their own residence or remain at our recovery homes during a sober living phase. Our participants are aided by Brother Benno's career planning services which assist in determining educational and training needs that benefit their advancement to improved employment qualifications. Our program supports the priority specified in the Carlsbad Consolidated Plan to "Prevent and Reduce Homelessness in Carlsbad" as well as the priority to "Strengthen Support Services for Lower Income Residents and Residents with Special Needs". By helping our participants to live in a stable environment, recover from substance abuse, continue to be supported by our recovery staff members, qualify for employment and receive the benefits of career support services, each of them are offered the means to improve their lives, advance their careers and improve their financial status to an acceptable level.

- D. Please indicate the number of clients benefiting from the proposed activity and the percentage that are Carlsbad residents.

In a 12 month period, 650 households ~~Persons~~ of which 10% are Carlsbad residents

E. Does your agency focus its activities on populations with special needs?

No  Yes (Please specify)

Please specify which special needs populations. (Homeless individuals/families, persons with disabilities, persons with substance abuse problems, veterans, farmworkers and day laborers, seniors, children, etc.)

Brother Benno provides services to persons with special needs. We are focused on providing social services to homeless individuals/families, persons with disabilities, persons suffering from substance abuse, persons requiring mental health care, persons with extremely low-incomes, veterans and their families, farmworkers in north San Diego county, day laborers, children etc. Our services include:

- 1) Food programs – Daily serving of breakfast and lunch to homeless and low-income persons; daily distribution of food boxes to low-income households, and distribution to 27 other charity organizations each week.
- 2) Rental and utility assistance to low-income households, many consisting of seniors, veterans, and disabled persons.
- 3) Alcohol and substance abuse recovery programs – 26-week recovery program provides rent free housing and full subsistence support primarily to homeless and low-income persons.
- 4) Support services include emergency lodging for homeless persons and families, caseworkers assisting homeless, disabled, and low-income persons to apply for housing programs, receive mental health care and medical care, and other supportive services, and laundry facilities, hot showers, clothing, prescriptions, haircuts, bus passes homeless and low-income persons.
- 5) Financial support for continuing college level education for homeless or low-income students, students who have aged out of foster care, and students who have been impacted by substance abuse or substance abuse from a family member.

F. Does your organization charge recipients for the provided services?

No  Yes (Please specify) \$ \_\_\_\_\_

#### IV. IMPLEMENTATION OF ACTIVITY

- A. Please submit a schedule for implementation as Attachment C if this proposal is for construction, rehabilitation, property acquisition and construction related activities or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing or other appropriate documents.

#### V. DOCUMENTATION

- A. How will the beneficiaries' information be collected and documented?

Brother Benno's uses the Mission Tracker database to account for services. Information pertaining to households/persons receiving assistance is kept up to date in Mission Tracker.

- B. How will the outcomes be measured, collected and documented?

A monthly report containing details of the services provided is generated from Mission Tracker and submitted for management review and comment.

#### VI. PARTNERSHIPS, COLLABORATION AND OUTREACH

- A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach in serving the

low income and most vulnerable populations.

Brother Benno's is closely aligned with various north county city and county government agencies as well as a number of non-profit organizations to meet the urgent needs of extremely low-income and homeless persons. Our collaboration includes the issuance to Brother Benno's of grants from local government and non-profit organizations that support each of our programs. We are pleased with our partnership and co-work location at our Hub Center offices with San Diego County's HSEC Homeless Services Team as well with caseworkers from other charity organizations. This partnership has expanded our combined capability to assist homeless persons to locate transitional housing and receive aid from supportive programs for mental health care, medical care and other services.

I, the undersigned, do hereby attest that the above information is true and correct to the best of my knowledge.

  
Signature

Joe McDevitt, Co-President  
Print Name & Title

February 21, 2023  
Date

NOTE: Applications must include a resolution from your organization's Board of Directors authorizing the person signing above to submit funding applications and to enter into funding agreements if selected.

**CDBG PROJECT BUDGET**

**Organization:** The Brother Benno Foundation, Inc. **Total organization budget** \$5,200,000

**Program/Project name requesting funds:** Prevent and Reduce Homelessness in the City of Carlsbad: 1) Rental/Utility Assistance and Issuance of Motel Vouchers for Economically Disadvantaged Carlsbad Residents and unsheltered (homeless) persons in Carlsbad, and 2) Substance Abuse Recovery Program that prevents and reduces homelessness.

**CDBG funds requested:** \$11,000 **Total program/project budget:** \$241,000

Note: Indicate with an asterisk (\*) funds that are volunteer time or in-kind contribution.

- |   |                                     |                   |
|---|-------------------------------------|-------------------|
| <b>1. Sources of funding for program/project:</b>   | <b>(S)Secured or (A)Anticipated</b> |                   |
| a. Funding requested from the City  | <u>\$11,000 (A)</u>                 | (S) or (A)        |
| b. Other federal funds (if any)   | <u>\$30,000(A)</u>                  | (S) or (A)        |
| c. State or local government funds  | <u>\$0</u>                          | (S) or (A)        |
| d. Donations and contributions  | <u>\$200,000(S)</u>                 | (S) or (A)        |
| e. Fees or memberships  | <u>\$0</u>                          | (S) or (A)        |
| f. In-kind contributions / Volunteer time   | <u>\$0</u>                          | (S) or (A)        |
| g. Other funding _____  | <u>\$0</u>                          | (S) or (A)        |
| <b>h. TOTAL PROJECT FUNDING (project budget)</b>  | <b><u>\$241,000 (A)</u></b>         | <b>(S) or (A)</b> |
| <br>  |                                     |                   |
| <b>2. Uses of CDBG funds requested for the program/project: (1.a.)</b>  |                                     |                   |
| a. Wages and salaries   | <u>\$0</u>                          |                   |
| b. Personnel benefits   | <u>\$0</u>                          |                   |
| c. Materials and supplies   | <u>\$0</u>                          |                   |
| d. Program expenses and evaluation  | <u>\$0</u>                          |                   |
| e. Rent and utilities   | <u>\$0</u>                          |                   |
| f. Insurance  | <u>\$0</u>                          |                   |
| g. Mileage (____@ 56 cents/mile calendar year 2021)   | <u>\$0</u>                          |                   |
| h. Incentives and Special Events  | <u>\$0</u>                          |                   |
| i. Indirect costs   | <u>\$0</u>                          |                   |
| <b>j. Rent/Utility Assistance to Households, Motel Vouchers to Homeless Persons</b>                                     | <b><u>\$5,000</u></b>               |                   |
| <b>k. Substance Abuse Recovery Program Costs to Support Program Members</b>   | <b><u>\$6,000</u></b>               |                   |
| <b>l. TOTAL REQUESTED FUNDING (same as 1.a.)</b>  | <b><u>\$11,000</u></b>              |                   |
| <br>  |                                     |                   |
| <b>3. Percentage of project budget represented by CDBG request</b>  | <u>4.6%</u>                         |                   |
| <br>  |                                     |                   |
| <b>4. If your project will require future funding, please provide information about how the program will be funded.</b> |                                     |                   |



# The Brother Benno Foundation

*Uplifting the Dignity of Those We Serve*

[www.brotherbenno.org](http://www.brotherbenno.org)

February 21, 2023

## **Attachment A - Executive Summary - 2023-2024 Community Development Block Grant Program CDBG Application**

Project: Prevent and Reduce Homelessness in Carlsbad

Brother Benno's CDBG application requests funds to help support our means to provide services to meet the critical needs of extremely low-income Carlsbad residents and homeless persons located in Carlsbad. Our project is composed of two parts.

First, our project offers rental assistance to aid households who are at risk of being evicted and becoming homeless, utility assistance to households facing the shutdown of utility services, and motel vouchers to temporarily house homeless persons as they apply for transitional housing and other supportive longer-term services, such as mental health care or entry into a substance abuse recovery program.

Our close partnership with San Diego County's HSEC Homeless Services Team, co-located at Brother Benno's Hub Services Center, expands our combined capability to assist homeless persons in finding transitional housing and supportive programs. Our budget for a 12-month project for the above assistance to Carlsbad residents is \$40,000. This amount will provide assistance to over 40 households. We are fortunate to have a well trained and experienced Outreach Community Services staff in place to provide assistance. No labor or indirect costs will be charged to this project.

Second, Brother Benno's Substance Abuse Recovery Program offers a means for Carlsbad's extremely low-income and homeless men and women to seek recovery and raise themselves out of poverty. Receiving a majority of program members from Carlsbad's First Step House of North County (detox center), located on Adams Avenue, our recovery program provides, at no cost, housing, daily food service, clothing needs, transportation, and other personal services as program members complete a 26-week alcohol and drug substance abuse recovery program at one of seven recovery homes. Previously homeless program members are no longer homeless while they are in our care. Our program members are offered a path away from substance abuse and lifetime support from our staff of CADC Counselors and our large team of Alcohol Anonymous mentors. Our total annual budget for the Recovery Program is over \$400,000. It is expected 25 program members from Carlsbad will receive assistance during a 12-month period.

We appreciate your efforts to review our application and we are available to answer any questions.

Sincerely,

Joe McDevitt

Co-President - Board of Directors

3260 Production Avenue, Oceanside, CA 92049-0308 • (760) 439-1244 Fax (760) 439-1271



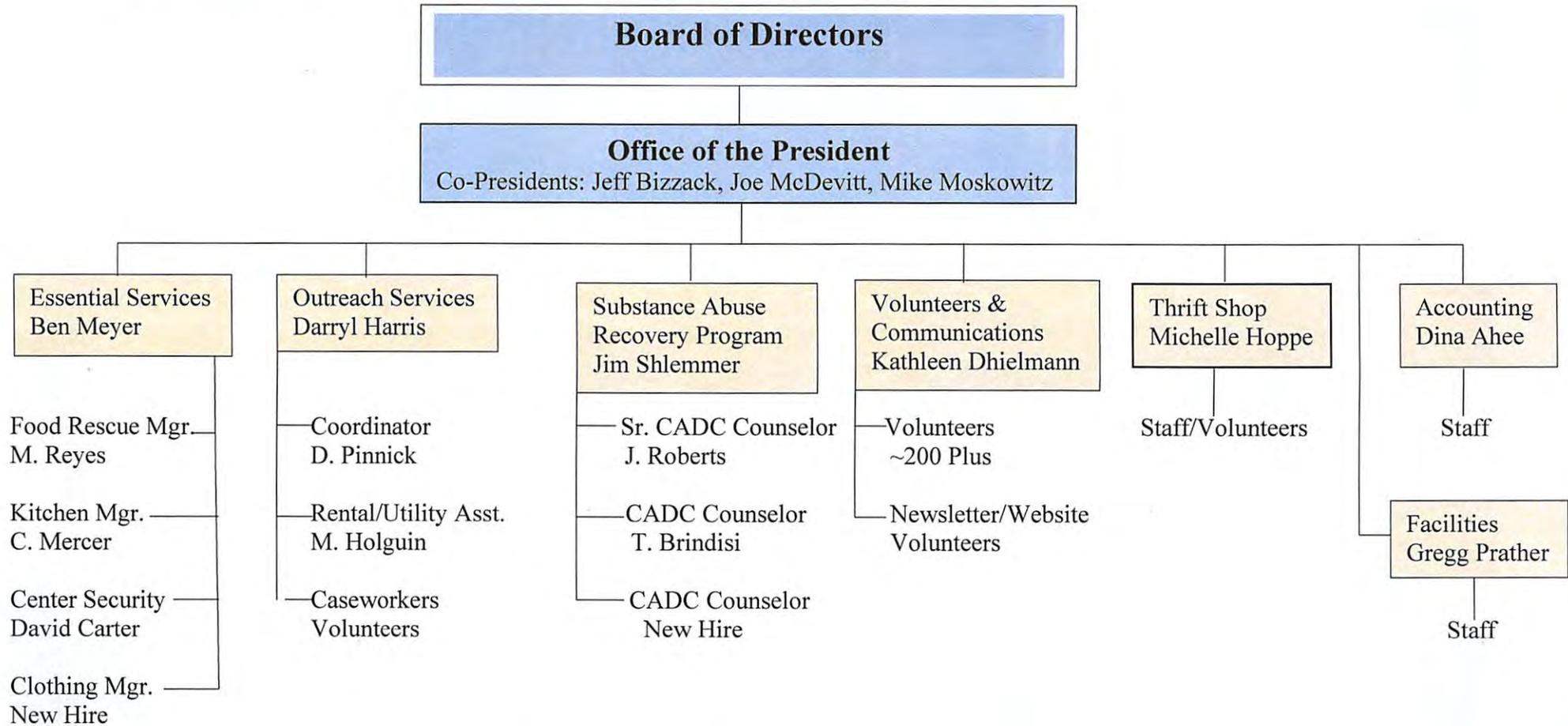


# The Brother Benno Foundation

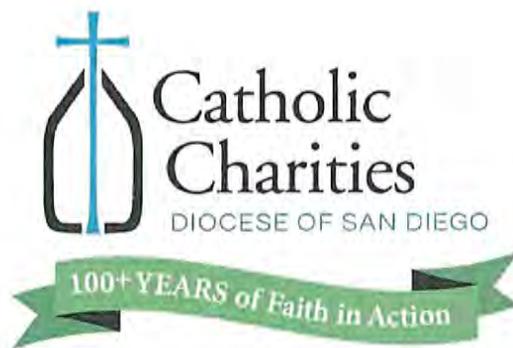
*Uplifting the Dignity of Those We Serve*

February 19, 2023

## Attachment B – Organization Chart



3260 Production Avenue, Oceanside, CA 92049-0308 • (760) 439-1244 Fax (760) 439-1271



City of Carlsbad  
Community Development Block Grant Program  
FY 2023-24 Funding Application



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2023-24 FUNDING APPLICATION**

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**APPLICATION DETAILS & INSTRUCTIONS:** This application must be completed for each organization seeking CDBG funding from the City of Carlsbad. All information requested **must** be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.

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**CHECKLIST OF REQUIRED DOCUMENTS:** The following information is required of **all** CDBG applicants even if they have been provided in the past.

- Board of Directors' resolution authorizing submittal of application
- Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization

(Note: One resolution both authorizing submittal of applications and entering into agreements may be substituted for the above two documents.)

- Sample Intake Form
- List of Board of Directors
- Financial Audit Report for the most recently ending Fiscal Year
- Funding proposal application (**Application format must remain as provided in the Request for Proposal Package**)

Application not to exceed 20 pages total, including attachments. Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes. The attachment of brochures or other documents will not be accepted in lieu of completing each question on the Funding Proposal Application.

- ✓ Attachment A      Executive Summary, including key staff, budget, and timeline (**required**)
- ✓ Attachment B      Organizational chart (**required**)
- ✓ Attachment C      Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation (if applicable).

*To be completed by Housing Services Division staff*

Date Received:		Local Objective:	
National Objective:		Eligibility Citation:	
Person Completing Review:		Complete:	

**FUNDING APPLICANT**

Name of Agency: Catholic Charities Diocese of San Diego (CCDSD)

Address: 3888 Paducah Drive, San Diego, CA 92117

Federal Unique Entity Identification (UEI) Number: E 6 R Z E 3 8 J H S 4 1

**PROPOSED PROGRAM/PROJECT**

Title of Program/Project: La Posada de Guadalupe (La Posada)

Location of Program/Project: Northern San Diego County, 2476 Impala Drive, Carlsbad, CA 90101

Person completing application: Dani Willenberg Phone No.: 619-323-2858 Email: dwillenberg@ccdsd.org

Financial Contact: Michael Reynolds Phone No.: 619-323-2861 Email: mreynolds@ccdsd.org

Program Manager Contact: Antoinette Fallon Phone No.: 619-381-0910 Email: afallon@ccdsd.org

Chief Executive Officer Contact: Appaswamy "Vino" Pajanor Phone No.: 619-323-2842 Email:

vpajanor@ccdsd.org

**Requested Funding Amount: \$ 30,000**

**Brief Description of Program/Project** (Describe the work to be performed, including the activities to be undertaken or the services to be provided and the goals and objectives of the program/project):

La Posada opened in 1992 with the mission to provide a safe, supportive, clean environment and opportunities to empower men with few or no resources to begin or continue working toward housing stability and self-sufficiency. La Posada is an emergency housing program for men experiencing homelessness, offering year-round shelter and comprehensive wrap-around support. The program remains the only short-term housing program for unsheltered single men not only in the City of Carlsbad but the entire North Coastal Region. La Posada provides three daily meals, laundry and hygiene facilities, a mailing address, clothing, and onsite supportive services, including case management, health and nutrition education, translation and interpretation, and recreation. Onsite support services are provided in both English and Spanish, and residents work with case managers to set goals. The services provided also include referrals to off-site employment, job training, and medical services from trusted partners and service providers. Through the staff and inter-agency partners, residents are linked to long-term support designed to end the cycle of homelessness and provide a path to housing stability.

**I. ORGANIZATIONAL ABILITY/CAPACITY**

A. This agency is:

- Nonprofit
- Local public agency
- Other (Please specify.) \_\_\_\_\_
- For-profit
- State public agency

B. What is the purpose/mission of the agency?

Catholic Charities Diocese of San Diego (CCDSD) exists to exemplify the scriptural values of mercy and hospitality by witnessing the gospel message contained in "Mathew 25", to advocate for a just society by calling individuals and institutions to action on behalf of the poor, vulnerable and the marginalized; and to acknowledge the sacredness of the human person by accompanying those we serve on their journey toward achieving their full potential.

C. How long has this agency been in operation? Please include the date of incorporation.

Catholic Charities Diocese of San Diego (CCDSD) was established in 1919 and began with just a small office in Downtown San Diego. CCDSD has since grown to become one of the most impactful agencies in the San Diego and Imperial Counties. CCDSD first began administrating services for children, families, inmates, and immigrants starting the agency's longstanding tradition of helping the poor, the vulnerable, and the marginalized improve their overall quality of life. Today CCDSD consists of over 20 programs that fall into three major areas, which are Homeless Services, Community Services, and Immigrant and Refugee Services. CCDSD filed for incorporation on February 12, 1974, launching itself as an independent nonprofit organization.

D. How long has this agency been providing the proposed program/project?

La Posada opened in 1992 as an emergency shelter for agricultural workers and expanded in 2012 to include 50 beds for unsheltered men. This program has operated continuously in Carlsbad for 31 years and has plans for future expansion to provide services and shelter to unhoused women and children.

E. Please describe the agency's existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such a program/project. (Resumes may also be submitted as an optional attachment but not in lieu of a complete response.)

La Posada is staffed by a Director of Homeless Services, a Program Manager, Caseworker/Coaches level I, II, III, IV and a Kitchen Cook. The Director of Homeless Services has an extensive background in counseling and advocacy with an emphasis on providing services with a trauma-informed approach. She has been with the agency for fourteen years overseeing programs for unsheltered individuals. She is a graduate of the State University of New York-College at Oswego with a Bachelor of Arts in Psychology. The Program Manager has been providing mental health services since 1999, has over 5 years' experience doing outreach and is a well-respected trainer on topics related to serving people who are unhoused. La Posada is also supported by a Senior Program Manager with over 5 years' experience with an emphasis on connecting people with housing and employment. She is bilingual and has a bachelor's degree from Oregon State University and an Associate Degree from San Diego City College. All staff are trained in trauma-informed care and all three members of the management team are proficient in leading trauma informed teams. All staff are also trained in de-escalation, harm reduction, housing first and low barrier service delivery.

F. Please indicate your agency's level of experience with the CDBG program.

- No or little experience (up to 1 year of using CDBG funds)
- Some experience (2 to 3 years of using CDBG funds)
- Moderate experience (4 to 5 years of using CDBG funds)
- Considerable experience (more than 5 years of using CDBG funds)

G. If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization?

- No  Yes

If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.

H. Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing and networking. Describe the program's timeline with dates and times, including the earliest possible start dates, end dates and milestones as applicable.

Not applicable, the proposed project is not requesting find for construction, rehabilitation, property acquisition, or construction-related activities. La Posada is not a new program and has been operated continuously for 31 years.

**II. FINANCIAL CAPACITY/STABILITY**

A. Please complete Page 7 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2021-2022 and 2022-2023) for the proposed program/project?

<u>Sources of Funding</u>	<u>No</u>	<u>Yes</u>
CDBG	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Community Activities (or other General Fund monies)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, please indicate amount and status of previously awarded funds (fully expended, funds remaining, program/project discontinued, etc.).

	<u>Amount Received</u>	<u>Status</u>
CDBG 2016-2017	\$20,000	Complete
CDBG 2017-2018	\$17,581	Complete
CDBG 2018-2019	\$22,000	Complete
CDBG 2019-2020	\$19,640	Complete
CDBG 2019-20220 amendment	\$58,000	Complete
CDBG 2020-2021	\$93,460	Complete
CDBG 2021-2022	\$17,287	Complete
CDBG 2022-2023	\$12,698	Ends 6/30/2023

Community Activities/Other

C. Did you receive any federal funds, including CDBG funding from other cities?

No  Yes (Please list funds)

below) <u>Program Source</u>	<u>Amount Received</u>
Alliance for Regional Solutions	\$160,711

**III. BENEFITS & BENEFICIARIES**

A. How accessible or convenient is the proposed program/project to Carlsbad residents? (Please be specific such as direct services to client’s home, transportation provided to and from facility, or relation to public transportation.)

La Posada addresses homelessness that encompasses San Diego, Coastal North County, and portions of North County Inland. The program’s service area is one inclusive of men whose daily lives cross city boundaries and intersect with public and private services bounded by Interstate 5 and 15, a territory in which no other year-round emergency housing opportunities exist for unhoused men. La Posada is located just two miles north of Palomar Airport Road and a one-quarter mile east of El Camino Real. Major bus routes run within a five-minute walk from the facilities giving clients access to the entire region. All men residing at La Posada have access to the facility’s full range of services and the cooperative services of partner organizations in the Alliance for Regional Solutions, the county’s coordinated entry system, and other regional collaborations.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

100	% of clients are at 30% or below of the area median income
	% of clients are between 31% and 50% of the area median income
	% of clients are between 51% and 80% of the area median income
	% of clients are above 80% of the area median income

- C. Please describe how low-and-moderate income persons will benefit from the proposed program/project. Include the need or problem to be addressed in relation to Consolidated Plan housing and community development priorities, as well as the population to be served or the area to be benefited. (Reference Consolidated Plan Priorities)

La Posada addressed the goals enumerated in the Draft Consolidated Plan by providing temporary housing for men experiencing homelessness, along with comprehensive supportive services and referral to assistance accessing long-term housing. From the Consolidated Plan, the program addresses the following priorities specifically.

Priority Need 1: Affordable Housing

As an integral component of the San Diego Region's Coordinated Entry System, La Posada supports men with the greatest needs, accepting residents through inter-agency collaboration. CCDS has a great partnership with the Carlsbad Homeless Outreach team and prioritizes clients that come with their recommendations. Each day the staff emails the Carlsbad Homeless Outreach Team with an updated count of the available beds. All residents complete comprehensive standardized assessments as part of their case planning and are connected to housing navigation services through CCDS and partner agencies. Benefits offered to residents through the region's Coordinated Entry System include housing navigation, assistance, advocacy with landlords, a connection to public agencies and nonprofit organizations to obtain housing with the appropriate support, maximizing their opportunities to live independently and avoid returning to homelessness.

Priority Need 2: Supportive Services

La Posada provides shelter and services to men experiencing homelessness, leading to improved self-reliance through employment, housing stability, treatment of mental health and substance use issues, and other assistance. La Posada offers three daily meals, hygiene facilities, and social services, including case management, health and nutrition education, translation and interpretation, recreation, referrals to healthcare, and assistance in obtaining permanent housing. Primary services are provided onsite, and the program refers participants for off-site employment, job training, and medical services. La Posada is open 365 days a year, with services available 24 hours a day. Program staff works in partnership with the region's multiple agencies connected through the Alliance for Regional Solutions and La Posada host representatives of partner agencies to connect residents to as many services as possible.

La Posada includes private and public meeting spaces and recreational spaces. All clients are engaged in progressive case management with individualized case plan tracking progress from baselines toward the achievement of personalized objectives. La Posada's goals address multiple needs of an individual's life, addressing each man with a holistic approach. Such services include employment opportunities, public benefits and resources, conflict resolutions, and personnel management, including budgeting and legalities. La Posada addresses employment skills, language, and cultural barriers, substance abuse and therefore provides each man with the tools necessary to succeed. Case Management services are available to all residents but are not required, consistent with low barrier and housing first practices.

Case management and other supportive services, provided by La Posada staff and an array of local partners, focus on delivering essential employment and life skills and assisting individuals in resolving mental and physical barriers that limit their options for self-sufficiency through employment. La Posada's partnerships have grown and strengthened

over its long history as they are an integral part of the program's service strategy.

- D. Please indicate the number of clients benefiting from the proposed activity and the percentage that are Carlsbad residents.

Persons of which 37.5 % are Carlsbad residents

- E. Does your agency focus its activities on populations with special needs?

No  Yes (Please specify)

Please specify which special needs populations. (Homeless individuals/families, persons with disabilities, persons with substance abuse problems, veterans, farmworkers and day laborers, seniors, children, etc.)

- F. Does your organization charge recipients for the provided services?

No  Yes (Please specify) \$ \_\_\_\_\_

#### IV. IMPLEMENTATION OF ACTIVITY

- A. Please submit a schedule for implementation as Attachment C if this proposal is for construction, rehabilitation, property acquisition, and construction-related activities or a new public/community service program/project. Acquisition of property or construction-related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing or other appropriate documents.

#### V. DOCUMENTATION

- A. How will the beneficiaries' information be collected and documented?

CCDSD measures client metrics via screening tools and data entry into Clarity, the homeless management information system for San Diego County's Continuum of Care. All men at LP complete a comprehensive intake process that includes the collection of relevant demographic and service needs data. The intake process includes the completion of a standard, comprehensive assessment to identify barriers and challenges to housing stability and self-sufficiency and the development of a unique client identifier, which is shared in regional databases. The comprehensive assessment is used to create and inform an individualized service plan with specific goals to mitigate or alleviate the person's homelessness. Caseworker/Coaches track and measure each resident's progress toward self-identified goals by keeping paper and electronic records.

CCDSD is an active participant in Alliance for Regional Solutions-North County, the HMIS, and CES for San Diego County Continuum of Care, adhering to all record collection, tracking, and reporting guidelines for the region. Through Clarity, the local HMIS, La Posada staff enters all HUD and CoC-mandated client information to support the local CoC requirements, which is vital for future federal allocations to fund homeless services in the region. Furthermore, data collection, documentation, and evaluation are critical components of client and program success. The documentation assists staff in the coaching process, helping them track client progress towards goals and adjust accordingly. Staff is required to enter demographic information and case management notes promptly into the HMIS no later than one business day from the time of collection.

B. How will the outcomes be measured, collected and documented?

Outcomes are tracked by documenting services provided in residents' files, and entering information into Clarity and internal tracking systems. The Program Manager and Compliance Coordinator review documentation for accuracy and completeness.

The CDBG contract will be assigned a grant number, and a contract folder will be set up. The contract will be assigned to a Grants Accountant who will be responsible for maintaining the file, monitoring the expenditures of the funds, tracking outstanding balances due, preparing invoices, reporting to the Directors on the spending, and contacting the funder regarding payment. All public contracts are managed by federal single audit standards, the terms and conditions of OMB Uniform Guidance (2.CFR.200), and all other relevant guidelines for the administration of public funds. Each contract file is reviewed and updated monthly by the Controller, Grants Accountant, and Program Director. The Controller reviews all billing and expense records to ensure that they are being spent with fidelity to the terms of each grant contract. After the month is reconciled, the Controller prepares a monthly Grants Receivable aging report for the Chief of Finance for inclusion in the monthly reports to the Finance Committee.

**VI. PARTNERSHIPS, COLLABORATION AND OUTREACH**

A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach in serving the low-income and most vulnerable populations.

Engaging in partnerships is a critical component of the program and client success. Partnerships allow the agency to leverage resources and fill service gaps to ensure that men experiencing homelessness can make meaningful progress toward their housing and self-sufficiency goals. Key partnerships include:

1. Interfaith Community Services: provides employment services and support, including resume development assistance, employment opportunities, and financial literacy classes.
2. Veteran Community Services: assists veteran residents with deposits and rental assistance creating access to permanent housing and securing public entitlements.
3. Exodus Recovery provides behavioral health services for residents.
4. Community Resource Center provides rental assistance for residents who meet their eligibility criteria
5. Pacific Ridge Middle School: 8th and 12th-grade students visit La Posada monthly to host activities and organize donation drives.
6. North County Health Systems: provide HIV and Hepatitis C testing available to residents every month.

I, the undersigned, do hereby attest that the above information is true and correct to the best of my knowledge.

  
Signature

Appaswamy "Vino" Pajanor, CEO  
Print Name & Title

02/17/2023  
Date

NOTE: Applications must include a resolution from your organization's Board of Directors authorizing the person signing above to submit funding applications and to enter into funding agreements if selected.

**CDBG PROJECT BUDGET**

**Organization:** Catholic Charities Diocese of San Diego **Total organization budget** \$ 50,089,475

**Program/Project name requesting funds:** La Posada de Guadalupe

**CDBG funds requested:** \$ 30,000 **Total program/project budget:** \$ 903,736

Note: Indicate with an asterisk (\*) funds that are volunteer time or in-kind contribution.

<u>1. Sources of funding for program/project:</u>	(S)Secured or (A)Anticipated	
a. Funding requested from the City	\$ <u>30,000</u>	(S) or (A)
b. Other federal funds (if any)	\$ <u>227,025</u>	(S) or (A)
c. State or local government funds	\$ <u>159,574</u>	(S) or (A)
d. Donations and contributions	\$ <u>165,000</u>	(S) or (A)
e. Fees or memberships	_____	(S) or (A)
f. In-kind contributions / Volunteer time	_____	(S) or (A)
g. Other funding: <u>Grants/Program Generated Income/Appeals</u>	\$ <u>208,000</u>	(S) or (A)
h. <b>TOTAL PROJECT FUNDING</b> (project budget)	\$ <u>769,599</u>	(S) or (A)
<u>2. Uses of CDBG funds requested for the program/project: (1.a.)</u>		
a. Wages and salaries	\$ <u>18,083.61</u>	
b. Personnel benefits	_____	
c. Materials and supplies	\$ <u>2,000.00</u>	
d. Program expenses and evaluation	_____	
e. Rent and utilities	\$ <u>5,000.00</u>	
f. Insurance	_____	
g. Mileage (____@ 56 cents/mile calendar year 2021)	_____	
h. Incentives and Special Events	_____	
i. Indirect costs (19.6%)	\$ <u>4,916.39</u>	
j. _____	_____	
k. _____	_____	
l. <b>TOTAL REQUESTED FUNDING</b> (same as 1.a.)	\$ <u>30,000.00</u>	
3. Percentage of project budget represented by CDBG request	<u>3.9</u>	%

4. If your project will require future funding, please provide information about how the program will be funded.  
La Posada will require future funding, and the Philanthropy team at CCDSO is writing grants for both public and private funding sources. CCDSO also has three appeals throughout the year that help with monetary donations for all the programs. Securing both public and private grants will support La Posada and help sustain the program. CCDSO is also the recipient of a \$2 million grant from the City of Carlsbad to expand the building to include women and children. Currently, CCDSO is working to start a feasibility study to look at the current structures and how an expansion will be possible. With a possible expansion at La Posada there will be more funding opportunities available to support unhoused women and children.



## Attachment A

## EXECUTIVE SUMMARY

In addition to your Community Development Block Grant funding application, please complete the following supplemental questionnaire.

→**THEME:** A theme was not selected for this funding year. Preference will be given to the applications which specifically address the Consolidated Plan Priorities however applications for unrelated services are eligible for submission.

### ORGANIZATION:

---

- 1. In 250 words or less, please describe how your organization will be using the requested funds.**

Catholic Charities Diocese of San Diego (CCDSD) will use the requested funds in our CDBG Carlsbad application to offset La Posada staff salaries, supplies, utilities, and food purchased for the residents. The salaries for employees at La Posada are one of the most significant expenses; the staff consists of trauma-informed case managers that provide the best resources for the residents staying at La Posada. The shelter is open 24/7 with 50 beds for men experiencing homelessness and 50 beds for farmworkers and needs to be staffed around the clock to support the residents.

- 2. Attach an Excel budget showing the specific line-item breakdown on how you arrived at the funding request.**

Please see Attached Excel Budget.

- 3. Describe how your organization will be able to advance your program if you do not receive the entire funding request. What is your funding threshold before you can no longer provide the intended services or supplies you are seeking?**

CCDSD is working diligently to find new funding sources to support our homeless shelter programs. La Posada has been running in a deficit. Due to this deficit, the Finance Department has been working with the Director of Homeless Services and the manager to look at the budget line items and take a deeper look, analyzing the expenses and where the program can cut costs. The Board overseeing CCDSD has also monitored the homeless shelters and programs. Unfortunately, the only option to significantly change the budget is to reduce beds at La Posada. This is something that the organization takes very seriously. The need for shelters and services to help people experiencing

homelessness only increases every year. The cost of running the shelter also increases as utilities alone have significantly increased this year.

The mission of CCDS is to shelter the homeless; therefore, as an organization, we are doing everything we can to increase funding and support for the shelter. We recently partnered with the City of Carlsbad to possibly expand the shelter and increase the physical size of La Posada to accommodate more shelter beds. This will allow us to increase the number of people experiencing homelessness we can help by providing shelter for women and children. The team at CCDS is working on finding additional funding sources and has begun planning the expansion. With the expansion, the budget for La Posada will also increase, almost tripling to provide the best services and staff to run the program.

Currently, the per-bed cost at Catholic Charities is \$72. The two primary funding sources for La Posada are currently CDBG grants and our partnership with Alliance for Regional Solutions. The funding provided is \$8.64 per bed. This drastic difference is one of the reasons La Posada is in a deficit situation.

Another unique partnership CCDS is currently working with is Valdivia Farms. Valdivia Farms was founded in 2017 and is a farm of fruits and vegetables. Valdivia Farms partnered with CCDS in 2022 to provide shelter for some farmworkers working at the farm. This partnership provides a small income for La Posada, helping offset the cost of the 50 beds on the farmworker's shelter site. Valdivia Farms also provide economic support to the City of Carlsbad, and we are excited to be working with an organization that supports the community.

Catholic Charities understands that the need to provide shelter and services to individuals experiencing homelessness is critical in San Diego. We will continue to provide the services we are capable of and work to expand these services to help more individuals. We are very proud that **40%** of the men that come to La Posada leave our shelter for permanent housing. The hope is that our success rate will help attract other funding and support for the shelter.

- 4. Does your organization charge a fee for accessing your services or supplies? If so, please describe the rational for this fee.**

Catholic Charities does not charge a fee for accessing our services.

- 5. Will the funding of this program with a CDBG grant allows you to receive a matching grant from another organization? If so, where would those funds come from, and how much would that grant be in dollars?**

Mr. Appaswamy "Vino" Pajanor

Feb. 16, 2023

Page 3

The funding for La Posada from the CDBG grant possibly being used as a matching grant for another organization is something that our Philanthropy Department is looking into. Currently, the focus is finding other public and private grants to support La Posada, and they do not need a match. The team is exhausting all avenues for financial support of La Posada and will continue to look for new opportunities.

**6. If your funding is approved, how many Carlsbad residents will you be able to assist?**

When funding is approved, Catholic Charities estimates that we will be able to help 90 Carlsbad residents experiencing homelessness.

**CDBG Carlsbad  
BUDGET**

Staffing	\$ 18,083.61	FTE with Benefits that is based on 28% of the salary
Supplies	\$ 2,000.00	Toilet Paper, paper towels, gloves, soaps, food
Utilities	\$ 5,000.00	Utilities include gas and electricity, 1 months @4,166/month
Indirect	\$ 4,916.39	CCDSD's Indirect Rate is 19.6% per the Department of Housing and Human Services
<b>TOTAL</b>	<b>\$ 30,000.00</b>	

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NONPROFIT RATE AGREEMENT

EIN: DATE: 01/26/2021  
ORGANIZATION: CATHOLIC CHARITIES DIOCESE OF SAN DIEGO  
349 CEDAR STREET  
SAN DIEGO, CA 92101-3197  
FILING REF.: THE PRECEDING AGREEMENT WAS DATED 04/26/2019

THE RATES APPROVED IN THIS AGREEMENT ARE FOR USE ON GRANTS, CONTRACTS AND OTHER AGREEMENTS WITH THE FEDERAL GOVERNMENT, SUBJECT TO THE CONDITIONS IN SECTION III.

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SECTION I: INDIRECT COST RATES

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RATE TYPES:      FIXED                  FINAL                  PROV. (PROVISIONAL)      PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2018	06/30/2020	18.20	All	All Programs
PROV.	07/01/2020	06/30/2021	18.20	All	All Programs
PROV.	07/01/2021	06/30/2023	19.60	All	All Programs

\*BASE

TOTAL DIRECT COSTS EXCLUDING CAPITAL EXPENDITURES (BUILDINGS, INDIVIDUAL ITEMS OF EQUIPMENT; ALTERATIONS AND RENOVATIONS), SUBAWARDS AND FLOW-THROUGH FUNDS.

ORGANIZATION: Catholic Charities Diocese of San Diego

AGREEMENT DATE: 1/26/2021

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**SECTION II: SPECIAL REMARKS**

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TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

DEFINITION OF EQUIPMENT

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

The following fringe benefits are treated as direct costs:

FICA, WORKERS COMPENSATION, SUI, SDI, GROUP HEALTH/LIFE INSURANCE, RETIREMENT PLAN, AND EMPLOYEE ASSISTANCE PLAN.

NEXT PROPOSAL DUE DATE

A proposal based on actual costs for fiscal year ending 06/30/21 will be due by 12/31/21.

ORGANIZATION: Catholic Charities Diocese of San Diego

AGREEMENT DATE: 1/26/2021

**SECTION III: GENERAL**

**A. LIMITATIONS:**

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

**B. ACCOUNTING CHANGES:**

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

**C. FIXED RATES:**

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

**D. USE BY OTHER FEDERAL AGENCIES:**

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

**E. OTHER:**

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Catholic Charities Diocese of San Diego

(INSTITUTION)



(SIGNATURE)

Appaswamy "Vino" Pajanor

(NAME)

CEO

(TITLE)

2/1/21

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim -S  
Digitally signed by Arif M. Karim  
-S  
Date: 2021.02.01 06:52:46 -06'00'

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

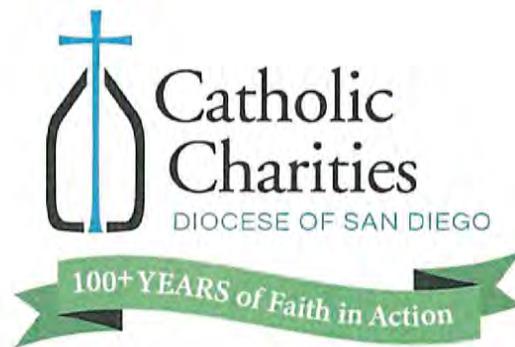
(TITLE)

1/26/2021

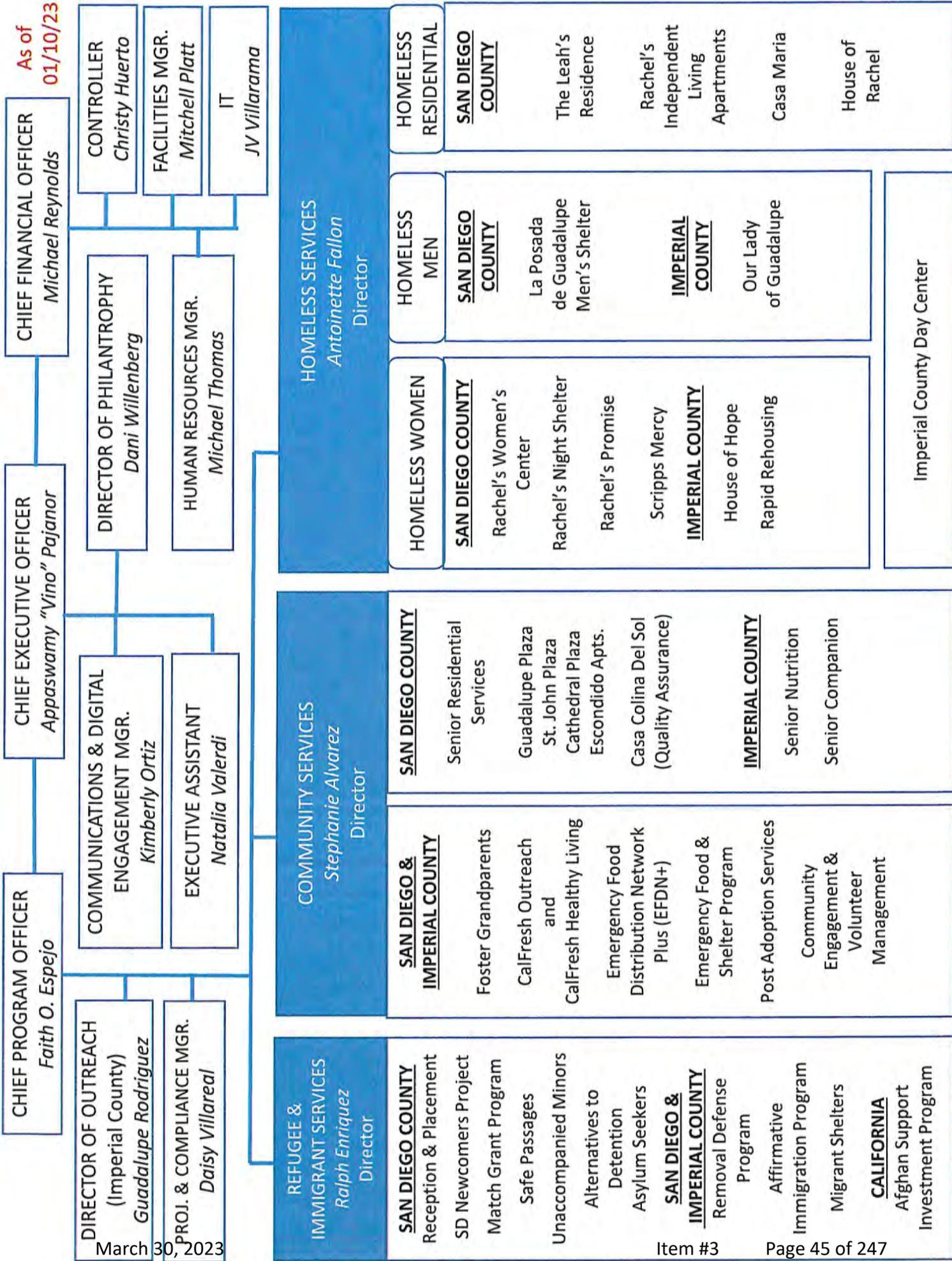
(DATE) 1864

HHS REPRESENTATIVE: Jeffrey Warren

Telephone: (415) 437-7820



## Attachment B





**FY 2023-24 FUNDING APPLICATION**

**APPLICATION DETAILS & INSTRUCTIONS:** This application must be completed for each organization seeking CDBG funding from the City of Carlsbad. All information requested **must** be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.

**CHECKLIST OF REQUIRED DOCUMENTS:** The following information is required of all CDBG applicants even if they have been provided in the past.

- Board of Directors' resolution authorizing submittal of application
- Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization

(Note: One resolution both authorizing submittal of applications and entering into agreements may be substituted for the above two documents.)

- Sample Intake Form
- List of Board of Directors
- Financial Audit Report for the most recently ending Fiscal Year
- Funding proposal application (**Application format must remain as provided in the Request for Proposal Package**)

**Application not to exceed 20 pages total, including attachments. Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes. The attachment of brochures or other documents will not be accepted in lieu of completing each question on the Funding Proposal Application.**

- ✓ Attachment A Executive Summary, including key staff, budget, and timeline (**required**)
- ✓ Attachment B Organizational chart (**required**)
- ✓ Attachment C Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation (if applicable).

***To be completed by Housing Services Division staff***

<b>Date Received:</b>	<b>Local Objective:</b>
<b>National Objective:</b>	<b>Eligibility Citation:</b>
<b>Person Completing Review:</b>	<b>Complete:</b>

**FUNDING APPLICANT**

Name of Agency: Community Resource Center (CRC)

Address: 650 2nd Street, Encinitas, CA 92024

Federal Unique Entity Identification (UEI) Number: MNJKA8UN9JG3

**PROPOSED PROGRAM/PROJECT**

Title of Program/Project: Homeless Prevention Services for Carlsbad Residents

Location of Program/Project: Carlsbad, North Coastal Communities

Person completing application: Richard Radosh Phone No.: 760-230-6308 Email: rradosh@crcncc.org

Financial Contact: Corrie McCoy Phone No.: 760-230-6316 Email: cmccoy@crcncc.org

Program Manager Contact: Rebecca Nussbaum Phone No.: 760-230-6318 Email: rnussbaum@crcncc.org

Executive Director Contact: John Van Cleef Phone No.: 760-230-6309 Email: johnvancleef@crcncc.org

**Requested Funding Amount: \$71,408**

**Brief Description of Program/Project** (Describe the work to be performed, including the activities to be undertaken or the services to be provided and the goals and objectives of the program/project):

In full alignment with the City’s updated Homeless Action Plan priority to develop and maintain the City’s capacity to **prevent** and **reduce homelessness**, CRC will serve 30 economically vulnerable individuals residing in Carlsbad, including domestic violence (DV) survivors and their children, who are at imminent risk of experiencing homelessness - in danger of losing their primary nighttime residence and lacking the resources or support networks needed to stabilize their housing prioritizing seniors, veterans, and families based on each household’s need. Available assistance includes assessment to determine utility of Diversion as an initial strategy, rental arrears, late fees, landlord mediation/advocacy, one-time rental assistance, security deposits, utility deposit or arrears, bridge housing motel vouchers (to bridge gap between housing to housing), employment assistance (transportation), or assistance with other costs related to household’s ability to prevent homelessness. The intended outcome of CRC Homeless Prevention and supportive social services is that 85% of all participants will retain or obtain stable permanent housing.

The metrics and measurements for Homeless Prevention services are:

- 100% of individuals who receive prevention assistance will be offered access to CRC’s case management services, financial independence counseling or housing search assistance.
- 85% of all housing participants retain or exit to permanent housing at case closure.
- 80% of the total number of households who participate in integrative case management services will work with a case manager to develop a personalized self-sufficiency plan focused on eliminating barriers to self-sufficiency.

**ORGANIZATIONAL ABILITY/CAPACITY**

A. This agency is:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Nonprofit          | <input type="checkbox"/> For-profit          |
| <input type="checkbox"/> Local public agency           | <input type="checkbox"/> State public agency |
| <input type="checkbox"/> Other (Please specify.) _____ |  |

B. What is the purpose/mission of the agency?

Community Resource Center’s (CRC) mission is to help our neighbors create paths to healthy food, stable homes and safe relationships.

C. How long has this agency been in operation? Please include the date of incorporation.

Incorporated on 11/26/1979, CRC is now in its 44th year of operation.

D. How long has this agency been providing the proposed program/project?

CRC's original mandate was to help those experiencing homelessness, CRC has been providing Homeless Prevention services since its founding in 1979 and has been serving DV survivors in coastal North County since 1994.

E. Please describe the agency's existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such a program/project. (Resumes may also be submitted as an optional attachment but not in lieu of a complete response.)

Rebecca Nussbaum, Chief Program Officer, will have program oversight responsibility. She joined Community Resource Center in 2006. Rebecca holds a regional leadership position with the San Diego Domestic Violence Council, serving on the Executive Team. She is also active at the state level, serving on the Board of Directors for the California Partnership to End Domestic Violence. Rebecca holds a Bachelor of Arts in psychology from the University of California, San Diego and a Master of Arts in nonprofit leadership and management from the University of San Diego.

Corrie McCoy, Chief Operating Officer, joined CRC in May 2021. She has a Bachelor of Science, Bachelor of Arts and Master in Business Administration in accounting with more than 25 years of accounting and finance experience in for-profit and nonprofit organizations, and 14 years of fund accounting in the U.S. military. She also has expertise in process improvement and qualitative research and analysis.

Miranda Chavez, Director of Social Services, oversees and manages all of CRC's case management efforts, ensuring compliance with funding requirements and adherence to policies and procedures. Miranda has a Certificate in Nonprofit Management from Brandman University, and a Master's degree in sociological practice, from California State University, San Marcos.

F. Please indicate your agency's level of experience with the CDBG program.

- No or little experience (up to 1 year of using CDBG funds)
- Some experience (2 to 3 years of using CDBG funds)
- Moderate experience (4 to 5 years of using CDBG funds)
- Considerable experience (more than 5 years of using CDBG funds)

G. If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization?

- No  Yes

If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.

N/A

H. Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing and networking. Describe the program's timeline with dates and times, including the earliest possible start dates, end dates and milestones as applicable.

CRC Homeless Prevention is a fully implemented ongoing program. Already in place:

- CRC has an office in Carlsbad with resident staff providing case management services to Carlsbad residents

CRC partners with affordable housing complexes in Carlsbad including La Costa Paloma, Cassia Heights, Hunter's Point, Glen Ridge, Laurel Tree, and Mariposa Apartments, providing outreach to low-income households and receiving referrals from apartment managers for households that are struggling to pay rent

- CRC provides economically vulnerable low-income households with food programs, financial literacy and employment assistance, intensive case management, and other social services that

help families remain stably housed

- CRC has an ongoing Rapid Rehousing program with the City
- CRC has a resale store in Carlsbad available to all Carlsbad residents. Program participants receive vouchers for household essentials and quality clothing. The community at large contributes to the efforts to support Carlsbad residents

**II. FINANCIAL CAPACITY/STABILITY**

- A. Please complete Page 7 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.
- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2021-2022 and 2022-2023) for the proposed program/project?

<u>Sources of Funding</u>	<u>No</u>	<u>Yes</u>
CDBG	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Community Activities (or other General Fund monies)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, please indicate amount and status of previously awarded funds (fully expended, funds remaining, program/project discontinued, etc.).

	<u>Amount Received</u>	<u>Status</u>
CDBG funds	\$48,022	Close out process
Community Activities/Other Carlsbad RapidRehousing	\$350,000	In progress, contract term ends 1/31/2024

C. Did you receive any federal funds, including CDBG funding from other cities?

No  Yes (Please list funds below)

<u>Program Source</u>	<u>Amount Received</u>
City of Encinitas	\$22,821

**III. BENEFITS & BENEFICIARIES**

A. How accessible or convenient is the proposed program/project to Carlsbad residents? (Please be specific such as direct services to client’s home, transportation provided to and from facility, or relation to public transportation.)

Carlsbad residents have remote access through CRC’s online client assistance portal or via telephonic or in person appointments with case managers at CRC’s office in Carlsbad. The office is accessible by bus or other public transportation. CRC also offers mobile case management in which case managers travel to the client’s location.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

100 % of clients are at 30% or below of the area median income  
 \_\_\_\_\_ % of clients are between 31% and 50% of the area median income  
 \_\_\_\_\_ % of clients are between 51% and 80% of the area median income  
 \_\_\_\_\_ % of clients are above 80% of the area median income

C. Please describe how low-and-moderate income persons will benefit from the proposed program/project. Include the need or problem to be addressed in relation to Consolidated Plan housing and community development priorities, as well as the population to be served or the area to be benefited. (Reference Consolidated Plan Priorities)

CRC’s proposed Homeless Prevention program addresses the need to keep economically vulnerable residents in stable housing by helping them overcome personal, economic, health and social justice barriers that threaten their ability to avoid experiencing homelessness. There is an ongoing housing crisis in San Diego County, including the City of Carlsbad, because the median price to own or rent a home greatly exceeds median family income and disproportionately impacts women and people of color. The barrier is greater for those experiencing homelessness or at imminent risk of homelessness who are searching for affordable rent. Approximately 13.3% of the 3.3 million county population have incomes below poverty level and spend nearly 70% of their income on rent. 2-1-1 San Diego [211SD](#).

The project will benefit and serve low-income, economically insecure Carlsbad residents who are at risk of experiencing homelessness, including survivors of domestic violence (DV). CRC’s services directly focus on the City’s Consolidated Plan priority to prevent and reduce homelessness by providing homeless prevention services to Carlsbad individuals and families who are on the verge of experiencing homelessness. These prevention activities will include client financial assistance, case management or counseling efforts that will result in Carlsbad residents obtaining or maintaining permanent housing.

D. Please indicate the number of clients benefiting from the proposed activity and the percentage that are Carlsbad residents.

30 Persons of which 100% are Carlsbad residents

E. Does your agency focus its activities on populations with special needs?

No  Yes (Please specify)

Please specify which special needs populations. (Homeless individuals/families, persons with disabilities, persons with substance abuse problems, veterans, farmworkers and day laborers, seniors, children, etc.)

The special needs populations that CRC serves are individuals and families experiencing homelessness or at risk of imminent homelessness, including those escaping domestic violence.

- CRC provides ongoing food distribution and optional case management to seniors in the community. The majority of participants have at least one trauma-induced barrier to self-sufficiency and wellness such as substance abuse or mental health issues.
- Case Managers work with clients to address identified barriers.
- Staff regularly receive training on how to provide culturally competent services for the underserved populations CRC serves.
- Services are available in Spanish to better serve the Hispanic/Latino population, which comprises approximately 40% of CRC's clients.

F. Does your organization charge recipients for the provided services?

- No  Yes (Please specify) \$\_\_\_\_\_

#### IV. IMPLEMENTATION OF ACTIVITY

A. Please submit a schedule for implementation as Attachment C if this proposal is for construction, rehabilitation, property acquisition and construction related activities or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing or other appropriate documents.

N/A

#### V. DOCUMENTATION

A. How will the beneficiaries' information be collected and documented?

CRC collects and documents beneficiary information using an intake form and documents provided by the client in person or by using CRC's secure online client portal.

B. How will the outcomes be measured, collected and documented?

CRC uses the software Efforts to Outcomes (ETO) to track individual and programmatic progress. CRC developed key performance indicators (KPI) for the organization and each program including Social Services Homeless Prevention. CRC's Data Specialist collaborates with program staff to develop program performance metrics, trains staff how to collect data, and provides analysis for reporting and evaluation. Metrics for Social Services Homeless Prevention, guided by the KPIs, include number of individuals and percentage of all housing participants who exit to permanent housing at case closure and number and percentage of case managed participants who increase their self-sufficiency score by program exit. Case managers collect data at regular intervals during service delivery and for up to one year after completion to determine longer-term effectiveness and follow up with additional services where necessary. Executive and program staff review and use the collected data to evaluate program success and identify areas for improvement.

#### VI. PARTNERSHIPS, COLLABORATION AND OUTREACH

A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach in serving the low income and most vulnerable populations.

CRC works closely with Carlsbad's faith-based community through the Interfaith Shelter Network for which Pilgrim Church and Christ Presbyterian in La Costa serve as winter shelters. As noted earlier, CRC partners with affordable housing complexes in Carlsbad including La Costa Paloma, Cassia Heights, Hunter's Point, Glen Ridge, Laurel Tree and Mariposa Apartments, providing outreach to low-income households and receiving referrals from apartment managers for households that are struggling to pay rent. CRC also works collaboratively with La Posada, Interfaith Community Services and the City of Carlsbad.

I, the undersigned, do hereby attest that the above information is true and correct to the best of my knowledge.

<small>DocuSigned by:</small>  <small>P0E3518CC70D4A3</small>	John Van Cleef, Chief Executive Officer	2/22/23
Signature	Print Name & Title	Date

NOTE: Applications must include a resolution from your organization's Board of Directors authorizing the person signing above to submit funding applications and to enter into funding agreements if selected.

**CDBG PROJECT BUDGET**

**Organization:** Community Resource Center **Total organization budget \$** 6,559,317

**Program/Project name requesting funds:** Homeless Prevention Services for Carlsbad Residents

**CDBG funds requested:** \$48,022 **Total program/project budget:** \$ 0

Note: Indicate with an asterisk (\*) funds that are volunteer time or in-kind contribution.

1. <u>Sources of funding for program/project:</u>	(S)Secured or (A)Anticipated
a. Funding requested from the City	<u>\$71,409</u> (A)
b. Other federal funds (if any)	_____ (S) or (A)
c. State or local government funds	_____ (S) or (A)
d. Donations and contributions	_____ (S) or (A)
e. Fees or memberships	N/A _____ (S) or (A)
f. In-kind contributions / Volunteer time	N/A _____ (S) or (A)
g. Other funding _____	_____ (S) or (A)
h. <b>TOTAL PROJECT FUNDING</b> (project budget)	<u><u>\$71,409</u></u> (A)

2. <u>Uses of CDBG funds requested for the program/project: (1.a.)</u>	_____
a. Wages and salaries	<u>\$ 13,650</u>
b. Personnel benefits	<u>\$ 4,505</u>
c. Materials and supplies	_____
d. Program expenses and evaluation (client assistance flex funds)	<u>\$46,763</u>
e. Rent and utilities	_____
f. Insurance	_____
g. Mileage (____@ 56 cents/mile calendar year 2021)	_____
h. Incentives and Special Events	_____
i. Indirect costs	<u>\$ 6,491</u>
j. _____	_____
k. _____	_____
l. <b>TOTAL REQUESTED FUNDING</b> (same as 1.a.)	<u><u>\$71,408</u></u>

3. Percentage of project budget represented by CDBG request 100%

4. If your project will require future funding, please provide information about how the program will be funded.  
 CRC is funded by a diverse range of government and private grants, business and community donations, fundraising event revenue, in-kind services and food donations, and revenue from CRC Resale stores. CRC is the coastal North County leader in providing high impact stabilization services that assist families facing homelessness because of job loss or inadequate income in keeping permanent housing. These positive outcomes have resulted in long-term funding by both government and private grantors.

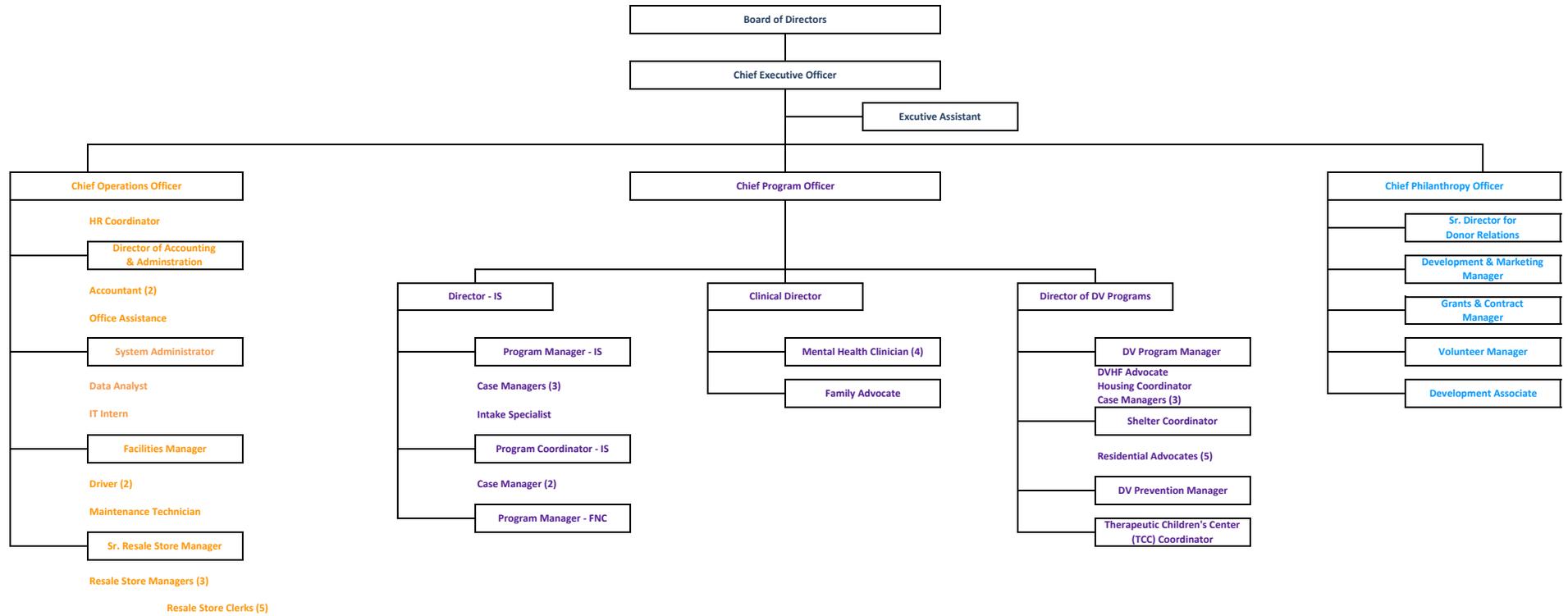
## 2023 Carlsbad CDBG Executive Summary

Community Resource Center (CRC) will provide Homeless Prevention services and supportive social services for individuals residing in Carlsbad, including domestic violence (DV) survivors and their children. Homeless Prevention assistance is for Carlsbad households at imminent risk of homelessness - in danger of losing their primary nighttime residence and lacking the resources or support networks needed to stabilize their housing - prioritizing seniors, veterans, and families based on each household's need. Available assistance includes assessment to determine utility of Diversion as an initial strategy, rental or utility arrears, late fees, landlord mediation/advocacy, one-time rental assistance, security or utility deposits, bridge housing motel vouchers (to bridge gap between housing to housing), employment assistance (transportation), or assistance with other costs related to household's ability to prevent homelessness. CRC does not charge fees to participants for any of the services described.

CRC will assist 30 Carlsbad residents with Homeless Prevention services and supportive social services. CRC estimates the annual program cost per client is in the range of \$1,000 to \$3,000, depending on client need. This year, the City provided substantial funds for Homeless Intervention (Carlsbad Rapid Rehousing) together with CDBG funds for Homeless Prevention. This request will fill a funding gap for Homeless Prevention assistance and is fully aligned with the City's Homeless Action Plan strategic priority to develop and maintain the City's capacity to **prevent and reduce homelessness** and its impacts on the community (emphasis added).

Please see the attached Homeless Prevention Project Budget – [Program Budget HP nC Carlsbad CDBG 23.xlsx](#). CRC will use CDBG funds provided by the City of Carlsbad to supplement or expand services. CRC does not have other funds for the proposed services, but can scale the number of Carlsbad residents served to the amount awarded. CRC will continue its presence in Carlsbad and continue its other activities for Carlsbad residents.

CRC has not identified any matching funding. If Carlsbad CDBG funds are granted, CRC may be able to identify the granted funds as a match for other grants where applicable, increasing the leverage and value of each grant.



rev. 7/20/22



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
NOTICE OF FUNDING AVAILABILITY (NOFA)**

The City of Carlsbad is pleased to announce the availability of applications for the FY 2023-24 Community Development Block Grant (CDBG) Program. The CDBG program is federally funded by the Department of Housing and Urban Development (HUD) and is administered by the city to provide assistance to lower-income residents and communities. For FY 2023-24 CDBG award of **\$476,057** – available in the following categories:

<b>ESTIMATED FY 2023-24 AWARD: \$ 476,057</b>		
<i>Category</i>	<i>Key Details</i>	<i>Estimated Available</i>
Public Services	<ul style="list-style-type: none"> <li>• Programs directly assisting low-income households</li> <li>• Services carried out by non-profit agencies</li> <li>• Funding capped at 15 percent of grant</li> </ul>	\$ 71,408
Administration/Fair Housing	<ul style="list-style-type: none"> <li>• Subrecipient oversight</li> <li>• Compliance with federal requirements</li> <li>• Financial management</li> <li>• Fair Housing services</li> <li>• Funding capped at 20 percent of grant</li> </ul>	\$ 95,211
Affordable Housing/Facility Improvements	<ul style="list-style-type: none"> <li>• Facility Improvements for non-profit service providers</li> <li>• Acquisition/rehabilitation of low-income housing</li> </ul>	\$ 309,438

**Submission Due by Feb. 22, 2023, by 5:00 p.m.**  
**Details:** [housing@carlsbadca.gov](mailto:housing@carlsbadca.gov)  
*\*Email Submission Highly Encouraged\**

**Contact: Nicole Piano-Jones**  
 Program Manager  
 (442) 339-2191  
[Nicole.pianojones@carlsbadca.gov](mailto:Nicole.pianojones@carlsbadca.gov)

Paper copies may be delivered to:  
 City of Carlsbad  
 Housing & Homeless Services  
 Attn: CDBG Program  
 1200 Carlsbad Village Drive  
 Carlsbad, CA, 92008

<b>Estimated Timeline</b>	
Notice of Funding Availability	Jan. 11, 2023
Applications Due	Feb. 22, 2023
CDBG Advisory Committee	March or April 2023
10-day public review/comment	April or May 2023
City Council Public Hearing	May 9, 2023

*\*Dates are tentative and subject to change.  
 All public meetings and review and comment periods will be separately publicly noticed\**



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2023-24 FUNDING APPLICATION**

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**APPLICATION DETAILS & INSTRUCTIONS:** This application must be completed for each organization seeking CDBG funding from the City of Carlsbad. All information requested **must** be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.

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**CHECKLIST OF REQUIRED DOCUMENTS:** The following information is required of all CDBG applicants even if they have been provided in the past.

- Board of Directors' resolution authorizing submittal of application
- Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization

(Note: One resolution both authorizing submittal of applications and entering into agreements may be substituted for the above two documents.)

- Sample Intake Form
- List of Board of Directors
- Financial Audit Report for the most recently ending Fiscal Year
- Funding proposal application (**Application format must remain as provided in the Request for Proposal Package**)

**Application not to exceed 20 pages total, including attachments. Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes. The attachment of brochures or other documents will not be accepted in lieu of completing each question on the Funding Proposal Application.**

- ✓ Attachment A      Executive Summary, including key staff, budget, and timeline (**required**)
- ✓ Attachment B      Organizational chart (**required**)
- ✓ Attachment C      Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation (if applicable).

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*To be completed by Housing Services Division staff*

<b>Date Received:</b>		<b>Local Objective:</b>	
<b>National Objective:</b>		<b>Eligibility Citation:</b>	
<b>Person Completing Review:</b>		<b>Complete:</b>	

**FUNDING APPLICANT**

Name of Agency: CSA San Diego County

Address: 327 Van Houten Ave - El Cajon, CA 92020

Federal Unique Entity Identification (UEI) Number: LD7WR1PFMGD4

**PROPOSED PROGRAM/PROJECT**

Title of Program/Project: Fair Housing Program and Tenant/Landlord Services

Location of Program/Project: 327 Van Houten Avenue - El Cajon, CA 92020

Person completing application: Paula Karazuba Phone No.: 619-444-5700 Email: paula@c4sa.org

Financial Contact: Tyrone Spencer Phone No.: 619-444-5700 Email: tyrone@c4sa.org

Program Manager Contact: George Ibarra Phone No.: 619-444-5700 Email: george@c4sa.org

Executive Director Contact: Estela De Los Rios Phone No.: 619-444-5700 Email: estela@c4sa.org

Requested Funding Amount: \$ 25,000

**Brief Description of Program/Project** (Describe the work to be performed, including the activities to be undertaken or the services to be provided and the goals and objectives of the program/project):  
CSA's proposed program will include providing fair housing and landlord tenant outreach and education, counseling and mediating housing disputes. The proposed project will also include dissemination of literature and materials, workshops, presentations and attending local events to reach the community to provide assistance. CSA will also provide technical assistance to the City of Carlsbad.

**I. ORGANIZATIONAL ABILITY/CAPACITY**

A. This agency is:

- Nonprofit  For-profit
- Local public agency  State public agency
- Other (Please specify.) \_\_\_\_\_

B. What is the purpose/mission of the agency?

**CSA San Diego County's mission is "to promote positive attitudes and actions that ensure respect, acceptance and equal opportunity for all people."**

C. How long has this agency been in operation? Please include the date of incorporation.

**CSA San Diego County is a private, non-profit agency that was founded in 1969 under the name Heartland Human Relations and Fair Housing then incorporated in 1972. In 2010, our organization was renamed as CSA San Diego County and incorporated under that name.**

D. How long has this agency been providing the proposed program/project?

**CSA has developed, implemented and administered fair housing services with CDBG/HOME funds for nearly 50 years, is a HUD Approved Housing Counseling Agency and recognized as a regional leader in housing services. The agency maintains current fair housing information and is involved in regional planning. CSA also collaborates with and works to support other organizations providing fair housing related services.**

- E. Please describe the agency's existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such a program/project. (Resumes may also be submitted as an optional attachment but not in lieu of a complete response.)

The management skills of the Executive Director and the Sr. Housing Counselor will assure that the quality of services rendered adheres to all local, state, and federal regulations. The Executive Director, has over 30 years of experience in fair housing, and has held the positions of housing counselor, Spanish legal translator and interpreter, and housing coordinator in addition to 15 years of experience as the Executive Director for CSA. The Senior Housing Counselor, George Ibarra, brings extensive knowledge and experience of real property practice, foreclosure prevention, and referral for veteran's services, has experience working with tenants and landlords and does various fair housing presentations. The day-to-day fair housing and tenant/landlord services are performed by a multilingual (Spanish, Arabic, English) staff with over 40 years of accumulated expertise in the area of housing, social services, government services, business and data management.

- F. Please indicate your agency's level of experience with the CDBG program.

- No or little experience (up to 1 year of using CDBG funds)  
 Some experience (2 to 3 years of using CDBG funds)  
 Moderate experience (4 to 5 years of using CDBG funds)  
 Considerable experience (more than 5 years of using CDBG funds)

- G. If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization?

- No  Yes

If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.

N/A

- H. Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing and networking. Describe the program's timeline with dates and times, including the earliest possible start dates, end dates and milestones as applicable.

CSA's proposed project will begin July 1, 2023. CSA currently implements similar projects for six jurisdictions and has the necessary forms, equipment and locations at its disposal. Additionally, staffing for the proposed project are already on-board, fully trained and ready to begin the project without any delay. Therefore, all activities will be fully complete and funding will be fully expended by June 30, 2024. CSA anticipates that 6 to 8 persons per month or 18-24 persons quarterly will be assisted to meet the 95 person goal. The proposed timeline is as follows Qtr 1: 18 persons, Qtr 2: 20 persons, Qtr 3: 24 persons and Qtr 4: 23 persons. 2) CSA's proposed project is on-going and will be completed by June 30, 2024.

## II. FINANCIAL CAPACITY/STABILITY

- A. Please complete Page 7 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2021-2022 and 2022-2023) for the proposed program/project?

<u>Sources of Funding</u>	<u>No</u>	<u>Yes</u>
CDBG	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community Activities (or other General Fund monies)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If yes, please indicate amount and status of previously awarded funds (fully expended, funds remaining, program/project discontinued, etc.).

N/A

	<u>Amount Received</u>	<u>Status</u>
CDBG funds	N/A	N/A
Community Activities/Other	N/A	

C. Did you receive any federal funds, including CDBG funding from other cities?

No  Yes (Please list funds below)

<u>Program Source</u>	<u>Amount Received</u>
ElCajon, La Mesa, Chula Vista National City, Santee & Vista	\$ 230,500
HUD FHIP Grants	\$ 375,000

### III. BENEFITS & BENEFICIARIES

A. How accessible or convenient is the proposed program/project to Carlsbad residents? (Please be specific such as direct services to client’s home, transportation provided to and from facility, or relation to public transportation.)

CSA’s Fair Housing program is accessible to potential clients through multiple avenues. We can receive complaints through email, webpage submissions, telephone calls and CSA provides walk-in availability as well as regular appointments. Most counseling services are provided over the phone. Through the phone, skilled HUD approved housing counselors provide a first line of defense against harassment and discriminatory treatment for English, Spanish, Farsi and Arabic speaking residents. Our counselors are able to mediate difficult disputes and refer clients to appropriate resources and agencies as needed. Our housing counselors provide fair housing seminars for Carlsbad residents and apartment managers as well as city and county staff.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

36 % of clients are at 30% or below of the area median income  
44 % of clients are between 31% and 50% of the area median income  
15 % of clients are between 51% and 80% of the area median income  
5 % of clients are above 80% of the area median income

C. Please describe how low-and-moderate income persons will benefit from the proposed program/project. Include the need or problem to be addressed in relation to Consolidated Plan housing and community development priorities, as well as the population to be served or the area to be benefited. (Reference Consolidated Plan Priorities)

CSA plans on providing vital tenant/landlord and fair housing counseling, education and outreach and mediation activities to assist some of the most impoverished, marginalized, and disadvantaged populations who most often experience housing issues. Populations such as immigrants and refugees, limited English proficient, impoverished, and under-served minority communities who are especially vulnerable as they are not aware of protections provided under the law.

D. Please indicate the number of clients benefiting from the proposed activity and the percentage that are Carlsbad residents.

Persons of which 100 % are Carlsbad residents

E. Does your agency focus its activities on populations with special needs?

No  Yes (Please specify)

Please specify which special needs populations. (Homeless individuals/families, persons with disabilities, persons with substance abuse problems, veterans, farmworkers and day laborers, seniors, children, etc.)

F. Does your organization charge recipients for the provided services?

No  Yes (Please specify) \$ \_\_\_\_\_

**IV. IMPLEMENTATION OF ACTIVITY**

A. Please submit a schedule for implementation as Attachment C if this proposal is for construction, rehabilitation, property acquisition and construction related activities or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing or other appropriate documents. **N/A**

**V. DOCUMENTATION**

A. How will the beneficiaries' information be collected and documented?

CSA collects beneficiary documentation such as race, ethnicity and income data on its intake forms and each person self-certifies their income. The procedure for collecting documentation involves CSA staff interview beneficiaries via telephone or in person, and filling out a intake form to collect the beneficiary documentation. CSA then utilizes a HUD approved Client Management System to enter the data and run statistical reports on a monthly or quarterly basis.

B. How will the outcomes be measured, collected and documented?

CSA has a proven track record of achieving results and has developed a detailed Evaluation Plan that includes several strategies for evaluating and improving program performance against proposed activity goals during the grant including measuring its outputs and outcomes. The agency will utilize data collection and technology to capture, maintain and share data and measure program success. CSA will track and evaluate how many persons have received assistance in counseling, the number of workshops/presentations have been completed, the number of clients attending, the locations of the services, types of outreach activities provided, and the amount of materials that have been created and distributed.

**VI. PARTNERSHIPS, COLLABORATION AND OUTREACH**

A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach in serving the low income and most vulnerable populations.

CSA's Executive Director is currently President of the San Diego Regional Alliance for Fair Housing and through this collaborative CSA works to Affirmatively Further Fair Housing (AFFH) for all residents of San Diego County. CSA also collaborates with the County Continuum of Care, Latinos en Accion, Welcome Newcomer Network, International Rescue Committee, San Diego Immigration Consortium, CAIR, Majdal Center, San Diego Regional Anti-hate Crime Coalition, Jewish Family Services, and Catholic Charities. Through collaboration, CSA is able to reach and assist the most vulnerable populations.

I, the undersigned, do hereby attest that the above information is true and correct to the best of my knowledge.



Estela De Los Rios, Executive Director

02/15/2023

Signature

Print Name & Title

Date

NOTE: Applications must include a resolution from your organization's Board of Directors authorizing the person signing above to submit funding applications and to enter into funding agreements if selected.

**CDBG PROJECT BUDGET**

Organization: CSA San Diego County Total organization budget \$ 800,004.28

Program/Project name requesting funds: Fair Housing Program

CDBG funds requested: \$ 25,000 Total program/project budget: \$ 230,500

Note: Indicate with an asterisk (\*) funds that are volunteer time or in-kind contribution.

- |  |  |
|--|--|
| 1. Sources of funding for program/project:                             | (S)Secured or (A)Anticipated           |
| a. Funding requested from the City                                     | \$ <u>25,000</u> (S) or <b>(A)</b>     |
| b. Other federal funds (if any)  | <u>                    </u> (S) or (A) |
| c. State or local government funds                                     | \$ <u>188,750</u> (S) or <b>(A)</b>    |
| d. Donations and contributions   | <u>                    </u> (S) or (A) |
| e. Fees or memberships   | <u>                    </u> (S) or (A) |
| f. In-kind contributions / Volunteer time                              | <u>                    </u> (S) or (A) |
| g. Other funding <u>Applicant's funds</u>                              | \$ <u>1,750</u> <b>(S)</b> or (A)      |
| h. <b>TOTAL PROJECT FUNDING</b> (project budget)                       | \$ <u>230,500</u> (S) or <b>(A)</b>    |
| 2. Uses of <b>CDBG funds requested</b> for the program/project: (1.a.) |  |
| a. Wages and salaries  | \$ <u>17,400</u>                       |
| b. Personnel benefits  | \$ <u>1,834</u>                        |
| c. Materials and supplies  | \$ <u>132</u>                          |
| d. Program expenses and evaluation                                     | \$ <u>96</u>                           |
| e. Rent and utilities  | \$ <u>1,249</u>                        |
| f. Insurance   | \$ <u>484</u>                          |
| g. Mileage ( <u>257</u> @ 56 cents/mile calendar year 2021)            | \$ <u>144</u>                          |
| h. Incentives and Special Events                                       | \$ <u>441</u>                          |
| i. Indirect costs  | \$ <u>2,500</u>                        |
| j. <u>Accounting &amp; Audit</u>                                       | \$ <u>280</u>                          |
| k. <u>Trainings</u>  | \$ <u>440</u>                          |
| l. <b>TOTAL REQUESTED FUNDING</b> (same as 1.a.)                       | \$ <u>25,000</u>                       |
| 3. Percentage of project budget represented by CDBG request            | <u>11</u> %                            |

4. If your project will require future funding, please provide information about how the program will be funded.

**Carlsbad 2023-2024 CDBG Application- Executive Summary**

CSA is a HUD Approved Nonprofit Housing Counseling Agency that has 52 years of experience as advocates for equality, diversity, inclusion, civil rights and fair housing. CSA’s mission is to promote positive attitudes and action that ensure respect, acceptance, and equal opportunity for all people. CSA’s carries out its mission by working to prevent and eliminate housing discrimination by enforcing and promoting fair housing laws and equal housing opportunities. CSA is a champion for people to keep their homes, prevent homelessness, and offering referrals to other community resources as needed by an individual who may be currently homeless or at risk for homelessness. CSA utilizes diligent managing of resources to productively screen, assist, and resolve cases of housing insecurity and discrimination. Our project aims to educate Carlsbad residents about fair housing, housing opportunities, their civil rights and responsibilities to combat issues that could escalate into homelessness (ex. Not being able to afford a rent increase, unforeseen eviction). Our program uses one-on-one counseling services which are supplemented by our website, outreach events/workshops, social media marketing, mediation, handbooks and other literature as tools to prevent and address homelessness. CSA plans to build on top of its extensive experience in Fair Housing and Tenants/Landlords services with new and innovative approaches and networks for program enhancement. The CDBG funds will be used to fund our staff and offices, materials used for education, events, promotion and record keeping as outlined in the budget.

**Key Staff**

Title	Name	% of time
CSA, Executive Director	Estela De los Rios	3% FTE
Senior Fair Housing Counselor	George Ibarra	7% FTE
Arabic-Speaking Fair Housing Counselor	Aiad Mekany	3% FTE
Spanish Speaking Fair Housing Counselor	Eva Aguillard	3% FTE
Spanish Speaking Fair Housing Counselor	Rick Felix	3% FTE
Administrative Assistant	Paula Karazuba	7% FTE

**Budget Excel Sheet**

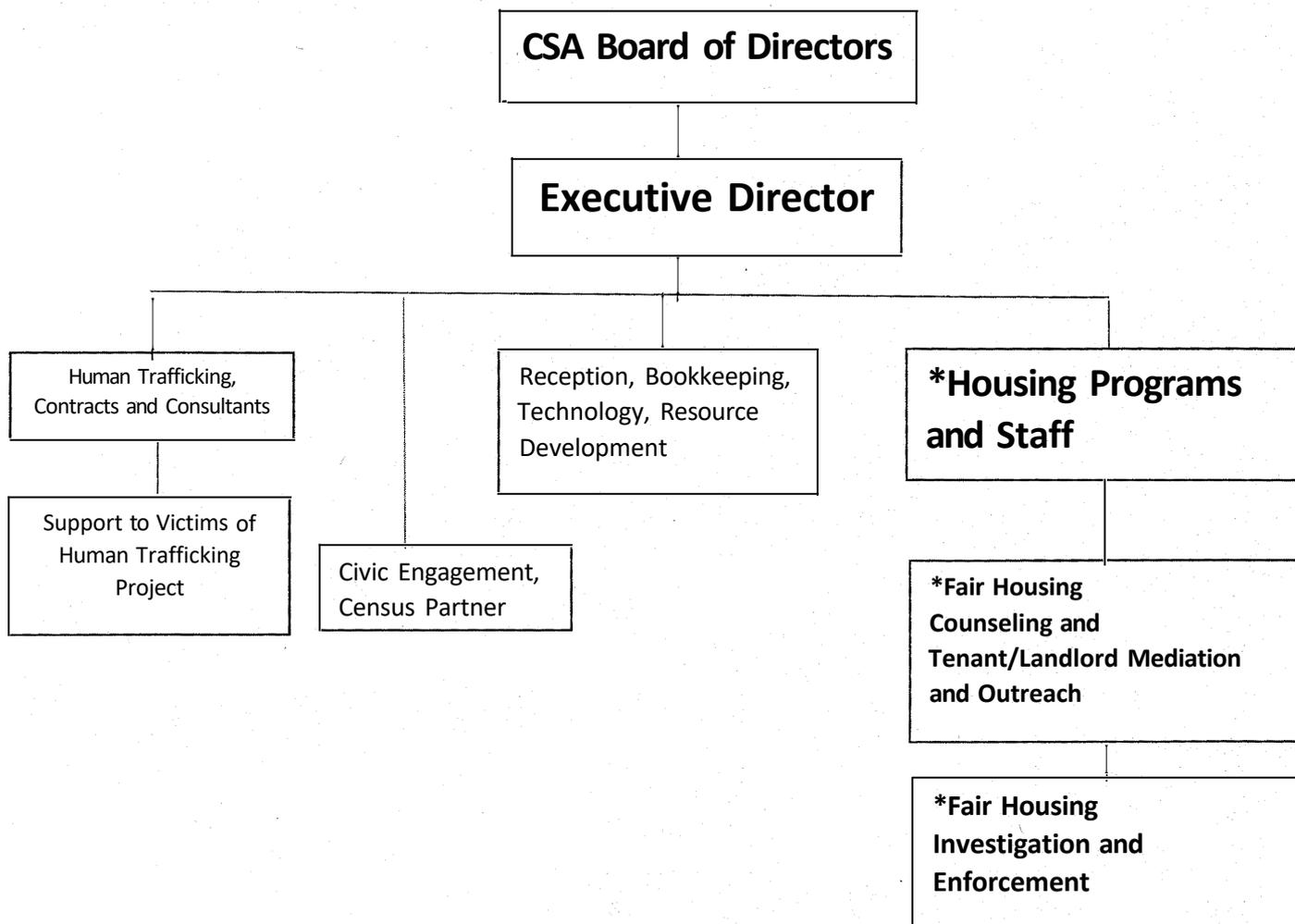
Please see the attached excel budget for specific line-item breakdowns.

**Timeline**

Anticipated Date	Milestone
July 2023	Launch 2023-24 Program and begin providing services to Carlsbad residents
September 2023	Provide Counseling to 18 persons
December 2023	Provide Counseling to 20 persons
March 2024	Provide Counseling to 24 persons
June 2024	Provide Counseling to 23 persons and close out the 2023-24 program

Column A	Column B	Column C	Column D
Budget Item	CDBG Request	Other Sources	List Name(s) of Other Sources
<b>Personnel</b>			
Executive Director 3%	\$2,633	\$87,776	Other city CDBG grants, Human trafficking grants, Civic Engagement Etc.
Senior Housing Counselor 7%	\$2,912	\$41,600	Donations, HUD housing counseling and other city CDBG grants
Housing Counselors(3) 3%	\$8,942	\$25,000	SCSEP-Senior Employment Programs
		\$74,360	Other city CDBG and HUD grants
Administrative Asst. 7%	\$2,912	\$41,600	Other grants
Housing Receptionist 0%	\$0	\$8,700	SCSEP/Interns/Hire a Youth
Fringe Benefits	\$1,834	\$22,925	Donations, HUD housing counseling and other city CDBG grants
<b>Operating Costs</b>			
Materials and Supplies	\$132	\$1,200	Donations, HUD housing counseling and other city CDBG grants
Rent/Utilities	\$1,029	\$34,300	Donations, HUD housing counseling and other city CDBG grants
Insurance	\$484	\$6,050	Donations, HUD housing counseling and other city CDBG grants
Telephone	\$220	\$2,750	Donations, HUD housing counseling and other city CDBG grants
Accounting & Audit	\$280	\$3,500	Donations, HUD housing counseling and other city CDBG grants
Program Expenses & Evaluation	\$96	\$1,200	Donations, HUD housing counseling and other city CDBG grants
Trainings	\$440	\$5,500	Donations, HUD housing counseling and other city CDBG grants
Mileage	\$144	\$1,800	Donations, HUD housing counseling and other city CDBG grants
Marketing/Promo/Special Events	\$441	\$6,400	Donations, HUD housing counseling and other city CDBG grants
Indirect Cost	\$2,500	\$32,828	Donations, HUD housing counseling and other city CDBG grants
<b>Budget total</b>	<b>\$25,000</b>	<b>\$397,489</b>	

## CSA San Diego County Organizational Chart



\*City of Carlsbad's Fair Housing And Tenant/Landlord Services will fit in our organization with our Housing Programs and Staff of Fair Housing Counselors, Mediators, Outreach and Investigators and Enforcement



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2023-24 FUNDING APPLICATION**

**APPLICATION DETAILS & INSTRUCTIONS:** This application must be completed for each organization seeking CDBG funding from the City of Carlsbad. All information requested **must** be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.

**CHECKLIST OF REQUIRED DOCUMENTS:** The following information is required of all CDBG applicants even if they have been provided in the past.

- Board of Directors' resolution authorizing submittal of application
- Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization

(Note: One resolution both authorizing submittal of applications and entering into agreements may be substituted for the above two documents.)

- Sample Intake Form
- List of Board of Directors
- Financial Audit Report for the most recently ending Fiscal Year
- Funding proposal application (**Application format must remain as provided in the Request for Proposal Package**)

**Application not to exceed 20 pages total, including attachments. Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes. The attachment of brochures or other documents will not be accepted in lieu of completing each question on the Funding Proposal Application.**

- ✓ Attachment A      Executive Summary, including key staff, budget, and timeline (**required**)
- ✓ Attachment B      Organizational chart (**required**)
- ✓ Attachment C      Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation (if applicable).

*To be completed by Housing Services Division staff*

<b>Date Received:</b>		<b>Local Objective:</b>	
<b>National Objective:</b>		<b>Eligibility Citation:</b>	
<b>Person Completing Review:</b>		<b>Complete:</b>	

**FUNDING APPLICANT**

Name of Agency: Interfaith Community Services

Address: 550 West Washington Avenue, Escondido CA 92025

Federal Unique Entity Identification (UEI) Number: N28YBWSB8UU8

**PROPOSED PROGRAM/PROJECT**

Title of Program/Project: Carlsbad Housing, Basic Needs, and Employment Assistance Program

Location of Program/Project: 5731 Palmer Way, Carlsbad, CA 92010

Person completing application: Jana Mackie Phone No.: 619-408-6873

Email: [jmackie@interfaithservices.org](mailto:jmackie@interfaithservices.org)

Financial Contact: Hanan Pelstring Phone No.: 760-489-6380

Email: [hpelstring@interfaithservices.org](mailto:hpelstring@interfaithservices.org)

Program Manager Contact: Vannessa Marshall Phone No.: 760-458-6913

Email: [vmarshall@interfaithservices.org](mailto:vmarshall@interfaithservices.org)

Executive Director Contact: Greg Anglea Phone No.: 760-489-6380

Email: [ganglea@interfaithservices.org](mailto:ganglea@interfaithservices.org)

**Requested Funding Amount:** \$ 71,345

**Brief Description of Program/Project** (Describe the work to be performed, including the activities to be undertaken or the services to be provided and the goals and objectives of the program/project):

Interfaith Community Services (Interfaith) respectfully requests \$71,345 to provide critical community services at its Carlsbad Service Center that will address priorities identified by the City of Carlsbad to benefit low-and moderate-income persons. Services will include housing stabilization and navigation, basic needs assistance, supportive services, and employment development. Together, these services will impact more than 200 Carlsbad individuals.

Activities and services to be provided to the community will include:

- **Rental Assistance and Emergency Financial Support:** Interfaith will provide homelessness prevention and diversion services to Carlsbad households facing imminent homelessness. This will include emergency rental, utility, and security deposit payments to enable Carlsbad residents to avoid and prevent homelessness. Case managers will screen residents for eligibility and engage clients in comprehensive case management to identify and track progress toward lasting solutions. This includes working with each client to develop an Individual Service Plan aimed at addressing barriers to housing and self-sufficiency. Case managers work to prioritize financial goals, such as opening a bank account, increasing savings, increasing income, understanding credit management and repair, and taxes. Case Managers also provide warm referrals to a wide range of internal and external support services including housing stabilization and support, benefits assistance, and medical and behavioral healthcare.
- **Emergency Food Assistance:** Interfaith will distribute emergency food assistance to Carlsbad residents

through its on-site food pantry at the Carlsbad Service Center, as well as home delivery for those who are elderly or have a medical condition. Interfaith maintains its pantry stock through its food rescue program, community donations, and purchases of food, as needed.

- **Basic Needs Support:** Interfaith will strengthen the support services for lower income Carlsbad residents as well as residents with special needs by providing case-managed social services to Carlsbad community members. Supportive services include emergency food and hygiene supplies, eyewear and prescription assistance, physical and behavioral health care referrals, childcare and clothing assistance, financial assistance to receive California ID cards and birth certificates, tax preparation, transportation assistance, food stamp and Medi-Cal application assistance, as well as referrals to Homeless Court and legal services.
- **Employment Support:** In addition, Interfaith will provide employment services that are crucial to household economic success. Carlsbad community members will have access to employment and education assistance to help them gain and retain employment and/or required employment requisites such as a diploma, GED, certificate or licensure. Short-term financial assistance may also include employment expenses connected to job loss including transportation, workforce re-training in a different career sector, tools, uniforms, and other expenses related to obtaining and maintaining employment

**Program Impact:**

Interfaith’s Carlsbad Service Center Housing, Basic Needs, and Employment Assistance Program will support 200 unduplicated Carlsbad homeless and low-income individuals by providing them access to services including: emergency food and employment assistance, supportive services, clinical and behavioral health referrals, and housing support assistance.

Over a 12-month grant period, funding from the Carlsbad CDBG will provide:

- Rental assistance and emergency housing case management to prevent or rapidly reverse homelessness to 20 Carlsbad households;
- Basic needs (e.g., emergency food and hygiene kits) to at least 200 unduplicated Carlsbad individuals and their families;
- Employment and education assistance essential for gaining and retaining employment and/or achieving education requirements to at least 20 individuals.

With a grant from the City of Carlsbad CDBG, Interfaith will impact the lives of low- and middle-income adults and children, as well as those experiencing homelessness, by helping them in their time of crisis. The goal is to assist them in increasing or stabilizing their income, obtaining or retaining safe housing, provide them with the ability to improve their food security, and address any physical or mental health challenges they may be facing.

**I. ORGANIZATIONAL ABILITY/CAPACITY**

**A.** This Agency is:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Nonprofit          | <input type="checkbox"/> For-profit          |
| <input type="checkbox"/> Local public agency           | <input type="checkbox"/> State public agency |
| <input type="checkbox"/> Other (Please specify.) _____ |  |

**B.** What is the purpose/mission of the agency?

Interfaith Community Services (Interfaith) empowers people in need to stabilize and improve their lives through comprehensive programs, in partnership with diverse faith communities and people of compassion. Founded in 1979 as a direct response to the rising rates of hunger and homelessness in North San Diego County, Interfaith works to break the cycle of poverty and homelessness.

Interfaith provides both immediate safety net services and long-term, life-changing wraparound programs that help to stabilize and rebuild the lives of people in crisis. Programs are organized into five main areas: Nutrition and Basic Needs, Employment, Self-Sufficiency and Supportive Services, Behavioral Health and Recovery, and Housing, and designed to overlap so that each client has access to as many resources as necessary for their individual situation.

**C.** How long has this agency been in operation? Please include the date of incorporation.

Interfaith was founded in 1979, as a result of a collaboration of 14 representatives from diverse faith communities. Interfaith became incorporated as a 501(c)3 in August 1982.

**D.** How long has this agency been providing the proposed program/project?

Interfaith has operated a Carlsbad Service Center (CSC, previously Carlsbad Hiring Hall) since 2014, making it well positioned to assist the City's most vulnerable residents with homelessness prevention, housing stabilization, basic needs, and employment assistance.

In 2022, Interfaith supported 842 Carlsbad residents through 3,503 points of supportive services. This included providing 123 residents with rental assistance to prevent homelessness and distributing \$68,492 in financial aid to households in crisis situations.

**E.** Please describe the agency's existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such a program/project. (Resumes may also be submitted as an optional attachment but not in lieu of a complete response.)

Existing Staff Positions and Qualifications:

**Vannessa Marshall**, Program Manager, earned her B.A. in Liberal Studies from California State University San Marcos. Marshall has over 10 years of experience in the nonprofit field including teaching, program management, youth development, and employment services. Marshall joined Interfaith in 2015 as the TYA Program Manager and also oversees Interfaith's Carlsbad Service Center. Ms. Marshall has made a strong commitment to collaborating and networking with other organizations throughout North San Diego County. Interfaith's Employment Program work closely with the Farmworker CARE Coalition, San Diego Association of Day Laborers and Domestic Workers, the Employee Rights Center, and the California Rural Legal Assistance, among others.

**Elizabeth Hernandez**, Lead Case Manager, joined the team at the Carlsbad Service Center in May 2022. Prior to Interfaith, Hernandez worked for three years in social services and has experience working with diverse populations including children and families, migrant families and individuals, and individuals and families experiencing homelessness. She holds a BS in Criminology and Justice Studies with a minor in Psychology. I am bilingual and fluent in Spanish and am able to provide all services in Spanish such as our basic needs services, supportive case management, vocational case management, day labor program, and rental assistance.

**Jonathan Baca Nava**, Case Manager, joined Interfaith in September 2022 as a Peer Engagement Specialist and is currently a Case Manager at the Carlsbad Service Center. Prior to joining Interfaith, Baca Nava worked as a case manager and program manager for programs serving foster youth. He holds a Bachelor's degree from California State University at San Marcos. Baca-Nava is bilingual and fluent in Spanish.

**Lindsey Cordada**, Case Manager, joined Interfaith in August 2022 and provides case management at the Carlsbad Service Center. She holds a Bachelors of Arts degree in Psychology from Humboldt State University and has extensive experience in working with the homeless population, gathers information, and working closely with resources and communities for the past 3 years. Lindsey Cordada is bilingual and fluent in Spanish.

**Miranda Quintero**, Intake Coordinator, joined Interfaith in August 2022 and provides intake coordination to the Carlsbad Service Center. She brings over three years of experience in roles that required strong communication skills and organizational skills.

In addition to these project-specific personnel, Interfaith provides administrative support to assure program operation through **Amber Rizkalla**, Director of Employment Services, **Filipa Rios**, Chief Program Officer, and **Lauren Varner**, Director of Grants and Compliance. These positions will ensure personnel, material, data collection and evaluation, and other support for the operation of the service center.

F. Please describe your agency's level of experience with the CDBG program.

- No or little experience (up to 1 year of using CDBG funds)
- Some experience (2 to 3 years of using CDBG funds)
- Moderate experience (4 to 5 years of using CDBG funds)
- Considerable experience (more than 5 years of using CDBG funds)

G. If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization?

- No

H. Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing and networking. Describe the program's timeline with dates and times, including the earliest possible start dates, end dates and milestones as applicable.

Interfaith is fully prepared to initiate the proposed CDBG project immediately upon contract execution with the City of Carlsbad. The staffing, facility space, and program policies and procedures are in place at Interfaith's Carlsbad Service Center. This project will scale up existing programs that provide housing assistance, food and hygiene items, and employment assistance to residents.

Contract Initiation:	May 2023 (City Council approval of allocations)
Grant Kick-Off Meeting:	Within 7 days of contract initiation
Contract Services Initiated:	Within 15 days of contract initiation
Marketing and Networking:	Within 30 days of contract initiation and ongoing. Announcement of award and availability of services via communications platforms. Distribution of referral and eligibility information to stakeholders.
Performance Reporting:	Prepare and submit reports, as required. Monitor progress towards stated performance goals. Project team to adjust, as needed.
Contract End Date:	12 months following contract initiation

## II. FINANCIAL CAPACITY/STABILITY

A. Please complete Page 7 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

See completed itemized CDBG Project Budget. Requested CDBG funds will support rental assistance and emergency financial assistance for low-income Carlsbad residents at risk of homelessness, transportation assistance, and a portion of key staff positions which directly facilitate client services and program supervision of the Carlsbad Service Center.

- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2021-2022 and 2022-2023) for the proposed program/project?

<u>Sources of Funding</u>	<u>No</u>	<u>Yes</u>
CDBG	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Community Activities (or other General Fund monies)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, please indicate amount and status of previously awarded funds (fully expended, funds remaining, program/project discontinued, etc.).

	<u>Amount Received</u>	<u>Status</u>
CDBG Funds (FY2021-22)	\$41,211	Fully Expended
CDBG Funds (FY2022-23)	\$23,698	Funds remaining (spend by 6/30/23)
CDBG Funds (FY23 Additional)	~\$28,000	Funds remaining (spend by 6/30/23)

Community Activities/Other:

Carlsbad Service Center Hiring Hall	\$204,217	Funds Remaining (spend by 6/30/23)
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- C. Did you receive any federal funds, including CDBG funding from other cities?

No  Yes (Please list funds below)\_

<u>Program Source</u>	<u>Amount Received</u>
County of San Diego CDBG	\$75,000
Interfaith receives funding distributed through the Alliance for Regional Solutions' Bridge to Housing Network, funded by local cities including the City of Carlsbad, Escondido, Encinitas, Oceanside, San Marcos, Solana Beach, Poway, and Vista. Total distribution of \$147,611 for Haven House in FY2023.	

**III. BENEFITS & BENEFICIARIES**

- A. How accessible or convenient is the proposed program/project to Carlsbad residents? (Please be specific such as direct services to client's home, transportation provided to and from facility, or relation to public transportation.)

Carlsbad residents will have convenient access to the program through Interfaith's Carlsbad Service Center, located at 5731 Palmer Way. Free parking is available on site and the service center is located on the El Camino Real thoroughfare, easily accessible by public transportation (Breeze Route 309). Whenever needed, Interfaith will provide Carlsbad residents with additional transportation resources, including bus passes, to ensure maximum accessibility when receiving services.

The Carlsbad Service Center staff offer a range of supportive services available to residents by appointment Monday through Saturday. The center includes an on-site nutritional food pantry that distributes food and

hygiene supplies. The Day Labor Program, coordinated at the center, connects laborers with employers for daily, temporary, or permanent job needs and will be available Monday through Friday year-round.

Further, the Carlsbad Service Center is located near Catholic Charities' La Posada de Guadalupe, a year-round shelter serving adult males. Many of the shelter residents utilize the Carlsbad Service Center as a starting point to self-sufficiency. The Carlsbad Service Center also actively supports youth and families within the Carlsbad Unified School District. Carlsbad Service Center staff connect with students and families via monthly partnership meetings to ensure all are connected to the full range of services provided by Interfaith.

Carlsbad Service Center staff include culturally diverse and bilingual (English/Spanish) case managers, ensuring that Carlsbad residents with limited English proficiency can fully access services.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

<u>30%</u>	% of clients are at 30% or below of the area median income
<u>60%</u>	% of clients are between 31% and 50% of the area median income
<u>9%</u>	% of clients are between 51% and 80% of the area median income
<u>1%</u>	% of clients are above 80% of the area median income

C. Please describe how low-and-moderate income persons will benefit from the proposed program/project. Include the need or problem to be addressed in relation to Consolidated Plan housing and community development priorities, as well as the population to be served or the area to be benefited. (Reference Consolidated Plan Priorities)

Low- and moderate-income Carlsbad residents, as well as those experiencing homelessness, will benefit from the range of supportive programs at the Carlsbad Service Center including homelessness prevention, housing stabilization, basic needs, and employment assistance services. Through this support, Interfaith programs provided through the Carlsbad Service Center will address Priorities 2 and 3 in the City of Carlsbad Consolidated Plan.

**PRIORITY 2 (High Priority): Prevent and reduce homelessness.**

Interfaith will prevent and reduce homelessness in Carlsbad by providing rental assistance and security deposit assistance in emergency situations. Case managers determine eligibility for rental assistance and other support services, and engage clients in longer-term case management to identify and track progress toward lasting solutions. Interfaith's case management approach emphasizes homelessness prevention first and foremost – helping people stay in their own homes and neighborhoods whenever possible. Staff also enter homeless residents into the regional Continuum of Care Coordinated Entry System to link them with the appropriate housing resources to obtain and/or maintain affordable permanent housing.

**PRIORITY 3 (Medium Priority): Strengthen support services for lower income residents and residents with special needs.**

Interfaith is continuing to see a high demand for basic needs support within Carlsbad. The case managed social services offered through the Carlsbad Service Center will include: customized emergency food supplies, transportation assistance in the form of bus passes and gas vouchers, prescription assistance, affordable health care referrals, childcare and clothing assistance, job application preparation and financial assistance to receive California ID cards and birth certificates, tax preparation, legal assistance, as well as food stamp and Medi-Cal application assistance. These resources, complemented by Interfaith's 75+ comprehensive services, enable individuals to focus their efforts on stabilizing their financial and housing situations and improving their family's economic state.

In addition, Interfaith has implemented various strategies to help Carlsbad individuals connect with employment assistance with the goal of securing stable employment. Staff will leverage flexible funds to support transportation-related expenses such as monthly bus passes, gas vouchers, and auto repair. Other financial support may be available to assist clients with pursuing employment-related training and certifications.

D. Please indicate the number of clients benefiting from the proposed activity and the percentage that are Carlsbad residents.

200 Persons of which 100% are Carlsbad residents

E. Does your agency focus its activities on populations with special needs?

No  Yes (Please specify)

Please specify which special needs populations. (Homeless individuals/families, persons with disabilities, persons with substance abuse problems, veterans, farmworkers and day laborers, seniors, children, etc.)

Interfaith serves a variety of underserved populations, including low-income and homeless families and individuals, low-wage earners, day laborers and farm workers, seniors, at-risk youth, justice-involved individuals (formerly incarcerated), veterans, as well as individuals with mental health needs and substance use disorder issues.

F. Does your organization charge recipients for the provided services?

No  Yes (Please specify) \$ \_\_\_\_\_

#### IV. IMPLEMENTATION OF ACTIVITY

A. Please submit a schedule for implementation as Attachment C if this proposal is for construction, rehabilitation, property acquisition and construction related activities or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing or other appropriate documents.

Attachments C and D are not required due to the fact that there is no construction, rehabilitation, property acquisition, and construction related activities, nor new public/community services program/project.

#### V. DOCUMENTATION

A. How will the beneficiaries' information be collected and documented?

Interfaith case managers complete a Needs Assessment with each household during the intake process. Through this process, information collected and kept on file includes all general demographic information such as race, gender, income, source of income, education level, and housing status. In addition, forms documenting proof of income are retained, such as records of employment, unemployment, and other benefits or support providing income, is collected.

Client information is recorded in Interfaith's agency-wide client services database Efforts to Outcomes (ETO), and San Diego's Homeless Management Information System (HMIS), when necessary. Individual files are kept on each client and household in a locked file cabinet following privacy and security requirements outlined in Interfaith's Privacy Security and Confidentiality Practices Manual.

The following forms are utilized by Interfaith and will be provided if requested: Client Demographic Form, Proof of Income Form, Consent for Services Form, and Rental/Flex Fund Assistance Screening Tool.

B. How will the outcomes be measured, collected and documented?

For data collection, Interfaith uses Clarity, the San Diego regional HMIS database system, to record and coordinate services for participants who are experiencing homelessness. Staff has a full understanding of the data-capture capacities and reporting abilities of this system, using pre-existing system reports, custom query capability, and add-on reporting capacity with customized reports administered by the Regional Task Force on the Homeless. Additionally, Interfaith tracks all participants in Efforts-to-Outcomes (ETO), a proprietary client database, for comprehensive data capture of client enrollment, demographics, service delivery, and outcomes. Further, registration of active clients seeking employment and parties seeking to employ clients is maintained daily. This allows Interfaith to report on a monthly basis, at a minimum, statistical information pertaining to usage, placement and any demographic information requested by the City of Carlsbad. Employer data is tracked utilizing an Excel spreadsheet to capture information such as employer's name, location, job requests, and rate of pay for the employee.

**VI. PARTNERSHIPS, COLLABORATION AND OUTREACH**

A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach in serving the low income and most vulnerable populations.

Interfaith is a recognized leader in regional efforts to prevent and end homelessness. Interfaith has been an integral member organization of the San Diego Coordinated Entry System (CES) since its inception and served as lead service agency for the CES expansion from the City of San Diego to North San Diego County. Further, Interfaith is the fiscal agent and a founding member of North County's Alliance for Regional Solutions. To form a cohesive approach, Interfaith works in collaboration with the Regional Taskforce on Homelessness, City of Carlsbad Homeless Outreach Team, County of San Diego Homeless Outreach Teams for North County, 2-1-1 San Diego, La Posada, and other community-based organizations.

Interfaith has developed relationships with low-income housing complexes within the community and near the program's primary service site to ensure that the agency is providing outreach to clientele who are low-and-moderate income individuals. Individuals and families are referred to Interfaith from these housing complexes, as well as by partner agencies and organizations in the community. In addition, the Carlsbad Service Center partners with the Carlsbad School District to receive referrals of households in need of services.

I, the undersigned, do hereby attest that the above information is true and correct to the best of my knowledge.



_____	Greg Anglea, Chief Executive Officer	2/21/2022
Signature	Print Name & Title	Date

NOTE: Applications must include a resolution from your organization's Board of Directors authorizing the person signing above to submit funding applications and to enter into funding agreements if selected.

**CDBG PROJECT BUDGET**

**Organization:** Interfaith Community Services **Total organization budget \$** 26,367,358

**Program/Project name requesting funds:** Carlsbad Housing, Basic Needs, and Employment Assistance Program

**CDBG funds requested:** \$71,345 **Total program/project budget:** \$482,310

Note: Indicate with an asterisk (\*) funds that are volunteer time or in-kind contribution.

- |  |   |
|--|---|
| 1. <u>Sources of funding for program/project:</u>  | (S)Secured or (A)Anticipated              |
| a. Funding requested from the City   | \$71,345                      A           |
| b. Other federal funds (if any)  | _____ (S) or (A)                          |
| c. State or local government funds (Carlsbad Hiring Hall)  | \$204,218                      A          |
| d. Donations and contributions   | \$206,747                      A          |
| e. Fees or memberships   | _____ (S) or (A)                          |
| f. In-kind contributions / Volunteer time  | _____ (S) or (A)                          |
| g. Other funding _____   | _____ (S) or (A)                          |
| h. <b>TOTAL PROJECT FUNDING</b> (project budget)   | \$482,310                      (S) or (A) |
| 2. <u>Uses of CDBG funds requested for the program/project: (1.a.)</u>   |   |
| a. Wages and salaries  | \$23,521 _____                            |
| <i>.05 FTE Program Manager, two (2) .2 FTE Case Managers</i>   |   |
| b. Personnel benefits  | \$8,938 _____                             |
| c. Materials and supplies ( <i>van transportation, bus passes</i> )  | \$2,400 _____                             |
| d. Program expenses and evaluation   | \$30,000 _____                            |
| <i>Homelessness prevention funds @ avg of \$1500 per household x 20 households</i>                               |   |
| e. Rent and utilities  | _____                                     |
| f. Insurance   | _____                                     |
| g. Mileage (____@ 56 cents/mile calendar year 2021)  | _____                                     |
| h. Incentives and Special Events   | _____                                     |
| i. Indirect costs @ 10%  | \$6,468 _____                             |
| j. <b>TOTAL REQUESTED FUNDING</b> (same as 1.a.)   | \$71,345 _____                            |
| 3. Percentage of project budget represented by CDBG request  | _____ 15%                                 |
| 4. If your project will require future funding, please provide information about how the program will be funded. |   |
| <i>Not applicable</i>  |   |

**City of Carlsbad CDBG FY2023-2023  
Executive Summary**

**Project Overview:**

Interfaith Community Services (Interfaith) respectfully requests \$71,345 to provide critical community services at its Carlsbad Service Center that will address priorities identified by the City of Carlsbad to benefit low-and moderate-income persons. Services will include housing stabilization and navigation, basic needs assistance, supportive services, and employment development. Together, these services will impact the lives of more than 200 Carlsbad individuals and support them in a time of crisis.

Carlsbad residents will have convenient access to services through Interfaith's Carlsbad Service Center, located at 5731 Palmer Way. Free parking is available on site and the service center is located on the El Camino Real thoroughfare, easily accessible by public transportation (Breeze Route 309). The center is staffed by bilingual Case Managers, with services available by appointment and provided free of charge.

Over a 12-month grant period, funding from the Carlsbad CDBG program will provide:

- Rental assistance and emergency housing case management to prevent or rapidly reverse homelessness to 20 Carlsbad households;
- Basic needs (e.g., emergency food and hygiene kits) to at least 200 unduplicated Carlsbad individuals and their families;
- Employment and education assistance essential for gaining and retaining employment and/or achieving education requirements to at least 20 individuals.

**Key Project Staff:**

**Vannessa Marshall**, Program Manager, earned her B.A. in Liberal Studies from California State University San Marcos. Marshall has over 10 years of experience in the nonprofit field including teaching, program management, youth development, and employment services. Marshall joined Interfaith in 2015 as the TYA Program Manager and also oversees Interfaith's Carlsbad Service Center. Ms. Marshall has made a strong commitment to collaborating and networking with other organizations throughout North San Diego County. Interfaith's Employment Program work closely with the Farmworker CARE Coalition, San Diego Association of Day Laborers and Domestic Workers, the Employee Rights Center, and the California Rural Legal Assistance, among others.

**Elizabeth Hernandez**, Lead Case Manager, joined the team at the Carlsbad Service Center in May 2022. Prior to Interfaith, Hernandez worked for three years in social services and has experience working with diverse populations including children and families, migrant families and individuals, and individuals and families experiencing homelessness. She holds a BS in Criminology and Justice Studies with a minor in Psychology. Hernandez is bilingual and fluent in Spanish and am able to provide all services in Spanish.

**Jonathan Baca Nava**, Case Manager, joined Interfaith in September 2022 as a Peer Engagement Specialist and transition to the role of Case Manager at the Carlsbad Service Center. Prior to joining Interfaith, Baca Nava worked for programs serving foster youth. He holds a Bachelor's degree from California State University San Marcos. Baca Nava is bilingual and fluent in Spanish.

**Lindsey Cordada**, Case Manager, joined Interfaith in August 2022 and provides case management at the Carlsbad Service Center. She holds a Bachelors of Arts degree in Psychology from Humboldt State University and has extensive experience in working with the homeless population, gathers information, and working closely with resources and communities for the past 3 years. Lindsey Cordada is bilingual and fluent in Spanish.

**Miranda Quintero**, Intake Coordinator, joined Interfaith in August 2022 and provides intake coordination to the Carlsbad Service Center. She brings over three years of experience in roles that required strong communication skills and organizational skills.

In addition to these project-specific personnel, Interfaith provides administrative support to assure program operation through **Amber Rizkalla**, Director of Employment Services, **Filipa Rios**, Chief Program Officer, and **Lauren Varner**, Director of Grants and Compliance. These positions will ensure personnel, material, data collection and evaluation, and other support for the operation of the service center.

**Budget:**

Interfaith is requesting \$71,345 in CDBG funding. This is 15% of total annual project costs of \$482,310. CDBG funds will support rental assistance and emergency financial assistance for low-income Carlsbad residents at risk of homelessness, occupancy expenses and a portion of key staff positions which directly facilitate client services and program supervision of the Carlsbad Service Center.

**Budget Summary**

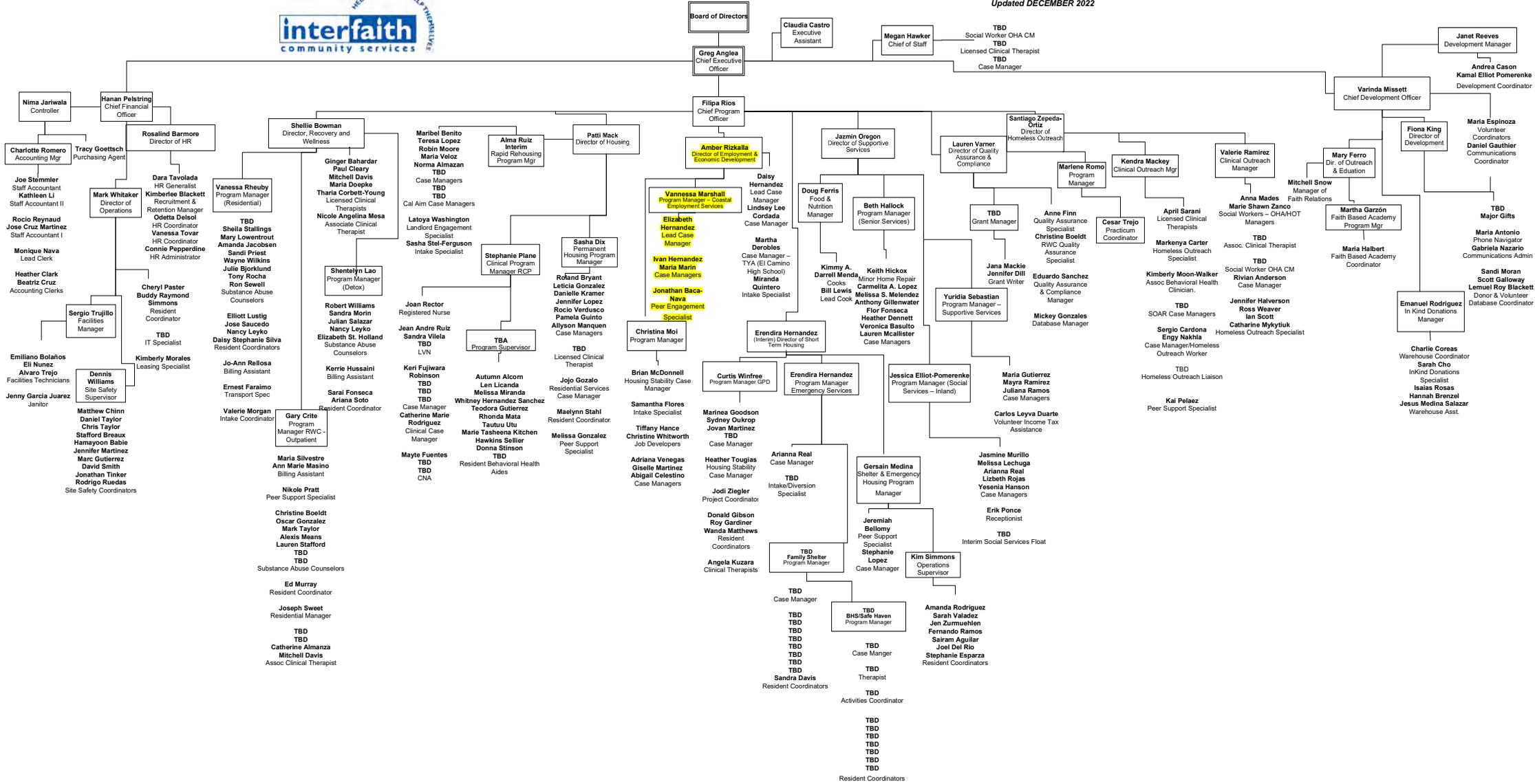
Salaries and Benefits (.05 Program Manager; two (2) .2 FTE Case Managers)	\$32,459
Materials and Supplies (van transportation, bus passes)	\$2,400
Program expenses (homelessness prevention funds)	\$30,000
<b>Total Direct Costs</b>	<b>\$64,859</b>
<i>Indirect costs @ 10%</i>	<i>\$6,486</i>
<b>Total Requested Funding</b>	<b>\$71,345</b>

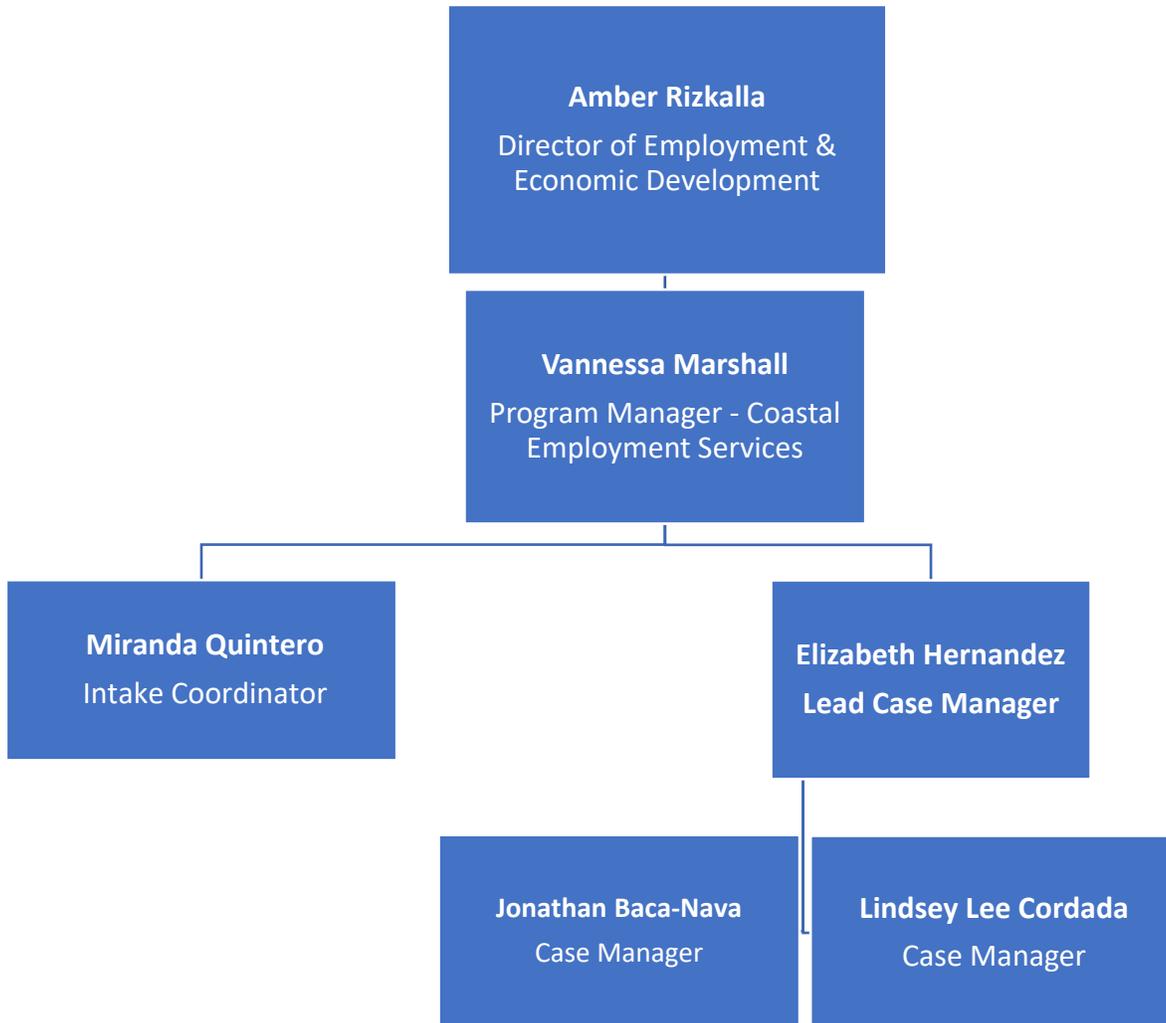
**Timeline:**

Interfaith is fully prepared to initiate the proposed CDBG project immediately upon contract execution with the City of Carlsbad. The staffing, facility space, and program policies and procedures are in place at Interfaith’s Carlsbad Service Center. This project will strengthen existing programs that provide housing assistance, food and hygiene items, and employment assistance to low-income Carlsbad residents.

Key milestones will include:

- Contract Initiation: May 2023 (City Council approval of allocations)
- Grant Kick-Off Meeting: Within 7 days of contract initiation
- Contract Services Initiated: Within 15 days of contract initiation
- Marketing and Networking: Within 30 days of contract initiation and ongoing.
- Performance Reporting: Prepare and submit reports, as required. Monitor progress towards stated performance goals. Project team to adjust, as needed.
- Contract End Date: 12 months following contract initiation





**Amber Rizkalla**  
**Director of Employment & Economic Development**

**PROFESSIONAL EXPERIENCE**

**Interfaith Community Services, Escondido, CA**

*Director of Employment & Economic Development*

April 2017-Present

- Supervise day-to-day operations of seven Employment and Economic Development programs
- Oversee compliance and quality assurance of programs
- Supervise three Program Managers
- Manage multiple federal, state, local, and private grants
- Oversee data collection and management for grants and programs

*Director of Transitional Youth Academy*

April 2015-April 2017

- Supervised day-to day-operations of Transitional Youth Academy in-school and out-of-school programs
- Supervised two Program Managers

*Program Manager, Transitional Youth Academy*

September 2014-April 2015

- Case Managed a caseload of 10 students and mentored more than 45 students as part of a team
- Managed day-to-day operations of the Transitional Youth Academy at El Camino High School, represented in community, and planned program expansion

**Catholic Charities, Diocese of Metuchen, Perth Amboy, NJ**

December 2011-March 2014

*Disaster Case Management Supervisor & Grant Writer*

- Interviewed, hired, trained, and supervised seven Disaster Case Managers and one Clinician
- Entered, managed, and reported on client and expenditure data in CAN and other databases
- Managed day-to-day operations of Department, including budget and accounts payable, grant proposals, reporting, and compliance
- Developed and maintained relationships with funding agencies and community partners in order to facilitate communication and obstacle resolution
- Researched and wrote government and private grant proposals awarded at over \$2,000,000
- Maintained database of active grants to track funding and reporting requirements

**Allied American University, Laguna Hills, CA**

October 2010-December 2011

*Course Developer/Adjunct Faculty*

- Developed sociology and criminal justice curriculum in accordance with accreditation standards
- Assisted with DETC and WASC accreditation review
- Created 12 new Criminal Justice certificate programs, including 13 new courses, and restructured the former Criminal Justice curriculum to offer students a broader number of educational options
- Managed courses in iBoard, AAU's proprietary learning platform

**Interfaith Community Services, Escondido, CA**

June 2007- September 2010

*Grant Writer/Quality Assurance Officer*

**EDUCATION**

California State University San Marcos

San Marcos, CA

*Master of Arts in Sociological Practice*

2007

**Vannessa Marshall**  
**Program Manager Carlsbad Service Center**

**PROFESSIONAL EXPERIENCE**

**Interfaith Community Services, Carlsbad, CA** June 2015 – Present  
*Program Manager – Carlsbad Service Center and Transitional Youth Academy*

- Supervise the day-to-day operations of the in-school Transitional Youth Academy Program and Carlsbad Service Center location
- Manage program budgets
- Manage compliance and quality assurance of programs
- Supervise one Site Supervisor and five Case Managers
- Manage multiple federal, state, local, and private grants
- Oversee data collection and management for grants and programs

**Pretend City Children’s Museum, Irvine, CA** July 2009 – June 2015  
*Associate Director of Educational Programming*

- Primarily responsible for creation of all educational curriculum, activities, and programs, in addition to museum floor staff supervision
- Developed and managed the operational and fiscal activities of the education department’s \$800,000 budget
- Designed, created, and implemented the Education Program for the museum to include multiple daily event curriculum development and exhibit activities
- Recruited, hired, supervised, and managed a staff of 30 entry-level early childhood educators, four museum leads, one education manager, and one coordinator

**Westcott & Associated, Ltd., Carlsbad, CA** August 2006 – August 2009  
*Executive Administrative Assistant*

- Primarily responsible for the organization and advanced administrative support to the Owner and President

**EDUCATION**

University of San Diego <i>Masters in Nonprofit Management &amp; Leadership</i>	San Diego, CA 2019
California State University San Marcos <i>Bachelor of Arts in Liberal Studies with an Emphasis in Child Development</i>	San Marcos, CA 2006
Saddleback Community College, Child Development & Education Department <i>Site Supervisor Certification Coursework</i> Advanced Grant Writing Series	Mission Viejo, CA 2011

**Elizabeth Hernandez**  
**Lead Case Manager Carlsbad Service Center**

**PROFESSIONAL EXPERIENCE**

**Interfaith Community Services, Carlsbad, CA** May 2022 – Present  
*Lead Case Manager – Carlsbad Service Center*

- Provide direct client services and leads team of Case Managers at the Carlsbad Service Center
- Ensure staff training, compliance, and quality assurance of programs
- Provides guidance and support to help clients identify their own strengths, set achievable goals and follow through consistently so they can become self-sufficient.
- Provides evidence-based housing stabilization services and homeless prevention
- Screens clients for eligibility for all Interfaith programs
- Attends and participates in program and agency meetings and trainings
- Identifies other necessary resources and advocates for clients' needs
- Maintains accurate and complete records as required by grants and contracts
- Maintains client records of participation, activities, and progress in their case files
- Enters client data into Efforts to Outcome (“ETO”), HMIS data system and other databases as required

**Jewish Family Services, San Diego, CA** May 2021-May 2022  
*Safe Parking Program Site Supervisor*

- Advocate for individuals living in their vehicle providing them local resources and referrals;
- Engage in motivational interviewing and budgeting with clients to support and develop service plans with a focus on financial stability and re-housing.
- Supervise case managers and support the quality of service delivery
- Data entry in case management system and Clarity HMIS System

*Migrant Shelter Case Manager* May – August 2021

- Meet with clients to complete program intake and address immediate needs
- Data entry in management software ETOi

**Children’s Paradise Preschool, Vista, CA** December 2020 – May 2021  
*Assistant Director*

- Administrative support for site director
- Enrollment, billing, attendance, files, audits, maintaining programs and files in compliance
- Supervised 30 staff members

**EDUCATION**

California State University San Marcos San Marcos, CA  
*BA in Criminology and Justice Studies* 2020

Palomar College San Marcos, CA  
*Transfer AA majoring in Psychology* 2016

**LANGUAGE**

Bilingual (English-Spanish)  
Intermediate American Sign Language

**Jonathan Baca Nava**  
**Case Manager Carlsbad Service Center**

**PROFESSIONAL EXPERIENCE**

**Interfaith Community Services, Carlsbad, CA** September 2022 – Present  
*Case Manager – Carlsbad Service Center*

- Conducts client intakes, screenings, and develops Individual Service Plans.
- Provides guidance and support to help clients identify their own strengths, set achievable goals and follow through consistently so they can become self-sufficient.
- Provides evidence-based housing stabilization services and homeless prevention
- Screens clients for eligibility for all Interfaith programs including housing, basic needs, senior emergency funding assistance and make appropriate warm referrals to internal resources
- Packs and delivers food boxes to clients prepared by the Interfaith Food Pantry
- Attends and participates in program and agency meetings and trainings
- Identifies other necessary resources and advocates for clients' needs
- Maintains accurate and complete records as required by grants and contracts
- Maintains client records of participation, activities, and progress in their case files
- Enters client data into Efforts to Outcome (“ETO”), HMIS data system and other databases as required by Interfaith and funders in a timely and accurate manner

**Casa de Amparo, San Diego, CA** December 2021 – September 2022  
*Residential Program Manager*

- Provide staff supervision and assisted staff through on-call support
- Provided training to ensure safety compliance, working conditions, and procedures

*Residential Supervisor* April – November 2021

- Assured safety and well-being of youth residents in residential services
- Lead and directed residential counselors in crisis and/or emergency situations

*Residential Counselor* June 2020 – April 2021

- Provided safety, physical care, and social and moral guidance to youth
- Worked as a team to provide a safe and nourishing environment for all residents

**Pala Casino Spa and Resort., Pala, CA** June 2015 – June 2020  
*Food Server*

- Provided excellent customer service to guests
- Handled food service monetary transactions

**EDUCATION**

California State University San Marcos San Marcos, CA  
*Bachelor of Arts in Sociology-Critical Race* 2020

MiraCosta Community College Oceanside, CA  
*Transfer credits for Sociology* 2018

**LANGUAGE**

Bilingual (English-Spanish)

**Lindsey Lee Cordada**  
**Case Manager Carlsbad Service Center**

**PROFESSIONAL EXPERIENCE**

**Interfaith Community Services, Carlsbad, CA** August 2022 – Present  
*Case Manager – Carlsbad Service Center*

- Conducts client intakes, screenings, and develops Individual Service Plans.
- Provides guidance and support to help clients identify their own strengths, set achievable goals and follow through consistently so they can become self-sufficient.
- Provides evidence-based housing stabilization services and homeless prevention
- Screens clients for eligibility for all Interfaith programs including housing, basic needs, senior emergency funding assistance and make appropriate warm referrals to internal resources
- Packs and delivers food boxes to clients prepared by the Interfaith Food Pantry
- Attends and participates in program and agency meetings and trainings
- Identifies other necessary resources and advocates for clients' needs
- Maintains accurate and complete records as required by grants and contracts
- Maintains client records of participation, activities, and progress in their case files
- Enters client data into Efforts to Outcome (“ETO”), HMIS data system and other databases as required by Interfaith and funders in a timely and accurate manner

**Operation Hope, Vista, CA** June 2020 – August 2022  
*Client Support Technician*

- Maintain safety of clients and staff by enforcing protocol
- Provide respectful and effective support to clients
- Easily and efficiently de-escalate situations between clients
- Follow and model procedures and guidelines set forth
- Communicate with other staff members
- Ensure client safety during the night
- Strive to make volunteers feel welcome

**Crocs, Carlsbad, CA** August 2021 – July 2022  
*Sales Associate*

- Primarily responsible for the organization and advanced administrative support to the Owner and President

**EDUCATION**

Humboldt State University Arcata, CA  
*Bachelor of Arts in Psychology* 2020

Mira Costa College San Marcos, CA  
*Associates of Arts in Psychology* 2018

**LANGUAGE**

Bilingual (English-Spanish)  
Beginning American Sign Language

**Miranda Quintero**  
**Intake Coordinator Carlsbad Service Center**

**PROFESSIONAL EXPERIENCE**

**Interfaith Community Services, Carlsbad, CA** August 2022 – Present  
*Intake Coordinator – Carlsbad Service Center*

- Provides reception duties, resource guidance, basic crisis intervention and eligibility screening for participants, callers and visitors requesting assistance
- Operates telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments and keep logs, and manage general emails
- Greets customers, ensuring every visitor, client, or guest receives a professional welcome
- Provides clients with initial intake paperwork reviewing for completion, entering into database ensuring there is no duplication of services, make copies of required documents for participants waiting to meet with Case Manager for assessment
- Registers job applicants and employers
- Administers initial steps of the rental assistance program; tracks inquiries and requests, maintains tracking system, determines preliminary eligibility based on screening, schedules appointments, collects and processes initial documentation
- Oversees mail services program, site calendar and appointment scheduling
- Maintains cleanliness and organization of the lobby, front desk, pantry, and administrative area
- Accurately record case information within electronic databases (HMIS/Clarity, CIE, ETO, and Excel)

**ManPower, Vista, CA** 2022  
*Administrative Assistance*

- Greet clients and assist them by scheduling appointments
- Record information within electronic data bases (EXCEL, ETO)
- Operating telephone to answer and provide information/resources to clients

**Five Guys, El Cajon, CA** 2020  
*Cashier*

- Greeting and taking customer orders
- Handling cash and digital monetary transaction
- Maintaining a clean store environment

**EDUCATION**

Waipahu Community School Waipahu, Hawaii  
*High School Equivalency* 2020

**LANGUAGE**

Intermediate Spanish



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
NOTICE OF FUNDING AVAILABILITY (NOFA)**

The City of Carlsbad is pleased to announce the availability of applications for the FY 2023-24 Community Development Block Grant (CDBG) Program. The CDBG program is federally funded by the Department of Housing and Urban Development (HUD) and is administered by the city to provide assistance to lower-income residents and communities. For FY 2023-24 CDBG award of **\$476,057** – available in the following categories:

<b>ESTIMATED FY 2023-24 AWARD: \$ 476,057</b>		
<i>Category</i>	<i>Key Details</i>	<i>Estimated Available</i>
Public Services	<ul style="list-style-type: none"> <li>• Programs directly assisting low-income households</li> <li>• Services carried out by non-profit agencies</li> <li>• Funding capped at 15 percent of grant</li> </ul>	\$ 71,408
Administration/Fair Housing	<ul style="list-style-type: none"> <li>• Subrecipient oversight</li> <li>• Compliance with federal requirements</li> <li>• Financial management</li> <li>• Fair Housing services</li> <li>• Funding capped at 20 percent of grant</li> </ul>	\$ 95,211
Affordable Housing/Facility Improvements	<ul style="list-style-type: none"> <li>• Facility Improvements for non-profit service providers</li> <li>• Acquisition/rehabilitation of low-income housing</li> </ul>	\$ 309,438

**Submission Due by Feb. 22, 2023, by 5:00 p.m.**  
**Details:** [housing@carlsbadca.gov](mailto:housing@carlsbadca.gov)  
*\*Email Submission Highly Encouraged\**

**Contact: Nicole Piano-Jones**  
 Program Manager  
 (442) 339-2191  
[Nicole.pianojones@carlsbadca.gov](mailto:Nicole.pianojones@carlsbadca.gov)

Paper copies may be delivered to:  
 City of Carlsbad  
 Housing & Homeless Services  
 Attn: CDBG Program  
 1200 Carlsbad Village Drive  
 Carlsbad, CA, 92008

<b>Estimated Timeline</b>	
Notice of Funding Availability	Jan. 11, 2023
Applications Due	Feb. 22, 2023
CDBG Advisory Committee	March or April 2023
10-day public review/comment	April or May 2023
City Council Public Hearing	May 9, 2023

*\*Dates are tentative and subject to change.  
 All public meetings and review and comment periods will be separately publicly noticed\**



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2023-24 FUNDING APPLICATION**

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**APPLICATION DETAILS & INSTRUCTIONS:** This application must be completed for each organization seeking CDBG funding from the City of Carlsbad. All information requested **must** be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.

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**CHECKLIST OF REQUIRED DOCUMENTS:** The following information is required of all CDBG applicants even if they have been provided in the past.

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- Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization

(Note: One resolution both authorizing submittal of applications and entering into agreements may be substituted for the above two documents.)

- Sample Intake Form
- List of Board of Directors
- Financial Audit Report for the most recently ending Fiscal Year
- Funding proposal application (**Application format must remain as provided in the Request for Proposal Package**)

**Application not to exceed 20 pages total, including attachments. Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes. The attachment of brochures or other documents will not be accepted in lieu of completing each question on the Funding Proposal Application.**

- ✓ Attachment A      Executive Summary, including key staff, budget, and timeline (**required**)
- ✓ Attachment B      Organizational chart (**required**)
- ✓ Attachment C      Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation (if applicable).

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*To be completed by Housing Services Division staff*

<b>Date Received:</b>		<b>Local Objective:</b>	
<b>National Objective:</b>		<b>Eligibility Citation:</b>	
<b>Person Completing Review:</b>		<b>Complete:</b>	

**FUNDING APPLICANT**

Name of Agency: Legal Aid Society of San Diego

Address: 100 E. San Marcos Blvd, Suite 308, San Marcos, CA 92069

Federal Unique Entity Identification (UEI) Number: EUQYHR3PVKV7

**PROPOSED PROGRAM/PROJECT**

Title of Program/Project: Fair Housing Services

Location of Program/Project: 100 E. San Marcos Blvd, Suite 308, San Marcos, CA 92069

Person completing application: Danielle Tailleart Phone No.: (619) 471-2789 Email: daniellet@lassd.org

Financial Contact: Sergio Valenzuela Phone No.: (619) 471-2617 Email: sergiov@lassd.org

Program Manager Contact: Danielle Tailleart Phone No.: (619) 471-2789 Email: daniellet@lassd.org

Executive Director Contact: Gregory Knoll Phone No.: (619) 471-2620 Email: gek@cchea.org

**Requested Funding Amount:** \$ 23,000

**Brief Description of Program/Project** (Describe the work to be performed, including the activities to be undertaken or the services to be provided and the goals and objectives of the program/project):  
Legal Aid Society of San Diego (LASSD) will provide comprehensive legal services regarding Fair Housing, including education and outreach; counsel, advice, and brief services; testing; and representation for enforcement of the Fair Housing Act and related State laws.

**I. ORGANIZATIONAL ABILITY/CAPACITY**

A. This agency is:

- Nonprofit  For-profit
- Local public agency  State public agency
- Other (Please specify.) \_\_\_\_\_

B. What is the purpose/mission of the agency?

The mission of LASSD is to improve lives by advancing justice through effective, efficient and vigorous legal advocacy, outreach, and education. LASSD is a committed and compassionate group dedicated to providing equal access to justice for low-income households through aggressive, quality legal services.

C. How long has this agency been in operation? Please include the date of incorporation.

Legal Aid Society of San Diego, formerly Office of Public Attorney, has been in operation and providing legal services for over 100 years. Legal Aid Society of San Diego was incorporated under its current name on December 30, 1953.

D. How long has this agency been providing the proposed program/project?

Our Fair Housing Team has been providing fair housing legal services for 11 years. We have been a recipient of HUD Fair Housing Initiatives Program funds (FHIP) for the past 8 years and have been designated as a Qualified Fair Housing Organization by HUD. We have also been the recipient of Carlsbad CDBG funds for Fair Housing Services for the last 5 years.

- E. Please describe the agency's existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such a program/project. (Resumes may also be submitted as an optional attachment but not in lieu of a complete response.)

Please see the attachment with staff descriptions.

- F. Please indicate your agency's level of experience with the CDBG program.

- No or little experience (up to 1 year of using CDBG funds)  
 Some experience (2 to 3 years of using CDBG funds)  
 Moderate experience (4 to 5 years of using CDBG funds)  
 Considerable experience (more than 5 years of using CDBG funds)

- G. If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization?

- No  Yes

If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.

- H. Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing and networking. Describe the program's timeline with dates and times, including the earliest possible start dates, end dates and milestones as applicable.

Not applicable.

## II. FINANCIAL CAPACITY/STABILITY

- A. Please complete Page 7 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2021-2022 and 2022-2023) for the proposed program/project?

<u>Sources of Funding</u>	<u>No</u>	<u>Yes</u>
CDBG	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Community Activities (or other General Fund monies)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If yes, please indicate amount and status of previously awarded funds (fully expended, funds remaining, program/project discontinued, etc.).

		<u>Amount Received</u>	<u>Status</u>
CDBG funds	FY 21-22	\$46,488	spent \$33,155.68
	FY 22-23	\$23,000	spent \$16,009.01, ongoing
Community Activities/Other			

C. Did you receive any federal funds, including CDBG funding from other cities?

No  Yes (Please list funds below)

<u>Program Source</u>	<u>Amount Received</u>
HUD	\$ 628,500
Other CDBG	\$ 515,607

**III. BENEFITS & BENEFICIARIES**

A. How accessible or convenient is the proposed program/project to Carlsbad residents? (Please be specific such as direct services to client’s home, transportation provided to and from facility, or relation to public transportation.)

We have three offices, including one in San Marcos. The office is accessible to persons with disabilities and is located along major transit lines. Clients can be accommodated in various ways, including but not limited to phone or web-cam interviews, offsite appointments, or appointments at the subject property.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

63 % of clients are at 30% or below of the area median income  
26 % of clients are between 31% and 50% of the area median income  
9 % of clients are between 51% and 80% of the area median income  
2 % of clients are above 80% of the area median income

C. Please describe how low-and-moderate income persons will benefit from the proposed program/project. Include the need or problem to be addressed in relation to Consolidated Plan housing and community development priorities, as well as the population to be served or the area to be benefited. (Reference Consolidated Plan Priorities)

Carlsbad Estimated Population is 115,302 people of which 100% are Carlsbad residents. LASSD’s proposed fair housing project will provide outreach, education, and enforcement of the Fair Housing Act throughout the entire City of Carlsbad that impacts and benefits the entire city. Please see the attached document for more.

D. Please indicate the number of clients benefiting from the proposed activity and the percentage that are Carlsbad residents.

Persons of which 100 % are Carlsbad residents

E. Does your agency focus its activities on populations with special needs?

No  Yes (Please specify)

Please specify which special needs populations. (Homeless individuals/families, persons with disabilities, persons with substance abuse problems, veterans, farmworkers and day laborers, seniors, children, etc.)

LASSD as a firm has various grants that focus on special need populations such as: homeless, persons with disabilities, veterans, seniors, and children. LASSD's fair housing team has successfully completed HUD Education and Outreach Initiative grants that specialized in educating persons with mental and physical disabilities.

F. Does your organization charge recipients for the provided services?

No  Yes (Please specify) \$ \_\_\_\_\_

**IV. IMPLEMENTATION OF ACTIVITY**

A. Please submit a schedule for implementation as Attachment C if this proposal is for construction, rehabilitation, property acquisition and construction related activities or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing or other appropriate documents.

Not applicable.

**V. DOCUMENTATION**

A. How will the beneficiaries' information be collected and documented?

LASSD's database system captures clients' name, income, and demographic information as well as case notes and outcomes.

B. How will the outcomes be measured, collected and documented?

LASSD captures case outcomes in our database system and documents our grant progress in Microsoft programs.

**VI. PARTNERSHIPS, COLLABORATION AND OUTREACH**

A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach in serving the low income and most vulnerable populations.

LASSD is part of the San Diego Eviction Prevention Collaborative. The purpose of the Collaborative is to maximize resources and streamline referrals to our collaborative partners.

I, the undersigned, do hereby attest that the above information is true and correct to the best of my knowledge.

Gregory E. Knoll  
Signature

Gregory E. Knoll, CEO/Chief Counsel/ED  
Print Name & Title

02/22/23  
Date

NOTE: Applications must include a resolution from your organization's Board of Directors authorizing the person signing above to submit funding applications and to enter into funding agreements if selected.

**CDBG PROJECT BUDGET**

Organization: Legal Aid Society of San Diego Total organization budget \$ 25 million

Program/Project name requesting funds: Fair Housing Services

CDBG funds requested: \$ 23,000 Total program/project budget: \$651,500

Note: Indicate with an asterisk (\*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project:		(S)Secured or (A)Anticipated
a. Funding requested from the City	<u>\$23,000</u>	(S) or <b>(A)</b>
b. Other federal funds (if any)	<u>\$628,500</u>	<b>(S)</b> or (A)
c. State or local government funds	_____	(S) or (A)
d. Donations and contributions	_____	(S) or (A)
e. Fees or memberships	_____	(S) or (A)
f. In-kind contributions / Volunteer time	_____	(S) or (A)
g. Other funding _____	_____	(S) or (A)
h. <b>TOTAL PROJECT FUNDING</b> (project budget)	<u>\$651,500</u>	(S) or <b>(A)</b>
2. <b>Uses of CDBG funds requested</b> for the program/project: (1.a.)		
a. Wages and salaries	<u>\$ 9,835</u>	
b. Personnel benefits	<u>\$ 3,022</u>	
c. Materials and supplies	<u>\$1,098</u>	
d. Program expenses and evaluation (test costs)	<u>\$1,758</u>	
e. Rent and utilities	<u>\$1,911</u>	
f. Insurance	<u>\$79</u>	
g. Mileage (____@ 56 cents/mile calendar year 2021)	<u>\$100</u>	
h. Incentives and Special Events	_____	
i. Indirect costs	<u>\$1,967</u>	
j. <u>telephone (\$150)/contracted services (\$1297)/fees (\$500)</u>	<u>\$1,947</u>	
k. <u>training for staff (\$140)/workshops (\$180)/litigation expenses (\$963)</u>	<u>\$1,283</u>	
l. <b>TOTAL REQUESTED FUNDING</b> (same as 1.a.)	<u>\$ 23,000</u>	
3. Percentage of project budget represented by CDBG request	<u>3.5</u> %	

4. If your project will require future funding, please provide information about how the program will be funded.  
Not applicable.

## **I.E Application Attachment – Staff Descriptions**

Janeth Castaneda - Testing Coordinator (Bilingual), has over 3 years of experience with complaint intake, educational training, outreach in English and Spanish, and testing under the Fair Housing Act. Ms. Castaneda currently coordinates all Carlsbad testing.

Sam Danque-Tuteur -Advocate, has been with the fair housing team for over 1 year and manages a fair housing caseload including fact-finding interviews and investigations. Mr. Danque-Tuteur will provide education and outreach services and will also screen intake calls for fair housing issues and investigate fair housing complaints.

Ramesses Surban- Staff Attorney, has over 2 years of experience in providing FH enforcement services including but not limited to complaint intakes, investigations, conciliations and representing clients in administrative complaints. Mr. Surban will provide counsel, advice, and representation to Carlsbad residents.

### **III.C Application Attachment Consolidated Plan Priorities**

**Priority 5:** Provide Fair Housing Services to Residents- LASSD will ensure that a full-scale fair housing services program is implemented on behalf of the residents of Carlsbad to ensure that residents who are a victim of housing discrimination can obtain legal advice and assistance. LASSD will conduct workshops, distribute literature on fair housing and monitor related legislation. In addition, LASSD will provide education and outreach, and representation for conciliation and enforcement remedies to Carlsbad residents to address and reduce housing discrimination.

**Priority 1:** Increase and Preserve Affordable Housing Opportunities for Low and Moderate Income Households- LASSD's Fair Housing Project will ensure that Carlsbad residents will have access to existing affordable housing by addressing and reducing any housing discrimination barriers that may prevent people from keeping and/or accessing affordable housing opportunities. LASSD will conduct education, outreach, and enforcement of fair housing laws, including but not limited to the newly passed state source of income protection for those residents receiving rental assistance.

**Priority 2:** Prevent and Reduce Homelessness- LASSD prevents and reduces homelessness by enforcing the Fair Housing Act and by ensuring equal housing choices to Carlsbad residents. LASSD works with people who have recently become homeless or who have been formerly homeless and will enforce their right to be free from housing discrimination when securing permanent housing. LASSD also reduces homelessness by using education, outreach, advice, and representation to keep tenants housed through reasonable accommodations and modifications under the Fair Housing Act and related state laws. LASSD also provides limited education and advice on landlord/tenant disputes.

**Priority 3:** Strengthen Support Services for Lower Income Residents and Residents with Special Needs-LASSD has a proven track record in providing services to lower income residents and to persons with disabilities, including those with mental illness who may be homeless, formerly homeless, or at risk of homelessness. LASSD will implement a fair housing service that will provide fair housing services to assist low income persons and those with physical and/or mental health disabilities to maintain their residence or provide assistance with obtaining reasonable accommodations and modifications to continue living in supportive housing.

## EXECUTIVE SUMMARY

In addition to your Community Development Block Grant funding application, please complete the following supplemental questionnaire.

→THEME: A theme was not selected for this funding year. Preference will be given to the applications which specifically address the Consolidated Plan Priorities, however applications for unrelated services are eligible for submission.

ORGANIZATION: Legal Aid Society of San Diego

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1. In 250 words or less, please describe how your organization will be using the requested funds.

LASSD's Fair Housing team is comprised of highly skilled attorneys, advocates, and testing coordinators with expertise in fair housing laws. We will use the funds to ensure that meritorious fair housing claims are investigated and the appropriate enforcement path is chosen when necessary. All deliverables will be accomplished between July 1, 2023, and June 30, 2024.

LASSD will investigate alleged violations of federal, state, and local discrimination laws using standard fair housing investigative methodology. After there has been a determination that a claim is meritorious, LASSD will gather facts, witnesses, documents, and develop respondent profiles. Other investigative methodologies include surveys and interviews of in-place tenants, interviews of past tenants, and testing.

After a case is accepted for enforcement, LASSD will explain all enforcement options to the client and will work with the client to determine which is best for their situation, which may include conciliation, administrative proceedings, or litigation.

LASSD's comprehensive fair housing services will increase and preserve affordable housing opportunities for low- and moderate-income households by helping residents overcome barriers to housing, such as discrimination against Section 8 recipients. LASSD's project will also prevent and reduce homelessness by ensuring that residents are not denied housing or removed from their existing housing in violation of fair housing laws, such as a landlord's refusal to grant a reasonable accommodation that would allow a disabled individual to remain in their home.

The key staff responsible for this project are Janeth Castaneda, testing coordinator; Sam Danque-Tuteur, advocate; and Ramesses Surban, staff attorney.

2. Attach an Excel budget showing the specific line-item breakdown on how you arrived at the funding request.

Please see attached.

3. Describe how your organization will be able to advance your program if you do not receive the entire funding request. What is your funding threshold before you can no longer provide the intended services or supplies you are seeking?

The minimum amount required to advance the program is \$23,000. If we do not receive the entire funding request it will not be possible to provide all the current fair housing services we provide in Carlsbad. If we do not receive the entire funding request it will also jeopardize our other North County Fair Housing contracts since LASSD leverages these funds to staff our fair housing team.

4. Does your organization charge a fee for accessing your services or supplies? If so, please describe the rationale for this fee.

No.

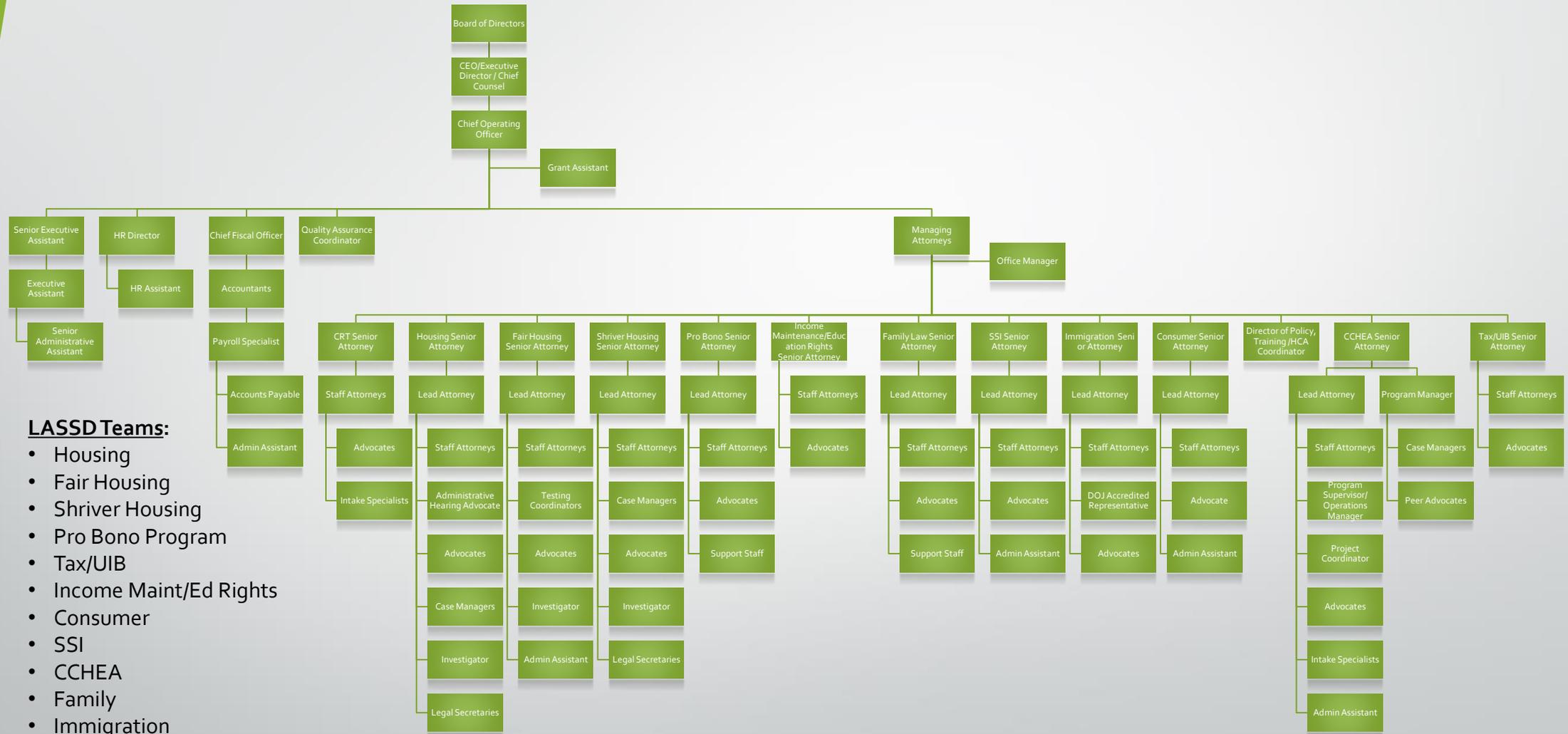
5. Will the funding of this program with a CDBG grant allow you to receive a matching grant from another organization? If so, where would those funds come from and how much would that grant be in dollars?

Not applicable.

6. If your funding is approved, how many Carlsbad residents will you be able to assist?

LASSD is on track to assist over 146 Carlsbad residents this year and expects that demand for fair housing services will only increase with recent changes in legislation and the effects of the pandemic. LASSD anticipates assisting 146 Carlsbad residents in the upcoming year if we receive the entire funding request.

# LEGAL AID SOCIETY OF SAN DIEGO



**LASSD Teams:**

- Housing
- Fair Housing
- Shriver Housing
- Pro Bono Program
- Tax/UIB
- Income Maint/Ed Rights
- Consumer
- SSI
- CCHEA
- Family
- Immigration
- Intake/Community Response Team

**LEGAL AID SOCIETY OF SAN DIEGO, INC.**  
**PROPOSED BUDGET**  
**July 1, 2023 to June 30, 2024**

**Personnel**

Tester -Janett Castaneda	7,157
Staff Attorney- Ramesses Surban	1,019
Advocate - Sam Danque	1,659
SUBTOTAL	<u>9,835</u>
Employee Benefits	3,022
TOTAL PERSONNEL	<u>12,857</u>

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**Non-Personnel**

Supplies	828
Postage	20
Printing/Duplication	250
Contracted Services	1,297
Training for Staff	140
Tests Cost	1,758
Workshops	180
Fees	500
Litigation Expenses	963
Transportation/Mileage for staff	100
Insurance	79
Space Cost	1,911
Telephone	150
TOTAL NON-PERSONNEL	<u>8,176</u>
TOTAL	<u>21,033</u>

Indirect Cost	1,967
	<u>\$ 23,000</u>



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2023-24 FUNDING APPLICATION**

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**APPLICATION DETAILS & INSTRUCTIONS:** This application must be completed for each organization seeking CDBG funding from the City of Carlsbad. All information requested **must** be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.

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- Sample Intake Form
- List of Board of Directors
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- Funding proposal application (**Application format must remain as provided in the Request for Proposal Package**)

**Application not to exceed 20 pages total, including attachments. Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes. The attachment of brochures or other documents will not be accepted in lieu of completing each question on the Funding Proposal Application.**

- ✓ Attachment A      Executive Summary, including key staff, budget, and timeline (**required**)
- ✓ Attachment B      Organizational chart (**required**)
- ✓ Attachment C      Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation (if applicable).

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*To be completed by Housing Services Division staff*

Date Received:		Local Objective:	
National Objective:		Eligibility Citation:	
Person Completing Review:		Complete:	

**FUNDING APPLICANT**

Name of Agency: Meals On Wheels Greater San Diego, Inc. (dba-Meals on Wheels San Diego County)

Address: 2254 San Diego Avenue, Ste. 200, San Diego, CA 92110

Federal Unique Entity Identification (UEI) Number: DCWTFQJ3V5H8

**PROPOSED PROGRAM/PROJECT**

Title of Program/Project: Senior Meal Delivery & Accompanying Services in Carlsbad

Location of Program/Project: Seniors' homes in Carlsbad, CA

Person completing application: Ali Duarte Telephone No.: 619-278-4012  
email: aduarte@meals-on-wheels.org

Financial Contact: Matt Topper Telephone No.: 619-278-4004  
email: matt.topper@meals-on-wheels.org

Program Manager Contact: Charlotte Fan Telephone No.: 760-736-9900  
email: cfan@meals-on-wheels.org

Executive Director Contact: Brent Wakefield Telephone No.: 619-278-4006  
email: bwakefield@meals-on-wheels.org

Requested Funding Amount: \$ 10,000

**Brief Description of Program/Project** (Describe the work to be performed, including the activities to be undertaken or the services to be provided and the goals and objectives of the program/project):

The project is for Meals On Wheels San Diego County (MOWSDC) to provide 7,100 home-delivered nutritious meals accompanied by safety checks, social visits, care navigator support, and follow-up care to 78 homebound seniors living in the City of Carlsbad. Funding of \$10,000 in CDBG funds would be used to cover the cost of food and packaging for 3,289 meals (\$3.04 per meal) to be delivered to homebound seniors living in the City of Carlsbad.

**I. ORGANIZATIONAL ABILITY/CAPACITY**

- A. This agency is:
  - Nonprofit  For-profit
  - Local public agency  State public agency
  - Other (Please specify.) \_\_\_\_\_

B. What is the purpose/mission of the agency?

Meals on Wheels San Diego County's (MOWSDC) mission is to empower seniors and veterans to remain independent by nourishing their bodies, minds, and spirits. Our vision is to drive out senior hunger and isolation across our region. Many seniors experience chronic illnesses and disabilities making activities of daily living difficult. In many cases, seniors will become temporarily and/or permanently homebound. Becoming homebound prevents seniors from

performing the most basic activities of daily living, such as obtaining food, healthcare, support services, and engagement in social activities. Home delivery of meals, with daily safety and wellness checks, enables seniors experiencing these difficulties in navigating these challenges, avoid negative health impacts and maintain their preferred residence more successfully.

C. How long has this agency been in operation? Please include the date of incorporation.

MOWSDC was established in 1960 and incorporated as a 501(c)(3) nonprofit corporation in 1970. In 1996, "Senior Adult Services" officially became Meals-on-Wheels Greater San Diego, Inc., and in 2016, it became Meals on Wheels San Diego County (MOWSDC) due to its expanded geographic scope. MOWSDC has matured from an annual budget of \$20,468 to over \$8 million.

D. How long has this agency been providing the proposed program/project?

MOWSDC has been providing this service since its inception in 1970. Today, MOWSDC is delivering two fresh meals a day accompanied by safety checks, social visits, and care navigation with referrals, if needed to homebound seniors for every day of the year, including holidays. Since its inception, MOWSDC has provided over 20 million meals. The program will continue to grow based on projections of the impact of the aging "baby boomer" generation entering their senior years.

E. Please describe the agency's existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such a program/project. (Resumes may also be submitted as an optional attachment but not in lieu of a complete response.)

Charlotte Fan is the Service Center Manager for the North County Service Center. The North County Service Center serves all zip codes in North County. This includes Coastal, Inland, and unincorporated areas, including the City of Carlsbad. Ms. Fan has been with MOWSDC for 23 years and the Service Center Manager for the North for 18 years. She holds an M.A. in Psychology with an emphasis on Community and Social Psychology and an M.A. in Education with an emphasis on Human Development and Counseling. She currently supervises 13 staff members and 700 volunteers. Please see attached resume for more detail. Matt Topper is the Chief Financial Officer and has been with the organization for 16 years. Mr. Topper has extensive non-profit experience, including as Director of Finance and Administration for the Northern Arizona University Foundation, a \$43M privately funded endowment, Director of Finance and Controller for Ameri Tribes, and an accounting manager with the Hotel Group. Mr. Topper is a fully licensed CPA (AZ), and was a finalist for San Diego Business Journal CFO of the Year 2011. He holds a B.S. in Accountancy from Northern Arizona University.

F. Please indicate your agency's level of experience with the CDBG program.

- No or little experience (up to 1 year of using CDBG funds)
- Some experience (2 to 3 years of using CDBG funds)
- Moderate experience (4 to 5 years of using CDBG funds)
- Considerable experience (more than 5 years of using CDBG funds)

G. If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization?

- No  Yes

If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.

- H. Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing and networking. Describe the program’s timeline with dates and times, including the earliest possible start dates, end dates and milestones as applicable.

No steps would need to be taken. MOWSDC has one primary service – to deliver nutritious meals to seniors in need at a subsidized cost so that seniors that easily afford the service. MOWSDC has been providing service for 63 years in San Diego County. MOWSDC would continue serving existing clients and enroll new clients needing services. Project miles include serving 78 seniors in the City of Carlsbad with 7,100 nutritious meals from July 1, 2023-June 30, 2024.

**II. FINANCIAL CAPACITY/STABILITY**

- A. Please complete Page 7 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.
- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2021-2022 and 2022-2023) for the proposed program/project?

<u>Sources of Funding</u>	<u>No</u>	<u>Yes</u>
CDBG	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Community Activities (or other General Fund monies)	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please indicate amount and status of previously awarded funds (fully expended, funds remaining, program/project discontinued, etc.).

	<u>Amount Received</u>	<u>Status</u>
CDBG funds	<b>\$10,000</b>	<b>Program complete</b>
Community Activities/Other	<b>N/A</b>	<b>N/A</b>

C. Did you receive any federal funds, including CDBG funding from other cities?

- No  Yes (Please list funds below)

<u>Program Source</u>	<u>Amount Received</u>
<b>City of Chula Vista</b>	<b>\$ 25,000</b>
<b>City of El Cajon</b>	<b>\$ 25,000</b>
<b>City of Encinitas</b>	<b>\$10,000</b>
<b>City of Escondido</b>	<b>\$ 25,000</b>
<b>City of Santee</b>	<b>\$ 5,000</b>

### III. BENEFITS & BENEFICIARIES

A. How accessible or convenient is the proposed program/project to Carlsbad residents? (Please be specific such as direct services to client’s home, transportation provided to and from facility, or relation to public transportation.)

All services are delivered and conducted at the senior’s home, providing the most accessible service delivery model possible.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

- 66 % of clients are at 30% or below of the area median income
- 24 % of clients are between 31% and 50% of the area median income
- 7 % of clients are between 51% and 80% of the area median income
- 3 % of clients are above 80% of the area median income

C. Please describe how low-and-moderate income persons will benefit from the proposed program/project. Include the need or problem to be addressed in relation to Consolidated Plan housing and community development priorities, as well as the population to be served or the area to be benefited. (Reference Consolidated Plan Priorities)

MOWSDC has one primary service - to deliver nutritious meals to older adults 60+, caregivers, and disabled veterans at a subsidized cost so clients can easily afford the service. The program is ongoing, and new clients enroll in the program daily. MOWSDC's goal for FY23 (October 1, 2022-September 30, 2023, is to provide 78 unduplicated clients throughout Carlsbad with 7,100 nutritious meals, safety checks, social visits, care navigator support, and follow-up care. Funding of \$10,000 would be used to cover the cost of food and packaging for 3,289 meals (\$3.04 per meal) to be delivered to clients living in the City of Carlsbad.

According to the San Diego Association of Governments, the population of adults 85+ in the City of Carlsbad will grow by 205% between 2012 and 2050. This is significant because 1 in 6 seniors is threatened by hunger. The results of

hunger and isolation make older adults more susceptible than any other age group to illness, disease, and physical and emotional health issues. Likewise, older adults struggle with the basic expenses needed to age independently and with dignity in their homes.

In-home meal delivery breaks isolation, identifies health risks sooner, and provides an affordable option for regular nutrition. The results of hunger and isolation make older adults more susceptible than any other age group to illness, disease, and physical and emotional health issues. Likewise, older adults struggle with the basic expenses needed to age independently and with dignity in their homes. Of the clients MOWSDC serves in Carlsbad, 97% are considered low to very low income, according to the Department of Housing and Urban Development guidelines Economic insecurity, in particular, in San Diego County, is caused by the high costs of basic necessities and inadequate income. A lack of adequate income forces older adults to make untenable choices, like deciding between filling a prescription or buying healthy food. The projected growth and the current needs of older adults in San Diego County make addressing the more complex needs of older adults an important issue.

Our Change in Condition and Care Navigator role has significantly enhanced the organization's ability to react to changing conditions in seniors' physical and mental state or environment before a harmful health event can occur. Our ability to respond in real-time can ultimately contribute to a more effective relationship between medical and community-based service providers, improving outcomes for seniors and reducing costs in healthcare. In a recent survey among MOWSDC's clients, 82.9% of recipients reported that the program helps them eat healthier foods. 77.6% of participants reported that the program allows them to access affordable meals. 91.1% indicated that the program helps them continue living in their homes. MOWSDC is one of the only organizations that provide this comprehensive, relationship-based service at an affordable cost with daily meal delivery that includes weekends and holidays. Continuation of this program will benefit newly identified at-risk seniors in needing this service.

- D. Please indicate the number of clients benefiting from the proposed activity and the percentage that are Carlsbad residents.

Persons of which 100% are Carlsbad residents

Seventy-eight (78) Persons of which 100% are Carlsbad residents

E. Does your agency focus its activities on populations with special needs?

No  Yes (Please specify)

Please specify which special needs populations. (Homeless individuals/families, persons with disabilities, persons with substance abuse problems, veterans, farmworkers and day laborers, seniors, children, etc.)

For the CDBG program's Fiscal Year 2023-2024, MOWSDC will serve 78 unduplicated homebound seniors living in the City of Carlsbad. Based on demographics from previously completed City of Carlsbad project enrollees, it is anticipated that 96-99% will be low- to moderate-income (LMI) individuals. Of the 78 city residents to be served, 100% are aged 62 or older. Of our anticipated service population, approximately 87% identify as veterans or spouses of veterans. Approximately 29% will be female-headed households. Approximately 88% will be Caucasian; 4% will be African American; 4% will be Asian; 1% will be American Indian/Alaskan Native and White; 1% will be African American and White; and 2% will be Other/Multi-Racial. Of those, 2% will identify as Hispanic. Approximately 58% will be over the age of 85 years. Fifty-seven percent will be female, 45% will be living alone, and 100% of the clients served by CDBG funding will be residents of the City of Carlsbad.

F. Does your organization charge recipients for the provided services?

No  Yes (Please specify) \$\_\_\_\_\_

All seniors receive a minimum 60% subsidy for the total delivered meal cost; other seniors benefit from additional subsidies. Based on financial need, a meal costs a maximum of \$4 per meal and a minimum of \$2 per meal. If a client cannot afford the \$2 per meal, we refer them to sign up for CalFresh so that they can pay for their meals with CalFresh at the \$2 per meal rate. On average, seniors in the City of Carlsbad pay just under \$4 per meal (\$3.80).

#### IV. IMPLEMENTATION OF ACTIVITY

A. Please submit a schedule for implementation as Attachment C if this proposal is for construction, rehabilitation, property acquisition and construction related activities or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing or other appropriate documents.

#### V. DOCUMENTATION

A. How will the beneficiaries' information be collected and documented?

MOWSDC documents program participation, including racial, ethnic and gender characteristics of participants, upon intake. MOWSDC staff conducts an in-home meeting with the client and completes a new client intake/assessment form. Additionally, MOWSDC staff has the client complete a self-certification form. This information is then entered into a sophisticated database called SERVtracker.

B. How will the outcomes be measured, collected and documented?

The organization measures its effectiveness through thorough documentation of the number of clients served, number of mobile-electronic well-ness status alerts, the number of referrals made, and meals served. MOWSDC uses a sophisticated database called SERVtracker to collect and report on information. Quantitative evaluation methods include reviewing data collected and reported on as well as fiscal data. Qualitative evaluation is based on feedback from clients in the form of letters, surveys, and interviews conducted with MOWSDC staff. Data evaluation is conducted monthly by Service Center Directors, Executive Management, and the Board of Trustees. Executive Management, the Board of Trustees, and Managers monthly evaluate fiscal information. The Grants Manager works with Managers and Executive Management to ensure that program goals are met, and required reports are submitted.

**VI. PARTNERSHIPS, COLLABORATION AND OUTREACH**

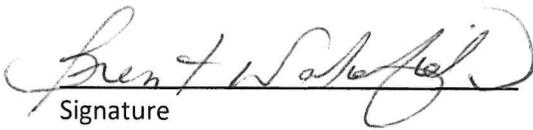
- A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach in serving the low income and most vulnerable populations.

MOWSDC is a member of the San Diego Senior Alliance (SDSA). SDSA is a group of 20 local non-profit agencies and for-profit and local government agencies in San Diego County. The organization's goals are to support and unify all three to merge public policy efforts, share program information, and identify synergy areas for support services for seniors. (www.sdsenioralliance.org). Members are a senior social service referral base MOWSDC uses to address other care issues seniors may be experiencing.

MOWSDC distributes a weekly supply of cat and dog food at no cost to our clients with pets through our partnership with The Helen Woodward Animal Center. MOWSDC also partners with Feeding San Diego to provide CalFresh application support to clients that are struggling financially. Additionally, MOWSDC has partnered with the San Diego Hunger Coalition to map senior nutrition insecurity and the gaps in meal services to serve the hidden hungry better.

MOWSDC also partners with the Union of Pan Asian Communities (UPAC) in the north region of San Diego County. UPAC trains MOWSDC staff and volunteers to look for warning signs of mental health issues in older adults. If a staff member or volunteer is concerned that a homebound senior may be suffering from mental illness, UPAC is called in to help support the senior.

I, the undersigned, do hereby attest that the above information is true and correct to the best of my knowledge.

  
Signature

Brent Wakefield President & CEO  
Print Name & Title

2/22/23  
Date

NOTE: Applications must include a resolution from your organization's Board of Directors authorizing the person signing above to submit funding applications and to enter into funding agreements if selected.

**CDBG PROJECT BUDGET**

**Organization:** Meals on Wheels San Diego County **Total organization budget** \$8,779,816

**Program/Project name requesting funds:** Senior Meal Delivery & Accompanying Services in Carlsbad

**CDBG funds requested:** \$10,000 **Total program/project budget:** \$66,385

Note: Indicate with an asterisk (\*) funds that are volunteer time or in-kind contribution.

<u>1. Sources of funding for program/project:</u>	(S)Secured or (A)Anticipated	
a. Funding requested from the City	<u>\$10,000</u>	(S) or <b>(A)</b>
b. Other federal funds (if any)	<u>\$0</u>	(S) or (A)
c. State or local government funds	<u>\$0</u>	(S) or (A)
d. Donations and contributions	<u>\$29,405</u>	(S) or <b>(A)</b>
e. Fees or memberships	<u>\$26,270</u>	(S) or <b>(A)</b>
f. In-kind contributions / Volunteer time	<u>\$0</u>	(S) or (A)
g. Other funding _____	<u>\$0</u>	(S) or (A)
h. <b>TOTAL PROJECT FUNDING</b> (project budget)	<u>\$66,385</u>	(S) or <b>(A)</b>

<u>2. Uses of CDBG funds requested for the program/project: (1.a.)</u>	
a. Wages and salaries	<u>\$0</u>
b. Personnel benefits	<u>\$0</u>
c. Materials and supplies	<u>\$10,000 for food &amp; packaging</u>
d. Program expenses and evaluation	<u>\$0</u>
e. Rent and utilities	<u>\$0</u>
f. Insurance	<u>\$0</u>
g. Mileage (____@ 56 cents/mile calendar year 2021)	<u>-</u>
h. Incentives and Special Events	<u>\$0</u>
i. Indirect costs	<u>\$0</u>
j. <b>TOTAL REQUESTED FUNDING</b> (same as 1.a.)	<u>\$10,000</u>

3. Percentage of project budget represented by CDBG request 15%

4. If your project will require future funding, please provide information about how the program will be funded. MOWSDC views sustainability through a broad lens that includes seeking cost savings, promoting effective volunteer management to reduce overall program delivery costs, seeking charitable giving partners and individuals, and exploring revenue generation potential for all aspects of our operations. Volunteers donate time, mileage, and gasoline to help MOWSDC keep affordable meals a priority. MOWSDC promotes a partnership between seniors and the communities in which they live to ensure the sustainability of the program. Senior contributions are matched through comprehensive resource development activities, including grant writing, fundraising events, philanthropic giving campaigns, corporate sponsorships, and social media campaigns.

## EXECUTIVE SUMMARY

In addition to your Community Development Block Grant funding application, please complete the following supplemental questionnaire.

ORGANIZATION: Meals on Wheels San Diego County

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1. In 250 words or less, please describe how your organization will be using the requested funds.

**The project is for Meals On Wheels San Diego County (MOWSDC) to provide 7,100 home-delivered nutritious meals accompanied by safety checks, social visits, care navigator support, and follow-up care to 78 seniors living in the City of Carlsbad. Funding of \$10,000 would be used to cover the cost of food and packaging for 3,289 meals (\$3.04 per meal) to be delivered to homebound seniors living in the City of Carlsbad. This represents approximately 15% of the total budget to deliver these meals daily over 12 months to 78 LMI, at-risk seniors.**

**The daily delivery of meals will be accompanied by a social visit with a caring individual, safety/welfare checks by trained volunteers, and care navigation with referrals to other providers if necessary. Every senior served will receive a minimum 60% subsidy for the total costs of all services, with additional subsidies provided to those who qualify. This project supports the ability of vulnerable, homebound low-income seniors to age in place with fewer health and safety risks. Seniors often experience significant physical barriers to activities of daily living that impact nourishment – shopping and cooking food become difficult to manage. By engaging seniors in daily social interactions with caring individuals who monitor wellness and safety by delivering healthy, fresh, senior-specific nutrition-packed meals, seniors are more likely to remain well-nourished and obtain needed health interventions.**

2. Attach an Excel budget showing the specific line-item breakdown on how you arrived at the funding request.

**Please see attached.**

3. Describe how your organization will be able to advance your program if you do not receive the entire funding request. What is your funding threshold before you can no longer provide the intended services or supplies you are seeking?

**As an overall resource development strategy, MOWSDC aims to ensure that all programs are funded from multiple and diverse sources to avoid being overly reliant on any one funder. Initiatives include grant writing, community partnership programs that solicit and recognize business and corporate partners, major donor cultivation, fundraising events, and**

engagement of community organizations and individuals to sustain our robust volunteer program. On average, senior clients pay 40% of the actual delivered meal cost. This model represents a joint community investment in a vital service.

4. Does your organization charge a fee for accessing your services or supplies? If so, please describe the rationale for this fee.

All seniors receive a minimum 60% subsidy for the total delivered meal cost; other seniors benefit from additional subsidies. Based on financial need, a meal costs a maximum of \$4 per meal and a minimum of \$2 per meal. If a client cannot afford the \$2 per meal, we refer them to sign up for CalFresh so that they can pay for their meals with CalFresh at the \$2 per meal rate. On average, seniors in the City of Carlsbad pay just under \$4 per meal. MOWSDC utilizes a large volunteer base for meal delivery (and these individuals donate time, mileage, and gasoline in making these deliveries), significantly improving the meals' affordability. Although MOWSDC continuously seeks private donations, foundation funding and corporate assistance, and fundraising from events and social media campaigns.

5. Will the funding of this program with a CDBG grant allow you to receive a matching grant from another organization? If so, where would those funds come from and how much would that grant be in dollars?

**No. There is no matching grant for CDBG funding. Additional needed funds to operate the program are obtained through generous individual donations and fundraising events.**

6. If your funding is approved, how many Carlsbad residents will you be able to assist?

**A minimum of 78 unduplicated individuals will be provided with daily meal deliveries accompanied by social visits, wellness/safety checks, and care navigation with referrals when necessary.**

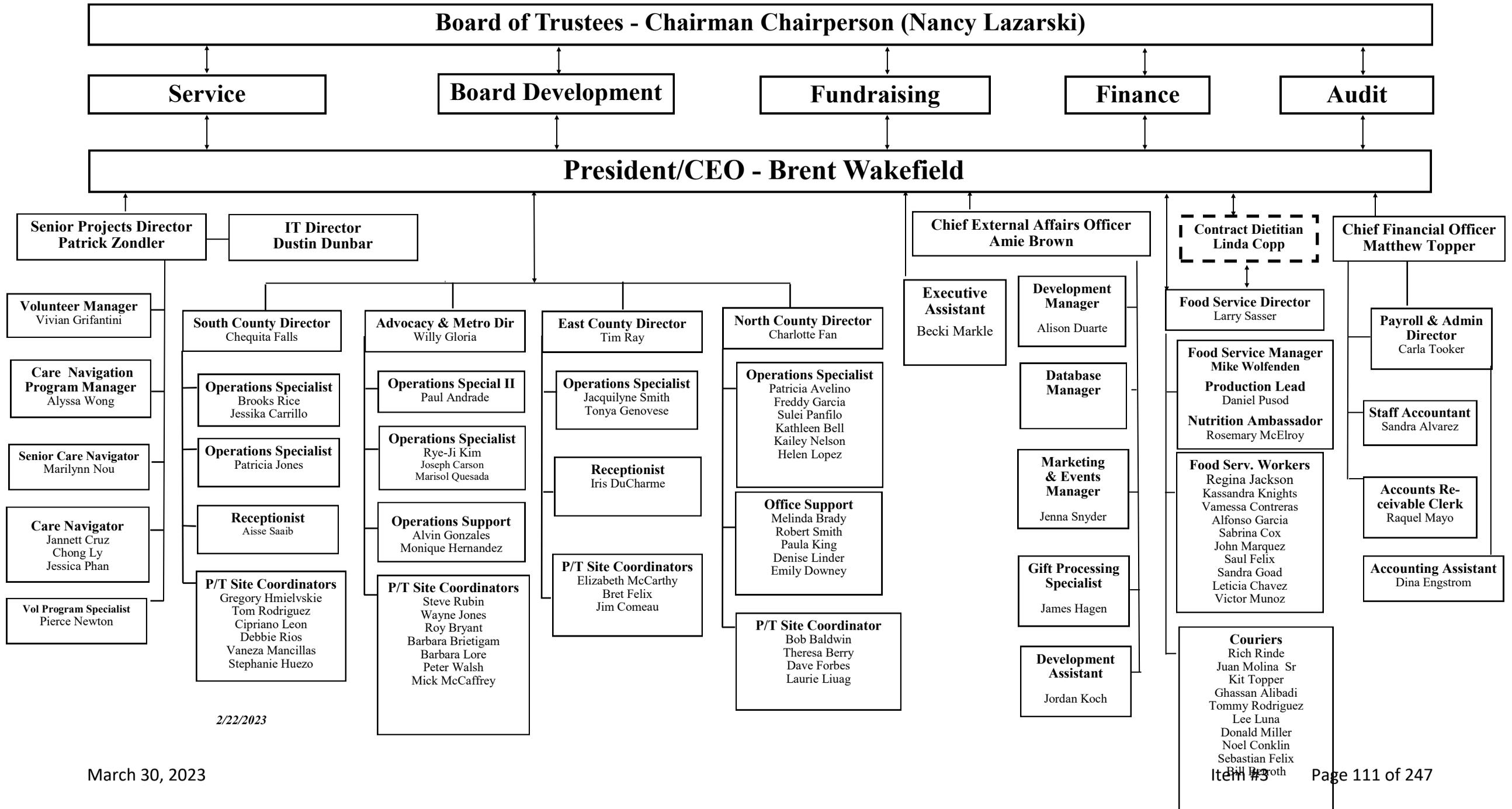
**7. Timeline**

<i>Fiscal Year 2023-2024:</i>			
<i>Quarter One (07/1/23- 9/30/23)</i>	<i>Quarter Two (10/01/23- 12/30/23)</i>	<i>Quarter Three (01/01/24- 3/30/24)</i>	<i>Quarter Four (04/1/24- 06/30/24)</i>
<i>19 seniors</i>	<i>39 seniors</i>	<i>58 seniors</i>	<i>78 seniors</i>
<i>1,775 meals</i>	<i>3,550 meals</i>	<i>5,325 meals</i>	<i>7,100 meals</i>
<i>25% to goal</i>	<i>50% to goal</i>	<i>75% goal</i>	<i>100% goal</i>

**Meals on Wheels San Diego County: Carlsbad Senior Meal Delivery & Accompanying Services**

	<b>Expense Category</b>	<b>Program Cost per Meal</b>	<b>Requested Amount</b>	<b>Total Program Budget</b>
7,100	<b>Food &amp; Packaging (\$3.04 per meal)</b>	<b>\$3.04</b>	<b>\$10,000.00</b>	<b>\$21,584.00</b>
7,100	Food Preparation Labor (\$0.75 per meal)	\$0.75	\$0.00	\$5,325.00
7,100	Meal Center Fixed Labor (\$0.74 per meal)	\$0.74	\$0.00	\$5,254.00
7,100	Distribution (\$1.12 per meal)	\$1.12	\$0.00	\$7,952.00
7,100	Intake and Volunteer Support (\$3.70 per meal)	\$3.70	\$0.00	\$26,270.00
7,100	<b>Total Direct Cost</b>	<b>\$9.35</b>	<b>\$10,000.00</b>	<b>\$66,385.00</b>

Meals on Wheels San Diego County  
Organizational Chart



2/22/2023



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
NOTICE OF FUNDING AVAILABILITY (NOFA)**

The City of Carlsbad is pleased to announce the availability of applications for the FY 2023-24 Community Development Block Grant (CDBG) Program. The CDBG program is federally funded by the Department of Housing and Urban Development (HUD) and is administered by the city to provide assistance to lower-income residents and communities. For FY 2023-24 CDBG award of **\$476,057** – available in the following categories:

<b>ESTIMATED FY 2023-24 AWARD: \$ 476,057</b>		
<i>Category</i>	<i>Key Details</i>	<i>Estimated Available</i>
Public Services	<ul style="list-style-type: none"> <li>• Programs directly assisting low-income households</li> <li>• Services carried out by non-profit agencies</li> <li>• Funding capped at 15 percent of grant</li> </ul>	\$ 71,408
Administration/Fair Housing	<ul style="list-style-type: none"> <li>• Subrecipient oversight</li> <li>• Compliance with federal requirements</li> <li>• Financial management</li> <li>• Fair Housing services</li> <li>• Funding capped at 20 percent of grant</li> </ul>	\$ 95,211
Affordable Housing/Facility Improvements	<ul style="list-style-type: none"> <li>• Facility Improvements for non-profit service providers</li> <li>• Acquisition/rehabilitation of low-income housing</li> </ul>	\$ 309,438

**Submission Details:** Due by Feb. 22, 2023, by 5:00 p.m.  
[housing@carlsbadca.gov](mailto:housing@carlsbadca.gov)  
*\*Email Submission Highly Encouraged\**

**Contact:** Nicole Piano-Jones  
 Program Manager  
 (442) 339-2191  
[Nicole.pianojones@carlsbadca.gov](mailto:Nicole.pianojones@carlsbadca.gov)

Paper copies may be delivered to:  
 City of Carlsbad  
 Housing & Homeless Services  
 Attn: CDBG Program  
 1200 Carlsbad Village Drive  
 Carlsbad, CA, 92008

<b>Estimated Timeline</b>	
Notice of Funding Availability	Jan. 11, 2023
Applications Due	Feb. 22, 2023
CDBG Advisory Committee	March or April 2023
10-day public review/comment	April or May 2023
City Council Public Hearing	May 9, 2023

*\*Dates are tentative and subject to change.  
 All public meetings and review and comment periods will be separately publicly noticed\**



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2023-24 FUNDING APPLICATION**

**APPLICATION DETAILS & INSTRUCTIONS:** This application must be completed for each organization seeking CDBG funding from the City of Carlsbad. All information requested **must** be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.

**CHECKLIST OF REQUIRED DOCUMENTS:** The following information is required of all CDBG applicants even if they have been provided in the past.

- Board of Directors' resolution authorizing submittal of application
- Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization

(Note: One resolution both authorizing submittal of applications and entering into agreements may be substituted for the above two documents.)

- Sample Intake Form
- List of Board of Directors
- Financial Audit Report for the most recently ending Fiscal Year
- Funding proposal application (**Application format must remain as provided in the Request for Proposal Package**)

Application not to exceed 20 pages total, including attachments. Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes. The attachment of brochures or other documents will not be accepted in lieu of completing each question on the Funding Proposal Application.

- ✓ Attachment A Executive Summary, including key staff, budget, and timeline (**required**)
- ✓ Attachment B Organizational chart (**required**)
- ✓ Attachment C Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation (if applicable).

*To be completed by Housing Services Division staff*

Date Received:		Local Objective:	
National Objective:		Eligibility Citation:	
Person Completing Review:		Complete:	

**FUNDING APPLICANT**

Name of Agency: Women’s Resource Center (WRC)

Address: 1963 Apple Street, Oceanside, CA 92054

Federal Unique Entity Identification (UEI) Number: 60-222-9783

**PROPOSED PROGRAM/PROJECT**

Title of Program/Project: Alternatives to Abuse Emergency Shelter Program

Location of Program/Project: Confidentially located in Oceanside

Person completing application: Stephanie Miller, CEO Phone No.: 760-547-8808  
Email: stephanie.miller@wrcsd.org

Financial Contact: To Be Hired (temporarily Jill Marshall, Deputy Director) Phone No.: 760-547-8802  
Email: jill.marshall@wrcsd.org

Program Manager Contact: Sofia Hughes, Residential Director Phone No.: 760-547-8800  
Email: sofia.hughes@wrcsd.org

Executive Director Contact: Stephanie Miller, CEO Phone No.: 760-547-8808  
Email: stephanie.miller@wrcsd.org

**Requested Funding Amount: \$ 10,700**

**Brief Description of Program/Project** (Describe the work to be performed, including the activities to be undertaken or the services to be provided and the goals and objectives of the program/project):

As part of our services, WRC operates a 31- bed domestic violence shelter called “Alternatives to Abuse” for families who are homeless due to domestic violence. This facility provides safe emergency housing, supportive services, and counseling to victims of family violence and their children, who are homeless due to dangerous and potentially life- threatening environments at home. The availability of a shelter like Alternatives to Abuse is particularly critical for low-income victims who seek to escape violent relationships. These survivors and children do not have the financial resources to use motels/hotels for the emergency housing and may instead find themselves homeless in their attempt to flee domestic abuse. Alternatives to Abuse shelter program has a proud and proven reputation for providing critically needed, oftentimes life-saving, services to survivors of abuse in an effective, efficient, and fiscally responsible manner for nearly forty-nine years. Since its inception in 1980, survivors and children have taken refuge and provided 749,885 safe nights at Alternatives to Abuse. Our management systems and service delivery abilities have continuously demonstrated WRC’s capacity to successfully implement programs that prevent homelessness of victims of abuse and empowers them to achieve a brighter, safer future.

Recognizing that gender-based violence impacts each of our clients’ lives in individual ways, it is paramount to us at WRC that we differentiate our services in order to best support each survivor’s needs and goals. As an agency, we seek to not only provide a safe haven but to also provide clients and

their families the support they need to revive courage and rebuild their lives. Since 1974, WRC has been dedicated to strengthening families by empowering survivors in crisis by supporting them to break the cycle of violence, free of the abusive relationships and develop healthy, productive, violence-free lives.

The goal of Alternatives to Abuse Emergency Shelter Program is to assist victims of domestic abuse and sexual assault experiencing homelessness or at risk of homelessness by providing 24/7 shelter and wrap around services that include case management and counseling.

For the one year grant period, the objectives of Alternatives to Abuse Emergency Shelter are to provide:

- 1) 1,000 bed nights of shelter to low-income individuals and individuals with children who are experiencing homelessness or at risk of homelessness due to domestic violence.
- 2) Minimum of 30 bus passes and 2,000 meals will be provided
- 3) Minimum of 20 Carlsbad residents will be assisted with basic necessities and/or shelter

**I. ORGANIZATIONAL ABILITY/CAPACITY**

**A. This agency is:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Nonprofit          | <input type="checkbox"/> For-profit          |
| <input type="checkbox"/> Local public agency           | <input type="checkbox"/> State public agency |
| <input type="checkbox"/> Other (Please specify.) _____ |  |

**B. What is the purpose/mission of the agency?**

WRC is dedicated to stop the domestic violence and sexual assault by rebuilding lives together. Working to end gender-based violence in our communities, WRC serves all persons and families impacted by domestic violence, sexual assault, and stalking who seek our support. The impact of gender based violence is wide-ranged, always varied, individual to each situation -- damaging not only to victims' physical safety, housing stability, financial stability, and mental health -- but also to the well-being of entire communities and future generations.

For survivors trapped in violent relationships, abuse is often multi-faceted and has no single cause or simple solution. The needs of victims, perpetrators of violence, and the children impacted by these situations are many and varied. To combat the direct effects of violence and work to stem the tide of future perpetration in the next generation, WRC provides wrap-around, strength-based, individualized support services and prevention education with a history of forty-nine years serving the San Diego community. Our well established programs and services include: emergency shelter where victims and their children may find a temporary safe haven with us; a 24-hour domestic violence hotline providing crisis intervention services as well as information and referrals for those in immediate need; case management services to support survivors in planning their next steps and achieving their goals; counseling services that creates a space for victims and their children to process their experiences and reconnect with their own inner strength and confidence; a two-year transitional housing program that allows families a foundation to build a future free from violence; and a comprehensive prevention education program that works to engage youth in dialogue about healthy relationships. In the 2020-2021 fiscal year alone, WRC brought hope and safety to over 5,174 families.

**C. How long has this agency been in operation? Please include the date of incorporation.**

Women’s Resource Center (WRC) has been in operation since 1974 and was incorporated in May 1975. For 47 years WRC has helped victims escape, rebuild their lives after abuse, gain economic independence; and stopped the cycle of violence in our community through victim empowerment and education of the next generation.

**D. How long has this agency been providing the proposed program/project?**

“Alternatives to Abuse” emergency shelter program serving survivors of abuse and their dependents has been in operation since May of 1980.

**E. Please describe the agency's existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such a program/project. (Resumes may also be submitted as an optional attachment but not in lieu of a complete response.)**

WRC is led by CEO Stephanie Miller who assumed this role in September 2022. Stephanie has more than 30 years of experience working in human services on the front line and executive level leadership. She has worked with children, families, young adults, and adults in crisis to help them secure stability and build a future. Most recently, she worked as the CEO of The Delores Project in Denver, Colorado, serving the needs of women and transgender individuals experiencing homelessness and housing instability.

WRC has a total staff of 39 full time, part-time and relief personnel across all program areas. Of this number, 12 are providing full- and part-time and relief staffing for the “Alternatives to Abuse” shelter program. Sofia Hughes, Director of Residential Services has a bachelor of science from San Diego State University, completed in 2018, during which time she focused her extracurricular time on health disparities in under-resourced populations. Sofia is responsible for the daily operations of the program and is supervised directly by the CEO. “Alternatives to Abuse” shelter staff includes five house managers who are responsible for 24-hour supervision of the shelter’s security and direct service and program staff of the Assistant Shelter Program Director and Assistant Residential Program Director who oversee programming and shelter assistants and Children’s Activity Coordinator.

WRC’s Deputy Director, Jill Marshall, holds a bachelor's degree in Psychology from CSUSM and a Master’s degree in nonprofit leadership and management from USD. Jill began working at WRC in 2002 and spent 10 years as a program director overseeing the agency's client services. For the past 10 years, as Deputy Director, she has been responsible for the day to day running of the agency and provides oversight for all agency programs. She has specialized training in Trauma Informed Care, Batterer’s intervention, domestic violence and sexual assault crisis intervention and Human resources. She serves on several county wide committees in leadership roles. Jill supervises case managers and counselors who are responsible for the treatment and guidance of clients in our shelter program. She, too, is supervised by WRC’s CEO. Case managers are bilingual, have Bachelor’s degrees and each have backgrounds in social service. Each of our counselors have Master’s-level degrees and have been with WRC for one to five years.

**F. Please indicate your agency's level of experience with the CDBG program.**

- No or little experience (up to 1 year of using CDBG funds)
- Some experience (2 to 3 years of using CDBG funds)

- Moderate experience (4 to 5 years of using CDBG funds)
- Considerable experience (more than 5 years of using CDBG funds)

**G. If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization?**

- No
- Yes

If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.

**H. Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing and networking. Describe the program’s timeline with dates and times, including the earliest possible start dates, end dates and milestones as applicable.**

Consequent to such a long-established presence in the community many service providers that have direct contact with victims are well-informed of WRC's mission and services. Therefore, services providers, community partners and private citizens connect and refer victims to WRC on a regular basis. In addition, WRC has long standing collaborations and does regular community education and outreach to ensure we are always increasing knowledge and awareness of our services, and remain connected to the community.

WRC will use funds awarded from the City of Carlsbad towards our ongoing emergency shelter program, “Alternatives to Abuse”, which provides safe haven and supportive services to individuals and dependent children who become homeless due to domestic and sexual violence. These monies will be allocated to support the shelter program’s overall budget that allows WRC to accommodate survivors and children in the shelter with safe shelter, healthy food options, hygiene products, and supportive wrap-around services including case management, counseling services, and emergency services.

Since the inception of Alternatives to Abuse in 1980, WRC has been able to provide 749,885 nights of shelter to more than 248,397 survivors and children. The availability of this shelter program is imperative to the well-being and safety of hundreds of survivors and children every year. The critical and oftentimes life-saving services Alternatives to Abuse provides allow victims of violence to be able to escape violent situations, rest, recuperate, and gain resources and support in establishing a life free from abuse that does not require them to live on the streets of our local community.

**II. FINANCIAL CAPACITY/STABILITY**

**A. Please complete Page 7 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.**

**B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2021-2022 and 2022-2023) for the proposed program/project?**

<u>Sources of Funding</u>	<u>No</u>	<u>Yes</u>
---------------------------	-----------	------------

CDBG  
Community Activities (or other General Fund monies)

If yes, please indicate amount and status of previously awarded funds (fully expended, funds remaining, program/project discontinued, etc.).

	<u>Amount Received</u>	<u>Status</u>
CDBG funds	2016-2017 \$20,000	Fully expended
	2017-2018 \$15,000	Fully expended
	2018-2019 \$10,000	Fully expended
	2019-2020 \$20,000	Fully expended
CDBG-CV3	2020-2021 \$25,000	Fully expended
	2021-2022 \$10,287	Fully expended
	2022-2023 \$10,000	Funds remaining

Community Activities/Other

C. Did you receive any federal funds, including CDBG funding from other cities?

No

Yes (Please list funds below)

<u>Program Source</u>	<u>Amount Received</u>
	\$
	\$
	\$

### III. BENEFITS & BENEFICIARIES

A. How accessible or convenient is the proposed program/project to Carlsbad residents? (Please be specific such as direct services to client's home, transportation provided to and from facility, or relation to public transportation.)

WRC's confidentially-located shelter program location is the most accessible emergency shelter program in San Diego County for Carlsbad residents thanks to Oceanside's proximity and public transportation network that connects the two cities. Alternatives to Abuse shelter program is conveniently located within close proximity to a public transportation route, as is WRC's main office facility, so transportation to and from WRC's shelter program and main office is easily navigable and attainable for survivors. As there is currently no designated shelter for families homeless due to domestic violence in Carlsbad, WRC's Oceanside location is the most immediately accessible safe refuge for Carlsbad survivors and dependents who become homeless due to domestic violence.

WRC's services are immediately available to survivors 24/7 via our crisis hotline, staffed by crisis-trained and trauma-informed staff and volunteers. Through this hotline, survivors are able to request shelter at any time and work with WRC staff to plan safe escape and transportation to WRC's main office, from where they will be transported to our confidentially-located shelter.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

- 45% of clients are at 30% or below of the area median income
- 12% of clients are between 31% and 50% of the area median income
- 10% of clients are between 51% and 80% of the area median income
- 33% of clients are above 80% of the area median income

C. **Please describe how low-and-moderate income persons will benefit from the proposed program/project. Include the need or problem to be addressed in relation to Consolidated Plan housing and community development priorities, as well as the population to be served or the area to be benefited.** (Reference Consolidated Plan Priorities)

Alternatives to Abuse emergency shelter program is the opportunity and option for victims of abuse to be able to escape violent situations and have the time, space, and support to heal and plan a life free from violence. For survivors trapped in violent relationships, abuse can look multi-faceted and even invisible to outsiders looking in. Financial abuse affects nearly all of WRC's clients and is often cited as the largest barrier survivors have to escaping abuse. A 2015 study by the Centers for Financial Security found that 99% of domestic violence cases also involved financial abuse. Financial abuse takes many forms including: preventing the victim from having a job; forcing them to acquiesce their money, credit cards, or assets; demanding that a lease/home purchase be in the abuser's name so that they do not have any rights to their property; taking out loans in the victim's name without their consent; ruining their credit; and countless other methods abusers use to systematically trap their partner in economic dependence. Financial abuse occurs in nearly 99% of abusive relationships, and is the number one reason victims stay in or return to abusive relationships, which is further exacerbated when there are children involved. By maintaining a safe emergency shelter open to survivors and their children, WRC seeks to provide an alternative to survivors who seek to flee abuse. WRC's shelter offers a safe, non-isolating environment for survivors and their children to rest, recuperate, and plan next steps with the support of WRC's case management program. Case managers work individually with clients to assess their needs and guide them in receiving the resources and support necessary to rebuild their lives away from violence and find accessible and affordable transitional or permanent housing.

During their stay, linens, hygiene products, food, counseling services, and crisis services are provided at no cost to survivors and their families in the shelter. Clients may visit our thrift store to shop for clothing and footwear for themselves and their children using free vouchers. Located in a secure and confidential location in North County, our 28-day, 31-bed shelter program is more than a safe haven for survivors and their dependents; WRC's crisis-trained and trauma-informed staff works individually with survivors to connect them with resources and programs that will best assist them in transitioning to a life no longer controlled by abuse.

WRC's "Alternatives to Abuse" emergency shelter program meets the first three Priorities outlined in the *2020-2025 Consolidated Plan* and their matching *FY2-22-23 CDBG Community Development Objectives*:

(1) *Provides a direct benefit to low- and moderate-income persons*: Program experience since WRC's inception in 1980 indicates that an excess of 80% of "Alternatives to Abuse" shelter clients are extremely-low, low, and/or moderately-low income persons as described by the County of San Diego. These income guidelines are well within CDBG income level definitions.

(2) *Aid in the prevention or elimination of slums*: In the U.S. Department of Health & Human Services' Family & Youth Services Bureau's 2016 report on Domestic Violence and Homelessness, studies found that among mothers with children experiencing homelessness, more than 80% had previously experienced domestic violence. Additionally, their sources reported that 38% of all domestic violence victims become homeless at some point in their lives and between 22% and 57% of all homeless women report that domestic violence was the immediate cause of their homelessness. By providing a

safe alternative to homelessness for survivors, WRC prevents these women and families from a life on the streets.

*(3) Meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where no other financial resources are available to meet such needs:* Domestic violence is a major national issues that cuts across all socioeconomic, racial, gender, and age demographics in our society. Abuse and violence occur in staggering proportions across the nation with researchers estimating that an average of twenty people experience intimate partner violence each minute, equating to more than 10 million abuse victims annually (NCADV). Alongside this statistic, upwards of 3.3 million children are exposed to domestic violence each year. Psychological research shows that these children have higher levels of anger, hostility, disobedience, and withdrawal. They have similar health issues as adults: anxiety, sleep disorders, mental health and behavioral health issues. For reasons linked to these effects, persons who have witnessed domestic violence in the home are exponentially more likely to become involved in domestic violence in their adult life, either as victims or perpetrators. In this way, domestic violence is considered cyclical in nature and providing effective interventions is critical to stopping the cycle of violence from spreading to the next generation.

The repercussions of domestic violence affect more than just the victim and the family; research by Every town found that in at least 54% of mass shootings between January 2009 and December 2017, the perpetrator shot an intimate partner or family member. Domestic violence takes an economic toll as well. Some studies estimate that the total cost in the United States for the care of survivors exceeds \$12 billion annually and work productivity net loss is upwards of \$1.14 billion. Addressing the issue of domestic violence and providing safe alternatives is more than an act of compassion, it is a concentrated effort to create a safer, more compassionate community for survivors, ourselves, and the next generation.

---In addition to meeting these national objectives, WRC's shelter program meets all three of the local Community Development Objectives:

1. **Affordable Housing:** *"Provide shelter or services to homeless or near homeless persons/families which result in an improved situation through employment, permanent housing, treatment of mental, or substance abuse problems, etc."* WRC's shelter program provides a safe haven where survivors and children who are rendered homeless due to domestic violence may find temporary housing case management services that guide them in planning next steps and receiving assistance, and counseling services that help them transition and heal from a life of violence.
2. **Social Services (General):** *"Provide assistance to public service providers who meet the basic needs of lower income Carlsbad residents. Basic needs providers are defined as those that provide food, shelter, clothing, and in some cases, healthcare" and "Provide assistance to public service providers who offer counseling and self-improvement programs/activities for lower income Carlsbad residents."* With more than 95% of WRC clientele identified as low-income or below defined San Diego AMI, WRC's programming is directly focused on providing timely and specialized services to low-income families affected by domestic abuse in our community. "Alternatives to Violence" emergency shelter program provides all basic needs for clients including food, clothing, shelter, hygiene products, counseling services, and access to support groups.
3. **Social Services (Children and Adults):** *"Provide assistance to organizations which administer programs that directly benefit lower-income children living in Carlsbad. The programs must provide one or more of the following activities: day care, after-school care, cultural enrichment, recreation, and healthcare/immunization or self-improvement The City may also give priority to single-parent assistance programs such as counseling services."* Through our "Alternatives to Abuse" emergency shelter program, WRC provides trauma-informed counseling services to both single-parent survivors of domestic violence and their children. WRC utilizes specialized, clinically-approved approaches to

provide holistic counseling services to adults and children affected by domestic violence including art therapy, play therapy, individual, and group counseling.

---WRC's "Alternatives to Violence" emergency shelter program also meets the City Council's established focus of "homeless services and programs" by providing confidential, safe shelter to families who become homeless due to violence in the home. Research by the San Diego Regional Task Force reports that approximately 50% of all homeless women in San Diego County became homeless due to domestic violence. WRC is a committed force in working to prevent future homelessness of victims of domestic violence by fostering a safe, accessible, and transformational space for survivors and their families to find refuge and resources to assist them in rebuilding their lives after abuse.

**D. Please indicate the number of clients benefiting from the proposed activity and the percentage that are Carlsbad residents.**

387 Persons of which 7.5% are Carlsbad residents

**E. Does your agency focus its activities on populations with special needs?**

No

Yes (Please specify)

Please specify which special needs populations. (Homeless individuals/families, persons with disabilities, persons with substance abuse problems, veterans, farmworkers and day laborers, seniors, children, etc.)

Domestic violence affects people across all demographics including, but not limited to, gender, age, race, ethnicity, immigration status, sexual orientation, military/veteran status, ability status, and socioeconomic status. Oftentimes, in fact, marginalized populations experience elevated risk of experiencing domestic, dating, and/or sexual violence. WRC pays special attention to at-risk populations and works diligently to provide appropriate, trauma-informed and culturally sensitive services and outreach to be able to best serve special needs populations.

**F. Does your organization charge recipients for the provided services?**

No

Yes (Please specify) \$ \_\_\_\_\_

**IV. IMPLEMENTATION OF ACTIVITY**

A. Please submit a schedule for implementation as Attachment C if this proposal is for construction, rehabilitation, property acquisition and construction related activities or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing or other appropriate documents. N/A

**V. DOCUMENTATION**

**A. How will the beneficiaries' information be collected and documented?**

WRC utilizes Social Solutions' Apricot cloud-based database to collect and store information and track data about clients served and services provided. Data from this software is compiled and analyzed monthly as impact reports shared in our monthly newsletter.

**B. How will the outcomes be measured, collected and documented?**

WRC will track how many families utilize financial resources and supplies provided by using our database software, as well as general demographic information and types of emergency services received. In addition, each client will be given a survey to ensure we have met each client's direct needs and track the impact our program has on their emotional and financial wellbeing.

**VI. PARTNERSHIPS, COLLABORATION AND OUTREACH**

**A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach in serving the low income and most vulnerable populations.**

WRC cherishes the partnerships and collaborations we have in place with many local San Diego organizations that share in our mission to empower and support those in need in our communities. In order to uplift survivors from the broad and damaging effects of gender-based violence that are felt physically, mentally, emotionally, and financially, we collaborate with a variety of different resources to work in tandem to support each other and our respective clients. WRC is collaborating with North County Food Bank to supply food items and diapers for distribution to families and persons in need. In addition, we are working daily as members of the North County Domestic Violence Coalition (including Center for Community Solutions, Community Resource Center, Palomar Health, North County Lifeline, San Diego Sheriff's Department, Vista Community Clinic etc.) to supply resources, shelter, and crisis services to survivors of gender-based violence who are being impacted during this crisis.

I, the undersigned, do hereby attest that the above information is true and correct to the best of my knowledge.

  
Signature

Stephanie Miller, CEO  
Print Name & Title

2/21/2023  
Date

NOTE: Applications must include a resolution from your organization's Board of Directors authorizing the person signing above to submit funding applications and to enter into funding agreements if selected.



## EXECUTIVE SUMMARY

In addition to your Community Development Block Grant funding application, please complete the following supplemental questionnaire.

Preference will be given to the applications which specifically address the top two priorities as presented in the Funding Plan, however applications for unrelated services are eligible for submission.

ORGANIZATION:

**1. In 250 words or less, please describe how your organization will be use the requested funds.**

WRC will use funds awarded from the City of Carlsbad CDBG towards our emergency shelter program, "Alternatives to Abuse", which provides safe haven and supportive services to individuals and dependent children who become homeless due to domestic and sexual violence. These monies will be allocated to support the shelter program's overall budget that allows WRC to accommodate survivors and children in the shelter with safe shelter, healthy food options, hygiene products, and supportive wrap-around services including case management, counseling services, and emergency services.

Alternatives to Abuse shelter program has a proud and proven reputation for providing critically needed, oftentimes life-saving, services to survivors of abuse in an effective, efficient, and fiscally responsible manner for nearly forty-nine years. Since its inception in 1980, survivors and children have taken refuge and provided 749,885 safe nights at Alternatives to Abuse. Our management systems and service delivery abilities have continuously demonstrated WRC's capacity to successfully implement programs that prevent homelessness of victims of abuse and empowers them to achieve a brighter, safer future.

The goal of Alternatives to Abuse Emergency Shelter Program is to assist victims of domestic abuse and sexual assault experiencing homelessness or at risk of homelessness by providing 24/7 shelter and wrap around services that include case management and counseling.

For the one year grant period, the objectives of Alternatives to Abuse Emergency Shelter are to provide:

- 1) 1,000 bed nights of shelter to low-income individuals and individuals with children who are experiencing homelessness or at risk of homelessness due to domestic violence.
- 2) Minimum of 25 bus passes and 2,000 meals will be provided
- 3) Minimum of 25 Carlsbad residents will be assisted with basic necessities and/or shelter

**2. Attach an Excel budget showing the specific line-item breakdown on how you arrived at the funding request.**

Please see attached FY23 Emergency Shelter Budget breakdown.  
WRC's request is for 1.7% of the overall 2019-2020 shelter budget.

**3. Describe how your organization will be able to advance your program if you do not receive the entire funding request. What is your funding threshold before you can no longer provide the intended services or supplies you are seeking?**

If WRC's full funding request is not met, we will have to look to even more fundraising efforts to meet the shortfall. There is no minimum threshold for funding. We will utilize any level of funding we receive.

- 4. Does your organization charge a fee for accessing your services or supplies? If so, please describe the rational for this fee.**

WRC does not charge fees to access our services including Alternatives to Abuse emergency shelter for survivors and their dependents.

- 5. Will the funding of this program with a CDBG grant allow you to receive a matching grant from another organization? If so, where would those funds come from and how much would that grant be in dollars?**

WRC uses funding such as those from the City of Carlsbad Development Block Grant (CDBG) to serve as "matching funds" for other sources of funding, including a grant from the State of California Office of Emergency Services whose grant is anticipated to be over \$535,000.00. CDBG's funding enables WRC to leverage awarded monies for maximum benefit.

- 6. If your funding is approved, how many Carlsbad residents will you be able to assist?**

Requested funding will provide emergency shelter services for approximately 25 Carlsbad residents seeking shelter from abuse.

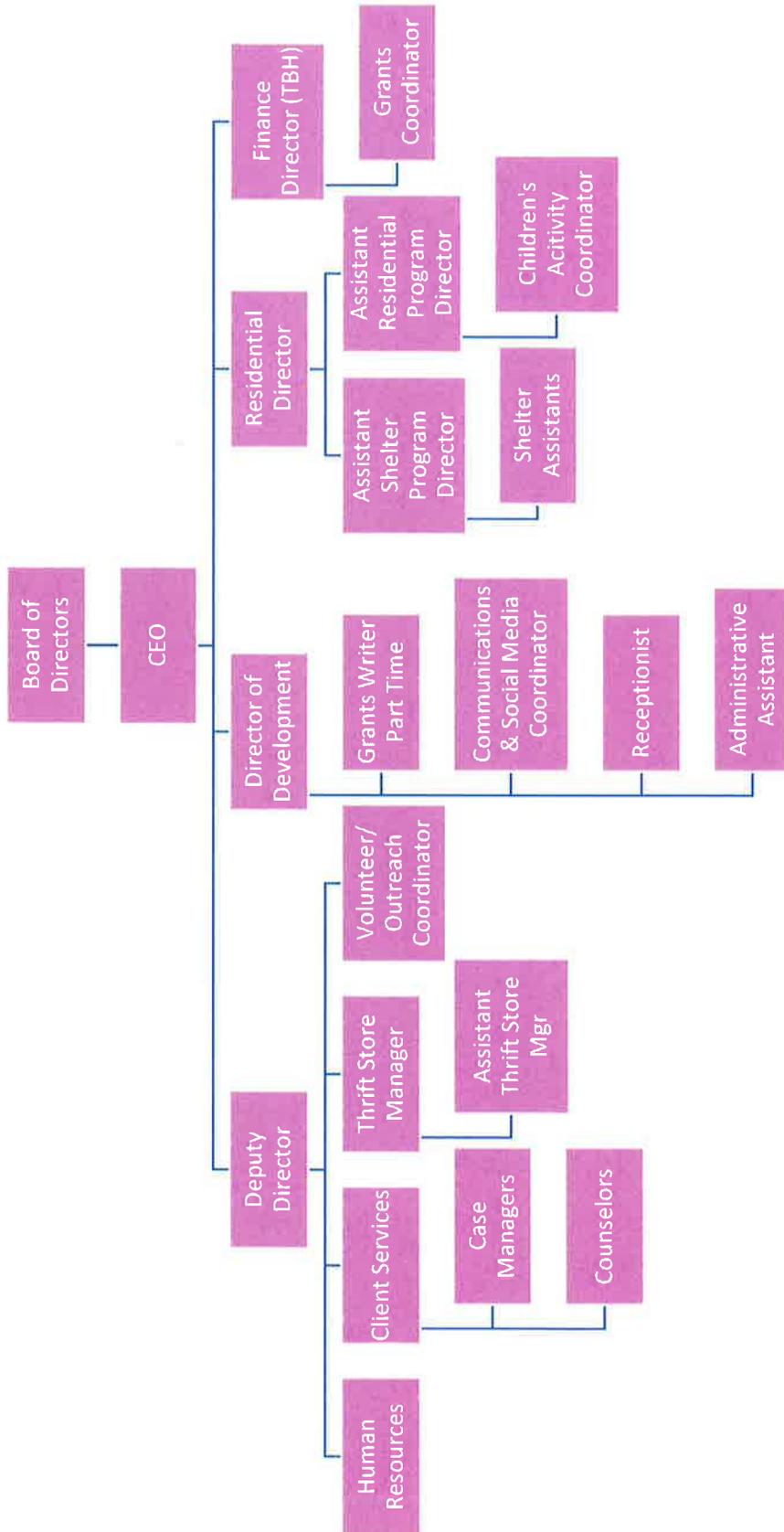


**WRC**  
**Emergency Shelter Budget FY23**

<b>EXPENSES</b>	<b>Monthly</b>	<b>FTE</b>	<b>Annual</b>
<b>Personnel:</b>			
Salaries and benefits			
House Manager	1,440	1.00	37,440
House Manager	1,440	1.00	37,440
House Manager	1,440	1.00	37,440
House Manager	1,440	1.00	37,440
Counselor	2,046	1.50	79,810
Case Manager	1,894	1.00	49,254
Assistant Shelter Program Director	2,866	1.00	74,526
Children's Activity Coordinator	1,600	0.50	20,800
Residential Program Director	3,026	0.50	39,338
Deputy Director	3,601	0.33	30,897
Benefits and taxes @20%			88,877
<b>Total Personnel</b>			<b><u>533,262</u></b>
<b>Operating Expenses:</b>			
Utilities			11,583
Maintenance			15,250
Program Expense			23,000
House Supplies			19,820
Telephone/Telecommunications			11,100
Staff Training/Meetings/Support			4,680
Facility Alarms			1,980
<b>Total Operating Expense</b>			<b><u>87,413</u></b>
 <b>TOTAL EMERGENCY SHELTER BUDGET</b>			 <b><u><u>\$ 620,675</u></u></b>



Attachment B



**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT CITIZEN ADVISORY COMMITTEE OF THE CITY OF CARLSBAD, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL APPROVE FY 2023-24 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING AS RECOMMENDED

WHEREAS, the Community Development Block Grant Citizen Advisory Committee of the City of Carlsbad, California held a noticed public meeting to obtain public input and review and consider applications for Community Development Block Grant funds; and

WHEREAS, on Jan. 10, 2023, the City Council met and approved Resolution No. 2023-005 authorizing staff to solicit proposals for programs and projects not to exceed the estimated FY 2023-24 Community Development Block Grant award; and

WHEREAS, applications were accepted for a period of approximately six weeks; and,

WHEREAS, eight applications were received for public services and fair housing for a total of \$252,453, which exceeded the estimated amount available; and

WHEREAS, the Community Development Block Grant Citizen Advisory Committee has taken all testimony into account.

NOW, THEREFORE, BE IT RESOLVED by the Community Development Block Grant Citizen Advisory Committee of the City of Carlsbad, California, as follows:

1. That the above recitations are true and correct.
2. That the City Council approve the allocation of Community Development Block grant funds for the following projects:

Organization	Program	Amount
		\$
		\$
		\$
		\$

PASSED, APPROVED AND ADOPTED at a Special Meeting of the Community Development Block Grant Citizen Advisory Committee of the City of Carlsbad on the \_\_\_\_ day of \_\_\_\_\_, 2023, by the following vote, to wit:

AYES:

NAYS:

ABSENT:

ABSTAIN:

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CHAIRPERSON  
CDBG CITIZEN ADVISORY COMMITTEE

ATTEST:

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Nicole Piano-Jones  
Program Manager

## SUMMARY CDBG FY 2023-24 REQUESTS

<b>PUBLIC SERVICES</b>				
<b>Organization</b>	<b>Activity</b>	<b>Anticipated Outcome</b>	<b>Requested</b>	<b>Staff Recommendation</b>
Brother Benno	Rent/Utility Assistance/Motel Vouchers/Substance Abuse	40 persons	\$11,000	Recommend for another funding source initially, identified in CDBG back-up list below
Catholic Charities	La Posada de Guadalupe Shelter	90 sheltered men	\$30,000	Recommend for another funding source initially, identified in CDBG back-up list below
Community Resource Services	Homelessness Prevention	30 households	\$71,408	Recommend for another funding source initially, identified in CDBG back-up list below
Interfaith Community Services	Rental Assistance, Emergency Support, Basic Needs	220 households	\$71,345	Recommend for another funding source initially, identified in CDBG back-up list below
Meals-on-Wheels	Senior Meal Delivery Service	78 households	\$10,000	Do not fund initially, identified in CDBG back-up list below
Women's Resource Center	Alternatives to Abuse Shelter	25 persons	\$10,700	Recommend for another funding source initially, identified in CDBG back-up list below
			<b>Subtotal:</b>	<b>\$204,453</b>
<b>ADMINISTRATION &amp; FAIR HOUSING</b>				
<b>Organization</b>	<b>Activity</b>	<b>Anticipated Outcome</b>	<b>Requested</b>	<b>Staff Recommendation</b>
City of Carlsbad	Program Administration	Overall administration	\$86,098	Fully fund
Legal Aid Society of San Diego	Fair Housing Services	146 households	\$23,000	Fully fund
Center for Social Advocacy	Fair Housing Services	95 households	\$25,000	Do not fund
			<b>Subtotal:</b>	<b>\$134,098</b>
<b>AFFORDABLE HOUSING &amp; FACILITY IMPROVEMENTS</b>				
<b>Organization</b>	<b>Activity</b>	<b>Anticipated Outcome</b>	<b>Requested</b>	<b>Staff Recommendation</b>
City of Carlsbad	Affordable Housing Resale Program & Affordable Rental Housing Repairs	One resale unit/75 rental units repaired	\$354,569	Fully fund
			<b>Subtotal:</b>	<b>\$354,569</b>
			<b>TOTAL:</b>	<b>\$693,120</b>

A maximum of 15 percent of all program income received during FY 2023-24 will be allocated to public services activities in the following order and amount:

1. Meals on Wheels up to \$10,000
2. WRC up to \$10,700
3. Brother Benno up to \$11,000
4. Catholic Charities up to \$30,000
5. Community Resource Center up to \$48,408
6. Interfaith Community Services up to \$12,522



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
NOTICE OF FUNDING AVAILABILITY (NOFA)**

The City of Carlsbad is pleased to announce the availability of applications for the FY 2023-24 Community Development Block Grant (CDBG) Program. The CDBG program is federally funded by the Department of Housing and Urban Development (HUD) and is administered by the city to provide assistance to lower-income residents and communities. For FY 2023-24 CDBG award of **\$476,057** – available in the following categories:

ESTIMATED FY 2023-24 AWARD: \$ 476,057		
Category	Key Details	Estimated Available
Public Services	<ul style="list-style-type: none"> <li>• Programs directly assisting low-income households</li> <li>• Services carried out by non-profit agencies</li> <li>• Funding capped at 15 percent of grant</li> </ul>	\$ 71,408
Administration/Fair Housing	<ul style="list-style-type: none"> <li>• Subrecipient oversight</li> <li>• Compliance with federal requirements</li> <li>• Financial management</li> <li>• Fair Housing services</li> <li>• Funding capped at 20 percent of grant</li> </ul>	\$ 95,211
Affordable Housing/Facility Improvements	<ul style="list-style-type: none"> <li>• Facility Improvements for non-profit service providers</li> <li>• Acquisition/rehabilitation of low-income housing</li> </ul>	\$ 309,438

**Submission Due by Feb. 22, 2023, by 5:00 p.m.**  
**Details:** [housing@carlsbadca.gov](mailto:housing@carlsbadca.gov)  
*\*Email Submission Highly Encouraged\**

**Contact:** **Nicole Piano-Jones**  
 Program Manager  
 (442) 339-2191  
[Nicole.pianojones@carlsbadca.gov](mailto:Nicole.pianojones@carlsbadca.gov)

Paper copies may be delivered to:  
 City of Carlsbad  
 Housing & Homeless Services  
 Attn: CDBG Program  
 1200 Carlsbad Village Drive  
 Carlsbad, CA, 92008

Estimated Timeline	
Notice of Funding Availability	Jan. 11, 2023
Applications Due	Feb. 22, 2023
CDBG Advisory Committee	March or April 2023
10-day public review/comment	April or May 2023
City Council Public Hearing	May 9, 2023

*\*Dates are tentative and subject to change.*

*All public meetings and review and comment periods will be separately publicly noticed\**



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2023-24 FUNDING APPLICATION**

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**APPLICATION DETAILS & INSTRUCTIONS:** This application must be completed for each organization seeking CDBG funding from the City of Carlsbad. All information requested **must** be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.

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**CHECKLIST OF REQUIRED DOCUMENTS:** The following information is required of **all** CDBG applicants even if they have been provided in the past.

- Board of Directors' resolution authorizing submittal of application
- Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization

(Note: One resolution both authorizing submittal of applications and entering into agreements may be substituted for the above two documents.)

- Sample Intake Form
- List of Board of Directors
- Financial Audit Report for the most recently ending Fiscal Year
- Funding proposal application (**Application format must remain as provided in the Request for Proposal Package**)

**Application not to exceed 20 pages total, including attachments. Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes. The attachment of brochures or other documents will not be accepted in lieu of completing each question on the Funding Proposal Application.**

- ✓ Attachment A      Executive Summary, including key staff, budget, and timeline (**required**)
- ✓ Attachment B      Organizational chart (**required**)
- ✓ Attachment C      Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation (if applicable).

*To be completed by Housing Services Division staff*

Date Received:		Local Objective:	
National Objective:		Eligibility Citation:	
Person Completing Review:		Complete:	

**FUNDING APPLICANT**

Name of Agency: The Brother Benno Foundation, Inc.

Address: 6230 Production Avenue, Oceanside Ca 92058

Federal Unique Entity Identification (UEI) Number: 62-1285568

**PROPOSED PROGRAM/PROJECT**

Title of Program/Project: Prevent and Reduce Homelessness in the City of Carlsbad

Location of Program/Project: Services to be provided from Brother Benno's Center Facility Oceanside

Person completing application: Joe McDevitt Phone No.: (858) 583-9560 Email: jo.mcdevitt.carlsbad@gmail.com

Financial Contact: Dina Ahee Phone No.: (951) 837-7470 Email: dinamarie.ahee@brotherbenno.org

Program Manager Contact: Joe McDevitt Phone No.: (858) 583-9560 Email: jo.mcdevit.carlsbad@gmail.com

Executive Director Contact: Jeff Bizzack Phone No.: (858) 822-9238 Email: jeffbizzack@gmail.com

**Requested Funding Amount: \$ 1 1 , 0 0 0**

**Brief Description of Program/Project** (Describe the work to be performed, including the activities to be undertaken or the services to be provided and the goals and objectives of the program/project):

**Two parts:**

**1) Rental/Utility Assistance and Issuance of Motel Vouchers to Meet the Needs of Economically Disadvantaged Carlsbad Residents and unsheltered (homeless) persons in Carlsbad.**

Brother Benno's Outreach Services Group provides rental/utility assistance and issues motel vouchers to meet the urgent needs of economically disadvantaged Carlsbad residents. Rental/utility assistance is provided to Carlsbad residents who are unable to make timely rental and utility payments and are at risk of being evicted and becoming homeless or losing utility services without added support. Our Outreach Services Group provides motel vouchers to temporarily house homeless persons as they apply for transitional housing and other supportive longer-term services, such as mental health care. For the six-month period of July 2022 through December 2022, 23 Carlsbad households consisting of 59 household members received these services in the total amount of \$31,235. The level of support for Carlsbad residents to receive assistance continues to increase.

Brother Benno's Darryl, Mary Holguin and Dennis Pinnick manage our rental and utility assistance and motel voucher programs. This team has actively provided assistance to economically disadvantaged Carlsbad residents for over fifteen years. Our close partnership with San Diego County's HSEC Homeless Services Team co-located at Brother Benno's Hub Services Center, expands our combined capability to assist homeless persons in finding transitional housing and supportive programs. Carlsbad's extremely low-income households and homeless persons are eligible to receive the benefits of this co-location and combined efforts between Brother Benno's and San Diego's HSEC team members.

Direct labor services and other indirect costs are not charged for this program. Only the direct rental /utility assistance and motel voucher amounts paid to landlords, utility companies, and motels are charged to grant funds awarded to Brother Benno. This financial approach allows Brother Benno's to maximize the use of grant funds to directly benefit Carlsbad community members.

**2. Substance Abuse Recovery Program that prevents and reduces homelessness**

Brother Benno's Substance Abuse Recovery Program works with Carlsbad's First Step House of North County (detox center), located on Adams Avenue, to provide recovery assistance to Carlsbad residents and homeless men located in Carlsbad. For the period July 2022 through December 2022, 24 men entered our Recovery Program with 14 of the men coming from Carlsbad's First Step House. 12 of the 14 were previously homeless men located in Carlsbad who entered the First Step House before entering our recovery program.

Brother Benno's Recovery Program offers a means for Carlsbad's extremely low-income and homeless men and women to seek recovery and raise themselves out of poverty. Our recovery program provides, at no cost to participants, housing, daily food service, all clothing needs, transportation services, and other personal services to participants as they complete a twenty-six-week alcohol and drug substance abuse recovery program at one of our seven recovery homes in Oceanside. Our program supports up to forty-two men and women as they progress through our twelve step Alcohol Anonymous recovery program.

During the twenty-six period, program participants work with Brother Benno’s staff and volunteers to provide daily services to our guests who consist of homeless persons, the working poor and the underemployed. On a case-by-case basis, program participants are authorized to continue their stay in our homes for up to eighteen months beyond the twenty-six-week program period to further their recovery efforts and live in a sober living environment.

Before completing the recovery program, each participant must be employed and have firm plans to move into their own residence or remain at our recovery homes during a sober living phase. Participants pay \$500 rent per month if they remain in our homes following the twenty-six-week recovery phase. All other services such as daily food provisions, clothing, transportation, continue to be provided during sober living at our homes.

Brother Benno’s offers career planning services to aid program participants in determining educational and training needs in support of their efforts to progress in their careers and avoid homeless conditions following completion of the recovery program. Participants completing our recovery program have a path away from homelessness and continue to be eligible to receive support from Brother Benno’s as part of their long-term recovery from substance abuse. This application requests additional funding to continue to upgrade and improve our recovery program offered to extremely low-income persons.

**I. ORGANIZATIONAL ABILITY/CAPACITY**

A. This agency is:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Nonprofit          | <input type="checkbox"/> For-profit          |
| <input type="checkbox"/> Local public agency           | <input type="checkbox"/> State public agency |
| <input type="checkbox"/> Other (Please specify.) _____ |  |

B. What is the purpose/mission of the agency?

The Brother Benno Foundation is a non-denominational, non-profit organization, served by a large number of volunteers, that each day provides urgent and essential services to homeless persons and low-income families with food, clothes, transportation, and outreach social services to those persons in need of transitional housing, rental/utility assistance, recovery from alcohol and drug abuse, medical and long-term mental health care, and financial aid to low-income students. We serve each person with love and attention and strive to offer hope to those we serve.

We are committed to seeing that no one in our area goes hungry, no one goes without shelter or clothing, and most importantly, no one goes without someone to care for him or her. With the help of our loyal supporters and with our love to all who are in need, we continue to carry out our mission expressed by our founder Mr. Harold Kutler of giving “Soup, Soap, Hugs, and Hope.”

C. How long has this agency been in operation? Please include the date of incorporation.

The Brother Benno Foundation has been in operation serving persons in need for over thirty-nine years. The date of incorporation was July 15, 1983.

D. How long has this agency been providing the proposed program/project?

Brother Benno’s has provided the substance abuse recovery program, rental/utility assistance, and issuance of motel vouchers for over twenty-six years.

E. Please describe the agency’s existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such a program/project. (Resumes may also be submitted as an optional attachment but not in

lieu of a complete response.)

**Substance Abuse Recovery Program:**

- 1) Patrick Gilligan, Ph.D. is a member of Brother Benno's Board of Directors. He has been Director of Brother Benno's Alcohol and Drug Recovery Program for over 3 years. Dr. Gilligan has practiced as a Licensed Psychologist since 1985. He was the on-site Employee Assistance Program (EAP) counselor for Johnson & Johnson (most recently Janssen Pharmaceuticals) in La Jolla CA for twenty years. At the same time, he was an off-site EAP counselor for Military One Source (MOS) which served mostly active-duty Marines from Camp Pendleton who were deployed (and re-deployed) to Iraq and Afghanistan.
- 2) Jim Shlemmer is a Certified Alcohol and Drug Counselor with over ten years' experience. Jim directly manages the Substance Abuse Recovery Program with a staff of three CADC Counselors. Jim is a former graduate of Brother Benno's Recovery Program. He stays in close contact with a large number of participants who have completed our twenty-six-week recovery program and return as mentors aiding current participants in the recovery program.

**Rental/Utility Assistance and Issuance of Motel Vouchers**

- 1) Darryl Harris – As the Community Outreach Manager, Darryl is responsible for the planning, management, and achievement of outreach department objectives. He supervises the outreach staff, including caseworkers. Darryl is actively involved, on a daily basis, working directly with extremely low-income households and homeless persons to support rental and utility assistance and issuance of motel vouchers.
- 2) Dennis Pinnick – As the Outreach Services Coordinator at Brother Benno's for over thirteen years, Dennis leads a team of five caseworkers who assist homeless and extremely low-income persons apply for transitional housing, mental health and medical care, and other supportive services. Dennis manages our motel voucher program.
- 3) Mary Holguin – As a Manager, with over sixteen years' experience at Brother Benno's as a volunteer, Mary leads rental and utility assistance tasks and is assisted by a dedicated volunteer caseworker staff.

F. Please indicate your agency's level of experience with the CDBG program.

- No or little experience (up to 1 year of using CDBG funds)
- Some experience (2 to 3 years of using CDBG funds)
- Moderate experience (4 to 5 years of using CDBG funds)
- Considerable experience (more than 5 years of using CDBG funds)

G. If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization?

- No
- Yes

If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.

H. Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing and networking. Describe the program's timeline with dates and times, including the earliest possible start dates, end dates and milestones as applicable.

Brother Benno's Substance Abuse Recovery Program, rental/utility assistance program and the motel voucher program are well established programs, staffed with experienced CADC Counselors and caseworkers. All steps

to proceed with these programs are in place.

**II. FINANCIAL CAPACITY/STABILITY**

- A. Please complete Page 7 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.
- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2021-2022 and 2022-2023) for the proposed program/project?

<u>Sources of Funding</u>	<u>No</u>	<u>Yes</u>
CDBG	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Community Activities (or other General Fund monies)	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please indicate amount and status of previously awarded funds (fully expended, funds remaining, program/project discontinued, etc.).

	<u>Amount Received</u>	<u>Status</u>
CDBG funds		
CDBG 2022-2023	\$10,073	Services provided. Reimbursement requested.
Amendment No. 1 to CDBG-CV3	\$22,700	Reimbursement Request completed.
Community Activities/Other		

- C. Did you receive any federal funds, including CDBG funding from other cities?

No  Yes (Please list funds below)

<u>Program Source</u>	<u>Amount Received</u>
	\$
	\$
	\$

**III. BENEFITS & BENEFICIARIES**

- A. How accessible or convenient is the proposed program/project to Carlsbad residents? (Please be specific such as direct services to client’s home, transportation provided to and from facility, or relation to public transportation.)

Brother Benno’s facilities are centrally located in the coastal region, located only 3.5 miles from the north Carlsbad border and easily accessible through major routes (bus and car) that include El Camino Real and Mission avenues. Brother Benno offers bus passes for those in need of transportation support.

- B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

80 % of clients are at 30% or below of the area median income  
15 % of clients are between 31% and 50% of the area median income  
5 % of clients are between 51% and 80% of the area median income

0% of clients are above 80% of the area median income

- C. Please describe how low-and-moderate income persons will benefit from the proposed program/project. Include the need or problem to be addressed in relation to Consolidated Plan housing and community development priorities, as well as the population to be served or the area to be benefited. (Reference Consolidated Plan Priorities)

Brother Benno's Outreach Services Group provides rental/utility assistance and issues motel vouchers to meet the urgent needs of economically disadvantaged Carlsbad residents. Rental/utility assistance is provided to Carlsbad residents who are unable to make timely rental and utility payments and are at risk of becoming homeless or lose utility service without added support. Our Outreach Services Group provides motel vouchers to temporarily house homeless persons as our outreach team assists homeless persons apply for transitional housing and other supportive services, such as mental health care. The provision of rental/utility assistance to low-income residents and motel vouchers to homeless persons in Carlsbad supports the priority specified in the Carlsbad Consolidated Plan to "Prevent and Reduce Homelessness in Carlsbad".

Brother Benno's Substance Abuse Recovery Program serves homeless and extremely low-income persons by providing rent free housing in our seven recovery homes. They receive full subsistence support consisting of daily meals, clothing, transportation, hygiene products, transportation, IT service and other supportive measures while each person participates in our twenty-six-week recovery program. Our participants are no longer homeless and their living expenses are provided for while in our care.

Our participants are eligible to continue their stay in our homes up to eighteen months beyond the twenty-six-week program period to further their recovery efforts and live in a sober living environment. As a condition to completing the recovery program, each participant must be employed and committed to move into their own residence or remain at our recovery homes during a sober living phase. Our participants are aided by Brother Benno's career planning services which assist in determining educational and training needs that benefit their advancement to improved employment qualifications. Our program supports the priority specified in the Carlsbad Consolidated Plan to "Prevent and Reduce Homelessness in Carlsbad" as well as the priority to "Strengthen Support Services for Lower Income Residents and Residents with Special Needs". By helping our participants to live in a stable environment, recover from substance abuse, continue to be supported by our recovery staff members, qualify for employment and receive the benefits of career support services, each of them are offered the means to improve their lives, advance their careers and improve their financial status to an acceptable level.

- D. Please indicate the number of clients benefiting from the proposed activity and the percentage that are Carlsbad residents.

In a 12 month period, 650 households ~~Persons~~ of which 10% are Carlsbad residents

E. Does your agency focus its activities on populations with special needs?

No  Yes (Please specify)

Please specify which special needs populations. (Homeless individuals/families, persons with disabilities, persons with substance abuse problems, veterans, farmworkers and day laborers, seniors, children, etc.)

Brother Benno provides services to persons with special needs. We are focused on providing social services to homeless individuals/families, persons with disabilities, persons suffering from substance abuse, persons requiring mental health care, persons with extremely low-incomes, veterans and their families, farmworkers in north San Diego county, day laborers, children etc. Our services include:

- 1) Food programs – Daily serving of breakfast and lunch to homeless and low-income persons; daily distribution of food boxes to low-income households, and distribution to 27 other charity organizations each week.
- 2) Rental and utility assistance to low-income households, many consisting of seniors, veterans, and disabled persons.
- 3) Alcohol and substance abuse recovery programs – 26-week recovery program provides rent free housing and full subsistence support primarily to homeless and low-income persons.
- 4) Support services include emergency lodging for homeless persons and families, caseworkers assisting homeless, disabled, and low-income persons to apply for housing programs, receive mental health care and medical care, and other supportive services, and laundry facilities, hot showers, clothing, prescriptions, haircuts, bus passes homeless and low-income persons.
- 5) Financial support for continuing college level education for homeless or low-income students, students who have aged out of foster care, and students who have been impacted by substance abuse or substance abuse from a family member.

F. Does your organization charge recipients for the provided services?

No  Yes (Please specify) \$ \_\_\_\_\_

#### IV. IMPLEMENTATION OF ACTIVITY

- A. Please submit a schedule for implementation as Attachment C if this proposal is for construction, rehabilitation, property acquisition and construction related activities or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing or other appropriate documents.

#### V. DOCUMENTATION

- A. How will the beneficiaries' information be collected and documented?

Brother Benno's uses the Mission Tracker database to account for services. Information pertaining to households/persons receiving assistance is kept up to date in Mission Tracker.

- B. How will the outcomes be measured, collected and documented?

A monthly report containing details of the services provided is generated from Mission Tracker and submitted for management review and comment.

#### VI. PARTNERSHIPS, COLLABORATION AND OUTREACH

- A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach in serving the

low income and most vulnerable populations.

Brother Benno's is closely aligned with various north county city and county government agencies as well as a number of non-profit organizations to meet the urgent needs of extremely low-income and homeless persons. Our collaboration includes the issuance to Brother Benno's of grants from local government and non-profit organizations that support each of our programs. We are pleased with our partnership and co-work location at our Hub Center offices with San Diego County's HSEC Homeless Services Team as well with caseworkers from other charity organizations. This partnership has expanded our combined capability to assist homeless persons to locate transitional housing and receive aid from supportive programs for mental health care, medical care and other services.

I, the undersigned, do hereby attest that the above information is true and correct to the best of my knowledge.

  
Signature

Joe McDevitt, Co-President  
Print Name & Title

February 21, 2023  
Date

NOTE: Applications must include a resolution from your organization's Board of Directors authorizing the person signing above to submit funding applications and to enter into funding agreements if selected.

**CDBG PROJECT BUDGET**

**Organization:** The Brother Benno Foundation, Inc. **Total organization budget** \$5,200,000

**Program/Project name requesting funds:** Prevent and Reduce Homelessness in the City of Carlsbad: 1) Rental/Utility Assistance and Issuance of Motel Vouchers for Economically Disadvantaged Carlsbad Residents and unsheltered (homeless) persons in Carlsbad, and 2) Substance Abuse Recovery Program that prevents and reduces homelessness.

**CDBG funds requested:** \$11,000 **Total program/project budget:** \$241,000

Note: Indicate with an asterisk (\*) funds that are volunteer time or in-kind contribution.

- |   |                                     |                   |
|---|-------------------------------------|-------------------|
| <b>1. Sources of funding for program/project:</b>   | <b>(S)Secured or (A)Anticipated</b> |                   |
| a. Funding requested from the City  | <u>\$11,000 (A)</u>                 | (S) or (A)        |
| b. Other federal funds (if any)   | <u>\$30,000(A)</u>                  | (S) or (A)        |
| c. State or local government funds  | <u>\$0</u>                          | (S) or (A)        |
| d. Donations and contributions  | <u>\$200,000(S)</u>                 | (S) or (A)        |
| e. Fees or memberships  | <u>\$0</u>                          | (S) or (A)        |
| f. In-kind contributions / Volunteer time   | <u>\$0</u>                          | (S) or (A)        |
| g. Other funding _____  | <u>\$0</u>                          | (S) or (A)        |
| <b>h. TOTAL PROJECT FUNDING (project budget)</b>  | <b><u>\$241,000 (A)</u></b>         | <b>(S) or (A)</b> |
| <br>  |                                     |                   |
| <b>2. Uses of CDBG funds requested for the program/project: (1.a.)</b>  |                                     |                   |
| a. Wages and salaries   | <u>\$0</u>                          |                   |
| b. Personnel benefits   | <u>\$0</u>                          |                   |
| c. Materials and supplies   | <u>\$0</u>                          |                   |
| d. Program expenses and evaluation  | <u>\$0</u>                          |                   |
| e. Rent and utilities   | <u>\$0</u>                          |                   |
| f. Insurance  | <u>\$0</u>                          |                   |
| g. Mileage (____@ 56 cents/mile calendar year 2021)   | <u>\$0</u>                          |                   |
| h. Incentives and Special Events  | <u>\$0</u>                          |                   |
| i. Indirect costs   | <u>\$0</u>                          |                   |
| <b>j. Rent/Utility Assistance to Households, Motel Vouchers to Homeless Persons</b>                                     | <b><u>\$5,000</u></b>               |                   |
| <b>k. Substance Abuse Recovery Program Costs to Support Program Members</b>   | <b><u>\$6,000</u></b>               |                   |
| <b>l. TOTAL REQUESTED FUNDING (same as 1.a.)</b>  | <b><u>\$11,000</u></b>              |                   |
| <br>  |                                     |                   |
| <b>3. Percentage of project budget represented by CDBG request</b>  | <u>4.6%</u>                         |                   |
| <br>  |                                     |                   |
| <b>4. If your project will require future funding, please provide information about how the program will be funded.</b> |                                     |                   |



# The Brother Benno Foundation

*Uplifting the Dignity of Those We Serve*

[www.brotherbenno.org](http://www.brotherbenno.org)

February 21, 2023

## **Attachment A - Executive Summary - 2023-2024 Community Development Block Grant Program CDBG Application**

Project: Prevent and Reduce Homelessness in Carlsbad

Brother Benno's CDBG application requests funds to help support our means to provide services to meet the critical needs of extremely low-income Carlsbad residents and homeless persons located in Carlsbad. Our project is composed of two parts.

First, our project offers rental assistance to aid households who are at risk of being evicted and becoming homeless, utility assistance to households facing the shutdown of utility services, and motel vouchers to temporarily house homeless persons as they apply for transitional housing and other supportive longer-term services, such as mental health care or entry into a substance abuse recovery program.

Our close partnership with San Diego County's HSEC Homeless Services Team, co-located at Brother Benno's Hub Services Center, expands our combined capability to assist homeless persons in finding transitional housing and supportive programs. Our budget for a 12-month project for the above assistance to Carlsbad residents is \$40,000. This amount will provide assistance to over 40 households. We are fortunate to have a well trained and experienced Outreach Community Services staff in place to provide assistance. No labor or indirect costs will be charged to this project.

Second, Brother Benno's Substance Abuse Recovery Program offers a means for Carlsbad's extremely low-income and homeless men and women to seek recovery and raise themselves out of poverty. Receiving a majority of program members from Carlsbad's First Step House of North County (detox center), located on Adams Avenue, our recovery program provides, at no cost, housing, daily food service, clothing needs, transportation, and other personal services as program members complete a 26-week alcohol and drug substance abuse recovery program at one of seven recovery homes. Previously homeless program members are no longer homeless while they are in our care. Our program members are offered a path away from substance abuse and lifetime support from our staff of CADC Counselors and our large team of Alcohol Anonymous mentors. Our total annual budget for the Recovery Program is over \$400,000. It is expected 25 program members from Carlsbad will receive assistance during a 12-month period.

We appreciate your efforts to review our application and we are available to answer any questions.

Sincerely,

Joe McDevitt

Co-President - Board of Directors

3260 Production Avenue, Oceanside, CA 92049-0308 • (760) 439-1244 Fax (760) 439-1271



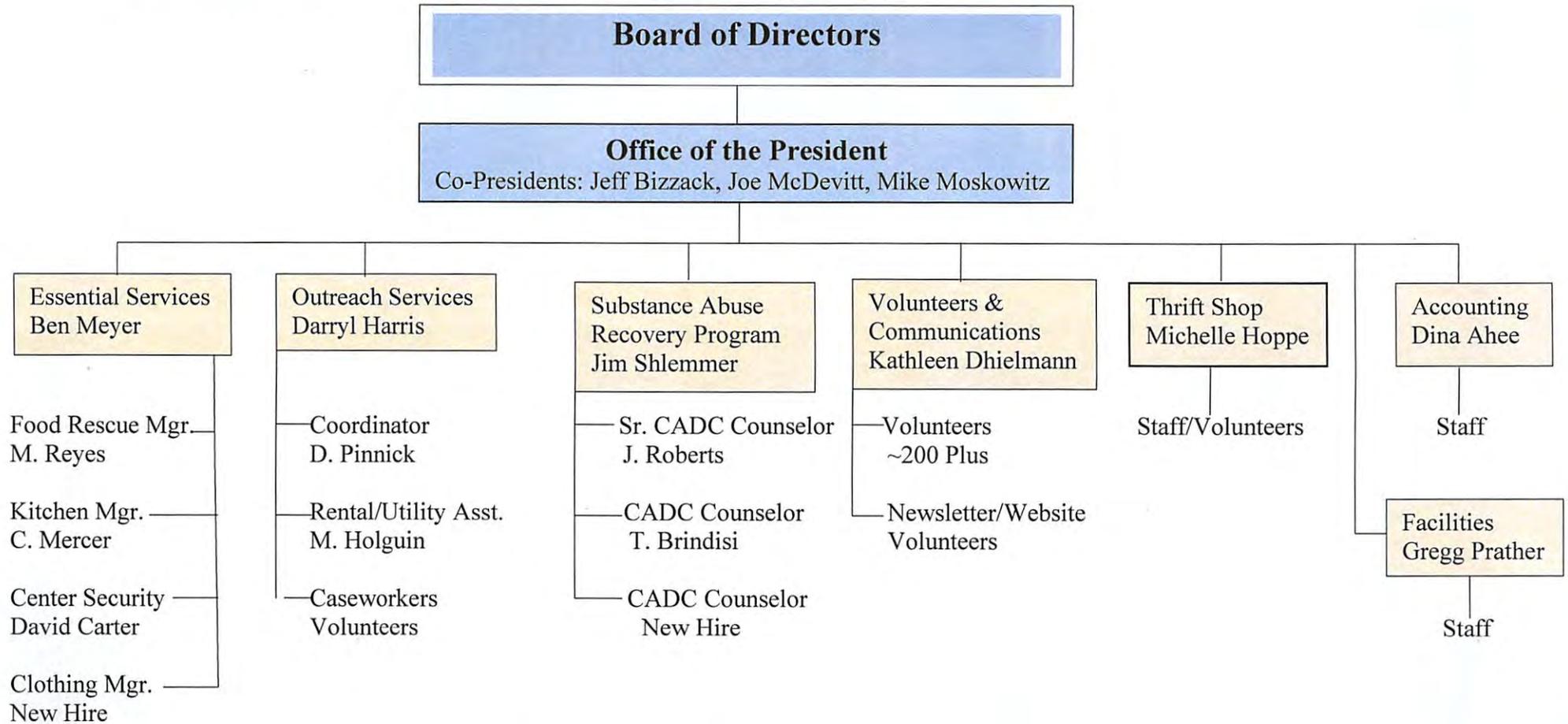


# The Brother Benno Foundation

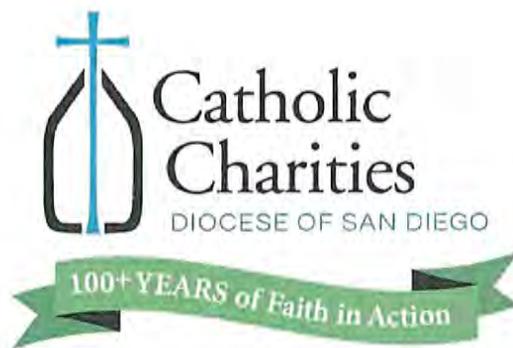
*Uplifting the Dignity of Those We Serve*

February 19, 2023

## Attachment B – Organization Chart



3260 Production Avenue, Oceanside, CA 92049-0308 • (760) 439-1244 Fax (760) 439-1271



City of Carlsbad  
Community Development Block Grant Program  
FY 2023-24 Funding Application



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2023-24 FUNDING APPLICATION**

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**APPLICATION DETAILS & INSTRUCTIONS:** This application must be completed for each organization seeking CDBG funding from the City of Carlsbad. All information requested **must** be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.

---

**CHECKLIST OF REQUIRED DOCUMENTS:** The following information is required of **all** CDBG applicants even if they have been provided in the past.

- Board of Directors' resolution authorizing submittal of application
- Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization

(Note: One resolution both authorizing submittal of applications and entering into agreements may be substituted for the above two documents.)

- Sample Intake Form
- List of Board of Directors
- Financial Audit Report for the most recently ending Fiscal Year
- Funding proposal application (**Application format must remain as provided in the Request for Proposal Package**)

Application not to exceed 20 pages total, including attachments. Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes. The attachment of brochures or other documents will not be accepted in lieu of completing each question on the Funding Proposal Application.

- ✓ Attachment A      Executive Summary, including key staff, budget, and timeline (**required**)
- ✓ Attachment B      Organizational chart (**required**)
- ✓ Attachment C      Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation (if applicable).

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*To be completed by Housing Services Division staff*

Date Received:		Local Objective:	
National Objective:		Eligibility Citation:	
Person Completing Review:		Complete:	

**FUNDING APPLICANT**

Name of Agency: Catholic Charities Diocese of San Diego (CCDSD)

Address: 3888 Paducah Drive, San Diego, CA 92117

Federal Unique Entity Identification (UEI) Number: E 6 R Z E 3 8 J H S 4 1

**PROPOSED PROGRAM/PROJECT**

Title of Program/Project: La Posada de Guadalupe (La Posada)

Location of Program/Project: Northern San Diego County, 2476 Impala Drive, Carlsbad, CA 90101

Person completing application: Dani Willenberg Phone No.: 619-323-2858 Email: dwillenberg@ccdsd.org

Financial Contact: Michael Reynolds Phone No.: 619-323-2861 Email: mreynolds@ccdsd.org

Program Manager Contact: Antoinette Fallon Phone No.: 619-381-0910 Email: afallon@ccdsd.org

Chief Executive Officer Contact: Appaswamy "Vino" Pajanor Phone No.: 619-323-2842 Email:

vpajanor@ccdsd.org

**Requested Funding Amount: \$ 30,000**

**Brief Description of Program/Project** (Describe the work to be performed, including the activities to be undertaken or the services to be provided and the goals and objectives of the program/project):

La Posada opened in 1992 with the mission to provide a safe, supportive, clean environment and opportunities to empower men with few or no resources to begin or continue working toward housing stability and self-sufficiency. La Posada is an emergency housing program for men experiencing homelessness, offering year-round shelter and comprehensive wrap-around support. The program remains the only short-term housing program for unsheltered single men not only in the City of Carlsbad but the entire North Coastal Region. La Posada provides three daily meals, laundry and hygiene facilities, a mailing address, clothing, and onsite supportive services, including case management, health and nutrition education, translation and interpretation, and recreation. Onsite support services are provided in both English and Spanish, and residents work with case managers to set goals. The services provided also include referrals to off-site employment, job training, and medical services from trusted partners and service providers. Through the staff and inter-agency partners, residents are linked to long-term support designed to end the cycle of homelessness and provide a path to housing stability.

**I. ORGANIZATIONAL ABILITY/CAPACITY**

A. This agency is:

- Nonprofit
- Local public agency
- Other (Please specify.) \_\_\_\_\_
- For-profit
- State public agency

B. What is the purpose/mission of the agency?

Catholic Charities Diocese of San Diego (CCDSD) exists to exemplify the scriptural values of mercy and hospitality by witnessing the gospel message contained in "Mathew 25", to advocate for a just society by calling individuals and institutions to action on behalf of the poor, vulnerable and the marginalized; and to acknowledge the sacredness of the human person by accompanying those we serve on their journey toward achieving their full potential.

C. How long has this agency been in operation? Please include the date of incorporation.

Catholic Charities Diocese of San Diego (CCDSD) was established in 1919 and began with just a small office in Downtown San Diego. CCDSD has since grown to become one of the most impactful agencies in the San Diego and Imperial Counties. CCDSD first began administrating services for children, families, inmates, and immigrants starting the agency's longstanding tradition of helping the poor, the vulnerable, and the marginalized improve their overall quality of life. Today CCDSD consists of over 20 programs that fall into three major areas, which are Homeless Services, Community Services, and Immigrant and Refugee Services. CCDSD filed for incorporation on February 12, 1974, launching itself as an independent nonprofit organization.

D. How long has this agency been providing the proposed program/project?

La Posada opened in 1992 as an emergency shelter for agricultural workers and expanded in 2012 to include 50 beds for unsheltered men. This program has operated continuously in Carlsbad for 31 years and has plans for future expansion to provide services and shelter to unhoused women and children.

E. Please describe the agency's existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such a program/project. (Resumes may also be submitted as an optional attachment but not in lieu of a complete response.)

La Posada is staffed by a Director of Homeless Services, a Program Manager, Caseworker/Coaches level I, II, III, IV and a Kitchen Cook. The Director of Homeless Services has an extensive background in counseling and advocacy with an emphasis on providing services with a trauma-informed approach. She has been with the agency for fourteen years overseeing programs for unsheltered individuals. She is a graduate of the State University of New York-College at Oswego with a Bachelor of Arts in Psychology. The Program Manager has been providing mental health services since 1999, has over 5 years' experience doing outreach and is a well-respected trainer on topics related to serving people who are unhoused. La Posada is also supported by a Senior Program Manager with over 5 years' experience with an emphasis on connecting people with housing and employment. She is bilingual and has a bachelor's degree from Oregon State University and an Associate Degree from San Diego City College. All staff are trained in trauma-informed care and all three members of the management team are proficient in leading trauma informed teams. All staff are also trained in de-escalation, harm reduction, housing first and low barrier service delivery.

F. Please indicate your agency's level of experience with the CDBG program.

- No or little experience (up to 1 year of using CDBG funds)
- Some experience (2 to 3 years of using CDBG funds)
- Moderate experience (4 to 5 years of using CDBG funds)
- Considerable experience (more than 5 years of using CDBG funds)

G. If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization?

- No  Yes

If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.

H. Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing and networking. Describe the program's timeline with dates and times, including the earliest possible start dates, end dates and milestones as applicable.

Not applicable, the proposed project is not requesting find for construction, rehabilitation, property acquisition, or construction-related activities. La Posada is not a new program and has been operated continuously for 31 years.

**II. FINANCIAL CAPACITY/STABILITY**

A. Please complete Page 7 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2021-2022 and 2022-2023) for the proposed program/project?

<u>Sources of Funding</u>	<u>No</u>	<u>Yes</u>
CDBG	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Community Activities (or other General Fund monies)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, please indicate amount and status of previously awarded funds (fully expended, funds remaining, program/project discontinued, etc.).

	<u>Amount Received</u>	<u>Status</u>
CDBG 2016-2017	\$20,000	Complete
CDBG 2017-2018	\$17,581	Complete
CDBG 2018-2019	\$22,000	Complete
CDBG 2019-2020	\$19,640	Complete
CDBG 2019-20220 amendment	\$58,000	Complete
CDBG 2020-2021	\$93,460	Complete
CDBG 2021-2022	\$17,287	Complete
CDBG 2022-2023	\$12,698	Ends 6/30/2023

Community Activities/Other

C. Did you receive any federal funds, including CDBG funding from other cities?

No  Yes (Please list funds)

below) <u>Program Source</u>	<u>Amount Received</u>
Alliance for Regional Solutions	\$160,711

**III. BENEFITS & BENEFICIARIES**

A. How accessible or convenient is the proposed program/project to Carlsbad residents? (Please be specific such as direct services to client’s home, transportation provided to and from facility, or relation to public transportation.)

La Posada addresses homelessness that encompasses San Diego, Coastal North County, and portions of North County Inland. The program’s service area is one inclusive of men whose daily lives cross city boundaries and intersect with public and private services bounded by Interstate 5 and 15, a territory in which no other year-round emergency housing opportunities exist for unhoused men. La Posada is located just two miles north of Palomar Airport Road and a one-quarter mile east of El Camino Real. Major bus routes run within a five-minute walk from the facilities giving clients access to the entire region. All men residing at La Posada have access to the facility’s full range of services and the cooperative services of partner organizations in the Alliance for Regional Solutions, the county’s coordinated entry system, and other regional collaborations.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

100 % of clients are at 30% or below of the area median income  
 \_\_\_\_\_ % of clients are between 31% and 50% of the area median income  
 \_\_\_\_\_ % of clients are between 51% and 80% of the area median income  
 \_\_\_\_\_ % of clients are above 80% of the area median income

- C. Please describe how low-and-moderate income persons will benefit from the proposed program/project. Include the need or problem to be addressed in relation to Consolidated Plan housing and community development priorities, as well as the population to be served or the area to be benefited. (Reference Consolidated Plan Priorities)

La Posada addressed the goals enumerated in the Draft Consolidated Plan by providing temporary housing for men experiencing homelessness, along with comprehensive supportive services and referral to assistance accessing long-term housing. From the Consolidated Plan, the program addresses the following priorities specifically.

Priority Need 1: Affordable Housing

As an integral component of the San Diego Region's Coordinated Entry System, La Posada supports men with the greatest needs, accepting residents through inter-agency collaboration. CCDS has a great partnership with the Carlsbad Homeless Outreach team and prioritizes clients that come with their recommendations. Each day the staff emails the Carlsbad Homeless Outreach Team with an updated count of the available beds. All residents complete comprehensive standardized assessments as part of their case planning and are connected to housing navigation services through CCDS and partner agencies. Benefits offered to residents through the region's Coordinated Entry System include housing navigation, assistance, advocacy with landlords, a connection to public agencies and nonprofit organizations to obtain housing with the appropriate support, maximizing their opportunities to live independently and avoid returning to homelessness.

Priority Need 2: Supportive Services

La Posada provides shelter and services to men experiencing homelessness, leading to improved self-reliance through employment, housing stability, treatment of mental health and substance use issues, and other assistance. La Posada offers three daily meals, hygiene facilities, and social services, including case management, health and nutrition education, translation and interpretation, recreation, referrals to healthcare, and assistance in obtaining permanent housing. Primary services are provided onsite, and the program refers participants for off-site employment, job training, and medical services. La Posada is open 365 days a year, with services available 24 hours a day. Program staff works in partnership with the region's multiple agencies connected through the Alliance for Regional Solutions and La Posada host representatives of partner agencies to connect residents to as many services as possible.

La Posada includes private and public meeting spaces and recreational spaces. All clients are engaged in progressive case management with individualized case plan tracking progress from baselines toward the achievement of personalized objectives. La Posada's goals address multiple needs of an individual's life, addressing each man with a holistic approach. Such services include employment opportunities, public benefits and resources, conflict resolutions, and personnel management, including budgeting and legalities. La Posada addresses employment skills, language, and cultural barriers, substance abuse and therefore provides each man with the tools necessary to succeed. Case Management services are available to all residents but are not required, consistent with low barrier and housing first practices.

Case management and other supportive services, provided by La Posada staff and an array of local partners, focus on delivering essential employment and life skills and assisting individuals in resolving mental and physical barriers that limit their options for self-sufficiency through employment. La Posada's partnerships have grown and strengthened

over its long history as they are an integral part of the program's service strategy.

- D. Please indicate the number of clients benefiting from the proposed activity and the percentage that are Carlsbad residents.

Persons of which 37.5 % are Carlsbad residents

- E. Does your agency focus its activities on populations with special needs?

No  Yes (Please specify)

Please specify which special needs populations. (Homeless individuals/families, persons with disabilities, persons with substance abuse problems, veterans, farmworkers and day laborers, seniors, children, etc.)

- F. Does your organization charge recipients for the provided services?

No  Yes (Please specify) \$ \_\_\_\_\_

#### IV. IMPLEMENTATION OF ACTIVITY

- A. Please submit a schedule for implementation as Attachment C if this proposal is for construction, rehabilitation, property acquisition, and construction-related activities or a new public/community service program/project. Acquisition of property or construction-related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing or other appropriate documents.

#### V. DOCUMENTATION

- A. How will the beneficiaries' information be collected and documented?

CCDSD measures client metrics via screening tools and data entry into Clarity, the homeless management information system for San Diego County's Continuum of Care. All men at LP complete a comprehensive intake process that includes the collection of relevant demographic and service needs data. The intake process includes the completion of a standard, comprehensive assessment to identify barriers and challenges to housing stability and self-sufficiency and the development of a unique client identifier, which is shared in regional databases. The comprehensive assessment is used to create and inform an individualized service plan with specific goals to mitigate or alleviate the person's homelessness. Caseworker/Coaches track and measure each resident's progress toward self-identified goals by keeping paper and electronic records.

CCDSD is an active participant in Alliance for Regional Solutions-North County, the HMIS, and CES for San Diego County Continuum of Care, adhering to all record collection, tracking, and reporting guidelines for the region. Through Clarity, the local HMIS, La Posada staff enters all HUD and CoC-mandated client information to support the local CoC requirements, which is vital for future federal allocations to fund homeless services in the region. Furthermore, data collection, documentation, and evaluation are critical components of client and program success. The documentation assists staff in the coaching process, helping them track client progress towards goals and adjust accordingly. Staff is required to enter demographic information and case management notes promptly into the HMIS no later than one business day from the time of collection.

B. How will the outcomes be measured, collected and documented?

Outcomes are tracked by documenting services provided in residents' files, and entering information into Clarity and internal tracking systems. The Program Manager and Compliance Coordinator review documentation for accuracy and completeness.

The CDBG contract will be assigned a grant number, and a contract folder will be set up. The contract will be assigned to a Grants Accountant who will be responsible for maintaining the file, monitoring the expenditures of the funds, tracking outstanding balances due, preparing invoices, reporting to the Directors on the spending, and contacting the funder regarding payment. All public contracts are managed by federal single audit standards, the terms and conditions of OMB Uniform Guidance (2.CFR.200), and all other relevant guidelines for the administration of public funds. Each contract file is reviewed and updated monthly by the Controller, Grants Accountant, and Program Director. The Controller reviews all billing and expense records to ensure that they are being spent with fidelity to the terms of each grant contract. After the month is reconciled, the Controller prepares a monthly Grants Receivable aging report for the Chief of Finance for inclusion in the monthly reports to the Finance Committee.

**VI. PARTNERSHIPS, COLLABORATION AND OUTREACH**

A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach in serving the low-income and most vulnerable populations.

Engaging in partnerships is a critical component of the program and client success. Partnerships allow the agency to leverage resources and fill service gaps to ensure that men experiencing homelessness can make meaningful progress toward their housing and self-sufficiency goals. Key partnerships include:

1. Interfaith Community Services: provides employment services and support, including resume development assistance, employment opportunities, and financial literacy classes.
2. Veteran Community Services: assists veteran residents with deposits and rental assistance creating access to permanent housing and securing public entitlements.
3. Exodus Recovery provides behavioral health services for residents.
4. Community Resource Center provides rental assistance for residents who meet their eligibility criteria
5. Pacific Ridge Middle School: 8th and 12th-grade students visit La Posada monthly to host activities and organize donation drives.
6. North County Health Systems: provide HIV and Hepatitis C testing available to residents every month.

I, the undersigned, do hereby attest that the above information is true and correct to the best of my knowledge.

  
Signature

Appaswamy "Vino" Pajanor, CEO  
Print Name & Title

02/17/2023  
Date

NOTE: Applications must include a resolution from your organization's Board of Directors authorizing the person signing above to submit funding applications and to enter into funding agreements if selected.



4. If your project will require future funding, please provide information about how the program will be funded.  
La Posada will require future funding, and the Philanthropy team at CCDSO is writing grants for both public and private funding sources. CCDSO also has three appeals throughout the year that help with monetary donations for all the programs. Securing both public and private grants will support La Posada and help sustain the program. CCDSO is also the recipient of a \$2 million grant from the City of Carlsbad to expand the building to include women and children. Currently, CCDSO is working to start a feasibility study to look at the current structures and how an expansion will be possible. With a possible expansion at La Posada there will be more funding opportunities available to support unhoused women and children.



## Attachment A

## EXECUTIVE SUMMARY

In addition to your Community Development Block Grant funding application, please complete the following supplemental questionnaire.

→**THEME:** A theme was not selected for this funding year. Preference will be given to the applications which specifically address the Consolidated Plan Priorities however applications for unrelated services are eligible for submission.

### ORGANIZATION:

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- 1. In 250 words or less, please describe how your organization will be using the requested funds.**

Catholic Charities Diocese of San Diego (CCDSD) will use the requested funds in our CDBG Carlsbad application to offset La Posada staff salaries, supplies, utilities, and food purchased for the residents. The salaries for employees at La Posada are one of the most significant expenses; the staff consists of trauma-informed case managers that provide the best resources for the residents staying at La Posada. The shelter is open 24/7 with 50 beds for men experiencing homelessness and 50 beds for farmworkers and needs to be staffed around the clock to support the residents.

- 2. Attach an Excel budget showing the specific line-item breakdown on how you arrived at the funding request.**

Please see Attached Excel Budget.

- 3. Describe how your organization will be able to advance your program if you do not receive the entire funding request. What is your funding threshold before you can no longer provide the intended services or supplies you are seeking?**

CCDSD is working diligently to find new funding sources to support our homeless shelter programs. La Posada has been running in a deficit. Due to this deficit, the Finance Department has been working with the Director of Homeless Services and the manager to look at the budget line items and take a deeper look, analyzing the expenses and where the program can cut costs. The Board overseeing CCDSD has also monitored the homeless shelters and programs. Unfortunately, the only option to significantly change the budget is to reduce beds at La Posada. This is something that the organization takes very seriously. The need for shelters and services to help people experiencing

homelessness only increases every year. The cost of running the shelter also increases as utilities alone have significantly increased this year.

The mission of CCDS is to shelter the homeless; therefore, as an organization, we are doing everything we can to increase funding and support for the shelter. We recently partnered with the City of Carlsbad to possibly expand the shelter and increase the physical size of La Posada to accommodate more shelter beds. This will allow us to increase the number of people experiencing homelessness we can help by providing shelter for women and children. The team at CCDS is working on finding additional funding sources and has begun planning the expansion. With the expansion, the budget for La Posada will also increase, almost tripling to provide the best services and staff to run the program.

Currently, the per-bed cost at Catholic Charities is \$72. The two primary funding sources for La Posada are currently CDBG grants and our partnership with Alliance for Regional Solutions. The funding provided is \$8.64 per bed. This drastic difference is one of the reasons La Posada is in a deficit situation.

Another unique partnership CCDS is currently working with is Valdivia Farms. Valdivia Farms was founded in 2017 and is a farm of fruits and vegetables. Valdivia Farms partnered with CCDS in 2022 to provide shelter for some farmworkers working at the farm. This partnership provides a small income for La Posada, helping offset the cost of the 50 beds on the farmworker's shelter site. Valdivia Farms also provide economic support to the City of Carlsbad, and we are excited to be working with an organization that supports the community.

Catholic Charities understands that the need to provide shelter and services to individuals experiencing homelessness is critical in San Diego. We will continue to provide the services we are capable of and work to expand these services to help more individuals. We are very proud that **40%** of the men that come to La Posada leave our shelter for permanent housing. The hope is that our success rate will help attract other funding and support for the shelter.

- 4. Does your organization charge a fee for accessing your services or supplies? If so, please describe the rational for this fee.**

Catholic Charities does not charge a fee for accessing our services.

- 5. Will the funding of this program with a CDBG grant allows you to receive a matching grant from another organization? If so, where would those funds come from, and how much would that grant be in dollars?**

Mr. Appaswamy "Vino" Pajanor

Feb. 16, 2023

Page 3

The funding for La Posada from the CDBG grant possibly being used as a matching grant for another organization is something that our Philanthropy Department is looking into. Currently, the focus is finding other public and private grants to support La Posada, and they do not need a match. The team is exhausting all avenues for financial support of La Posada and will continue to look for new opportunities.

**6. If your funding is approved, how many Carlsbad residents will you be able to assist?**

When funding is approved, Catholic Charities estimates that we will be able to help 90 Carlsbad residents experiencing homelessness.

**CDBG Carlsbad  
BUDGET**

Staffing	\$ 18,083.61	FTE with Benefits that is based on 28% of the salary
Supplies	\$ 2,000.00	Toilet Paper, paper towels, gloves, soaps, food
Utilities	\$ 5,000.00	Utilities include gas and electricity, 1 months @4,166/month
Indirect	\$ 4,916.39	CCDSD's Indirect Rate is 19.6% per the Department of Housing and Human Services
<b>TOTAL</b>	<b>\$ 30,000.00</b>	

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NONPROFIT RATE AGREEMENT

EIN: DATE:01/26/2021  
ORGANIZATION: CATHOLIC CHARITIES DIOCESE OF SAN DIEGO  
Catholic Charities Diocese of San Diego FILING REF.: The preceding  
349 Cedar Street agreement was dated  
San Diego, CA 92101-3197 04/26/2019

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

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**SECTION I: INDIRECT COST RATES**

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RATE TYPES:      FIXED                  FINAL                  PROV. (PROVISIONAL)      PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2018	06/30/2020	18.20	All	All Programs
PROV.	07/01/2020	06/30/2021	18.20	All	All Programs
PROV.	07/01/2021	06/30/2023	19.60	All	All Programs

\*BASE

Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations), subawards and flow-through funds.

ORGANIZATION: Catholic Charities Diocese of San Diego

AGREEMENT DATE: 1/26/2021

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**SECTION II: SPECIAL REMARKS**

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TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

DEFINITION OF EQUIPMENT

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

The following fringe benefits are treated as direct costs:

FICA, WORKERS COMPENSATION, SUI, SDI, GROUP HEALTH/LIFE INSURANCE, RETIREMENT PLAN, AND EMPLOYEE ASSISTANCE PLAN.

NEXT PROPOSAL DUE DATE

A proposal based on actual costs for fiscal year ending 06/30/21 will be due by 12/31/21.

ORGANIZATION: Catholic Charities Diocese of San Diego

AGREEMENT DATE: 1/26/2021

**SECTION III: GENERAL**

**A. LIMITATIONS:**

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

**B. ACCOUNTING CHANGES:**

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

**C. FIXED RATES:**

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

**D. USE BY OTHER FEDERAL AGENCIES:**

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

**E. OTHER:**

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Catholic Charities Diocese of San Diego

(INSTITUTION)

(SIGNATURE)

*Appaswamy "Vino" Pajanor*

(NAME)

*CEO*

(TITLE)

*2/1/21*

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

*Arif M. Karim -S* Digitally signed by Arif M. Karim  
-S Date: 2021.02.01 06:52:46 -06'00'

(SIGNATURE)

*Arif Karim*

(NAME)

*Director, Cost Allocation Services*

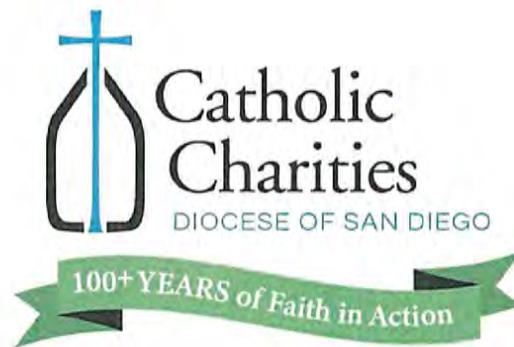
(TITLE)

*1/26/2021*

(DATE) 1864

HHS REPRESENTATIVE: *Jeffrey Warren*

Telephone: *(415) 437-7820*



## Attachment B





**FY 2023-24 FUNDING APPLICATION**

**APPLICATION DETAILS & INSTRUCTIONS:** This application must be completed for each organization seeking CDBG funding from the City of Carlsbad. All information requested **must** be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.

**CHECKLIST OF REQUIRED DOCUMENTS:** The following information is required of all CDBG applicants even if they have been provided in the past.

- Board of Directors' resolution authorizing submittal of application
- Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization

(Note: One resolution both authorizing submittal of applications and entering into agreements may be substituted for the above two documents.)

- Sample Intake Form
- List of Board of Directors
- Financial Audit Report for the most recently ending Fiscal Year
- Funding proposal application (**Application format must remain as provided in the Request for Proposal Package**)

**Application not to exceed 20 pages total, including attachments. Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes. The attachment of brochures or other documents will not be accepted in lieu of completing each question on the Funding Proposal Application.**

- ✓ Attachment A Executive Summary, including key staff, budget, and timeline (**required**)
- ✓ Attachment B Organizational chart (**required**)
- ✓ Attachment C Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation (if applicable).

***To be completed by Housing Services Division staff***

<b>Date Received:</b>	<b>Local Objective:</b>
<b>National Objective:</b>	<b>Eligibility Citation:</b>
<b>Person Completing Review:</b>	<b>Complete:</b>

**FUNDING APPLICANT**

Name of Agency: Community Resource Center (CRC)

Address: 650 2nd Street, Encinitas, CA 92024

Federal Unique Entity Identification (UEI) Number: MNJKA8UN9JG3

**PROPOSED PROGRAM/PROJECT**

Title of Program/Project: Homeless Prevention Services for Carlsbad Residents

Location of Program/Project: Carlsbad, North Coastal Communities

Person completing application: Richard Radosh Phone No.: 760-230-6308 Email: rradosh@crcncc.org

Financial Contact: Corrie McCoy Phone No.: 760-230-6316 Email: cmccoy@crcncc.org

Program Manager Contact: Rebecca Nussbaum Phone No.: 760-230-6318 Email: rnussbaum@crcncc.org

Executive Director Contact: John Van Cleef Phone No.: 760-230-6309 Email: johnvancleef@crcncc.org

**Requested Funding Amount:** \$71,408

**Brief Description of Program/Project** (Describe the work to be performed, including the activities to be undertaken or the services to be provided and the goals and objectives of the program/project):

In full alignment with the City’s updated Homeless Action Plan priority to develop and maintain the City’s capacity to **prevent** and **reduce homelessness**, CRC will serve 30 economically vulnerable individuals residing in Carlsbad, including domestic violence (DV) survivors and their children, who are at imminent risk of experiencing homelessness - in danger of losing their primary nighttime residence and lacking the resources or support networks needed to stabilize their housing prioritizing seniors, veterans, and families based on each household’s need. Available assistance includes assessment to determine utility of Diversion as an initial strategy, rental arrears, late fees, landlord mediation/advocacy, one-time rental assistance, security deposits, utility deposit or arrears, bridge housing motel vouchers (to bridge gap between housing to housing), employment assistance (transportation), or assistance with other costs related to household’s ability to prevent homelessness. The intended outcome of CRC Homeless Prevention and supportive social services is that 85% of all participants will retain or obtain stable permanent housing.

The metrics and measurements for Homeless Prevention services are:

- 100% of individuals who receive prevention assistance will be offered access to CRC’s case management services, financial independence counseling or housing search assistance.
- 85% of all housing participants retain or exit to permanent housing at case closure.
- 80% of the total number of households who participate in integrative case management services will work with a case manager to develop a personalized self-sufficiency plan focused on eliminating barriers to self-sufficiency.

**ORGANIZATIONAL ABILITY/CAPACITY**

A. This agency is:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Nonprofit          | <input type="checkbox"/> For-profit          |
| <input type="checkbox"/> Local public agency           | <input type="checkbox"/> State public agency |
| <input type="checkbox"/> Other (Please specify.) _____ |  |

B. What is the purpose/mission of the agency?

Community Resource Center’s (CRC) mission is to help our neighbors create paths to healthy food, stable homes and safe relationships.

C. How long has this agency been in operation? Please include the date of incorporation.

Incorporated on 11/26/1979, CRC is now in its 44th year of operation.

D. How long has this agency been providing the proposed program/project?

CRC's original mandate was to help those experiencing homelessness, CRC has been providing Homeless Prevention services since its founding in 1979 and has been serving DV survivors in coastal North County since 1994.

E. Please describe the agency's existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such a program/project. (Resumes may also be submitted as an optional attachment but not in lieu of a complete response.)

Rebecca Nussbaum, Chief Program Officer, will have program oversight responsibility. She joined Community Resource Center in 2006. Rebecca holds a regional leadership position with the San Diego Domestic Violence Council, serving on the Executive Team. She is also active at the state level, serving on the Board of Directors for the California Partnership to End Domestic Violence. Rebecca holds a Bachelor of Arts in psychology from the University of California, San Diego and a Master of Arts in nonprofit leadership and management from the University of San Diego.

Corrie McCoy, Chief Operating Officer, joined CRC in May 2021. She has a Bachelor of Science, Bachelor of Arts and Master in Business Administration in accounting with more than 25 years of accounting and finance experience in for-profit and nonprofit organizations, and 14 years of fund accounting in the U.S. military. She also has expertise in process improvement and qualitative research and analysis.

Miranda Chavez, Director of Social Services, oversees and manages all of CRC's case management efforts, ensuring compliance with funding requirements and adherence to policies and procedures. Miranda has a Certificate in Nonprofit Management from Brandman University, and a Master's degree in sociological practice, from California State University, San Marcos.

F. Please indicate your agency's level of experience with the CDBG program.

- No or little experience (up to 1 year of using CDBG funds)
- Some experience (2 to 3 years of using CDBG funds)
- Moderate experience (4 to 5 years of using CDBG funds)
- Considerable experience (more than 5 years of using CDBG funds)

G. If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization?

- No  Yes

If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.

N/A

H. Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing and networking. Describe the program's timeline with dates and times, including the earliest possible start dates, end dates and milestones as applicable.

CRC Homeless Prevention is a fully implemented ongoing program. Already in place:

- CRC has an office in Carlsbad with resident staff providing case management services to Carlsbad residents

CRC partners with affordable housing complexes in Carlsbad including La Costa Paloma, Cassia Heights, Hunter's Point, Glen Ridge, Laurel Tree, and Mariposa Apartments, providing outreach to low-income households and receiving referrals from apartment managers for households that are struggling to pay rent

- CRC provides economically vulnerable low-income households with food programs, financial literacy and employment assistance, intensive case management, and other social services that

help families remain stably housed

- CRC has an ongoing Rapid Rehousing program with the City
- CRC has a resale store in Carlsbad available to all Carlsbad residents. Program participants receive vouchers for household essentials and quality clothing. The community at large contributes to the efforts to support Carlsbad residents

**II. FINANCIAL CAPACITY/STABILITY**

- A. Please complete Page 7 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.
- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2021-2022 and 2022-2023) for the proposed program/project?

<u>Sources of Funding</u>	<u>No</u>	<u>Yes</u>
CDBG	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Community Activities (or other General Fund monies)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, please indicate amount and status of previously awarded funds (fully expended, funds remaining, program/project discontinued, etc.).

	<u>Amount Received</u>	<u>Status</u>
CDBG funds	\$48,022	Close out process
Community Activities/Other Carlsbad RapidRehousing	\$350,000	In progress, contract term ends 1/31/2024

C. Did you receive any federal funds, including CDBG funding from other cities?

No  Yes (Please list funds below)

<u>Program Source</u>	<u>Amount Received</u>
City of Encinitas	\$22,821

**III. BENEFITS & BENEFICIARIES**

A. How accessible or convenient is the proposed program/project to Carlsbad residents? (Please be specific such as direct services to client’s home, transportation provided to and from facility, or relation to public transportation.)

Carlsbad residents have remote access through CRC’s online client assistance portal or via telephonic or in person appointments with case managers at CRC’s office in Carlsbad. The office is accessible by bus or other public transportation. CRC also offers mobile case management in which case managers travel to the client’s location.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

100 % of clients are at 30% or below of the area median income  
 \_\_\_\_\_ % of clients are between 31% and 50% of the area median income  
 \_\_\_\_\_ % of clients are between 51% and 80% of the area median income  
 \_\_\_\_\_ % of clients are above 80% of the area median income

C. Please describe how low-and-moderate income persons will benefit from the proposed program/project. Include the need or problem to be addressed in relation to Consolidated Plan housing and community development priorities, as well as the population to be served or the area to be benefited. (Reference Consolidated Plan Priorities)

CRC’s proposed Homeless Prevention program addresses the need to keep economically vulnerable residents in stable housing by helping them overcome personal, economic, health and social justice barriers that threaten their ability to avoid experiencing homelessness. There is an ongoing housing crisis in San Diego County, including the City of Carlsbad, because the median price to own or rent a home greatly exceeds median family income and disproportionately impacts women and people of color. The barrier is greater for those experiencing homelessness or at imminent risk of homelessness who are searching for affordable rent. Approximately 13.3% of the 3.3 million county population have incomes below poverty level and spend nearly 70% of their income on rent. 2-1-1 San Diego [211SD](#).

The project will benefit and serve low-income, economically insecure Carlsbad residents who are at risk of experiencing homelessness, including survivors of domestic violence (DV). CRC’s services directly focus on the City’s Consolidated Plan priority to prevent and reduce homelessness by providing homeless prevention services to Carlsbad individuals and families who are on the verge of experiencing homelessness. These prevention activities will include client financial assistance, case management or counseling efforts that will result in Carlsbad residents obtaining or maintaining permanent housing.

D. Please indicate the number of clients benefiting from the proposed activity and the percentage that are Carlsbad residents.

30 Persons of which 100% are Carlsbad residents

E. Does your agency focus its activities on populations with special needs?

No  Yes (Please specify)

Please specify which special needs populations. (Homeless individuals/families, persons with disabilities, persons with substance abuse problems, veterans, farmworkers and day laborers, seniors, children, etc.)

The special needs populations that CRC serves are individuals and families experiencing homelessness or at risk of imminent homelessness, including those escaping domestic violence.

- CRC provides ongoing food distribution and optional case management to seniors in the community. The majority of participants have at least one trauma-induced barrier to self-sufficiency and wellness such as substance abuse or mental health issues.
- Case Managers work with clients to address identified barriers.
- Staff regularly receive training on how to provide culturally competent services for the underserved populations CRC serves.
- Services are available in Spanish to better serve the Hispanic/Latino population, which comprises approximately 40% of CRC's clients.

F. Does your organization charge recipients for the provided services?

- No  Yes (Please specify) \$\_\_\_\_\_

#### IV. IMPLEMENTATION OF ACTIVITY

A. Please submit a schedule for implementation as Attachment C if this proposal is for construction, rehabilitation, property acquisition and construction related activities or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing or other appropriate documents.

N/A

#### V. DOCUMENTATION

A. How will the beneficiaries' information be collected and documented?

CRC collects and documents beneficiary information using an intake form and documents provided by the client in person or by using CRC's secure online client portal.

B. How will the outcomes be measured, collected and documented?

CRC uses the software Efforts to Outcomes (ETO) to track individual and programmatic progress. CRC developed key performance indicators (KPI) for the organization and each program including Social Services Homeless Prevention. CRC's Data Specialist collaborates with program staff to develop program performance metrics, trains staff how to collect data, and provides analysis for reporting and evaluation. Metrics for Social Services Homeless Prevention, guided by the KPIs, include number of individuals and percentage of all housing participants who exit to permanent housing at case closure and number and percentage of case managed participants who increase their self-sufficiency score by program exit. Case managers collect data at regular intervals during service delivery and for up to one year after completion to determine longer-term effectiveness and follow up with additional services where necessary. Executive and program staff review and use the collected data to evaluate program success and identify areas for improvement.

#### VI. PARTNERSHIPS, COLLABORATION AND OUTREACH

A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach in serving the low income and most vulnerable populations.

CRC works closely with Carlsbad's faith-based community through the Interfaith Shelter Network for which Pilgrim Church and Christ Presbyterian in La Costa serve as winter shelters. As noted earlier, CRC partners with affordable housing complexes in Carlsbad including La Costa Paloma, Cassia Heights, Hunter's Point, Glen Ridge, Laurel Tree and Mariposa Apartments, providing outreach to low-income households and receiving referrals from apartment managers for households that are struggling to pay rent. CRC also works collaboratively with La Posada, Interfaith Community Services and the City of Carlsbad.

I, the undersigned, do hereby attest that the above information is true and correct to the best of my knowledge.

<small>DocuSigned by:</small>  <small>P0E3518CC70D4A3</small>	<u>John Van Cleef, Chief Executive Officer</u>	<u>2/22/23</u>
Signature	Print Name & Title	Date

NOTE: Applications must include a resolution from your organization's Board of Directors authorizing the person signing above to submit funding applications and to enter into funding agreements if selected.

**CDBG PROJECT BUDGET****Organization:** Community Resource Center **Total organization budget \$** 6,559,317**Program/Project name requesting funds:** Homeless Prevention Services for Carlsbad Residents**CDBG funds requested:** \$48,022 **Total program/project budget:** \$ 0

Note: Indicate with an asterisk (\*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project: (S)Secured or (A)Anticipated
- |  |     |                        |            |
|--|-----|------------------------|------------|
| a. Funding requested from the City               |     | <u>\$71,409</u>        | (A)        |
| b. Other federal funds (if any)                  |     | _____                  | (S) or (A) |
| c. State or local government funds               |     | _____                  | (S) or (A) |
| d. Donations and contributions                   |     | _____                  | (S) or (A) |
| e. Fees or memberships                           | N/A | _____                  | (S) or (A) |
| f. In-kind contributions / Volunteer time        | N/A | _____                  | (S) or (A) |
| g. Other funding _____                           |     | _____                  | (S) or (A) |
| h. <b>TOTAL PROJECT FUNDING</b> (project budget) |     | <u><u>\$71,409</u></u> | (A)        |
2. Uses of CDBG funds requested for the program/project: (1.a.)
- |   |  |                        |   |
|---|--|------------------------|---|
| a. Wages and salaries   |  | <u>\$ 13,650</u>       |   |
| b. Personnel benefits   |  | <u>\$ 4,505</u>        |   |
| c. Materials and supplies   |  | _____                  |   |
| d. Program expenses and evaluation (client assistance flex funds) |  | <u>\$46,763</u>        |   |
| e. Rent and utilities   |  | _____                  |   |
| f. Insurance  |  | _____                  |   |
| g. Mileage (____@ 56 cents/mile calendar year 2021)               |  | _____                  | - |
| h. Incentives and Special Events                                  |  | _____                  |   |
| i. Indirect costs   |  | <u>\$ 6,491</u>        |   |
| j. _____  |  | _____                  |   |
| k. _____  |  | _____                  |   |
| l. <b>TOTAL REQUESTED FUNDING</b> (same as 1.a.)                  |  | <u><u>\$71,408</u></u> |   |
3. Percentage of project budget represented by CDBG request 100%
4. If your project will require future funding, please provide information about how the program will be funded.  
CRC is funded by a diverse range of government and private grants, business and community donations, fundraising event revenue, in-kind services and food donations, and revenue from CRC Resale stores. CRC is the coastal North County leader in providing high impact stabilization services that assist families facing homelessness because of job loss or inadequate income in keeping permanent housing. These positive outcomes have resulted in long-term funding by both government and private grantors.

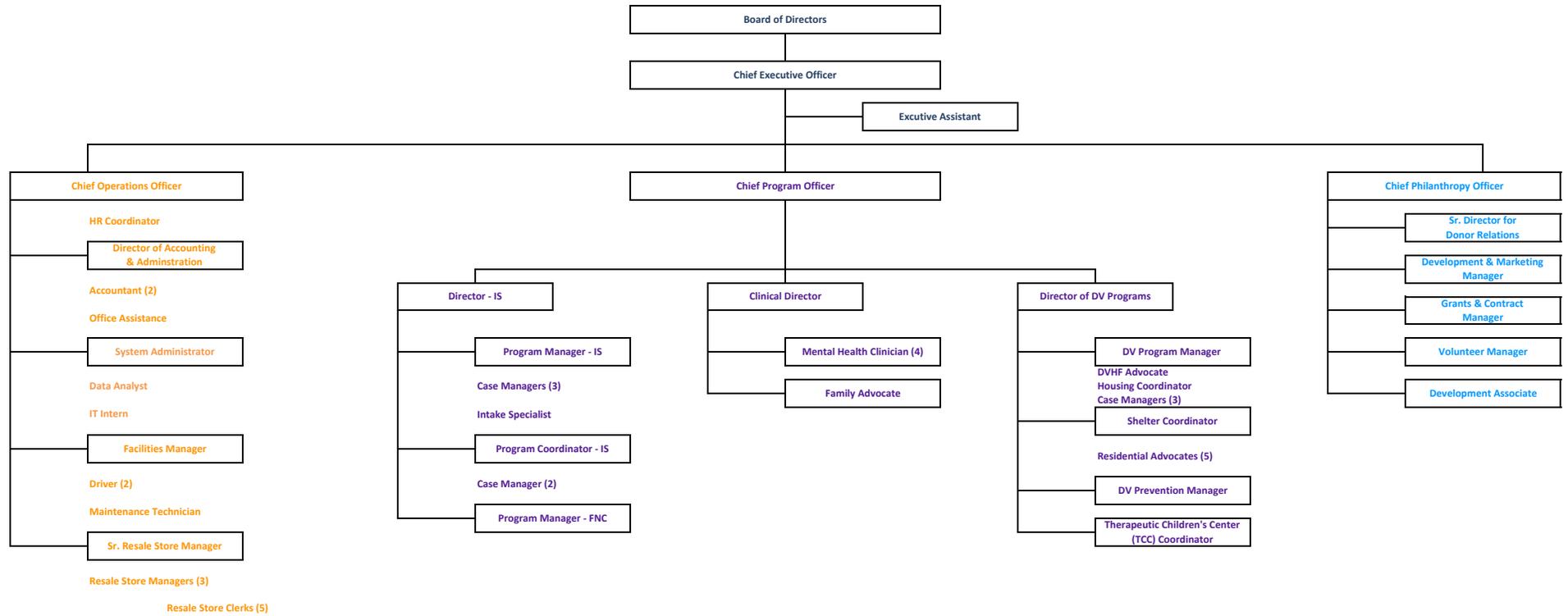
### 2023 Carlsbad CDBG Executive Summary

Community Resource Center (CRC) will provide Homeless Prevention services and supportive social services for individuals residing in Carlsbad, including domestic violence (DV) survivors and their children. Homeless Prevention assistance is for Carlsbad households at imminent risk of homelessness - in danger of losing their primary nighttime residence and lacking the resources or support networks needed to stabilize their housing - prioritizing seniors, veterans, and families based on each household's need. Available assistance includes assessment to determine utility of Diversion as an initial strategy, rental or utility arrears, late fees, landlord mediation/advocacy, one-time rental assistance, security or utility deposits, bridge housing motel vouchers (to bridge gap between housing to housing), employment assistance (transportation), or assistance with other costs related to household's ability to prevent homelessness. CRC does not charge fees to participants for any of the services described.

CRC will assist 30 Carlsbad residents with Homeless Prevention services and supportive social services. CRC estimates the annual program cost per client is in the range of \$1,000 to \$3,000, depending on client need. This year, the City provided substantial funds for Homeless Intervention (Carlsbad Rapid Rehousing) together with CDBG funds for Homeless Prevention. This request will fill a funding gap for Homeless Prevention assistance and is fully aligned with the City's Homeless Action Plan strategic priority to develop and maintain the City's capacity to **prevent and reduce homelessness** and its impacts on the community (emphasis added).

Please see the attached Homeless Prevention Project Budget – [Program Budget HP nC Carlsbad CDBG 23.xlsx](#). CRC will use CDBG funds provided by the City of Carlsbad to supplement or expand services. CRC does not have other funds for the proposed services, but can scale the number of Carlsbad residents served to the amount awarded. CRC will continue its presence in Carlsbad and continue its other activities for Carlsbad residents.

CRC has not identified any matching funding. If Carlsbad CDBG funds are granted, CRC may be able to identify the granted funds as a match for other grants where applicable, increasing the leverage and value of each grant.



rev. 7/20/22



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
NOTICE OF FUNDING AVAILABILITY (NOFA)**

The City of Carlsbad is pleased to announce the availability of applications for the FY 2023-24 Community Development Block Grant (CDBG) Program. The CDBG program is federally funded by the Department of Housing and Urban Development (HUD) and is administered by the city to provide assistance to lower-income residents and communities. For FY 2023-24 CDBG award of **\$476,057** – available in the following categories:

<b>ESTIMATED FY 2023-24 AWARD: \$ 476,057</b>		
<i>Category</i>	<i>Key Details</i>	<i>Estimated Available</i>
Public Services	<ul style="list-style-type: none"> <li>• Programs directly assisting low-income households</li> <li>• Services carried out by non-profit agencies</li> <li>• Funding capped at 15 percent of grant</li> </ul>	\$ 71,408
Administration/Fair Housing	<ul style="list-style-type: none"> <li>• Subrecipient oversight</li> <li>• Compliance with federal requirements</li> <li>• Financial management</li> <li>• Fair Housing services</li> <li>• Funding capped at 20 percent of grant</li> </ul>	\$ 95,211
Affordable Housing/Facility Improvements	<ul style="list-style-type: none"> <li>• Facility Improvements for non-profit service providers</li> <li>• Acquisition/rehabilitation of low-income housing</li> </ul>	\$ 309,438

**Submission Due by Feb. 22, 2023, by 5:00 p.m.**  
**Details:** [housing@carlsbadca.gov](mailto:housing@carlsbadca.gov)  
*\*Email Submission Highly Encouraged\**

**Contact:** **Nicole Piano-Jones**  
 Program Manager  
 (442) 339-2191  
[Nicole.pianojones@carlsbadca.gov](mailto:Nicole.pianojones@carlsbadca.gov)

Paper copies may be delivered to:  
 City of Carlsbad  
 Housing & Homeless Services  
 Attn: CDBG Program  
 1200 Carlsbad Village Drive  
 Carlsbad, CA, 92008

<b>Estimated Timeline</b>	
Notice of Funding Availability	Jan. 11, 2023
Applications Due	Feb. 22, 2023
CDBG Advisory Committee	March or April 2023
10-day public review/comment	April or May 2023
City Council Public Hearing	May 9, 2023

*\*Dates are tentative and subject to change.  
 All public meetings and review and comment periods will be separately publicly noticed\**



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2023-24 FUNDING APPLICATION**

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**APPLICATION DETAILS & INSTRUCTIONS:** This application must be completed for each organization seeking CDBG funding from the City of Carlsbad. All information requested **must** be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.

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**CHECKLIST OF REQUIRED DOCUMENTS:** The following information is required of all CDBG applicants even if they have been provided in the past.

- Board of Directors' resolution authorizing submittal of application
- Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization

(Note: One resolution both authorizing submittal of applications and entering into agreements may be substituted for the above two documents.)

- Sample Intake Form
- List of Board of Directors
- Financial Audit Report for the most recently ending Fiscal Year
- Funding proposal application (**Application format must remain as provided in the Request for Proposal Package**)

**Application not to exceed 20 pages total, including attachments. Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes. The attachment of brochures or other documents will not be accepted in lieu of completing each question on the Funding Proposal Application.**

- ✓ Attachment A      Executive Summary, including key staff, budget, and timeline (**required**)
- ✓ Attachment B      Organizational chart (**required**)
- ✓ Attachment C      Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation (if applicable).

*To be completed by Housing Services Division staff*

<b>Date Received:</b>		<b>Local Objective:</b>	
<b>National Objective:</b>		<b>Eligibility Citation:</b>	
<b>Person Completing Review:</b>		<b>Complete:</b>	

**FUNDING APPLICANT**

Name of Agency: CSA San Diego County

Address: 327 Van Houten Ave - El Cajon, CA 92020

Federal Unique Entity Identification (UEI) Number: LD7WR1PFMGD4

**PROPOSED PROGRAM/PROJECT**

Title of Program/Project: Fair Housing Program and Tenant/Landlord Services

Location of Program/Project: 327 Van Houten Avenue - El Cajon, CA 92020

Person completing application: Paula Karazuba Phone No.: 619-444-5700 Email: paula@c4sa.org

Financial Contact: Tyrone Spencer Phone No.: 619-444-5700 Email: tyrone@c4sa.org

Program Manager Contact: George Ibarra Phone No.: 619-444-5700 Email: george@c4sa.org

Executive Director Contact: Estela De Los Rios Phone No.: 619-444-5700 Email: estela@c4sa.org

**Requested Funding Amount:** \$ 25,000

**Brief Description of Program/Project** (Describe the work to be performed, including the activities to be undertaken or the services to be provided and the goals and objectives of the program/project):  
CSA's proposed program will include providing fair housing and landlord tenant outreach and education, counseling and mediating housing disputes. The proposed project will also include dissemination of literature and materials, workshops, presentations and attending local events to reach the community to provide assistance. CSA will also provide technical assistance to the City of Carlsbad.

**I. ORGANIZATIONAL ABILITY/CAPACITY**

A. This agency is:

- Nonprofit  For-profit
- Local public agency  State public agency
- Other (Please specify.) \_\_\_\_\_

B. What is the purpose/mission of the agency?

**CSA San Diego County's mission is "to promote positive attitudes and actions that ensure respect, acceptance and equal opportunity for all people."**

C. How long has this agency been in operation? Please include the date of incorporation.

**CSA San Diego County is a private, non-profit agency that was founded in 1969 under the name Heartland Human Relations and Fair Housing then incorporated in 1972. In 2010, our organization was renamed as CSA San Diego County and incorporated under that name.**

D. How long has this agency been providing the proposed program/project?

**CSA has developed, implemented and administered fair housing services with CDBG/HOME funds for nearly 50 years, is a HUD Approved Housing Counseling Agency and recognized as a regional leader in housing services. The agency maintains current fair housing information and is involved in regional planning. CSA also collaborates with and works to support other organizations providing fair housing related services.**

- E. Please describe the agency's existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such a program/project. (Resumes may also be submitted as an optional attachment but not in lieu of a complete response.)

The management skills of the Executive Director and the Sr. Housing Counselor will assure that the quality of services rendered adheres to all local, state, and federal regulations. The Executive Director, has over 30 years of experience in fair housing, and has held the positions of housing counselor, Spanish legal translator and interpreter, and housing coordinator in addition to 15 years of experience as the Executive Director for CSA. The Senior Housing Counselor, George Ibarra, brings extensive knowledge and experience of real property practice, foreclosure prevention, and referral for veteran's services, has experience working with tenants and landlords and does various fair housing presentations. The day-to-day fair housing and tenant/landlord services are performed by a multilingual (Spanish, Arabic, English) staff with over 40 years of accumulated expertise in the area of housing, social services, government services, business and data management.

- F. Please indicate your agency's level of experience with the CDBG program.

- No or little experience (up to 1 year of using CDBG funds)  
 Some experience (2 to 3 years of using CDBG funds)  
 Moderate experience (4 to 5 years of using CDBG funds)  
 Considerable experience (more than 5 years of using CDBG funds)

- G. If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization?

- No  Yes

If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.

N/A

- H. Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing and networking. Describe the program's timeline with dates and times, including the earliest possible start dates, end dates and milestones as applicable.

CSA's proposed project will begin July 1, 2023. CSA currently implements similar projects for six jurisdictions and has the necessary forms, equipment and locations at its disposal. Additionally, staffing for the proposed project are already on-board, fully trained and ready to begin the project without any delay. Therefore, all activities will be fully complete and funding will be fully expended by June 30, 2024. CSA anticipates that 6 to 8 persons per month or 18-24 persons quarterly will be assisted to meet the 95 person goal. The proposed timeline is as follows Qtr 1: 18 persons, Qtr 2: 20 persons, Qtr 3: 24 persons and Qtr 4: 23 persons. 2) CSA's proposed project is on-going and will be completed by June 30, 2024.

## II. FINANCIAL CAPACITY/STABILITY

- A. Please complete Page 7 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2021-2022 and 2022-2023) for the proposed program/project?

<u>Sources of Funding</u>	<u>No</u>	<u>Yes</u>
CDBG	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community Activities (or other General Fund monies)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If yes, please indicate amount and status of previously awarded funds (fully expended, funds remaining, program/project discontinued, etc.).

N/A

	<u>Amount Received</u>	<u>Status</u>
CDBG funds	N/A	N/A
Community Activities/Other	N/A	

C. Did you receive any federal funds, including CDBG funding from other cities?

No  Yes (Please list funds below)

<u>Program Source</u>	<u>Amount Received</u>
ElCajon, La Mesa, Chula Vista National City, Santee & Vista	\$ 230,500
HUD FHIP Grants	\$ 375,000

### III. BENEFITS & BENEFICIARIES

A. How accessible or convenient is the proposed program/project to Carlsbad residents? (Please be specific such as direct services to client's home, transportation provided to and from facility, or relation to public transportation.)

CSA's Fair Housing program is accessible to potential clients through multiple avenues. We can receive complaints through email, webpage submissions, telephone calls and CSA provides walk-in availability as well as regular appointments. Most counseling services are provided over the phone. Through the phone, skilled HUD approved housing counselors provide a first line of defense against harassment and discriminatory treatment for English, Spanish, Farsi and Arabic speaking residents. Our counselors are able to mediate difficult disputes and refer clients to appropriate resources and agencies as needed. Our housing counselors provide fair housing seminars for Carlsbad residents and apartment managers as well as city and county staff.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

36 % of clients are at 30% or below of the area median income  
44 % of clients are between 31% and 50% of the area median income  
15 % of clients are between 51% and 80% of the area median income  
5 % of clients are above 80% of the area median income

C. Please describe how low-and-moderate income persons will benefit from the proposed program/project. Include the need or problem to be addressed in relation to Consolidated Plan housing and community development priorities, as well as the population to be served or the area to be benefited. (Reference Consolidated Plan Priorities)

CSA plans on providing vital tenant/landlord and fair housing counseling, education and outreach and mediation activities to assist some of the most impoverished, marginalized, and disadvantaged populations who most often experience housing issues. Populations such as immigrants and refugees, limited English proficient, impoverished, and under-served minority communities who are especially vulnerable as they are not aware of protections provided under the law.

D. Please indicate the number of clients benefiting from the proposed activity and the percentage that are Carlsbad residents.

Persons of which 100 % are Carlsbad residents

E. Does your agency focus its activities on populations with special needs?

No  Yes (Please specify)

Please specify which special needs populations. (Homeless individuals/families, persons with disabilities, persons with substance abuse problems, veterans, farmworkers and day laborers, seniors, children, etc.)

F. Does your organization charge recipients for the provided services?

No  Yes (Please specify) \$ \_\_\_\_\_

**IV. IMPLEMENTATION OF ACTIVITY**

A. Please submit a schedule for implementation as Attachment C if this proposal is for construction, rehabilitation, property acquisition and construction related activities or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing or other appropriate documents. **N/A**

**V. DOCUMENTATION**

A. How will the beneficiaries' information be collected and documented?

CSA collects beneficiary documentation such as race, ethnicity and income data on its intake forms and each person self-certifies their income. The procedure for collecting documentation involves CSA staff interview beneficiaries via telephone or in person, and filling out a intake form to collect the beneficiary documentation. CSA then utilizes a HUD approved Client Management System to enter the data and run statistical reports on a monthly or quarterly basis.

B. How will the outcomes be measured, collected and documented?

CSA has a proven track record of achieving results and has developed a detailed Evaluation Plan that includes several strategies for evaluating and improving program performance against proposed activity goals during the grant including measuring its outputs and outcomes. The agency will utilize data collection and technology to capture, maintain and share data and measure program success. CSA will track and evaluate how many persons have received assistance in counseling, the number of workshops/presentations have been completed, the number of clients attending, the locations of the services, types of outreach activities provided, and the amount of materials that have been created and distributed.

**VI. PARTNERSHIPS, COLLABORATION AND OUTREACH**

A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach in serving the low income and most vulnerable populations.

CSA's Executive Director is currently President of the San Diego Regional Alliance for Fair Housing and through this collaborative CSA works to Affirmatively Further Fair Housing (AFFH) for all residents of San Diego County. CSA also collaborates with the County Continuum of Care, Latinos en Accion, Welcome Newcomer Network, International Rescue Committee, San Diego Immigration Consortium, CAIR, Majdal Center, San Diego Regional Anti-hate Crime Coalition, Jewish Family Services, and Catholic Charities. Through collaboration, CSA is able to reach and assist the most vulnerable populations.

I, the undersigned, do hereby attest that the above information is true and correct to the best of my knowledge.



Signature

Estela De Los Rios, Executive Director

Print Name & Title

02/15/2023

Date

NOTE: Applications must include a resolution from your organization's Board of Directors authorizing the person signing above to submit funding applications and to enter into funding agreements if selected.

**CDBG PROJECT BUDGET**

Organization: CSA San Diego County Total organization budget \$ 800,004.28

Program/Project name requesting funds: Fair Housing Program

CDBG funds requested: \$ 25,000 Total program/project budget: \$ 230,500

Note: Indicate with an asterisk (\*) funds that are volunteer time or in-kind contribution.

- |  |  |
|--|--|
| 1. Sources of funding for program/project:                             | (S)Secured or (A)Anticipated           |
| a. Funding requested from the City                                     | \$ <u>25,000</u> (S) or <b>(A)</b>     |
| b. Other federal funds (if any)  | <u>                    </u> (S) or (A) |
| c. State or local government funds                                     | \$ <u>188,750</u> (S) or <b>(A)</b>    |
| d. Donations and contributions   | <u>                    </u> (S) or (A) |
| e. Fees or memberships   | <u>                    </u> (S) or (A) |
| f. In-kind contributions / Volunteer time                              | <u>                    </u> (S) or (A) |
| g. Other funding <u>Applicant's funds</u>                              | \$ <u>1,750</u> <b>(S)</b> or (A)      |
| h. <b>TOTAL PROJECT FUNDING</b> (project budget)                       | \$ <u>230,500</u> (S) or <b>(A)</b>    |
|  |  |
| 2. Uses of <b>CDBG funds requested</b> for the program/project: (1.a.) |  |
| a. Wages and salaries  | \$ <u>17,400</u>                       |
| b. Personnel benefits  | \$ <u>1,834</u>                        |
| c. Materials and supplies  | \$ <u>132</u>                          |
| d. Program expenses and evaluation                                     | \$ <u>96</u>                           |
| e. Rent and utilities  | \$ <u>1,249</u>                        |
| f. Insurance   | \$ <u>484</u>                          |
| g. Mileage ( <u>257</u> @ 56 cents/mile calendar year 2021)            | \$ <u>144</u>                          |
| h. Incentives and Special Events                                       | \$ <u>441</u>                          |
| i. Indirect costs  | \$ <u>2,500</u>                        |
| j. <u>Accounting &amp; Audit</u>                                       | \$ <u>280</u>                          |
| k. <u>Trainings</u>  | \$ <u>440</u>                          |
| l. <b>TOTAL REQUESTED FUNDING</b> (same as 1.a.)                       | \$ <u>25,000</u>                       |
|  |  |
| 3. Percentage of project budget represented by CDBG request            | <u>11</u> %                            |

4. If your project will require future funding, please provide information about how the program will be funded.

**Carlsbad 2023-2024 CDBG Application- Executive Summary**

CSA is a HUD Approved Nonprofit Housing Counseling Agency that has 52 years of experience as advocates for equality, diversity, inclusion, civil rights and fair housing. CSA’s mission is to promote positive attitudes and action that ensure respect, acceptance, and equal opportunity for all people. CSA’s carries out its mission by working to prevent and eliminate housing discrimination by enforcing and promoting fair housing laws and equal housing opportunities. CSA is a champion for people to keep their homes, prevent homelessness, and offering referrals to other community resources as needed by an individual who may be currently homeless or at risk for homelessness. CSA utilizes diligent managing of resources to productively screen, assist, and resolve cases of housing insecurity and discrimination. Our project aims to educate Carlsbad residents about fair housing, housing opportunities, their civil rights and responsibilities to combat issues that could escalate into homelessness (ex. Not being able to afford a rent increase, unforeseen eviction). Our program uses one-on-one counseling services which are supplemented by our website, outreach events/workshops, social media marketing, mediation, handbooks and other literature as tools to prevent and address homelessness. CSA plans to build on top of its extensive experience in Fair Housing and Tenants/Landlords services with new and innovative approaches and networks for program enhancement. The CDBG funds will be used to fund our staff and offices, materials used for education, events, promotion and record keeping as outlined in the budget.

**Key Staff**

Title	Name	% of time
CSA, Executive Director	Estela De los Rios	3% FTE
Senior Fair Housing Counselor	George Ibarra	7% FTE
Arabic-Speaking Fair Housing Counselor	Aiad Mekany	3% FTE
Spanish Speaking Fair Housing Counselor	Eva Aguillard	3% FTE
Spanish Speaking Fair Housing Counselor	Rick Felix	3% FTE
Administrative Assistant	Paula Karazuba	7% FTE

**Budget Excel Sheet**

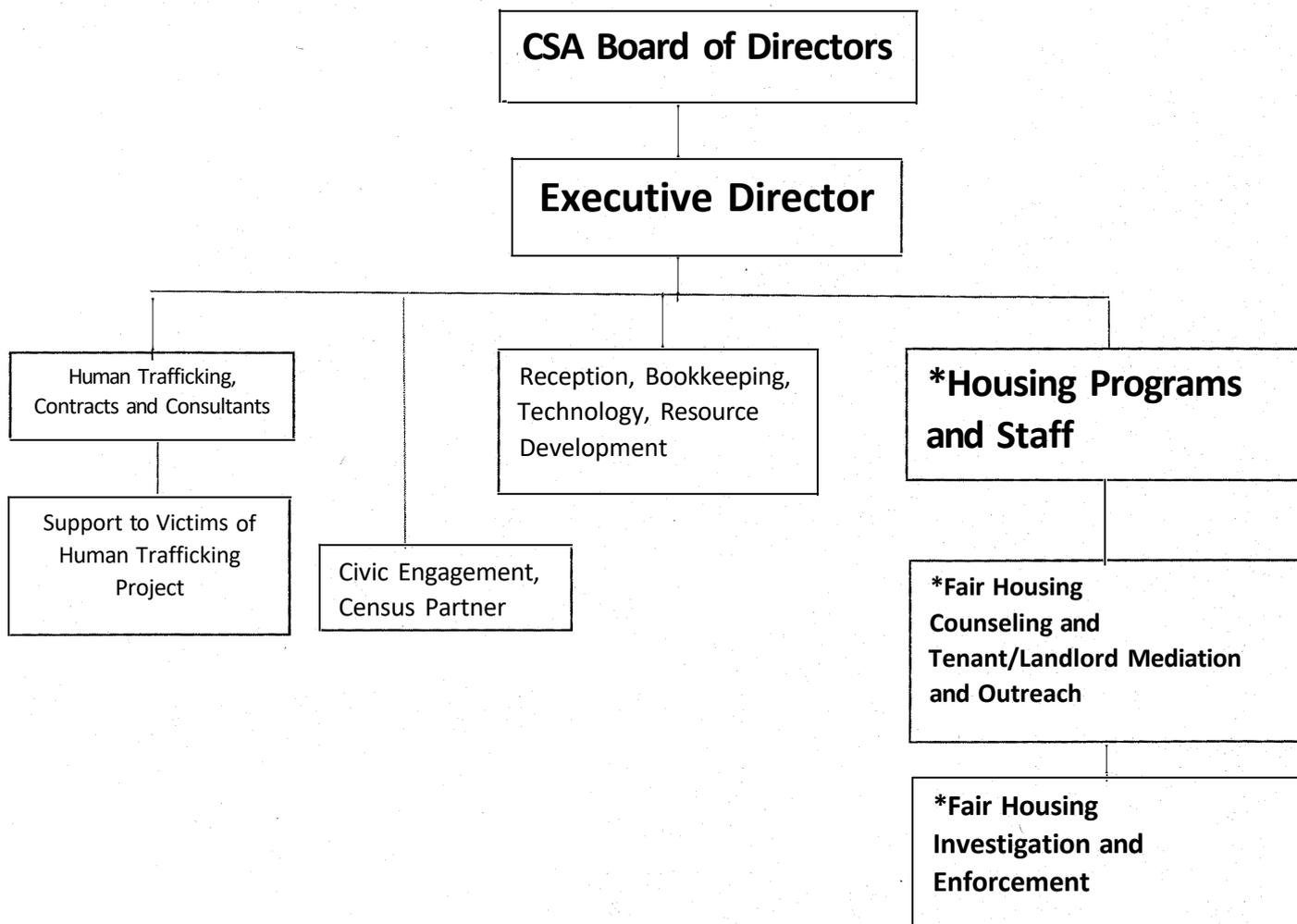
Please see the attached excel budget for specific line-item breakdowns.

**Timeline**

Anticipated Date	Milestone
July 2023	Launch 2023-24 Program and begin providing services to Carlsbad residents
September 2023	Provide Counseling to 18 persons
December 2023	Provide Counseling to 20 persons
March 2024	Provide Counseling to 24 persons
June 2024	Provide Counseling to 23 persons and close out the 2023-24 program

Column A	Column B	Column C	Column D
Budget Item	CDBG Request	Other Sources	List Name(s) of Other Sources
<b>Personnel</b>			
Executive Director 3%	\$2,633	\$87,776	Other city CDBG grants, Human trafficking grants, Civic Engagement Etc.
Senior Housing Counselor 7%	\$2,912	\$41,600	Donations, HUD housing counseling and other city CDBG grants
Housing Counselors(3) 3%	\$8,942	\$25,000	SCSEP-Senior Employment Programs
		\$74,360	Other city CDBG and HUD grants
Administrative Asst. 7%	\$2,912	\$41,600	Other grants
Housing Receptionist 0%	\$0	\$8,700	SCSEP/Interns/Hire a Youth
Fringe Benefits	\$1,834	\$22,925	Donations, HUD housing counseling and other city CDBG grants
<b>Operating Costs</b>			
Materials and Supplies	\$132	\$1,200	Donations, HUD housing counseling and other city CDBG grants
Rent/Utilities	\$1,029	\$34,300	Donations, HUD housing counseling and other city CDBG grants
Insurance	\$484	\$6,050	Donations, HUD housing counseling and other city CDBG grants
Telephone	\$220	\$2,750	Donations, HUD housing counseling and other city CDBG grants
Accounting & Audit	\$280	\$3,500	Donations, HUD housing counseling and other city CDBG grants
Program Expenses & Evaluation	\$96	\$1,200	Donations, HUD housing counseling and other city CDBG grants
Trainings	\$440	\$5,500	Donations, HUD housing counseling and other city CDBG grants
Mileage	\$144	\$1,800	Donations, HUD housing counseling and other city CDBG grants
Marketing/Promo/Special Events	\$441	\$6,400	Donations, HUD housing counseling and other city CDBG grants
Indirect Cost	\$2,500	\$32,828	Donations, HUD housing counseling and other city CDBG grants
Budget total	\$25,000	\$397,489	

## CSA San Diego County Organizational Chart



\*City of Carlsbad's Fair Housing And Tenant/Landlord Services will fit in our organization with our Housing Programs and Staff of Fair Housing Counselors, Mediators, Outreach and Investigators and Enforcement



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2023-24 FUNDING APPLICATION**

**APPLICATION DETAILS & INSTRUCTIONS:** This application must be completed for each organization seeking CDBG funding from the City of Carlsbad. All information requested **must** be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.

**CHECKLIST OF REQUIRED DOCUMENTS:** The following information is required of **all** CDBG applicants even if they have been provided in the past.

- Board of Directors' resolution authorizing submittal of application
- Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization

(Note: One resolution both authorizing submittal of applications and entering into agreements may be substituted for the above two documents.)

- Sample Intake Form
- List of Board of Directors
- Financial Audit Report for the most recently ending Fiscal Year
- Funding proposal application (**Application format must remain as provided in the Request for Proposal Package**)

**Application not to exceed 20 pages total, including attachments. Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes. The attachment of brochures or other documents will not be accepted in lieu of completing each question on the Funding Proposal Application.**

- ✓ Attachment A      Executive Summary, including key staff, budget, and timeline (**required**)
- ✓ Attachment B      Organizational chart (**required**)
- ✓ Attachment C      Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation (if applicable).

*To be completed by Housing Services Division staff*

<b>Date Received:</b>		<b>Local Objective:</b>	
<b>National Objective:</b>		<b>Eligibility Citation:</b>	
<b>Person Completing Review:</b>		<b>Complete:</b>	

## FUNDING APPLICANT

Name of Agency: Interfaith Community Services

Address: 550 West Washington Avenue, Escondido CA 92025

Federal Unique Entity Identification (UEI) Number: N28YBWSB8UU8

## PROPOSED PROGRAM/PROJECT

Title of Program/Project: Carlsbad Housing, Basic Needs, and Employment Assistance Program

Location of Program/Project: 5731 Palmer Way, Carlsbad, CA 92010

Person completing application: Jana Mackie Phone No.: 619-408-6873

Email: jmackie@interfaithservices.org

Financial Contact: Hanan Pelstring Phone No.: 760-489-6380

Email: hpelstring@interfaithservices.org

Program Manager Contact: Vannessa Marshall Phone No.: 760-458-6913

Email: vmarshall@interfaithservices.org

Executive Director Contact: Greg Anglea Phone No.: 760-489-6380

Email: ganglea@interfaithservices.org

**Requested Funding Amount:** \$ 71,345

**Brief Description of Program/Project** (Describe the work to be performed, including the activities to be undertaken or the services to be provided and the goals and objectives of the program/project):

Interfaith Community Services (Interfaith) respectfully requests \$71,345 to provide critical community services at its Carlsbad Service Center that will address priorities identified by the City of Carlsbad to benefit low-and moderate-income persons. Services will include housing stabilization and navigation, basic needs assistance, supportive services, and employment development. Together, these services will impact more than 200 Carlsbad individuals.

Activities and services to be provided to the community will include:

- **Rental Assistance and Emergency Financial Support:** Interfaith will provide homelessness prevention and diversion services to Carlsbad households facing imminent homelessness. This will include emergency rental, utility, and security deposit payments to enable Carlsbad residents to avoid and prevent homelessness. Case managers will screen residents for eligibility and engage clients in comprehensive case management to identify and track progress toward lasting solutions. This includes working with each client to develop an Individual Service Plan aimed at addressing barriers to housing and self-sufficiency. Case managers work to prioritize financial goals, such as opening a bank account, increasing savings, increasing income, understanding credit management and repair, and taxes. Case Managers also provide warm referrals to a wide range of internal and external support services including housing stabilization and support, benefits assistance, and medical and behavioral healthcare.
- **Emergency Food Assistance:** Interfaith will distribute emergency food assistance to Carlsbad residents

through its on-site food pantry at the Carlsbad Service Center, as well as home delivery for those who are elderly or have a medical condition. Interfaith maintains its pantry stock through its food rescue program, community donations, and purchases of food, as needed.

- **Basic Needs Support:** Interfaith will strengthen the support services for lower income Carlsbad residents as well as residents with special needs by providing case-managed social services to Carlsbad community members. Supportive services include emergency food and hygiene supplies, eyewear and prescription assistance, physical and behavioral health care referrals, childcare and clothing assistance, financial assistance to receive California ID cards and birth certificates, tax preparation, transportation assistance, food stamp and Medi-Cal application assistance, as well as referrals to Homeless Court and legal services.
- **Employment Support:** In addition, Interfaith will provide employment services that are crucial to household economic success. Carlsbad community members will have access to employment and education assistance to help them gain and retain employment and/or required employment requisites such as a diploma, GED, certificate or licensure. Short-term financial assistance may also include employment expenses connected to job loss including transportation, workforce re-training in a different career sector, tools, uniforms, and other expenses related to obtaining and maintaining employment

**Program Impact:**

Interfaith’s Carlsbad Service Center Housing, Basic Needs, and Employment Assistance Program will support 200 unduplicated Carlsbad homeless and low-income individuals by providing them access to services including: emergency food and employment assistance, supportive services, clinical and behavioral health referrals, and housing support assistance.

Over a 12-month grant period, funding from the Carlsbad CDBG will provide:

- Rental assistance and emergency housing case management to prevent or rapidly reverse homelessness to 20 Carlsbad households;
- Basic needs (e.g., emergency food and hygiene kits) to at least 200 unduplicated Carlsbad individuals and their families;
- Employment and education assistance essential for gaining and retaining employment and/or achieving education requirements to at least 20 individuals.

With a grant from the City of Carlsbad CDBG, Interfaith will impact the lives of low- and middle-income adults and children, as well as those experiencing homelessness, by helping them in their time of crisis. The goal is to assist them in increasing or stabilizing their income, obtaining or retaining safe housing, provide them with the ability to improve their food security, and address any physical or mental health challenges they may be facing.

**I. ORGANIZATIONAL ABILITY/CAPACITY**

**A.** This Agency is:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Nonprofit          | <input type="checkbox"/> For-profit          |
| <input type="checkbox"/> Local public agency           | <input type="checkbox"/> State public agency |
| <input type="checkbox"/> Other (Please specify.) _____ |  |

**B.** What is the purpose/mission of the agency?

Interfaith Community Services (Interfaith) empowers people in need to stabilize and improve their lives through comprehensive programs, in partnership with diverse faith communities and people of compassion. Founded in 1979 as a direct response to the rising rates of hunger and homelessness in North San Diego County, Interfaith works to break the cycle of poverty and homelessness.

Interfaith provides both immediate safety net services and long-term, life-changing wraparound programs that help to stabilize and rebuild the lives of people in crisis. Programs are organized into five main areas: Nutrition and Basic Needs, Employment, Self-Sufficiency and Supportive Services, Behavioral Health and Recovery, and Housing, and designed to overlap so that each client has access to as many resources as necessary for their individual situation.

**C.** How long has this agency been in operation? Please include the date of incorporation.

Interfaith was founded in 1979, as a result of a collaboration of 14 representatives from diverse faith communities. Interfaith became incorporated as a 501(c)3 in August 1982.

**D.** How long has this agency been providing the proposed program/project?

Interfaith has operated a Carlsbad Service Center (CSC, previously Carlsbad Hiring Hall) since 2014, making it well positioned to assist the City's most vulnerable residents with homelessness prevention, housing stabilization, basic needs, and employment assistance.

In 2022, Interfaith supported 842 Carlsbad residents through 3,503 points of supportive services. This included providing 123 residents with rental assistance to prevent homelessness and distributing \$68,492 in financial aid to households in crisis situations.

**E.** Please describe the agency's existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such a program/project. (Resumes may also be submitted as an optional attachment but not in lieu of a complete response.)

Existing Staff Positions and Qualifications:

**Vannessa Marshall**, Program Manager, earned her B.A. in Liberal Studies from California State University San Marcos. Marshall has over 10 years of experience in the nonprofit field including teaching, program management, youth development, and employment services. Marshall joined Interfaith in 2015 as the TYA Program Manager and also oversees Interfaith's Carlsbad Service Center. Ms. Marshall has made a strong commitment to collaborating and networking with other organizations throughout North San Diego County. Interfaith's Employment Program work closely with the Farmworker CARE Coalition, San Diego Association of Day Laborers and Domestic Workers, the Employee Rights Center, and the California Rural Legal Assistance, among others.

**Elizabeth Hernandez**, Lead Case Manager, joined the team at the Carlsbad Service Center in May 2022. Prior to Interfaith, Hernandez worked for three years in social services and has experience working with diverse populations including children and families, migrant families and individuals, and individuals and families experiencing homelessness. She holds a BS in Criminology and Justice Studies with a minor in Psychology. I am bilingual and fluent in Spanish and am able to provide all services in Spanish such as our basic needs services, supportive case management, vocational case management, day labor program, and rental assistance.

**Jonathan Baca Nava**, Case Manager, joined Interfaith in September 2022 as a Peer Engagement Specialist and is currently a Case Manager at the Carlsbad Service Center. Prior to joining Interfaith, Baca Nava worked as a case manager and program manager for programs serving foster youth. He holds a Bachelor's degree from California State University at San Marcos. Baca-Nava is bilingual and fluent in Spanish.

**Lindsey Cordada**, Case Manager, joined Interfaith in August 2022 and provides case management at the Carlsbad Service Center. She holds a Bachelors of Arts degree in Psychology from Humboldt State University and has extensive experience in working with the homeless population, gathers information, and working closely with resources and communities for the past 3 years. Lindsey Cordada is bilingual and fluent in Spanish.

**Miranda Quintero**, Intake Coordinator, joined Interfaith in August 2022 and provides intake coordination to the Carlsbad Service Center. She brings over three years of experience in roles that required strong communication skills and organizational skills.

In addition to these project-specific personnel, Interfaith provides administrative support to assure program operation through **Amber Rizkalla**, Director of Employment Services, **Filipa Rios**, Chief Program Officer, and **Lauren Varner**, Director of Grants and Compliance. These positions will ensure personnel, material, data collection and evaluation, and other support for the operation of the service center.

F. Please describe your agency's level of experience with the CDBG program.

- No or little experience (up to 1 year of using CDBG funds)
- Some experience (2 to 3 years of using CDBG funds)
- Moderate experience (4 to 5 years of using CDBG funds)
- Considerable experience (more than 5 years of using CDBG funds)

G. If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization?

- No

H. Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing and networking. Describe the program's timeline with dates and times, including the earliest possible start dates, end dates and milestones as applicable.

Interfaith is fully prepared to initiate the proposed CDBG project immediately upon contract execution with the City of Carlsbad. The staffing, facility space, and program policies and procedures are in place at Interfaith's Carlsbad Service Center. This project will scale up existing programs that provide housing assistance, food and hygiene items, and employment assistance to residents.

Contract Initiation:	May 2023 (City Council approval of allocations)
Grant Kick-Off Meeting:	Within 7 days of contract initiation
Contract Services Initiated:	Within 15 days of contract initiation
Marketing and Networking:	Within 30 days of contract initiation and ongoing. Announcement of award and availability of services via communications platforms. Distribution of referral and eligibility information to stakeholders.
Performance Reporting:	Prepare and submit reports, as required. Monitor progress towards stated performance goals. Project team to adjust, as needed.
Contract End Date:	12 months following contract initiation

## II. FINANCIAL CAPACITY/STABILITY

A. Please complete Page 7 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

See completed itemized CDBG Project Budget. Requested CDBG funds will support rental assistance and emergency financial assistance for low-income Carlsbad residents at risk of homelessness, transportation assistance, and a portion of key staff positions which directly facilitate client services and program supervision of the Carlsbad Service Center.

- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2021-2022 and 2022-2023) for the proposed program/project?

<u>Sources of Funding</u>	<u>No</u>	<u>Yes</u>
CDBG	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Community Activities (or other General Fund monies)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, please indicate amount and status of previously awarded funds (fully expended, funds remaining, program/project discontinued, etc.).

	<u>Amount Received</u>	<u>Status</u>
CDBG Funds (FY2021-22)	\$41,211	Fully Expended
CDBG Funds (FY2022-23)	\$23,698	Funds remaining (spend by 6/30/23)
CDBG Funds (FY23 Additional)	~\$28,000	Funds remaining (spend by 6/30/23)

Community Activities/Other:

Carlsbad Service Center Hiring Hall	\$204,217	Funds Remaining (spend by 6/30/23)
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- C. Did you receive any federal funds, including CDBG funding from other cities?

No  Yes (Please list funds below)\_

<u>Program Source</u>	<u>Amount Received</u>
County of San Diego CDBG	\$75,000
Interfaith receives funding distributed through the Alliance for Regional Solutions' Bridge to Housing Network, funded by local cities including the City of Carlsbad, Escondido, Encinitas, Oceanside, San Marcos, Solana Beach, Poway, and Vista. Total distribution of \$147,611 for Haven House in FY2023.	

**III. BENEFITS & BENEFICIARIES**

- A. How accessible or convenient is the proposed program/project to Carlsbad residents? (Please be specific such as direct services to client's home, transportation provided to and from facility, or relation to public transportation.)

Carlsbad residents will have convenient access to the program through Interfaith's Carlsbad Service Center, located at 5731 Palmer Way. Free parking is available on site and the service center is located on the El Camino Real thoroughfare, easily accessible by public transportation (Breeze Route 309). Whenever needed, Interfaith will provide Carlsbad residents with additional transportation resources, including bus passes, to ensure maximum accessibility when receiving services.

The Carlsbad Service Center staff offer a range of supportive services available to residents by appointment Monday through Saturday. The center includes an on-site nutritional food pantry that distributes food and

hygiene supplies. The Day Labor Program, coordinated at the center, connects laborers with employers for daily, temporary, or permanent job needs and will be available Monday through Friday year-round.

Further, the Carlsbad Service Center is located near Catholic Charities' La Posada de Guadalupe, a year-round shelter serving adult males. Many of the shelter residents utilize the Carlsbad Service Center as a starting point to self-sufficiency. The Carlsbad Service Center also actively supports youth and families within the Carlsbad Unified School District. Carlsbad Service Center staff connect with students and families via monthly partnership meetings to ensure all are connected to the full range of services provided by Interfaith.

Carlsbad Service Center staff include culturally diverse and bilingual (English/Spanish) case managers, ensuring that Carlsbad residents with limited English proficiency can fully access services.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

<u>30%</u>	% of clients are at 30% or below of the area median income
<u>60%</u>	% of clients are between 31% and 50% of the area median income
<u>9%</u>	% of clients are between 51% and 80% of the area median income
<u>1%</u>	% of clients are above 80% of the area median income

C. Please describe how low-and-moderate income persons will benefit from the proposed program/project. Include the need or problem to be addressed in relation to Consolidated Plan housing and community development priorities, as well as the population to be served or the area to be benefited. (Reference Consolidated Plan Priorities)

Low- and moderate-income Carlsbad residents, as well as those experiencing homelessness, will benefit from the range of supportive programs at the Carlsbad Service Center including homelessness prevention, housing stabilization, basic needs, and employment assistance services. Through this support, Interfaith programs provided through the Carlsbad Service Center will address Priorities 2 and 3 in the City of Carlsbad Consolidated Plan.

**PRIORITY 2 (High Priority): Prevent and reduce homelessness.**

Interfaith will prevent and reduce homelessness in Carlsbad by providing rental assistance and security deposit assistance in emergency situations. Case managers determine eligibility for rental assistance and other support services, and engage clients in longer-term case management to identify and track progress toward lasting solutions. Interfaith's case management approach emphasizes homelessness prevention first and foremost – helping people stay in their own homes and neighborhoods whenever possible. Staff also enter homeless residents into the regional Continuum of Care Coordinated Entry System to link them with the appropriate housing resources to obtain and/or maintain affordable permanent housing.

**PRIORITY 3 (Medium Priority): Strengthen support services for lower income residents and residents with special needs.**

Interfaith is continuing to see a high demand for basic needs support within Carlsbad. The case managed social services offered through the Carlsbad Service Center will include: customized emergency food supplies, transportation assistance in the form of bus passes and gas vouchers, prescription assistance, affordable health care referrals, childcare and clothing assistance, job application preparation and financial assistance to receive California ID cards and birth certificates, tax preparation, legal assistance, as well as food stamp and Medi-Cal application assistance. These resources, complemented by Interfaith's 75+ comprehensive services, enable individuals to focus their efforts on stabilizing their financial and housing situations and improving their family's economic state.

In addition, Interfaith has implemented various strategies to help Carlsbad individuals connect with employment assistance with the goal of securing stable employment. Staff will leverage flexible funds to support transportation-related expenses such as monthly bus passes, gas vouchers, and auto repair. Other financial support may be available to assist clients with pursuing employment-related training and certifications.

D. Please indicate the number of clients benefiting from the proposed activity and the percentage that are Carlsbad residents.

200 Persons of which 100% are Carlsbad residents

E. Does your agency focus its activities on populations with special needs?

No  Yes (Please specify)

Please specify which special needs populations. (Homeless individuals/families, persons with disabilities, persons with substance abuse problems, veterans, farmworkers and day laborers, seniors, children, etc.)

Interfaith serves a variety of underserved populations, including low-income and homeless families and individuals, low-wage earners, day laborers and farm workers, seniors, at-risk youth, justice-involved individuals (formerly incarcerated), veterans, as well as individuals with mental health needs and substance use disorder issues.

F. Does your organization charge recipients for the provided services?

No  Yes (Please specify) \$ \_\_\_\_\_

#### IV. IMPLEMENTATION OF ACTIVITY

A. Please submit a schedule for implementation as Attachment C if this proposal is for construction, rehabilitation, property acquisition and construction related activities or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing or other appropriate documents.

Attachments C and D are not required due to the fact that there is no construction, rehabilitation, property acquisition, and construction related activities, nor new public/community services program/project.

#### V. DOCUMENTATION

A. How will the beneficiaries' information be collected and documented?

Interfaith case managers complete a Needs Assessment with each household during the intake process. Through this process, information collected and kept on file includes all general demographic information such as race, gender, income, source of income, education level, and housing status. In addition, forms documenting proof of income are retained, such as records of employment, unemployment, and other benefits or support providing income, is collected.

Client information is recorded in Interfaith's agency-wide client services database Efforts to Outcomes (ETO), and San Diego's Homeless Management Information System (HMIS), when necessary. Individual files are kept on each client and household in a locked file cabinet following privacy and security requirements outlined in Interfaith's Privacy Security and Confidentiality Practices Manual.

The following forms are utilized by Interfaith and will be provided if requested: Client Demographic Form, Proof of Income Form, Consent for Services Form, and Rental/Flex Fund Assistance Screening Tool.

B. How will the outcomes be measured, collected and documented?

For data collection, Interfaith uses Clarity, the San Diego regional HMIS database system, to record and coordinate services for participants who are experiencing homelessness. Staff has a full understanding of the data-capture capacities and reporting abilities of this system, using pre-existing system reports, custom query capability, and add-on reporting capacity with customized reports administered by the Regional Task Force on the Homeless. Additionally, Interfaith tracks all participants in Efforts-to-Outcomes (ETO), a proprietary client database, for comprehensive data capture of client enrollment, demographics, service delivery, and outcomes. Further, registration of active clients seeking employment and parties seeking to employ clients is maintained daily. This allows Interfaith to report on a monthly basis, at a minimum, statistical information pertaining to usage, placement and any demographic information requested by the City of Carlsbad. Employer data is tracked utilizing an Excel spreadsheet to capture information such as employer's name, location, job requests, and rate of pay for the employee.

**VI. PARTNERSHIPS, COLLABORATION AND OUTREACH**

A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach in serving the low income and most vulnerable populations.

Interfaith is a recognized leader in regional efforts to prevent and end homelessness. Interfaith has been an integral member organization of the San Diego Coordinated Entry System (CES) since its inception and served as lead service agency for the CES expansion from the City of San Diego to North San Diego County. Further, Interfaith is the fiscal agent and a founding member of North County's Alliance for Regional Solutions. To form a cohesive approach, Interfaith works in collaboration with the Regional Taskforce on Homelessness, City of Carlsbad Homeless Outreach Team, County of San Diego Homeless Outreach Teams for North County, 2-1-1 San Diego, La Posada, and other community-based organizations.

Interfaith has developed relationships with low-income housing complexes within the community and near the program's primary service site to ensure that the agency is providing outreach to clientele who are low-and-moderate income individuals. Individuals and families are referred to Interfaith from these housing complexes, as well as by partner agencies and organizations in the community. In addition, the Carlsbad Service Center partners with the Carlsbad School District to receive referrals of households in need of services.

I, the undersigned, do hereby attest that the above information is true and correct to the best of my knowledge.



	Greg Anglea, Chief Executive Officer	2/21/2022
Signature	Print Name & Title	Date

NOTE: Applications must include a resolution from your organization's Board of Directors authorizing the person signing above to submit funding applications and to enter into funding agreements if selected.

**CDBG PROJECT BUDGET**

**Organization:** Interfaith Community Services **Total organization budget \$** 26,367,358

**Program/Project name requesting funds:** Carlsbad Housing, Basic Needs, and Employment Assistance Program

**CDBG funds requested:** \$71,345 **Total program/project budget:** \$482,310

Note: Indicate with an asterisk (\*) funds that are volunteer time or in-kind contribution.

<b>1. Sources of funding for program/project:</b>	<b>(S)Secured or (A)Anticipated</b>	
a. Funding requested from the City	<u>\$71,345</u>	A
b. Other federal funds (if any)	_____	(S) or (A)
c. State or local government funds (Carlsbad Hiring Hall)	<u>\$204,218</u>	A
d. Donations and contributions	<u>\$206,747</u>	A
e. Fees or memberships	_____	(S) or (A)
f. In-kind contributions / Volunteer time	_____	(S) or (A)
g. Other funding _____	_____	(S) or (A)
h. <b>TOTAL PROJECT FUNDING</b> (project budget)	<u>\$482,310</u>	(S) or (A)

**2. Uses of CDBG funds requested for the program/project: (1.a.)**

a. Wages and salaries	<u>\$23,521</u>
<i>.05 FTE Program Manager, two (2) .2 FTE Case Managers</i>	
b. Personnel benefits	<u>\$8,938</u>
c. Materials and supplies ( <i>van transportation, bus passes</i> )	<u>\$2,400</u>
d. Program expenses and evaluation	<u>\$30,000</u>
<i>Homelessness prevention funds @ avg of \$1500 per household x 20 households</i>	
e. Rent and utilities	_____
f. Insurance	_____
g. Mileage (____@ 56 cents/mile calendar year 2021)	_____
h. Incentives and Special Events	_____
i. Indirect costs @ 10%	<u>\$6,468</u>
j. <b>TOTAL REQUESTED FUNDING</b> (same as 1.a.)	<u>\$71,345</u>

3. Percentage of project budget represented by CDBG request 15%

4. If your project will require future funding, please provide information about how the program will be funded.  
*Not applicable*

## City of Carlsbad CDBG FY2023-2023 Executive Summary

### Project Overview:

Interfaith Community Services (Interfaith) respectfully requests \$71,345 to provide critical community services at its Carlsbad Service Center that will address priorities identified by the City of Carlsbad to benefit low-and moderate-income persons. Services will include housing stabilization and navigation, basic needs assistance, supportive services, and employment development. Together, these services will impact the lives of more than 200 Carlsbad individuals and support them in a time of crisis.

Carlsbad residents will have convenient access to services through Interfaith's Carlsbad Service Center, located at 5731 Palmer Way. Free parking is available on site and the service center is located on the El Camino Real thoroughfare, easily accessible by public transportation (Breeze Route 309). The center is staffed by bilingual Case Managers, with services available by appointment and provided free of charge.

Over a 12-month grant period, funding from the Carlsbad CDBG program will provide:

- Rental assistance and emergency housing case management to prevent or rapidly reverse homelessness to 20 Carlsbad households;
- Basic needs (e.g., emergency food and hygiene kits) to at least 200 unduplicated Carlsbad individuals and their families;
- Employment and education assistance essential for gaining and retaining employment and/or achieving education requirements to at least 20 individuals.

### Key Project Staff:

**Vannessa Marshall**, Program Manager, earned her B.A. in Liberal Studies from California State University San Marcos. Marshall has over 10 years of experience in the nonprofit field including teaching, program management, youth development, and employment services. Marshall joined Interfaith in 2015 as the TYA Program Manager and also oversees Interfaith's Carlsbad Service Center. Ms. Marshall has made a strong commitment to collaborating and networking with other organizations throughout North San Diego County. Interfaith's Employment Program work closely with the Farmworker CARE Coalition, San Diego Association of Day Laborers and Domestic Workers, the Employee Rights Center, and the California Rural Legal Assistance, among others.

**Elizabeth Hernandez**, Lead Case Manager, joined the team at the Carlsbad Service Center in May 2022. Prior to Interfaith, Hernandez worked for three years in social services and has experience working with diverse populations including children and families, migrant families and individuals, and individuals and families experiencing homelessness. She holds a BS in Criminology and Justice Studies with a minor in Psychology. Hernandez is bilingual and fluent in Spanish and am able to provide all services in Spanish.

**Jonathan Baca Nava**, Case Manager, joined Interfaith in September 2022 as a Peer Engagement Specialist and transition to the role of Case Manager at the Carlsbad Service Center. Prior to joining Interfaith, Baca Nava worked for programs serving foster youth. He holds a Bachelor's degree from California State University San Marcos. Baca Nava is bilingual and fluent in Spanish.

**Lindsey Cordada**, Case Manager, joined Interfaith in August 2022 and provides case management at the Carlsbad Service Center. She holds a Bachelors of Arts degree in Psychology from Humboldt State University and has extensive experience in working with the homeless population, gathers information, and working closely with resources and communities for the past 3 years. Lindsey Cordada is bilingual and fluent in Spanish.

**Miranda Quintero**, Intake Coordinator, joined Interfaith in August 2022 and provides intake coordination to the Carlsbad Service Center. She brings over three years of experience in roles that required strong communication skills and organizational skills.

In addition to these project-specific personnel, Interfaith provides administrative support to assure program operation through **Amber Rizkalla**, Director of Employment Services, **Filipa Rios**, Chief Program Officer, and **Lauren Varner**, Director of Grants and Compliance. These positions will ensure personnel, material, data collection and evaluation, and other support for the operation of the service center.

**Budget:**

Interfaith is requesting \$71,345 in CDBG funding. This is 15% of total annual project costs of \$482,310. CDBG funds will support rental assistance and emergency financial assistance for low-income Carlsbad residents at risk of homelessness, occupancy expenses and a portion of key staff positions which directly facilitate client services and program supervision of the Carlsbad Service Center.

**Budget Summary**

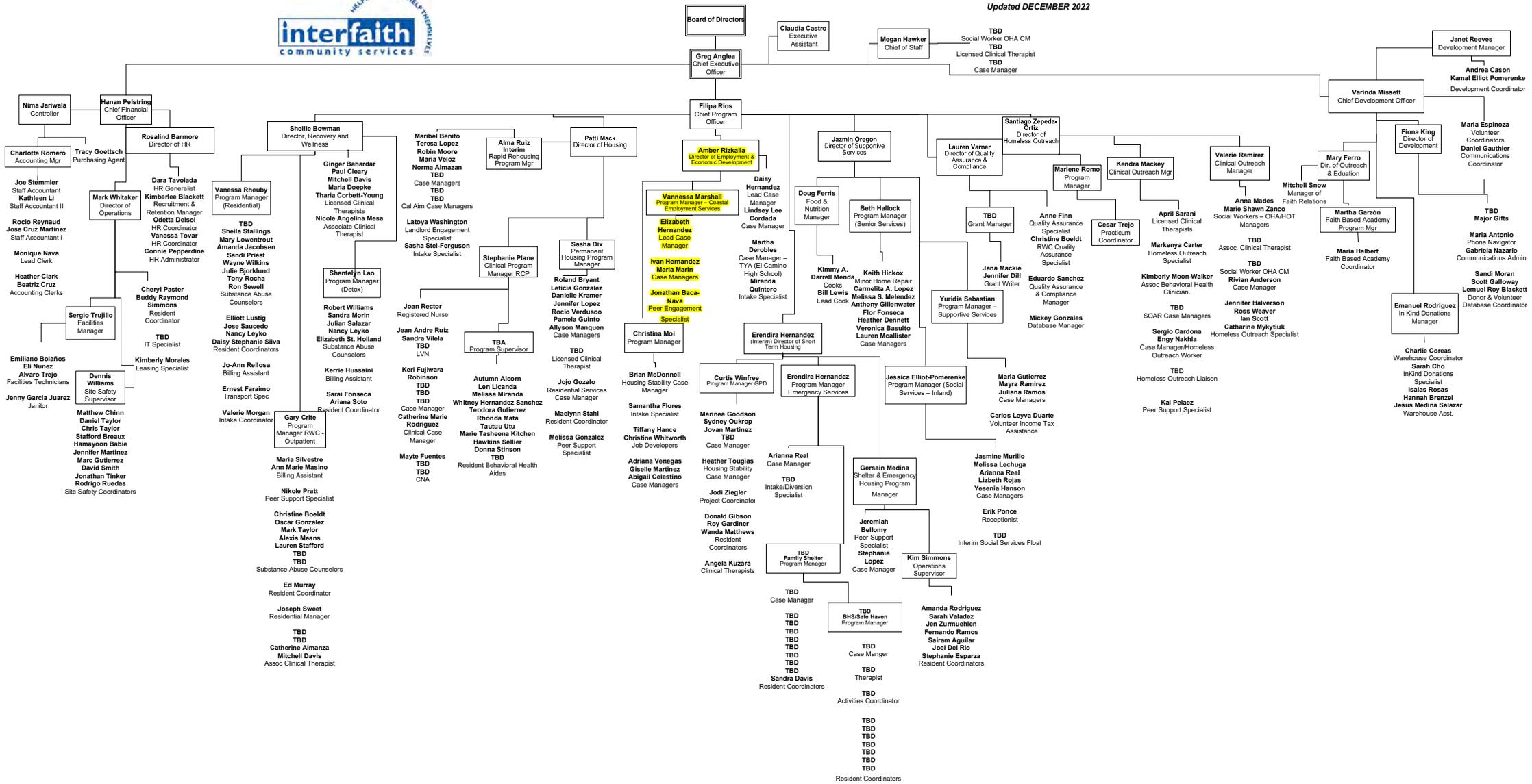
Salaries and Benefits (.05 Program Manager; two (2) .2 FTE Case Managers)	\$32,459
Materials and Supplies (van transportation, bus passes)	\$2,400
Program expenses (homelessness prevention funds)	\$30,000
<b>Total Direct Costs</b>	<b>\$64,859</b>
<i>Indirect costs @ 10%</i>	<i>\$6,486</i>
<b>Total Requested Funding</b>	<b>\$71,345</b>

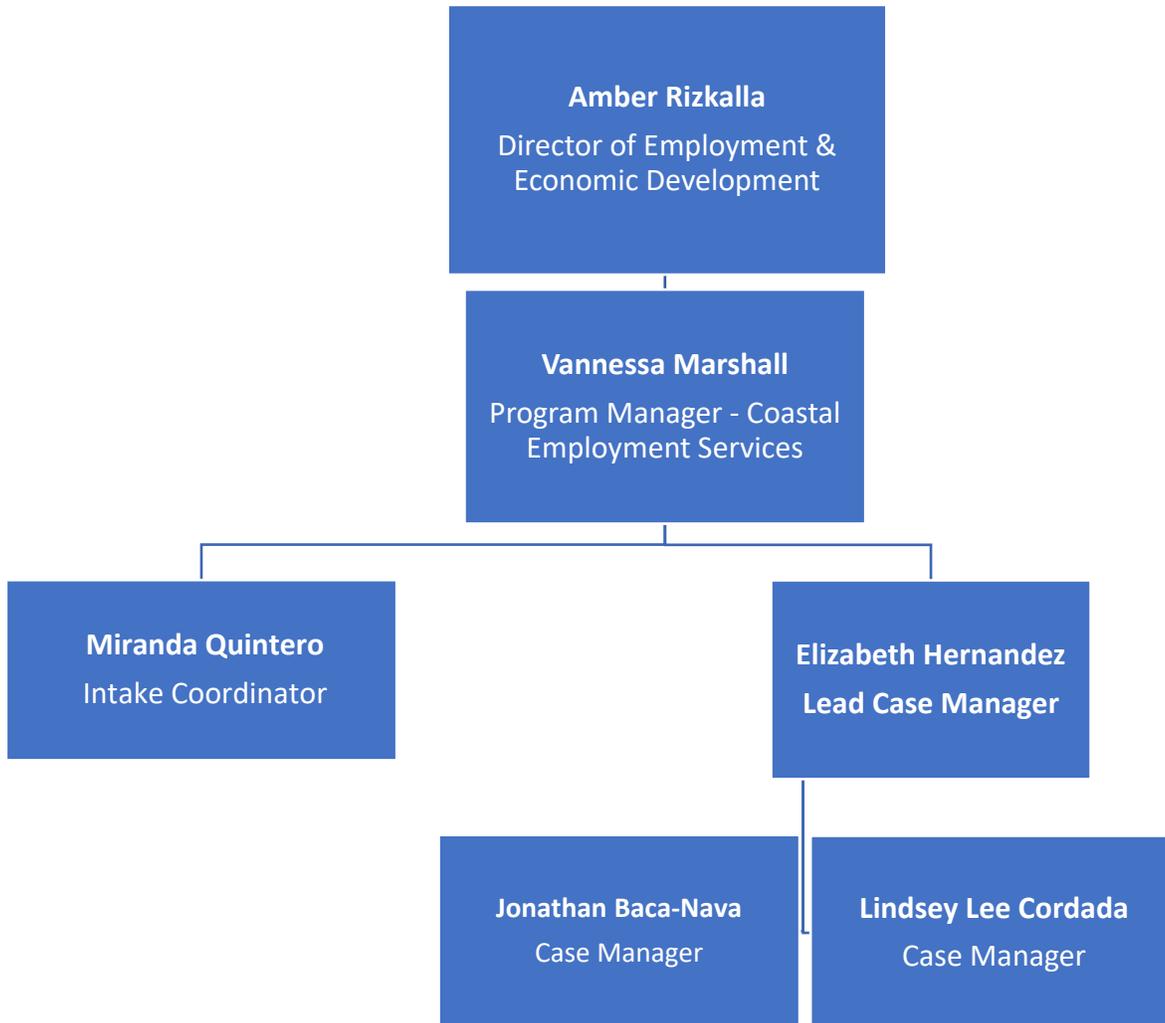
**Timeline:**

Interfaith is fully prepared to initiate the proposed CDBG project immediately upon contract execution with the City of Carlsbad. The staffing, facility space, and program policies and procedures are in place at Interfaith’s Carlsbad Service Center. This project will strengthen existing programs that provide housing assistance, food and hygiene items, and employment assistance to low-income Carlsbad residents.

Key milestones will include:

- Contract Initiation: May 2023 (City Council approval of allocations)
- Grant Kick-Off Meeting: Within 7 days of contract initiation
- Contract Services Initiated: Within 15 days of contract initiation
- Marketing and Networking: Within 30 days of contract initiation and ongoing.
- Performance Reporting: Prepare and submit reports, as required. Monitor progress towards stated performance goals. Project team to adjust, as needed.
- Contract End Date: 12 months following contract initiation





**Amber Rizkalla**  
**Director of Employment & Economic Development**

**PROFESSIONAL EXPERIENCE**

**Interfaith Community Services, Escondido, CA**

*Director of Employment & Economic Development*

April 2017-Present

- Supervise day-to-day operations of seven Employment and Economic Development programs
- Oversee compliance and quality assurance of programs
- Supervise three Program Managers
- Manage multiple federal, state, local, and private grants
- Oversee data collection and management for grants and programs

*Director of Transitional Youth Academy*

April 2015-April 2017

- Supervised day-to day-operations of Transitional Youth Academy in-school and out-of-school programs
- Supervised two Program Managers

*Program Manager, Transitional Youth Academy*

September 2014-April 2015

- Case Managed a caseload of 10 students and mentored more than 45 students as part of a team
- Managed day-to-day operations of the Transitional Youth Academy at El Camino High School, represented in community, and planned program expansion

**Catholic Charities, Diocese of Metuchen, Perth Amboy, NJ**

December 2011-March 2014

*Disaster Case Management Supervisor & Grant Writer*

- Interviewed, hired, trained, and supervised seven Disaster Case Managers and one Clinician
- Entered, managed, and reported on client and expenditure data in CAN and other databases
- Managed day-to-day operations of Department, including budget and accounts payable, grant proposals, reporting, and compliance
- Developed and maintained relationships with funding agencies and community partners in order to facilitate communication and obstacle resolution
- Researched and wrote government and private grant proposals awarded at over \$2,000,000
- Maintained database of active grants to track funding and reporting requirements

**Allied American University, Laguna Hills, CA**

October 2010-December 2011

*Course Developer/Adjunct Faculty*

- Developed sociology and criminal justice curriculum in accordance with accreditation standards
- Assisted with DETC and WASC accreditation review
- Created 12 new Criminal Justice certificate programs, including 13 new courses, and restructured the former Criminal Justice curriculum to offer students a broader number of educational options
- Managed courses in iBoard, AAU's proprietary learning platform

**Interfaith Community Services, Escondido, CA**

June 2007- September 2010

*Grant Writer/Quality Assurance Officer*

**EDUCATION**

California State University San Marcos

San Marcos, CA

*Master of Arts in Sociological Practice*

2007

**Vannessa Marshall**  
**Program Manager Carlsbad Service Center**

**PROFESSIONAL EXPERIENCE**

**Interfaith Community Services, Carlsbad, CA** June 2015 – Present  
*Program Manager – Carlsbad Service Center and Transitional Youth Academy*

- Supervise the day-to-day operations of the in-school Transitional Youth Academy Program and Carlsbad Service Center location
- Manage program budgets
- Manage compliance and quality assurance of programs
- Supervise one Site Supervisor and five Case Managers
- Manage multiple federal, state, local, and private grants
- Oversee data collection and management for grants and programs

**Pretend City Children’s Museum, Irvine, CA** July 2009 – June 2015  
*Associate Director of Educational Programming*

- Primarily responsible for creation of all educational curriculum, activities, and programs, in addition to museum floor staff supervision
- Developed and managed the operational and fiscal activities of the education department’s \$800,000 budget
- Designed, created, and implemented the Education Program for the museum to include multiple daily event curriculum development and exhibit activities
- Recruited, hired, supervised, and managed a staff of 30 entry-level early childhood educators, four museum leads, one education manager, and one coordinator

**Westcott & Associated, Ltd., Carlsbad, CA** August 2006 – August 2009  
*Executive Administrative Assistant*

- Primarily responsible for the organization and advanced administrative support to the Owner and President

**EDUCATION**

University of San Diego San Diego, CA  
*Masters in Nonprofit Management & Leadership* 2019

California State University San Marcos San Marcos, CA  
*Bachelor of Arts in Liberal Studies with an Emphasis in Child Development* 2006

Saddleback Community College, Child Development & Education Department Mission Viejo, CA  
*Site Supervisor Certification Coursework* 2011  
Advanced Grant Writing Series

**Elizabeth Hernandez**  
**Lead Case Manager Carlsbad Service Center**

**PROFESSIONAL EXPERIENCE**

**Interfaith Community Services, Carlsbad, CA** May 2022 – Present  
*Lead Case Manager – Carlsbad Service Center*

- Provide direct client services and leads team of Case Managers at the Carlsbad Service Center
- Ensure staff training, compliance, and quality assurance of programs
- Provides guidance and support to help clients identify their own strengths, set achievable goals and follow through consistently so they can become self-sufficient.
- Provides evidence-based housing stabilization services and homeless prevention
- Screens clients for eligibility for all Interfaith programs
- Attends and participates in program and agency meetings and trainings
- Identifies other necessary resources and advocates for clients' needs
- Maintains accurate and complete records as required by grants and contracts
- Maintains client records of participation, activities, and progress in their case files
- Enters client data into Efforts to Outcome (“ETO”), HMIS data system and other databases as required

**Jewish Family Services, San Diego, CA** May 2021-May 2022  
*Safe Parking Program Site Supervisor*

- Advocate for individuals living in their vehicle providing them local resources and referrals;
- Engage in motivational interviewing and budgeting with clients to support and develop service plans with a focus on financial stability and re-housing.
- Supervise case managers and support the quality of service delivery
- Data entry in case management system and Clarity HMIS System

*Migrant Shelter Case Manager* May – August 2021

- Meet with clients to complete program intake and address immediate needs
- Data entry in management software ETOi

**Children’s Paradise Preschool, Vista, CA** December 2020 – May 2021  
*Assistant Director*

- Administrative support for site director
- Enrollment, billing, attendance, files, audits, maintaining programs and files in compliance
- Supervised 30 staff members

**EDUCATION**

California State University San Marcos San Marcos, CA  
*BA in Criminology and Justice Studies* 2020

Palomar College San Marcos, CA  
*Transfer AA majoring in Psychology* 2016

**LANGUAGE**

Bilingual (English-Spanish)  
Intermediate American Sign Language

**Jonathan Baca Nava**  
**Case Manager Carlsbad Service Center**

**PROFESSIONAL EXPERIENCE**

**Interfaith Community Services, Carlsbad, CA** September 2022 – Present  
*Case Manager – Carlsbad Service Center*

- Conducts client intakes, screenings, and develops Individual Service Plans.
- Provides guidance and support to help clients identify their own strengths, set achievable goals and follow through consistently so they can become self-sufficient.
- Provides evidence-based housing stabilization services and homeless prevention
- Screens clients for eligibility for all Interfaith programs including housing, basic needs, senior emergency funding assistance and make appropriate warm referrals to internal resources
- Packs and delivers food boxes to clients prepared by the Interfaith Food Pantry
- Attends and participates in program and agency meetings and trainings
- Identifies other necessary resources and advocates for clients' needs
- Maintains accurate and complete records as required by grants and contracts
- Maintains client records of participation, activities, and progress in their case files
- Enters client data into Efforts to Outcome (“ETO”), HMIS data system and other databases as required by Interfaith and funders in a timely and accurate manner

**Casa de Amparo, San Diego, CA** December 2021 – September 2022  
*Residential Program Manager*

- Provide staff supervision and assisted staff through on-call support
- Provided training to ensure safety compliance, working conditions, and procedures

*Residential Supervisor* April – November 2021

- Assured safety and well-being of youth residents in residential services
- Lead and directed residential counselors in crisis and/or emergency situations

*Residential Counselor* June 2020 – April 2021

- Provided safety, physical care, and social and moral guidance to youth
- Worked as a team to provide a safe and nourishing environment for all residents

**Pala Casino Spa and Resort., Pala, CA** June 2015 – June 2020  
*Food Server*

- Provided excellent customer service to guests
- Handled food service monetary transactions

**EDUCATION**

California State University San Marcos San Marcos, CA  
*Bachelor of Arts in Sociology-Critical Race* 2020

MiraCosta Community College Oceanside, CA  
*Transfer credits for Sociology* 2018

**LANGUAGE**

Bilingual (English-Spanish)

**Lindsey Lee Cordada**  
**Case Manager Carlsbad Service Center**

**PROFESSIONAL EXPERIENCE**

**Interfaith Community Services, Carlsbad, CA** August 2022 – Present  
*Case Manager – Carlsbad Service Center*

- Conducts client intakes, screenings, and develops Individual Service Plans.
- Provides guidance and support to help clients identify their own strengths, set achievable goals and follow through consistently so they can become self-sufficient.
- Provides evidence-based housing stabilization services and homeless prevention
- Screens clients for eligibility for all Interfaith programs including housing, basic needs, senior emergency funding assistance and make appropriate warm referrals to internal resources
- Packs and delivers food boxes to clients prepared by the Interfaith Food Pantry
- Attends and participates in program and agency meetings and trainings
- Identifies other necessary resources and advocates for clients' needs
- Maintains accurate and complete records as required by grants and contracts
- Maintains client records of participation, activities, and progress in their case files
- Enters client data into Efforts to Outcome (“ETO”), HMIS data system and other databases as required by Interfaith and funders in a timely and accurate manner

**Operation Hope, Vista, CA** June 2020 – August 2022  
*Client Support Technician*

- Maintain safety of clients and staff by enforcing protocol
- Provide respectful and effective support to clients
- Easily and efficiently de-escalate situations between clients
- Follow and model procedures and guidelines set forth
- Communicate with other staff members
- Ensure client safety during the night
- Strive to make volunteers feel welcome

**Crocs, Carlsbad, CA** August 2021 – July 2022  
*Sales Associate*

- Primarily responsible for the organization and advanced administrative support to the Owner and President

**EDUCATION**

Humboldt State University Arcata, CA  
*Bachelor of Arts in Psychology* 2020

Mira Costa College San Marcos, CA  
*Associates of Arts in Psychology* 2018

**LANGUAGE**

Bilingual (English-Spanish)  
Beginning American Sign Language

**Miranda Quintero**  
**Intake Coordinator Carlsbad Service Center**

**PROFESSIONAL EXPERIENCE**

**Interfaith Community Services, Carlsbad, CA** August 2022 – Present  
*Intake Coordinator – Carlsbad Service Center*

- Provides reception duties, resource guidance, basic crisis intervention and eligibility screening for participants, callers and visitors requesting assistance
- Operates telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments and keep logs, and manage general emails
- Greets customers, ensuring every visitor, client, or guest receives a professional welcome
- Provides clients with initial intake paperwork reviewing for completion, entering into database ensuring there is no duplication of services, make copies of required documents for participants waiting to meet with Case Manager for assessment
- Registers job applicants and employers
- Administers initial steps of the rental assistance program; tracks inquiries and requests, maintains tracking system, determines preliminary eligibility based on screening, schedules appointments, collects and processes initial documentation
- Oversees mail services program, site calendar and appointment scheduling
- Maintains cleanliness and organization of the lobby, front desk, pantry, and administrative area
- Accurately record case information within electronic databases (HMIS/Clarity, CIE, ETO, and Excel)

**ManPower, Vista, CA** 2022  
*Administrative Assistance*

- Greet clients and assist them by scheduling appointments
- Record information within electronic data bases (EXCEL, ETO)
- Operating telephone to answer and provide information/resources to clients

**Five Guys, El Cajon, CA** 2020  
*Cashier*

- Greeting and taking customer orders
- Handling cash and digital monetary transaction
- Maintaining a clean store environment

**EDUCATION**

Waipahu Community School Waipahu, Hawaii  
*High School Equivalency* 2020

**LANGUAGE**

Intermediate Spanish



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
NOTICE OF FUNDING AVAILABILITY (NOFA)**

The City of Carlsbad is pleased to announce the availability of applications for the FY 2023-24 Community Development Block Grant (CDBG) Program. The CDBG program is federally funded by the Department of Housing and Urban Development (HUD) and is administered by the city to provide assistance to lower-income residents and communities. For FY 2023-24 CDBG award of **\$476,057** – available in the following categories:

<b>ESTIMATED FY 2023-24 AWARD: \$ 476,057</b>		
<i>Category</i>	<i>Key Details</i>	<i>Estimated Available</i>
Public Services	<ul style="list-style-type: none"> <li>• Programs directly assisting low-income households</li> <li>• Services carried out by non-profit agencies</li> <li>• Funding capped at 15 percent of grant</li> </ul>	\$ 71,408
Administration/Fair Housing	<ul style="list-style-type: none"> <li>• Subrecipient oversight</li> <li>• Compliance with federal requirements</li> <li>• Financial management</li> <li>• Fair Housing services</li> <li>• Funding capped at 20 percent of grant</li> </ul>	\$ 95,211
Affordable Housing/Facility Improvements	<ul style="list-style-type: none"> <li>• Facility Improvements for non-profit service providers</li> <li>• Acquisition/rehabilitation of low-income housing</li> </ul>	\$ 309,438

**Submission Due by Feb. 22, 2023, by 5:00 p.m.**  
**Details:** [housing@carlsbadca.gov](mailto:housing@carlsbadca.gov)  
*\*Email Submission Highly Encouraged\**

**Contact: Nicole Piano-Jones**  
 Program Manager  
 (442) 339-2191  
[Nicole.pianojones@carlsbadca.gov](mailto:Nicole.pianojones@carlsbadca.gov)

Paper copies may be delivered to:  
 City of Carlsbad  
 Housing & Homeless Services  
 Attn: CDBG Program  
 1200 Carlsbad Village Drive  
 Carlsbad, CA, 92008

<b>Estimated Timeline</b>	
Notice of Funding Availability	Jan. 11, 2023
Applications Due	Feb. 22, 2023
CDBG Advisory Committee	March or April 2023
10-day public review/comment	April or May 2023
City Council Public Hearing	May 9, 2023

*\*Dates are tentative and subject to change.  
 All public meetings and review and comment periods will be separately publicly noticed\**



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2023-24 FUNDING APPLICATION**

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**APPLICATION DETAILS & INSTRUCTIONS:** This application must be completed for each organization seeking CDBG funding from the City of Carlsbad. All information requested **must** be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.

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**CHECKLIST OF REQUIRED DOCUMENTS:** The following information is required of all CDBG applicants even if they have been provided in the past.

- Board of Directors' resolution authorizing submittal of application
- Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization

(Note: One resolution both authorizing submittal of applications and entering into agreements may be substituted for the above two documents.)

- Sample Intake Form
- List of Board of Directors
- Financial Audit Report for the most recently ending Fiscal Year
- Funding proposal application (**Application format must remain as provided in the Request for Proposal Package**)

**Application not to exceed 20 pages total, including attachments. Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes. The attachment of brochures or other documents will not be accepted in lieu of completing each question on the Funding Proposal Application.**

- ✓ Attachment A      Executive Summary, including key staff, budget, and timeline (**required**)
- ✓ Attachment B      Organizational chart (**required**)
- ✓ Attachment C      Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation (if applicable).

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*To be completed by Housing Services Division staff*

<b>Date Received:</b>		<b>Local Objective:</b>	
<b>National Objective:</b>		<b>Eligibility Citation:</b>	
<b>Person Completing Review:</b>		<b>Complete:</b>	

**FUNDING APPLICANT**

Name of Agency: Legal Aid Society of San Diego

Address: 100 E. San Marcos Blvd, Suite 308, San Marcos, CA 92069

Federal Unique Entity Identification (UEI) Number: EUQYHR3PVKV7

**PROPOSED PROGRAM/PROJECT**

Title of Program/Project: Fair Housing Services

Location of Program/Project: 100 E. San Marcos Blvd, Suite 308, San Marcos, CA 92069

Person completing application: Danielle Tailleart Phone No.: (619) 471-2789 Email: daniellet@lassd.org

Financial Contact: Sergio Valenzuela Phone No.: (619) 471-2617 Email: sergiov@lassd.org

Program Manager Contact: Danielle Tailleart Phone No.: (619) 471-2789 Email: daniellet@lassd.org

Executive Director Contact: Gregory Knoll Phone No.: (619) 471-2620 Email: gek@cchea.org

**Requested Funding Amount:** \$ 23,000

**Brief Description of Program/Project** (Describe the work to be performed, including the activities to be undertaken or the services to be provided and the goals and objectives of the program/project):  
Legal Aid Society of San Diego (LASSD) will provide comprehensive legal services regarding Fair Housing, including education and outreach; counsel, advice, and brief services; testing; and representation for enforcement of the Fair Housing Act and related State laws.

**I. ORGANIZATIONAL ABILITY/CAPACITY**

A. This agency is:

- Nonprofit  For-profit
- Local public agency  State public agency
- Other (Please specify.) \_\_\_\_\_

B. What is the purpose/mission of the agency?

The mission of LASSD is to improve lives by advancing justice through effective, efficient and vigorous legal advocacy, outreach, and education. LASSD is a committed and compassionate group dedicated to providing equal access to justice for low-income households through aggressive, quality legal services.

C. How long has this agency been in operation? Please include the date of incorporation.

Legal Aid Society of San Diego, formerly Office of Public Attorney, has been in operation and providing legal services for over 100 years. Legal Aid Society of San Diego was incorporated under its current name on December 30, 1953.

D. How long has this agency been providing the proposed program/project?

Our Fair Housing Team has been providing fair housing legal services for 11 years. We have been a recipient of HUD Fair Housing Initiatives Program funds (FHIP) for the past 8 years and have been designated as a Qualified Fair Housing Organization by HUD. We have also been the recipient of Carlsbad CDBG funds for Fair Housing Services for the last 5 years.

- E. Please describe the agency's existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such a program/project. (Resumes may also be submitted as an optional attachment but not in lieu of a complete response.)

Please see the attachment with staff descriptions.

- F. Please indicate your agency's level of experience with the CDBG program.

- No or little experience (up to 1 year of using CDBG funds)  
 Some experience (2 to 3 years of using CDBG funds)  
 Moderate experience (4 to 5 years of using CDBG funds)  
 Considerable experience (more than 5 years of using CDBG funds)

- G. If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization?

- No  Yes

If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.

- H. Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing and networking. Describe the program's timeline with dates and times, including the earliest possible start dates, end dates and milestones as applicable.

Not applicable.

**II. FINANCIAL CAPACITY/STABILITY**

- A. Please complete Page 7 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2021-2022 and 2022-2023) for the proposed program/project?

<u>Sources of Funding</u>	<u>No</u>	<u>Yes</u>
CDBG	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Community Activities (or other General Fund monies)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If yes, please indicate amount and status of previously awarded funds (fully expended, funds remaining, program/project discontinued, etc.).

		<u>Amount Received</u>	<u>Status</u>
CDBG funds	FY 21-22	\$46,488	spent \$33,155.68
	FY 22-23	\$23,000	spent \$16,009.01, ongoing
Community Activities/Other			

C. Did you receive any federal funds, including CDBG funding from other cities?

No  Yes (Please list funds below)

<u>Program Source</u>	<u>Amount Received</u>
HUD	\$ 628,500
Other CDBG	\$ 515,607

### III. BENEFITS & BENEFICIARIES

A. How accessible or convenient is the proposed program/project to Carlsbad residents? (Please be specific such as direct services to client's home, transportation provided to and from facility, or relation to public transportation.)

We have three offices, including one in San Marcos. The office is accessible to persons with disabilities and is located along major transit lines. Clients can be accommodated in various ways, including but not limited to phone or web-cam interviews, offsite appointments, or appointments at the subject property.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

63 % of clients are at 30% or below of the area median income  
26 % of clients are between 31% and 50% of the area median income  
9 % of clients are between 51% and 80% of the area median income  
2 % of clients are above 80% of the area median income

C. Please describe how low-and-moderate income persons will benefit from the proposed program/project. Include the need or problem to be addressed in relation to Consolidated Plan housing and community development priorities, as well as the population to be served or the area to be benefited. (Reference Consolidated Plan Priorities)

Carlsbad Estimated Population is 115,302 people of which 100% are Carlsbad residents. LASSD's proposed fair housing project will provide outreach, education, and enforcement of the Fair Housing Act throughout the entire City of Carlsbad that impacts and benefits the entire city. Please see the attached document for more.

D. Please indicate the number of clients benefiting from the proposed activity and the percentage that are Carlsbad residents.

Persons of which 100 % are Carlsbad residents

E. Does your agency focus its activities on populations with special needs?

No  Yes (Please specify)

Please specify which special needs populations. (Homeless individuals/families, persons with disabilities, persons with substance abuse problems, veterans, farmworkers and day laborers, seniors, children, etc.)

LASSD as a firm has various grants that focus on special need populations such as: homeless, persons with disabilities, veterans, seniors, and children. LASSD's fair housing team has successfully completed HUD Education and Outreach Initiative grants that specialized in educating persons with mental and physical disabilities.

F. Does your organization charge recipients for the provided services?

No  Yes (Please specify) \$ \_\_\_\_\_

**IV. IMPLEMENTATION OF ACTIVITY**

A. Please submit a schedule for implementation as Attachment C if this proposal is for construction, rehabilitation, property acquisition and construction related activities or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing or other appropriate documents.

Not applicable.

**V. DOCUMENTATION**

A. How will the beneficiaries' information be collected and documented?

LASSD's database system captures clients' name, income, and demographic information as well as case notes and outcomes.

B. How will the outcomes be measured, collected and documented?

LASSD captures case outcomes in our database system and documents our grant progress in Microsoft programs.

**VI. PARTNERSHIPS, COLLABORATION AND OUTREACH**

A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach in serving the low income and most vulnerable populations.

LASSD is part of the San Diego Eviction Prevention Collaborative. The purpose of the Collaborative is to maximize resources and streamline referrals to our collaborative partners.

I, the undersigned, do hereby attest that the above information is true and correct to the best of my knowledge.

Gregory E. Knoll  
Signature

Gregory E. Knoll, CEO/Chief Counsel/ED  
Print Name & Title

02/22/23  
Date

NOTE: Applications must include a resolution from your organization's Board of Directors authorizing the person signing above to submit funding applications and to enter into funding agreements if selected.

**CDBG PROJECT BUDGET**

**Organization:** Legal Aid Society of San Diego **Total organization budget \$**25 million

**Program/Project name requesting funds:** Fair Housing Services

**CDBG funds requested:** \$ 23,000 **Total program/project budget:** \$651,500

Note: Indicate with an asterisk (\*) funds that are volunteer time or in-kind contribution.

1. <u>Sources of funding for program/project:</u>		(S)Secured or (A)Anticipated
a. Funding requested from the City	<u>\$23,000</u>	(S) or <b>(A)</b>
b. Other federal funds (if any)	<u>\$628,500</u>	<b>(S)</b> or (A)
c. State or local government funds	_____	(S) or (A)
d. Donations and contributions	_____	(S) or (A)
e. Fees or memberships	_____	(S) or (A)
f. In-kind contributions / Volunteer time	_____	(S) or (A)
g. Other funding _____	_____	(S) or (A)
h. <b>TOTAL PROJECT FUNDING</b> (project budget)	<u>\$651,500</u>	(S) or <b>(A)</b>
2. <u>Uses of CDBG funds requested for the program/project: (1.a.)</u>		
a. Wages and salaries	<u>\$ 9,835</u>	
b. Personnel benefits	<u>\$ 3,022</u>	
c. Materials and supplies	<u>\$1,098</u>	
d. Program expenses and evaluation (test costs)	<u>\$1,758</u>	
e. Rent and utilities	<u>\$1,911</u>	
f. Insurance	<u>\$79</u>	
g. Mileage (____@ 56 cents/mile calendar year 2021)	<u>\$100</u>	
h. Incentives and Special Events	_____	
i. Indirect costs	<u>\$1,967</u>	
j. <u>telephone (\$150)/contracted services (\$1297)/fees (\$500)</u>	<u>\$1,947</u>	
k. <u>training for staff (\$140)/workshops (\$180)/litigation expenses (\$963)</u>	<u>\$1,283</u>	
l. <b>TOTAL REQUESTED FUNDING</b> (same as 1.a.)	<u>\$ 23,000</u>	
3. Percentage of project budget represented by CDBG request	<u>3.5</u> %	

4. If your project will require future funding, please provide information about how the program will be funded.  
Not applicable.

## **I.E Application Attachment – Staff Descriptions**

Janeth Castaneda - Testing Coordinator (Bilingual), has over 3 years of experience with complaint intake, educational training, outreach in English and Spanish, and testing under the Fair Housing Act. Ms. Castaneda currently coordinates all Carlsbad testing.

Sam Danque-Tuteur -Advocate, has been with the fair housing team for over 1 year and manages a fair housing caseload including fact-finding interviews and investigations. Mr. Danque-Tuteur will provide education and outreach services and will also screen intake calls for fair housing issues and investigate fair housing complaints.

Ramesses Surban- Staff Attorney, has over 2 years of experience in providing FH enforcement services including but not limited to complaint intakes, investigations, conciliations and representing clients in administrative complaints. Mr. Surban will provide counsel, advice, and representation to Carlsbad residents.

### **III.C Application Attachment Consolidated Plan Priorities**

**Priority 5:** Provide Fair Housing Services to Residents- LASSD will ensure that a full-scale fair housing services program is implemented on behalf of the residents of Carlsbad to ensure that residents who are a victim of housing discrimination can obtain legal advice and assistance. LASSD will conduct workshops, distribute literature on fair housing and monitor related legislation. In addition, LASSD will provide education and outreach, and representation for conciliation and enforcement remedies to Carlsbad residents to address and reduce housing discrimination.

**Priority 1:** Increase and Preserve Affordable Housing Opportunities for Low and Moderate Income Households- LASSD's Fair Housing Project will ensure that Carlsbad residents will have access to existing affordable housing by addressing and reducing any housing discrimination barriers that may prevent people from keeping and/or accessing affordable housing opportunities. LASSD will conduct education, outreach, and enforcement of fair housing laws, including but not limited to the newly passed state source of income protection for those residents receiving rental assistance.

**Priority 2:** Prevent and Reduce Homelessness- LASSD prevents and reduces homelessness by enforcing the Fair Housing Act and by ensuring equal housing choices to Carlsbad residents. LASSD works with people who have recently become homeless or who have been formerly homeless and will enforce their right to be free from housing discrimination when securing permanent housing. LASSD also reduces homelessness by using education, outreach, advice, and representation to keep tenants housed through reasonable accommodations and modifications under the Fair Housing Act and related state laws. LASSD also provides limited education and advice on landlord/tenant disputes.

**Priority 3:** Strengthen Support Services for Lower Income Residents and Residents with Special Needs-LASSD has a proven track record in providing services to lower income residents and to persons with disabilities, including those with mental illness who may be homeless, formerly homeless, or at risk of homelessness. LASSD will implement a fair housing service that will provide fair housing services to assist low income persons and those with physical and/or mental health disabilities to maintain their residence or provide assistance with obtaining reasonable accommodations and modifications to continue living in supportive housing.

## EXECUTIVE SUMMARY

In addition to your Community Development Block Grant funding application, please complete the following supplemental questionnaire.

→THEME: A theme was not selected for this funding year. Preference will be given to the applications which specifically address the Consolidated Plan Priorities, however applications for unrelated services are eligible for submission.

ORGANIZATION: Legal Aid Society of San Diego

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1. In 250 words or less, please describe how your organization will be using the requested funds.

LASSD's Fair Housing team is comprised of highly skilled attorneys, advocates, and testing coordinators with expertise in fair housing laws. We will use the funds to ensure that meritorious fair housing claims are investigated and the appropriate enforcement path is chosen when necessary. All deliverables will be accomplished between July 1, 2023, and June 30, 2024.

LASSD will investigate alleged violations of federal, state, and local discrimination laws using standard fair housing investigative methodology. After there has been a determination that a claim is meritorious, LASSD will gather facts, witnesses, documents, and develop respondent profiles. Other investigative methodologies include surveys and interviews of in-place tenants, interviews of past tenants, and testing.

After a case is accepted for enforcement, LASSD will explain all enforcement options to the client and will work with the client to determine which is best for their situation, which may include conciliation, administrative proceedings, or litigation.

LASSD's comprehensive fair housing services will increase and preserve affordable housing opportunities for low- and moderate-income households by helping residents overcome barriers to housing, such as discrimination against Section 8 recipients. LASSD's project will also prevent and reduce homelessness by ensuring that residents are not denied housing or removed from their existing housing in violation of fair housing laws, such as a landlord's refusal to grant a reasonable accommodation that would allow a disabled individual to remain in their home.

The key staff responsible for this project are Janeth Castaneda, testing coordinator; Sam Danque-Tuteur, advocate; and Ramesses Surban, staff attorney.

2. Attach an Excel budget showing the specific line-item breakdown on how you arrived at the funding request.

Please see attached.

3. Describe how your organization will be able to advance your program if you do not receive the entire funding request. What is your funding threshold before you can no longer provide the intended services or supplies you are seeking?

The minimum amount required to advance the program is \$23,000. If we do not receive the entire funding request it will not be possible to provide all the current fair housing services we provide in Carlsbad. If we do not receive the entire funding request it will also jeopardize our other North County Fair Housing contracts since LASSD leverages these funds to staff our fair housing team.

4. Does your organization charge a fee for accessing your services or supplies? If so, please describe the rationale for this fee.

No.

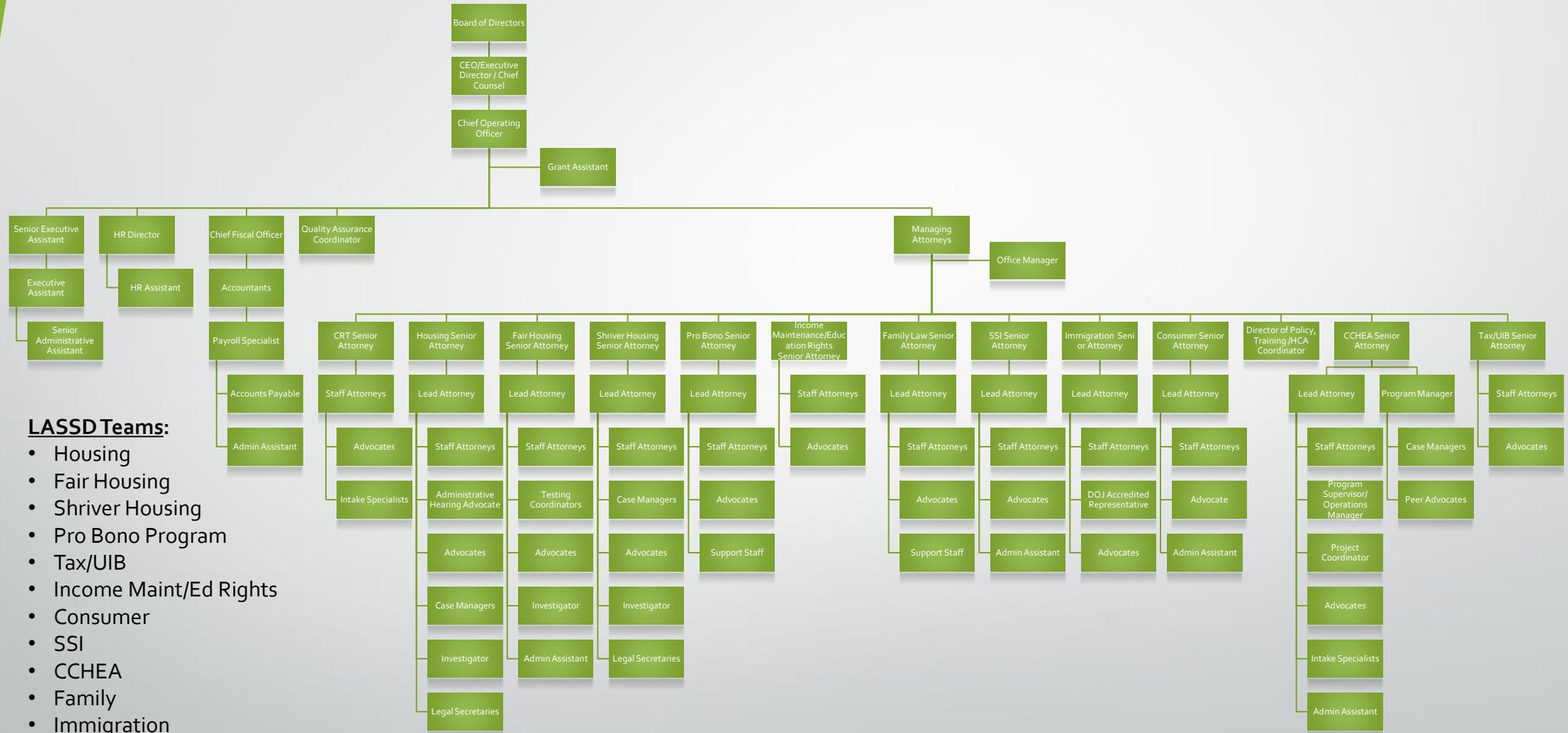
5. Will the funding of this program with a CDBG grant allow you to receive a matching grant from another organization? If so, where would those funds come from and how much would that grant be in dollars?

Not applicable.

6. If your funding is approved, how many Carlsbad residents will you be able to assist?

LASSD is on track to assist over 146 Carlsbad residents this year and expects that demand for fair housing services will only increase with recent changes in legislation and the effects of the pandemic. LASSD anticipates assisting 146 Carlsbad residents in the upcoming year if we receive the entire funding request.

# LEGAL AID SOCIETY OF SAN DIEGO



**LASSD Teams:**

- Housing
- Fair Housing
- Shriver Housing
- Pro Bono Program
- Tax/UIB
- Income Maint/Ed Rights
- Consumer
- SSI
- CCHEA
- Family
- Immigration
- Intake/Community Response Team

**LEGAL AID SOCIETY OF SAN DIEGO, INC.**  
**PROPOSED BUDGET**  
**July 1, 2023 to June 30, 2024**

**Personnel**

Tester -Janett Castaneda	7,157
Staff Attorney- Ramesses Surban	1,019
Advocate - Sam Danque	1,659
SUBTOTAL	<u>9,835</u>
Employee Benefits	3,022
TOTAL PERSONNEL	<u>12,857</u>

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**Non-Personnel**

Supplies	828
Postage	20
Printing/Duplication	250
Contracted Services	1,297
Training for Staff	140
Tests Cost	1,758
Workshops	180
Fees	500
Litigation Expenses	963
Transportation/Mileage for staff	100
Insurance	79
Space Cost	1,911
Telephone	150
TOTAL NON-PERSONNEL	<u>8,176</u>
TOTAL	<u>21,033</u>

Indirect Cost	1,967
	<u>\$ 23,000</u>



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2023-24 FUNDING APPLICATION**

**APPLICATION DETAILS & INSTRUCTIONS:** This application must be completed for each organization seeking CDBG funding from the City of Carlsbad. All information requested **must** be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.

**CHECKLIST OF REQUIRED DOCUMENTS:** The following information is required of **all** CDBG applicants even if they have been provided in the past.

- Board of Directors' resolution authorizing submittal of application
- Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization

(Note: One resolution both authorizing submittal of applications and entering into agreements may be substituted for the above two documents.)

- Sample Intake Form
- List of Board of Directors
- Financial Audit Report for the most recently ending Fiscal Year
- Funding proposal application (**Application format must remain as provided in the Request for Proposal Package**)

**Application not to exceed 20 pages total, including attachments. Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes. The attachment of brochures or other documents will not be accepted in lieu of completing each question on the Funding Proposal Application.**

- ✓ Attachment A      Executive Summary, including key staff, budget, and timeline (**required**)
- ✓ Attachment B      Organizational chart (**required**)
- ✓ Attachment C      Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation (if applicable).

*To be completed by Housing Services Division staff*

<b>Date Received:</b>		<b>Local Objective:</b>	
<b>National Objective:</b>		<b>Eligibility Citation:</b>	
<b>Person Completing Review:</b>		<b>Complete:</b>	

**FUNDING APPLICANT**

Name of Agency: Meals On Wheels Greater San Diego, Inc. (dba-Meals on Wheels San Diego County)

Address: 2254 San Diego Avenue, Ste. 200, San Diego, CA 92110

Federal Unique Entity Identification (UEI) Number: DCWTFQJ3V5H8

**PROPOSED PROGRAM/PROJECT**

Title of Program/Project: Senior Meal Delivery & Accompanying Services in Carlsbad

Location of Program/Project: Seniors' homes in Carlsbad, CA

Person completing application: Ali Duarte Telephone No.: 619-278-4012  
email: aduarte@meals-on-wheels.org

Financial Contact: Matt Topper Telephone No.: 619-278-4004  
email: matt.topper@meals-on-wheels.org

Program Manager Contact: Charlotte Fan Telephone No.: 760-736-9900  
email: cfan@meals-on-wheels.org

Executive Director Contact: Brent Wakefield Telephone No.: 619-278-4006  
email: bwakefield@meals-on-wheels.org

Requested Funding Amount: \$ 10,000

**Brief Description of Program/Project** (Describe the work to be performed, including the activities to be undertaken or the services to be provided and the goals and objectives of the program/project):

The project is for Meals On Wheels San Diego County (MOWSDC) to provide 7,100 home-delivered nutritious meals accompanied by safety checks, social visits, care navigator support, and follow-up care to 78 homebound seniors living in the City of Carlsbad. Funding of \$10,000 in CDBG funds would be used to cover the cost of food and packaging for 3,289 meals (\$3.04 per meal) to be delivered to homebound seniors living in the City of Carlsbad.

**I. ORGANIZATIONAL ABILITY/CAPACITY**

- A. This agency is:
 

<input checked="" type="checkbox"/> Nonprofit	<input type="checkbox"/> For-profit
<input type="checkbox"/> Local public agency	<input type="checkbox"/> State public agency
<input type="checkbox"/> Other (Please specify.) _____	

B. What is the purpose/mission of the agency?

Meals on Wheels San Diego County's (MOWSDC) mission is to empower seniors and veterans to remain independent by nourishing their bodies, minds, and spirits. Our vision is to drive out senior hunger and isolation across our region. Many seniors experience chronic illnesses and disabilities making activities of daily living difficult. In many cases, seniors will become temporarily and/or permanently homebound. Becoming homebound prevents seniors from

performing the most basic activities of daily living, such as obtaining food, healthcare, support services, and engagement in social activities. Home delivery of meals, with daily safety and wellness checks, enables seniors experiencing these difficulties in navigating these challenges, avoid negative health impacts and maintain their preferred residence more successfully.

C. How long has this agency been in operation? Please include the date of incorporation.

MOWSDC was established in 1960 and incorporated as a 501(c)(3) nonprofit corporation in 1970. In 1996, "Senior Adult Services" officially became Meals-on-Wheels Greater San Diego, Inc., and in 2016, it became Meals on Wheels San Diego County (MOWSDC) due to its expanded geographic scope. MOWSDC has matured from an annual budget of \$20,468 to over \$8 million.

D. How long has this agency been providing the proposed program/project?

MOWSDC has been providing this service since its inception in 1970. Today, MOWSDC is delivering two fresh meals a day accompanied by safety checks, social visits, and care navigation with referrals, if needed to homebound seniors for every day of the year, including holidays. Since its inception, MOWSDC has provided over 20 million meals. The program will continue to grow based on projections of the impact of the aging "baby boomer" generation entering their senior years.

E. Please describe the agency's existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such a program/project. (Resumes may also be submitted as an optional attachment but not in lieu of a complete response.)

Charlotte Fan is the Service Center Manager for the North County Service Center. The North County Service Center serves all zip codes in North County. This includes Coastal, Inland, and unincorporated areas, including the City of Carlsbad. Ms. Fan has been with MOWSDC for 23 years and the Service Center Manager for the North for 18 years. She holds an M.A. in Psychology with an emphasis on Community and Social Psychology and an M.A. in Education with an emphasis on Human Development and Counseling. She currently supervises 13 staff members and 700 volunteers. Please see attached resume for more detail. Matt Topper is the Chief Financial Officer and has been with the organization for 16 years. Mr. Topper has extensive non-profit experience, including as Director of Finance and Administration for the Northern Arizona University Foundation, a \$43M privately funded endowment, Director of Finance and Controller for Ameri Tribes, and an accounting manager with the Hotel Group. Mr. Topper is a fully licensed CPA (AZ), and was a finalist for San Diego Business Journal CFO of the Year 2011. He holds a B.S. in Accountancy from Northern Arizona University.

F. Please indicate your agency's level of experience with the CDBG program.

- No or little experience (up to 1 year of using CDBG funds)
- Some experience (2 to 3 years of using CDBG funds)
- Moderate experience (4 to 5 years of using CDBG funds)
- Considerable experience (more than 5 years of using CDBG funds)

G. If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization?

- No  Yes

If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.

- H. Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing and networking. Describe the program’s timeline with dates and times, including the earliest possible start dates, end dates and milestones as applicable.

No steps would need to be taken. MOWSDC has one primary service – to deliver nutritious meals to seniors in need at a subsidized cost so that seniors that easily afford the service. MOWSDC has been providing service for 63 years in San Diego County. MOWSDC would continue serving existing clients and enroll new clients needing services. Project miles include serving 78 seniors in the City of Carlsbad with 7,100 nutritious meals from July 1, 2023-June 30, 2024.

**II. FINANCIAL CAPACITY/STABILITY**

- A. Please complete Page 7 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.
- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2021-2022 and 2022-2023) for the proposed program/project?

<u>Sources of Funding</u>	<u>No</u>	<u>Yes</u>
CDBG	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Community Activities (or other General Fund monies)	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please indicate amount and status of previously awarded funds (fully expended, funds remaining, program/project discontinued, etc.).

	<u>Amount Received</u>	<u>Status</u>
CDBG funds	<b>\$10,000</b>	<b>Program complete</b>
Community Activities/Other	<b>N/A</b>	<b>N/A</b>

C. Did you receive any federal funds, including CDBG funding from other cities?

- No  Yes (Please list funds below)

<u>Program Source</u>	<u>Amount Received</u>
<b>City of Chula Vista</b>	<b>\$ 25,000</b>
<b>City of El Cajon</b>	<b>\$ 25,000</b>
<b>City of Encinitas</b>	<b>\$10,000</b>
<b>City of Escondido</b>	<b>\$ 25,000</b>
<b>City of Santee</b>	<b>\$ 5,000</b>

### III. BENEFITS & BENEFICIARIES

A. How accessible or convenient is the proposed program/project to Carlsbad residents? (Please be specific such as direct services to client’s home, transportation provided to and from facility, or relation to public transportation.)

All services are delivered and conducted at the senior’s home, providing the most accessible service delivery model possible.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

- 66 % of clients are at 30% or below of the area median income
- 24 % of clients are between 31% and 50% of the area median income
- 7 % of clients are between 51% and 80% of the area median income
- 3 % of clients are above 80% of the area median income

C. Please describe how low-and-moderate income persons will benefit from the proposed program/project. Include the need or problem to be addressed in relation to Consolidated Plan housing and community development priorities, as well as the population to be served or the area to be benefited. (Reference Consolidated Plan Priorities)

MOWSDC has one primary service - to deliver nutritious meals to older adults 60+, caregivers, and disabled veterans at a subsidized cost so clients can easily afford the service. The program is ongoing, and new clients enroll in the program daily. MOWSDC's goal for FY23 (October 1, 2022-September 30, 2023, is to provide 78 unduplicated clients throughout Carlsbad with 7,100 nutritious meals, safety checks, social visits, care navigator support, and follow-up care. Funding of \$10,000 would be used to cover the cost of food and packaging for 3,289 meals (\$3.04 per meal) to be delivered to clients living in the City of Carlsbad.

According to the San Diego Association of Governments, the population of adults 85+ in the City of Carlsbad will grow by 205% between 2012 and 2050. This is significant because 1 in 6 seniors is threatened by hunger. The results of

hunger and isolation make older adults more susceptible than any other age group to illness, disease, and physical and emotional health issues. Likewise, older adults struggle with the basic expenses needed to age independently and with dignity in their homes.

In-home meal delivery breaks isolation, identifies health risks sooner, and provides an affordable option for regular nutrition. The results of hunger and isolation make older adults more susceptible than any other age group to illness, disease, and physical and emotional health issues. Likewise, older adults struggle with the basic expenses needed to age independently and with dignity in their homes. Of the clients MOWSDC serves in Carlsbad, 97% are considered low to very low income, according to the Department of Housing and Urban Development guidelines Economic insecurity, in particular, in San Diego County, is caused by the high costs of basic necessities and inadequate income. A lack of adequate income forces older adults to make untenable choices, like deciding between filling a prescription or buying healthy food. The projected growth and the current needs of older adults in San Diego County make addressing the more complex needs of older adults an important issue.

Our Change in Condition and Care Navigator role has significantly enhanced the organization's ability to react to changing conditions in seniors' physical and mental state or environment before a harmful health event can occur. Our ability to respond in real-time can ultimately contribute to a more effective relationship between medical and community-based service providers, improving outcomes for seniors and reducing costs in healthcare. In a recent survey among MOWSDC's clients, 82.9% of recipients reported that the program helps them eat healthier foods. 77.6% of participants reported that the program allows them to access affordable meals. 91.1% indicated that the program helps them continue living in their homes. MOWSDC is one of the only organizations that provide this comprehensive, relationship-based service at an affordable cost with daily meal delivery that includes weekends and holidays. Continuation of this program will benefit newly identified at-risk seniors in needing this service.

- D. Please indicate the number of clients benefiting from the proposed activity and the percentage that are Carlsbad residents.

Persons of which 100% are Carlsbad residents

Seventy-eight (78) Persons of which 100% are Carlsbad residents

E. Does your agency focus its activities on populations with special needs?

No  Yes (Please specify)

Please specify which special needs populations. (Homeless individuals/families, persons with disabilities, persons with substance abuse problems, veterans, farmworkers and day laborers, seniors, children, etc.)

For the CDBG program's Fiscal Year 2023-2024, MOWSDC will serve 78 unduplicated homebound seniors living in the City of Carlsbad. Based on demographics from previously completed City of Carlsbad project enrollees, it is anticipated that 96-99% will be low- to moderate-income (LMI) individuals. Of the 78 city residents to be served, 100% are aged 62 or older. Of our anticipated service population, approximately 87% identify as veterans or spouses of veterans. Approximately 29% will be female-headed households. Approximately 88% will be Caucasian; 4% will be African American; 4% will be Asian; 1% will be American Indian/Alaskan Native and White; 1% will be African American and White; and 2% will be Other/Multi-Racial. Of those, 2% will identify as Hispanic. Approximately 58% will be over the age of 85 years. Fifty-seven percent will be female, 45% will be living alone, and 100% of the clients served by CDBG funding will be residents of the City of Carlsbad.

F. Does your organization charge recipients for the provided services?

No  Yes (Please specify) \$\_\_\_\_\_

All seniors receive a minimum 60% subsidy for the total delivered meal cost; other seniors benefit from additional subsidies. Based on financial need, a meal costs a maximum of \$4 per meal and a minimum of \$2 per meal. If a client cannot afford the \$2 per meal, we refer them to sign up for CalFresh so that they can pay for their meals with CalFresh at the \$2 per meal rate. On average, seniors in the City of Carlsbad pay just under \$4 per meal (\$3.80).

#### IV. IMPLEMENTATION OF ACTIVITY

A. Please submit a schedule for implementation as Attachment C if this proposal is for construction, rehabilitation, property acquisition and construction related activities or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing or other appropriate documents.

#### V. DOCUMENTATION

A. How will the beneficiaries' information be collected and documented?

MOWSDC documents program participation, including racial, ethnic and gender characteristics of participants, upon intake. MOWSDC staff conducts an in-home meeting with the client and completes a new client intake/assessment form. Additionally, MOWSDC staff has the client complete a self-certification form. This information is then entered into a sophisticated database called SERVtracker.

B. How will the outcomes be measured, collected and documented?

The organization measures its effectiveness through thorough documentation of the number of clients served, number of mobile-electronic well-ness status alerts, the number of referrals made, and meals served. MOWSDC uses a sophisticated database called SERVtracker to collect and report on information. Quantitative evaluation methods include reviewing data collected and reported on as well as fiscal data. Qualitative evaluation is based on feedback from clients in the form of letters, surveys, and interviews conducted with MOWSDC staff. Data evaluation is conducted monthly by Service Center Directors, Executive Management, and the Board of Trustees. Executive Management, the Board of Trustees, and Managers monthly evaluate fiscal information. The Grants Manager works with Managers and Executive Management to ensure that program goals are met, and required reports are submitted.

**VI. PARTNERSHIPS, COLLABORATION AND OUTREACH**

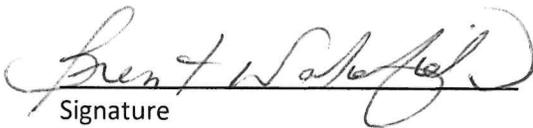
- A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach in serving the low income and most vulnerable populations.

MOWSDC is a member of the San Diego Senior Alliance (SDSA). SDSA is a group of 20 local non-profit agencies and for-profit and local government agencies in San Diego County. The organization's goals are to support and unify all three to merge public policy efforts, share program information, and identify synergy areas for support services for seniors. ([www.sdsenioralliance.org](http://www.sdsenioralliance.org)). Members are a senior social service referral base MOWSDC uses to address other care issues seniors may be experiencing.

MOWSDC distributes a weekly supply of cat and dog food at no cost to our clients with pets through our partnership with The Helen Woodward Animal Center. MOWSDC also partners with Feeding San Diego to provide CalFresh application support to clients that are struggling financially. Additionally, MOWSDC has partnered with the San Diego Hunger Coalition to map senior nutrition insecurity and the gaps in meal services to serve the hidden hungry better.

MOWSDC also partners with the Union of Pan Asian Communities (UPAC) in the north region of San Diego County. UPAC trains MOWSDC staff and volunteers to look for warning signs of mental health issues in older adults. If a staff member or volunteer is concerned that a homebound senior may be suffering from mental illness, UPAC is called in to help support the senior.

I, the undersigned, do hereby attest that the above information is true and correct to the best of my knowledge.



Signature

Brent Wakefield President & CEO

Print Name & Title

2/22/23

Date

NOTE: Applications must include a resolution from your organization's Board of Directors authorizing the person signing above to submit funding applications and to enter into funding agreements if selected.

**CDBG PROJECT BUDGET**

**Organization:** Meals on Wheels San Diego County **Total organization budget** \$8,779,816

**Program/Project name requesting funds:** Senior Meal Delivery & Accompanying Services in Carlsbad

**CDBG funds requested:** \$10,000 **Total program/project budget:** \$66,385

Note: Indicate with an asterisk (\*) funds that are volunteer time or in-kind contribution.

<u>1. Sources of funding for program/project:</u>	(S)Secured or (A)Anticipated	
a. Funding requested from the City	<u>\$10,000</u>	(S) or <b>(A)</b>
b. Other federal funds (if any)	<u>\$0</u>	(S) or (A)
c. State or local government funds	<u>\$0</u>	(S) or (A)
d. Donations and contributions	<u>\$29,405</u>	(S) or <b>(A)</b>
e. Fees or memberships	<u>\$26,270</u>	(S) or <b>(A)</b>
f. In-kind contributions / Volunteer time	<u>\$0</u>	(S) or (A)
g. Other funding _____	<u>\$0</u>	(S) or (A)
h. <b>TOTAL PROJECT FUNDING</b> (project budget)	<u>\$66,385</u>	(S) or <b>(A)</b>

<u>2. Uses of CDBG funds requested for the program/project: (1.a.)</u>	
a. Wages and salaries	<u>\$0</u>
b. Personnel benefits	<u>\$0</u>
c. Materials and supplies	<u>\$10,000 for food &amp; packaging</u>
d. Program expenses and evaluation	<u>\$0</u>
e. Rent and utilities	<u>\$0</u>
f. Insurance	<u>\$0</u>
g. Mileage (____@ 56 cents/mile calendar year 2021)	<u>-</u>
h. Incentives and Special Events	<u>\$0</u>
i. Indirect costs	<u>\$0</u>
j. <b>TOTAL REQUESTED FUNDING</b> (same as 1.a.)	<u>\$10,000</u>

3. Percentage of project budget represented by CDBG request 15%

4. If your project will require future funding, please provide information about how the program will be funded. MOWSDC views sustainability through a broad lens that includes seeking cost savings, promoting effective volunteer management to reduce overall program delivery costs, seeking charitable giving partners and individuals, and exploring revenue generation potential for all aspects of our operations. Volunteers donate time, mileage, and gasoline to help MOWSDC keep affordable meals a priority. MOWSDC promotes a partnership between seniors and the communities in which they live to ensure the sustainability of the program. Senior contributions are matched through comprehensive resource development activities, including grant writing, fundraising events, philanthropic giving campaigns, corporate sponsorships, and social media campaigns.

## EXECUTIVE SUMMARY

In addition to your Community Development Block Grant funding application, please complete the following supplemental questionnaire.

ORGANIZATION: Meals on Wheels San Diego County

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1. In 250 words or less, please describe how your organization will be using the requested funds.

**The project is for Meals On Wheels San Diego County (MOWSDC) to provide 7,100 home-delivered nutritious meals accompanied by safety checks, social visits, care navigator support, and follow-up care to 78 seniors living in the City of Carlsbad. Funding of \$10,000 would be used to cover the cost of food and packaging for 3,289 meals (\$3.04 per meal) to be delivered to homebound seniors living in the City of Carlsbad. This represents approximately 15% of the total budget to deliver these meals daily over 12 months to 78 LMI, at-risk seniors.**

**The daily delivery of meals will be accompanied by a social visit with a caring individual, safety/welfare checks by trained volunteers, and care navigation with referrals to other providers if necessary. Every senior served will receive a minimum 60% subsidy for the total costs of all services, with additional subsidies provided to those who qualify. This project supports the ability of vulnerable, homebound low-income seniors to age in place with fewer health and safety risks. Seniors often experience significant physical barriers to activities of daily living that impact nourishment – shopping and cooking food become difficult to manage. By engaging seniors in daily social interactions with caring individuals who monitor wellness and safety by delivering healthy, fresh, senior-specific nutrition-packed meals, seniors are more likely to remain well-nourished and obtain needed health interventions.**

2. Attach an Excel budget showing the specific line-item breakdown on how you arrived at the funding request.

**Please see attached.**

3. Describe how your organization will be able to advance your program if you do not receive the entire funding request. What is your funding threshold before you can no longer provide the intended services or supplies you are seeking?

**As an overall resource development strategy, MOWSDC aims to ensure that all programs are funded from multiple and diverse sources to avoid being overly reliant on any one funder. Initiatives include grant writing, community partnership programs that solicit and recognize business and corporate partners, major donor cultivation, fundraising events, and**

engagement of community organizations and individuals to sustain our robust volunteer program. On average, senior clients pay 40% of the actual delivered meal cost. This model represents a joint community investment in a vital service.

4. Does your organization charge a fee for accessing your services or supplies? If so, please describe the rationale for this fee.

All seniors receive a minimum 60% subsidy for the total delivered meal cost; other seniors benefit from additional subsidies. Based on financial need, a meal costs a maximum of \$4 per meal and a minimum of \$2 per meal. If a client cannot afford the \$2 per meal, we refer them to sign up for CalFresh so that they can pay for their meals with CalFresh at the \$2 per meal rate. On average, seniors in the City of Carlsbad pay just under \$4 per meal. MOWSDC utilizes a large volunteer base for meal delivery (and these individuals donate time, mileage, and gasoline in making these deliveries), significantly improving the meals' affordability. Although MOWSDC continuously seeks private donations, foundation funding and corporate assistance, and fundraising from events and social media campaigns.

5. Will the funding of this program with a CDBG grant allow you to receive a matching grant from another organization? If so, where would those funds come from and how much would that grant be in dollars?

**No. There is no matching grant for CDBG funding. Additional needed funds to operate the program are obtained through generous individual donations and fundraising events.**

6. If your funding is approved, how many Carlsbad residents will you be able to assist?

**A minimum of 78 unduplicated individuals will be provided with daily meal deliveries accompanied by social visits, wellness/safety checks, and care navigation with referrals when necessary.**

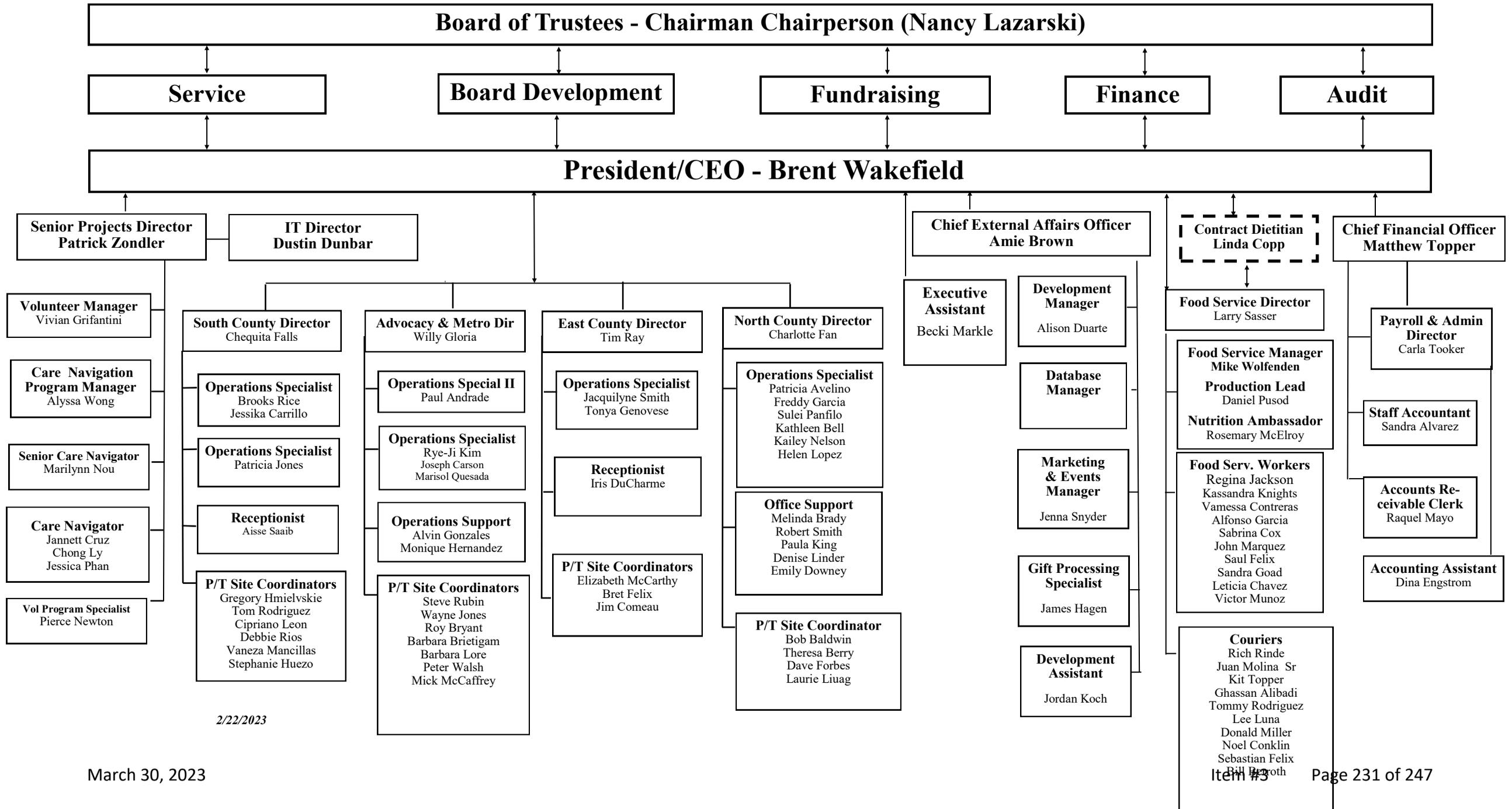
### 7. Timeline

<i>Fiscal Year 2023-2024:</i>			
<i>Quarter One (07/1/23- 9/30/23)</i>	<i>Quarter Two (10/01/23- 12/30/23)</i>	<i>Quarter Three (01/01/24- 3/30/24)</i>	<i>Quarter Four (04/1/24- 06/30/24)</i>
<i>19 seniors</i>	<i>39 seniors</i>	<i>58 seniors</i>	<i>78 seniors</i>
<i>1,775 meals</i>	<i>3,550 meals</i>	<i>5,325 meals</i>	<i>7,100 meals</i>
<i>25% to goal</i>	<i>50% to goal</i>	<i>75% goal</i>	<i>100% goal</i>

**Meals on Wheels San Diego County: Carlsbad Senior Meal Delivery & Accompanying Services**

	<b>Expense Category</b>	<b>Program Cost per Meal</b>	<b>Requested Amount</b>	<b>Total Program Budget</b>
7,100	<b>Food &amp; Packaging (\$3.04 per meal)</b>	<b>\$3.04</b>	<b>\$10,000.00</b>	<b>\$21,584.00</b>
7,100	Food Preparation Labor (\$0.75 per meal)	\$0.75	\$0.00	\$5,325.00
7,100	Meal Center Fixed Labor (\$0.74 per meal)	\$0.74	\$0.00	\$5,254.00
7,100	Distribution (\$1.12 per meal)	\$1.12	\$0.00	\$7,952.00
7,100	Intake and Volunteer Support (\$3.70 per meal)	\$3.70	\$0.00	\$26,270.00
7,100	<b>Total Direct Cost</b>	<b>\$9.35</b>	<b>\$10,000.00</b>	<b>\$66,385.00</b>

**Meals on Wheels San Diego County  
Organizational Chart**



2/22/2023



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
NOTICE OF FUNDING AVAILABILITY (NOFA)**

The City of Carlsbad is pleased to announce the availability of applications for the FY 2023-24 Community Development Block Grant (CDBG) Program. The CDBG program is federally funded by the Department of Housing and Urban Development (HUD) and is administered by the city to provide assistance to lower-income residents and communities. For FY 2023-24 CDBG award of **\$476,057** – available in the following categories:

<b>ESTIMATED FY 2023-24 AWARD: \$ 476,057</b>		
<i>Category</i>	<i>Key Details</i>	<i>Estimated Available</i>
Public Services	<ul style="list-style-type: none"> <li>• Programs directly assisting low-income households</li> <li>• Services carried out by non-profit agencies</li> <li>• Funding capped at 15 percent of grant</li> </ul>	\$ 71,408
Administration/Fair Housing	<ul style="list-style-type: none"> <li>• Subrecipient oversight</li> <li>• Compliance with federal requirements</li> <li>• Financial management</li> <li>• Fair Housing services</li> <li>• Funding capped at 20 percent of grant</li> </ul>	\$ 95,211
Affordable Housing/Facility Improvements	<ul style="list-style-type: none"> <li>• Facility Improvements for non-profit service providers</li> <li>• Acquisition/rehabilitation of low-income housing</li> </ul>	\$ 309,438

**Submission Details:** Due by **Feb. 22, 2023, by 5:00 p.m.**  
[housing@carlsbadca.gov](mailto:housing@carlsbadca.gov)  
*\*Email Submission Highly Encouraged\**

**Contact:** **Nicole Piano-Jones**  
 Program Manager  
 (442) 339-2191  
[Nicole.pianojones@carlsbadca.gov](mailto:Nicole.pianojones@carlsbadca.gov)

Paper copies may be delivered to:  
 City of Carlsbad  
 Housing & Homeless Services  
 Attn: CDBG Program  
 1200 Carlsbad Village Drive  
 Carlsbad, CA, 92008

<b>Estimated Timeline</b>	
Notice of Funding Availability	Jan. 11, 2023
Applications Due	Feb. 22, 2023
CDBG Advisory Committee	March or April 2023
10-day public review/comment	April or May 2023
City Council Public Hearing	May 9, 2023

*\*Dates are tentative and subject to change.  
 All public meetings and review and comment periods will be separately publicly noticed\**



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2023-24 FUNDING APPLICATION**

**APPLICATION DETAILS & INSTRUCTIONS:** This application must be completed for each organization seeking CDBG funding from the City of Carlsbad. All information requested **must** be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.

**CHECKLIST OF REQUIRED DOCUMENTS:** The following information is required of all CDBG applicants even if they have been provided in the past.

- Board of Directors' resolution authorizing submittal of application
- Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization

(Note: One resolution both authorizing submittal of applications and entering into agreements may be substituted for the above two documents.)

- Sample Intake Form
- List of Board of Directors
- Financial Audit Report for the most recently ending Fiscal Year
- Funding proposal application (**Application format must remain as provided in the Request for Proposal Package**)

Application not to exceed 20 pages total, including attachments. Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes. The attachment of brochures or other documents will not be accepted in lieu of completing each question on the Funding Proposal Application.

- ✓ Attachment A Executive Summary, including key staff, budget, and timeline (**required**)
- ✓ Attachment B Organizational chart (**required**)
- ✓ Attachment C Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation (if applicable).

*To be completed by Housing Services Division staff*

Date Received:		Local Objective:	
National Objective:		Eligibility Citation:	
Person Completing Review:		Complete:	

**FUNDING APPLICANT**

Name of Agency: Women’s Resource Center (WRC)

Address: 1963 Apple Street, Oceanside, CA 92054

Federal Unique Entity Identification (UEI) Number: 60-222-9783

**PROPOSED PROGRAM/PROJECT**

Title of Program/Project: Alternatives to Abuse Emergency Shelter Program

Location of Program/Project: Confidentially located in Oceanside

Person completing application: Stephanie Miller, CEO Phone No.: 760-547-8808  
Email: stephanie.miller@wrcsd.org

Financial Contact: To Be Hired (temporarily Jill Marshall, Deputy Director) Phone No.: 760-547-8802  
Email: jill.marshall@wrcsd.org

Program Manager Contact: Sofia Hughes, Residential Director Phone No.: 760-547-8800  
Email: sofia.hughes@wrcsd.org

Executive Director Contact: Stephanie Miller, CEO Phone No.: 760-547-8808  
Email: stephanie.miller@wrcsd.org

**Requested Funding Amount: \$ 10,700**

**Brief Description of Program/Project** (Describe the work to be performed, including the activities to be undertaken or the services to be provided and the goals and objectives of the program/project):

As part of our services, WRC operates a 31- bed domestic violence shelter called “Alternatives to Abuse” for families who are homeless due to domestic violence. This facility provides safe emergency housing, supportive services, and counseling to victims of family violence and their children, who are homeless due to dangerous and potentially life- threatening environments at home. The availability of a shelter like Alternatives to Abuse is particularly critical for low-income victims who seek to escape violent relationships. These survivors and children do not have the financial resources to use motels/hotels for the emergency housing and may instead find themselves homeless in their attempt to flee domestic abuse. Alternatives to Abuse shelter program has a proud and proven reputation for providing critically needed, oftentimes life-saving, services to survivors of abuse in an effective, efficient, and fiscally responsible manner for nearly forty-nine years. Since its inception in 1980, survivors and children have taken refuge and provided 749,885 safe nights at Alternatives to Abuse. Our management systems and service delivery abilities have continuously demonstrated WRC’s capacity to successfully implement programs that prevent homelessness of victims of abuse and empowers them to achieve a brighter, safer future.

Recognizing that gender-based violence impacts each of our clients’ lives in individual ways, it is paramount to us at WRC that we differentiate our services in order to best support each survivor’s needs and goals. As an agency, we seek to not only provide a safe haven but to also provide clients and

their families the support they need to revive courage and rebuild their lives. Since 1974, WRC has been dedicated to strengthening families by empowering survivors in crisis by supporting them to break the cycle of violence, free of the abusive relationships and develop healthy, productive, violence-free lives.

The goal of Alternatives to Abuse Emergency Shelter Program is to assist victims of domestic abuse and sexual assault experiencing homelessness or at risk of homelessness by providing 24/7 shelter and wrap around services that include case management and counseling.

For the one year grant period, the objectives of Alternatives to Abuse Emergency Shelter are to provide:

- 1) 1,000 bed nights of shelter to low-income individuals and individuals with children who are experiencing homelessness or at risk of homelessness due to domestic violence.
- 2) Minimum of 30 bus passes and 2,000 meals will be provided
- 3) Minimum of 20 Carlsbad residents will be assisted with basic necessities and/or shelter

**I. ORGANIZATIONAL ABILITY/CAPACITY**

**A. This agency is:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Nonprofit          | <input type="checkbox"/> For-profit          |
| <input type="checkbox"/> Local public agency           | <input type="checkbox"/> State public agency |
| <input type="checkbox"/> Other (Please specify.) _____ |  |

**B. What is the purpose/mission of the agency?**

WRC is dedicated to stop the domestic violence and sexual assault by rebuilding lives together. Working to end gender-based violence in our communities, WRC serves all persons and families impacted by domestic violence, sexual assault, and stalking who seek our support. The impact of gender based violence is wide-ranged, always varied, individual to each situation -- damaging not only to victims' physical safety, housing stability, financial stability, and mental health -- but also to the well-being of entire communities and future generations.

For survivors trapped in violent relationships, abuse is often multi-faceted and has no single cause or simple solution. The needs of victims, perpetrators of violence, and the children impacted by these situations are many and varied. To combat the direct effects of violence and work to stem the tide of future perpetration in the next generation, WRC provides wrap-around, strength-based, individualized support services and prevention education with a history of forty-nine years serving the San Diego community. Our well established programs and services include: emergency shelter where victims and their children may find a temporary safe haven with us; a 24-hour domestic violence hotline providing crisis intervention services as well as information and referrals for those in immediate need; case management services to support survivors in planning their next steps and achieving their goals; counseling services that creates a space for victims and their children to process their experiences and reconnect with their own inner strength and confidence; a two-year transitional housing program that allows families a foundation to build a future free from violence; and a comprehensive prevention education program that works to engage youth in dialogue about healthy relationships. In the 2020-2021 fiscal year alone, WRC brought hope and safety to over 5,174 families.

**C. How long has this agency been in operation? Please include the date of incorporation.**

Women’s Resource Center (WRC) has been in operation since 1974 and was incorporated in May 1975. For 47 years WRC has helped victims escape, rebuild their lives after abuse, gain economic independence; and stopped the cycle of violence in our community through victim empowerment and education of the next generation.

**D. How long has this agency been providing the proposed program/project?**

“Alternatives to Abuse” emergency shelter program serving survivors of abuse and their dependents has been in operation since May of 1980.

**E. Please describe the agency's existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such a program/project. (Resumes may also be submitted as an optional attachment but not in lieu of a complete response.)**

WRC is led by CEO Stephanie Miller who assumed this role in September 2022. Stephanie has more than 30 years of experience working in human services on the front line and executive level leadership. She has worked with children, families, young adults, and adults in crisis to help them secure stability and build a future. Most recently, she worked as the CEO of The Delores Project in Denver, Colorado, serving the needs of women and transgender individuals experiencing homelessness and housing instability.

WRC has a total staff of 39 full time, part-time and relief personnel across all program areas. Of this number, 12 are providing full- and part-time and relief staffing for the “Alternatives to Abuse” shelter program. Sofia Hughes, Director of Residential Services has a bachelor of science from San Diego State University, completed in 2018, during which time she focused her extracurricular time on health disparities in under-resourced populations. Sofia is responsible for the daily operations of the program and is supervised directly by the CEO. “Alternatives to Abuse” shelter staff includes five house managers who are responsible for 24-hour supervision of the shelter’s security and direct service and program staff of the Assistant Shelter Program Director and Assistant Residential Program Director who oversee programming and shelter assistants and Children’s Activity Coordinator.

WRC’s Deputy Director, Jill Marshall, holds a bachelor's degree in Psychology from CSUSM and a Master’s degree in nonprofit leadership and management from USD. Jill began working at WRC in 2002 and spent 10 years as a program director overseeing the agency's client services. For the past 10 years, as Deputy Director, she has been responsible for the day to day running of the agency and provides oversight for all agency programs. She has specialized training in Trauma Informed Care, Batterer’s intervention, domestic violence and sexual assault crisis intervention and Human resources. She serves on several county wide committees in leadership roles. Jill supervises case managers and counselors who are responsible for the treatment and guidance of clients in our shelter program. She, too, is supervised by WRC’s CEO. Case managers are bilingual, have Bachelor’s degrees and each have backgrounds in social service. Each of our counselors have Master’s-level degrees and have been with WRC for one to five years.

**F. Please indicate your agency's level of experience with the CDBG program.**

- No or little experience (up to 1 year of using CDBG funds)
- Some experience (2 to 3 years of using CDBG funds)

- Moderate experience (4 to 5 years of using CDBG funds)
- Considerable experience (more than 5 years of using CDBG funds)

**G. If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization?**

- No
- Yes

If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.

**H. Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing and networking. Describe the program’s timeline with dates and times, including the earliest possible start dates, end dates and milestones as applicable.**

Consequent to such a long-established presence in the community many service providers that have direct contact with victims are well-informed of WRC's mission and services. Therefore, services providers, community partners and private citizens connect and refer victims to WRC on a regular basis. In addition, WRC has long standing collaborations and does regular community education and outreach to ensure we are always increasing knowledge and awareness of our services, and remain connected to the community.

WRC will use funds awarded from the City of Carlsbad towards our ongoing emergency shelter program, “Alternatives to Abuse”, which provides safe haven and supportive services to individuals and dependent children who become homeless due to domestic and sexual violence. These monies will be allocated to support the shelter program’s overall budget that allows WRC to accommodate survivors and children in the shelter with safe shelter, healthy food options, hygiene products, and supportive wrap-around services including case management, counseling services, and emergency services.

Since the inception of Alternatives to Abuse in 1980, WRC has been able to provide 749,885 nights of shelter to more than 248,397 survivors and children. The availability of this shelter program is imperative to the well-being and safety of hundreds of survivors and children every year. The critical and oftentimes life-saving services Alternatives to Abuse provides allow victims of violence to be able to escape violent situations, rest, recuperate, and gain resources and support in establishing a life free from abuse that does not require them to live on the streets of our local community.

**II. FINANCIAL CAPACITY/STABILITY**

**A. Please complete Page 7 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.**

**B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2021-2022 and 2022-2023) for the proposed program/project?**

<u>Sources of Funding</u>	<u>No</u>	<u>Yes</u>
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CDBG  
Community Activities (or other General Fund monies)

If yes, please indicate amount and status of previously awarded funds (fully expended, funds remaining, program/project discontinued, etc.).

	<u>Amount Received</u>	<u>Status</u>
CDBG funds	2016-2017 \$20,000	Fully expended
	2017-2018 \$15,000	Fully expended
	2018-2019 \$10,000	Fully expended
	2019-2020 \$20,000	Fully expended
CDBG-CV3	2020-2021 \$25,000	Fully expended
	2021-2022 \$10,287	Fully expended
	2022-2023 \$10,000	Funds remaining

Community Activities/Other

C. Did you receive any federal funds, including CDBG funding from other cities?

No

Yes (Please list funds below)

<u>Program Source</u>	<u>Amount Received</u>
	\$
	\$
	\$

### III. BENEFITS & BENEFICIARIES

A. How accessible or convenient is the proposed program/project to Carlsbad residents?  
(Please be specific such as direct services to client's home, transportation provided to and from facility, or relation to public transportation.)

WRC's confidentially-located shelter program location is the most accessible emergency shelter program in San Diego County for Carlsbad residents thanks to Oceanside's proximity and public transportation network that connects the two cities. Alternatives to Abuse shelter program is conveniently located within close proximity to a public transportation route, as is WRC's main office facility, so transportation to and from WRC's shelter program and main office is easily navigable and attainable for survivors. As there is currently no designated shelter for families homeless due to domestic violence in Carlsbad, WRC's Oceanside location is the most immediately accessible safe refuge for Carlsbad survivors and dependents who become homeless due to domestic violence.

WRC's services are immediately available to survivors 24/7 via our crisis hotline, staffed by crisis-trained and trauma-informed staff and volunteers. Through this hotline, survivors are able to request shelter at any time and work with WRC staff to plan safe escape and transportation to WRC's main office, from where they will be transported to our confidentially-located shelter.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

45% of clients are at 30% or below of the area median income  
12% of clients are between 31% and 50% of the area median income  
10% of clients are between 51% and 80% of the area median income  
33% of clients are above 80% of the area median income

- C. **Please describe how low-and-moderate income persons will benefit from the proposed program/project. Include the need or problem to be addressed in relation to Consolidated Plan housing and community development priorities, as well as the population to be served or the area to be benefited.** (Reference Consolidated Plan Priorities)

Alternatives to Abuse emergency shelter program is the opportunity and option for victims of abuse to be able to escape violent situations and have the time, space, and support to heal and plan a life free from violence. For survivors trapped in violent relationships, abuse can look multi-faceted and even invisible to outsiders looking in. Financial abuse affects nearly all of WRC's clients and is often cited as the largest barrier survivors have to escaping abuse. A 2015 study by the Centers for Financial Security found that 99% of domestic violence cases also involved financial abuse. Financial abuse takes many forms including: preventing the victim from having a job; forcing them to acquiesce their money, credit cards, or assets; demanding that a lease/home purchase be in the abuser's name so that they do not have any rights to their property; taking out loans in the victim's name without their consent; ruining their credit; and countless other methods abusers use to systematically trap their partner in economic dependence. Financial abuse occurs in nearly 99% of abusive relationships, and is the number one reason victims stay in or return to abusive relationships, which is further exacerbated when there are children involved. By maintaining a safe emergency shelter open to survivors and their children, WRC seeks to provide an alternative to survivors who seek to flee abuse. WRC's shelter offers a safe, non-isolating environment for survivors and their children to rest, recuperate, and plan next steps with the support of WRC's case management program. Case managers work individually with clients to assess their needs and guide them in receiving the resources and support necessary to rebuild their lives away from violence and find accessible and affordable transitional or permanent housing.

During their stay, linens, hygiene products, food, counseling services, and crisis services are provided at no cost to survivors and their families in the shelter. Clients may visit our thrift store to shop for clothing and footwear for themselves and their children using free vouchers. Located in a secure and confidential location in North County, our 28-day, 31-bed shelter program is more than a safe haven for survivors and their dependents; WRC's crisis-trained and trauma-informed staff works individually with survivors to connect them with resources and programs that will best assist them in transitioning to a life no longer controlled by abuse.

WRC's "Alternatives to Abuse" emergency shelter program meets the first three Priorities outlined in the *2020-2025 Consolidated Plan* and their matching *FY2-22-23 CDBG Community Development Objectives*:

(1) *Provides a direct benefit to low- and moderate-income persons*: Program experience since WRC's inception in 1980 indicates that an excess of 80% of "Alternatives to Abuse" shelter clients are extremely-low, low, and/or moderately-low income persons as described by the County of San Diego. These income guidelines are well within CDBG income level definitions.

(2) *Aid in the prevention or elimination of slums*: In the U.S. Department of Health & Human Services' Family & Youth Services Bureau's 2016 report on Domestic Violence and Homelessness, studies found that among mothers with children experiencing homelessness, more than 80% had previously experienced domestic violence. Additionally, their sources reported that 38% of all domestic violence victims become homeless at some point in their lives and between 22% and 57% of all homeless women report that domestic violence was the immediate cause of their homelessness. By providing a

safe alternative to homelessness for survivors, WRC prevents these women and families from a life on the streets.

*(3) Meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where no other financial resources are available to meet such needs:* Domestic violence is a major national issues that cuts across all socioeconomic, racial, gender, and age demographics in our society. Abuse and violence occur in staggering proportions across the nation with researchers estimating that an average of twenty people experience intimate partner violence each minute, equating to more than 10 million abuse victims annually (NCADV). Alongside this statistic, upwards of 3.3 million children are exposed to domestic violence each year. Psychological research shows that these children have higher levels of anger, hostility, disobedience, and withdrawal. They have similar health issues as adults: anxiety, sleep disorders, mental health and behavioral health issues. For reasons linked to these effects, persons who have witnessed domestic violence in the home are exponentially more likely to become involved in domestic violence in their adult life, either as victims or perpetrators. In this way, domestic violence is considered cyclical in nature and providing effective interventions is critical to stopping the cycle of violence from spreading to the next generation.

The repercussions of domestic violence affect more than just the victim and the family; research by Every town found that in at least 54% of mass shootings between January 2009 and December 2017, the perpetrator shot an intimate partner or family member. Domestic violence takes an economic toll as well. Some studies estimate that the total cost in the United States for the care of survivors exceeds \$12 billion annually and work productivity net loss is upwards of \$1.14 billion. Addressing the issue of domestic violence and providing safe alternatives is more than an act of compassion, it is a concentrated effort to create a safer, more compassionate community for survivors, ourselves, and the next generation.

---In addition to meeting these national objectives, WRC's shelter program meets all three of the local Community Development Objectives:

1. **Affordable Housing:** *"Provide shelter or services to homeless or near homeless persons/families which result in an improved situation through employment, permanent housing, treatment of mental, or substance abuse problems, etc."* WRC's shelter program provides a safe haven where survivors and children who are rendered homeless due to domestic violence may find temporary housing case management services that guide them in planning next steps and receiving assistance, and counseling services that help them transition and heal from a life of violence.
2. **Social Services (General):** *"Provide assistance to public service providers who meet the basic needs of lower income Carlsbad residents. Basic needs providers are defined as those that provide food, shelter, clothing, and in some cases, healthcare" and "Provide assistance to public service providers who offer counseling and self-improvement programs/activities for lower income Carlsbad residents."* With more than 95% of WRC clientele identified as low-income or below defined San Diego AMI, WRC's programming is directly focused on providing timely and specialized services to low-income families affected by domestic abuse in our community. "Alternatives to Violence" emergency shelter program provides all basic needs for clients including food, clothing, shelter, hygiene products, counseling services, and access to support groups.
3. **Social Services (Children and Adults):** *"Provide assistance to organizations which administer programs that directly benefit lower-income children living in Carlsbad. The programs must provide one or more of the following activities: day care, after-school care, cultural enrichment, recreation, and healthcare/immunization or self-improvement The City may also give priority to single-parent assistance programs such as counseling services."* Through our "Alternatives to Abuse" emergency shelter program, WRC provides trauma-informed counseling services to both single-parent survivors of domestic violence and their children. WRC utilizes specialized, clinically-approved approaches to

provide holistic counseling services to adults and children affected by domestic violence including art therapy, play therapy, individual, and group counseling.

---WRC's "Alternatives to Violence" emergency shelter program also meets the City Council's established focus of "homeless services and programs" by providing confidential, safe shelter to families who become homeless due to violence in the home. Research by the San Diego Regional Task Force reports that approximately 50% of all homeless women in San Diego County became homeless due to domestic violence. WRC is a committed force in working to prevent future homelessness of victims of domestic violence by fostering a safe, accessible, and transformational space for survivors and their families to find refuge and resources to assist them in rebuilding their lives after abuse.

**D. Please indicate the number of clients benefiting from the proposed activity and the percentage that are Carlsbad residents.**

387 Persons of which 7.5% are Carlsbad residents

**E. Does your agency focus its activities on populations with special needs?**

No

Yes (Please specify)

Please specify which special needs populations. (Homeless individuals/families, persons with disabilities, persons with substance abuse problems, veterans, farmworkers and day laborers, seniors, children, etc.)

Domestic violence affects people across all demographics including, but not limited to, gender, age, race, ethnicity, immigration status, sexual orientation, military/veteran status, ability status, and socioeconomic status. Oftentimes, in fact, marginalized populations experience elevated risk of experiencing domestic, dating, and/or sexual violence. WRC pays special attention to at-risk populations and works diligently to provide appropriate, trauma-informed and culturally sensitive services and outreach to be able to best serve special needs populations.

**F. Does your organization charge recipients for the provided services?**

No

Yes (Please specify) \$ \_\_\_\_\_

**IV. IMPLEMENTATION OF ACTIVITY**

A. Please submit a schedule for implementation as Attachment C if this proposal is for construction, rehabilitation, property acquisition and construction related activities or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing or other appropriate documents. N/A

**V. DOCUMENTATION**

**A. How will the beneficiaries' information be collected and documented?**

WRC utilizes Social Solutions' Apricot cloud-based database to collect and store information and track data about clients served and services provided. Data from this software is compiled and analyzed monthly as impact reports shared in our monthly newsletter.

**B. How will the outcomes be measured, collected and documented?**

WRC will track how many families utilize financial resources and supplies provided by using our database software, as well as general demographic information and types of emergency services received. In addition, each client will be given a survey to ensure we have met each client's direct needs and track the impact our program has on their emotional and financial wellbeing.

**VI. PARTNERSHIPS, COLLABORATION AND OUTREACH**

**A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach in serving the low income and most vulnerable populations.**

WRC cherishes the partnerships and collaborations we have in place with many local San Diego organizations that share in our mission to empower and support those in need in our communities. In order to uplift survivors from the broad and damaging effects of gender-based violence that are felt physically, mentally, emotionally, and financially, we collaborate with a variety of different resources to work in tandem to support each other and our respective clients. WRC is collaborating with North County Food Bank to supply food items and diapers for distribution to families and persons in need. In addition, we are working daily as members of the North County Domestic Violence Coalition (including Center for Community Solutions, Community Resource Center, Palomar Health, North County Lifeline, San Diego Sheriff's Department, Vista Community Clinic etc.) to supply resources, shelter, and crisis services to survivors of gender-based violence who are being impacted during this crisis.

I, the undersigned, do hereby attest that the above information is true and correct to the best of my knowledge.

  
Signature

Stephanie Miller, CEO  
Print Name & Title

2/21/2023  
Date

NOTE: Applications must include a resolution from your organization's Board of Directors authorizing the person signing above to submit funding applications and to enter into funding agreements if selected.



## EXECUTIVE SUMMARY

In addition to your Community Development Block Grant funding application, please complete the following supplemental questionnaire.

Preference will be given to the applications which specifically address the top two priorities as presented in the Funding Plan, however applications for unrelated services are eligible for submission.

ORGANIZATION:

**1. In 250 words or less, please describe how your organization will be use the requested funds.**

WRC will use funds awarded from the City of Carlsbad CDBG towards our emergency shelter program, "Alternatives to Abuse", which provides safe haven and supportive services to individuals and dependent children who become homeless due to domestic and sexual violence. These monies will be allocated to support the shelter program's overall budget that allows WRC to accommodate survivors and children in the shelter with safe shelter, healthy food options, hygiene products, and supportive wrap-around services including case management, counseling services, and emergency services.

Alternatives to Abuse shelter program has a proud and proven reputation for providing critically needed, oftentimes life-saving, services to survivors of abuse in an effective, efficient, and fiscally responsible manner for nearly forty-nine years. Since its inception in 1980, survivors and children have taken refuge and provided 749,885 safe nights at Alternatives to Abuse. Our management systems and service delivery abilities have continuously demonstrated WRC's capacity to successfully implement programs that prevent homelessness of victims of abuse and empowers them to achieve a brighter, safer future.

The goal of Alternatives to Abuse Emergency Shelter Program is to assist victims of domestic abuse and sexual assault experiencing homelessness or at risk of homelessness by providing 24/7 shelter and wrap around services that include case management and counseling.

For the one year grant period, the objectives of Alternatives to Abuse Emergency Shelter are to provide:

- 1) 1,000 bed nights of shelter to low-income individuals and individuals with children who are experiencing homelessness or at risk of homelessness due to domestic violence.
- 2) Minimum of 25 bus passes and 2,000 meals will be provided
- 3) Minimum of 25 Carlsbad residents will be assisted with basic necessities and/or shelter

**2. Attach an Excel budget showing the specific line-item breakdown on how you arrived at the funding request.**

Please see attached FY23 Emergency Shelter Budget breakdown.  
WRC's request is for 1.7% of the overall 2019-2020 shelter budget.

**3. Describe how your organization will be able to advance your program if you do not receive the entire funding request. What is your funding threshold before you can no longer provide the intended services or supplies you are seeking?**

If WRC's full funding request is not met, we will have to look to even more fundraising efforts to meet the shortfall. There is no minimum threshold for funding. We will utilize any level of funding we receive.

- 4. Does your organization charge a fee for accessing your services or supplies? If so, please describe the rationale for this fee.**

WRC does not charge fees to access our services including Alternatives to Abuse emergency shelter for survivors and their dependents.

- 5. Will the funding of this program with a CDBG grant allow you to receive a matching grant from another organization? If so, where would those funds come from and how much would that grant be in dollars?**

WRC uses funding such as those from the City of Carlsbad Development Block Grant (CDBG) to serve as "matching funds" for other sources of funding, including a grant from the State of California Office of Emergency Services whose grant is anticipated to be over \$535,000.00. CDBG's funding enables WRC to leverage awarded monies for maximum benefit.

- 6. If your funding is approved, how many Carlsbad residents will you be able to assist?**

Requested funding will provide emergency shelter services for approximately 25 Carlsbad residents seeking shelter from abuse.



**WRC**  
**Emergency Shelter Budget FY23**

<b>EXPENSES</b>	<b>Monthly</b>	<b>FTE</b>	<b>Annual</b>
<b>Personnel:</b>			
Salaries and benefits			
House Manager	1,440	1.00	37,440
House Manager	1,440	1.00	37,440
House Manager	1,440	1.00	37,440
House Manager	1,440	1.00	37,440
Counselor	2,046	1.50	79,810
Case Manager	1,894	1.00	49,254
Assistant Shelter Program Director	2,866	1.00	74,526
Children's Activity Coordinator	1,600	0.50	20,800
Residential Program Director	3,026	0.50	39,338
Deputy Director	3,601	0.33	30,897
Benefits and taxes @20%			<u>88,877</u>
<b>Total Personnel</b>			<b><u>533,262</u></b>
<b>Operating Expenses:</b>			
Utilities			11,583
Maintenance			15,250
Program Expense			23,000
House Supplies			19,820
Telephone/Telecommunications			11,100
Staff Training/Meetings/Support			4,680
Facility Alarms			<u>1,980</u>
<b>Total Operating Expense</b>			<b><u>87,413</u></b>
 <b>TOTAL EMERGENCY SHELTER BUDGET</b>			 <b><u><u>\$ 620,675</u></u></b>



Attachment B

