



HOUSING COMMISSION

Agenda

Regular Meeting

March 14, 2024, 5:30 p.m.

Council Chamber
1200 Carlsbad Village Dr.
Carlsbad, CA 92008
carlsbadca.gov

Welcome to the Housing Commission Meeting

We welcome your interest and involvement in the city's legislative process. This agenda includes information about topics coming before the Housing Commission 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

How to participate

If you would like to provide comments to the Commission, 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 can create a group. A group must select a single speaker as long as three other members of your group are present. All forms must be submitted to the City Clerk before the item begins and will only be accepted for items listed on the agenda (not for general public comment at the beginning of the meeting). Group representatives have 10 minutes unless that time is changed by the presiding officer or the Commission.
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- **In writing:** Email comments to christian.gutierrez@carlsbadca.gov. Comments received by 2 p.m. the day of the meeting will be shared with the Commission 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

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 by noon on the Tuesday 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 Regular Meeting held on Feb. 8, 2024

PRESENTATIONS: None.

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 Commission will receive comments in the beginning of the meeting. In conformance with the Brown Act, no action can occur on these items.*

CONSENT CALENDAR: *The items listed under Consent Calendar are considered routine and will be enacted by one motion as listed below. There will be no separate discussion on these items prior to the time the Commission votes on the motion unless members of the Commission, staff, or the public request specific items be discussed and/or removed from the Consent Calendar for separate action.*

PUBLIC HEARINGS: None.

DEPARTMENTAL REPORTS:

1. COMMUNITY DEVELOPMENT BLOCK GRANT FY 2024-25 FUNDING RECOMMENDATIONS – Adopt a resolution approving the funding recommendations to incorporate into the FY 2024-25 Annual Action Plan and recommending that the City Council approve the FY 2024-25 Annual Action Plan for Community Development Block Grant (CDBG). (Staff contact: Nicole Piano-Jones, Housing & Homeless Services Department)

Recommended Action: Adopt the resolution.

COMMISSION MEMBER COMMENTARY AND REQUESTS FOR CONSIDERATION OF MATTERS:

STAFF COMMENTS:

ADJOURNMENT:



HOUSING COMMISSION

Minutes

Feb. 8, 2024, 4 p.m.

Council Chamber
1200 Carlsbad Village Drive
Carlsbad, CA 92008

CALL TO ORDER: 4 p.m.

ROLL CALL: Ydigoras, Horton, Collins, Chang.
Absent: Berger.

ANNOUNCEMENT OF CONCURRENT MEETINGS: None.

PLEDGE OF ALLEGIANCE: Chair Collins led the Pledge of Allegiance.

APPROVAL OF MINUTES:

Minutes of the Regular Meeting held on Jan. 11, 2024

Motion by Commissioner Chang, seconded by Commissioner Ydigoras, to approve the minutes as presented. Motion carried, 4/0/1 (Berger – Absent).

PRESENTATIONS: None.

PUBLIC COMMENT: None.

CONSENT CALENDAR: None.

PUBLIC HEARING: None.

DEPARTMENTAL REPORTS:

1. **EDUCATION AND ENFORCEMENT OPTIONS TO HELP IMPLEMENT A POTENTIAL SMOKE-FREE MULTIFAMILY HOUSING ORDINANCE** – Receive report and provide feedback. (Staff contact: Mike Strong, Community Development Department)

Recommended Action: Receive the report and provide feedback.

Mike Strong, Assistant Director of Community Development, presented the report.

Vanessa Forsythe with the Vista Community Health Center spoke in support of the ordinance.

Jennifer Gill with Vista Community Clinic spoke in support of the ordinance.

Katrina Priest with North Coastal Council of PTAs spoke in support of the ordinance.

Kelly McCormick with San Dieguito Alliance for Drug Free Youth spoke in support of the ordinance.

Commissioners received the report, asked questions and provided feedback. Staff responded to Commissioners questions.

COMMISSION COMMENTARY AND REQUESTS FOR CONSIDERATION OF MATTERS:

Commissioner Chang asked if the Housing Element requirements were still being met after the City Council removed two sites. Housing & Homeless Services Director Mandy Mills answered that the reduction to 16 sites and the number of units still meets the requirements.

Commissioner Ydigoras requested a legislative update from staff. Director Mills replied that a council member and the Intergovernmental Affairs Director would be presenting a legislative update and the City Council's formal positions to the Housing Commission in May.

Chair Collins requested a future agenda item on the Windsor Point complex for staff to provide a review of Affirmed Housing and what actions the city can take to address the problems and public's concerns. Director Mills replied that there will be an update to City Council in March. Chair Collins redacted his request due to the item being presented at Council.

ANNOUNCEMENTS: None.

STAFF COMMENTS: None.

ADJOURNMENT: 4:51 p.m.

Leah Sorensen
Administrative Secretary



HOUSING COMMISSION

Staff Report

Meeting Date: March 14, 2024

To: Housing Commission

From: Christian Gutierrez, Housing Services Manager

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

Subject: Community Development Block Grant FY 2024-25 Funding Recommendations

District: All

Recommended Action

Adopt a resolution approving the funding recommendations to incorporate into the FY 2024-25 Annual Action Plan and recommending that the City Council approve the FY 2024-25 Annual Action Plan for Community Development Block Grant (CDBG).

Executive Summary

The city receives Community Development Block Grant funds from the U.S. Department of Housing and Urban Development (HUD) each year. These grants are intended to help the city provide decent housing and a suitable living environment, and to expand economic opportunities, principally for low- and moderate-income people.

For FY 2024-25 the City of Carlsbad will receive an estimated annual entitlement grant of \$518,215, of which \$77,732 estimated available for public service activities, \$103,643 estimated available for program administration and fair housing services, and \$336,840 estimated available for affordable housing and facility improvement activities.

On Oct. 17, 2023, the City Council adopted Resolution No. 2023-124 which confirmed priorities and authorized staff to issue a notice of funding availability and accept applications for FY 2024-25 CDBG funds. The application period was approximately eight weeks from Nov. 17, 2023 – Jan. 12, 2024. A total of six applications were received from outside non-profit agencies for various services and projects. A brief summary of each application is located in this report and full applications are provided as Exhibit 2.

On Oct. 17, 2023, the City Council approved Resolution No. 2023-264 which amended the city's Citizen Participation Plan to formally sunset the Community Development Block Grant Citizen's Advisory Committee and transfer the responsibilities of reviewing the Community Development Block Grant funding applications to the Housing Commission. Therefore, this FY is the first year for which the Housing Commission will be reviewing CDBG funding requests.

Staff has prepared recommendations for each request which are found within this Staff Report and Exhibit 1, Attachment A. 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.

Explanation & Analysis

Federal program restricts the amounts of funds available for public services and administration. For FY 2024-25 the amount available for public services is \$77,732. The city received four applications for public services activities, totaling \$195,386, which exceeds the estimated available amount by \$117,654. 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 that are identified to receive other funding in Homelessness Funding Plan will be considered for CDBG funding as a back-up in the event additional CDBG funding becomes available.
- 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

Four non-profit agencies have requested FY 2024-25 CDBG funds for public services programs. Each request is summarized in the below table and narrative.

ORGANIZATION	PROGRAM	FY 2023-24 AWARD	FY 2024-25 REQUEST	FY 2024-25 STAFF RECOMMENDATION
Brother Benno	Rent/Utility	\$0 CDBG	\$20,000	\$0 CDBG – fund as back-up project
	Assistance/Motel	\$10,000		
	Vouchers/Substance Abuse	Other		
Catholic Charities	La Posada de Guadalupe	\$0 CDBG	\$25,000	\$0 CDBG – fund as back-up project
	Shelter	\$200,000		
		Other		
Community Resource Center	Homelessness Prevention Carlsbad Residents	\$23,000	\$77,732	\$21,765
Interfaith Community Services	Rental Assistance, Emergency Support, Basic Needs	\$58,823	\$72,654	\$55,967
TOTALS		\$81,826	\$195,386	\$77,732

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.

<u>Funding request:</u>	\$20,000
<u>CDBG leveraging:</u>	Requested CDBG funds = 19% program budget
<u>Consolidated Plan Priority:</u>	Prevent and reduce homelessness
<u>Anticipated outcome:</u>	35 households
<u>Staff recommendation:</u>	Do not fund with CDBG. This service is an identified program in the Homelessness Action Plan. Staff recommends considering funding only as a back-up project if funding becomes available. This program was approved for funding through the city's General Fund as part of the Homelessness Funding Plan, approved by the City Council in November 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.

<u>Funding request:</u>	\$25,000
<u>CDBG leveraging:</u>	Requested CDBG funds = 2.1% program budget
<u>Consolidated Plan Priority:</u>	Prevent and reduce homelessness
<u>Anticipated outcome:</u>	90 sheltered persons
<u>Staff recommendation:</u>	Do not fund with CDBG. This service is an identified program in the Homelessness Action Plan. Staff recommends considering funding only as a back-up project if funding becomes available. This program was approved for Permanent Local Housing Allocation funding as part of the Homelessness Funding Plan, approved by the City Council in November 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.

<u>Funding request:</u>	\$77,732
<u>CDBG leveraging:</u>	Requested CDBG funds = 6.5% program budget

Consolidated Plan Priority: Prevent and reduce homelessness

Anticipated outcome: 25 low-income households with case management, rental assistance, and other supportive services

Staff recommendation: Fund – partial request with CDBG at \$21,765. This service is an identified program in the Homelessness Action Plan. Staff recommends partial CDBG funding for this project. This program was approved for CDBG funds as part of the Homelessness Funding Plan, approved by the City Council in November 2023. The Homelessness Funding Plan also approved General Funds, Permanent Local Housing Allocation funds and HUD funds to the Community Resource Center for a rapid rehousing program.

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.

Funding request: \$72,654

CDBG leveraging: Requested CDBG funds = 10% program budget

Consolidated Plan Priority: Prevent and reduce homelessness

Anticipated outcome: 20 low-income households rental assistance, 200 low-income individuals with basic needs

Staff recommendation: Fund – partial request with CDBG at \$55,967. This service is an identified program in the Homelessness Action Plan. Staff recommends partial CDBG funding for this project. This program was approved for CDBG Funds as part of the Homelessness Funding Plan, approved by the City Council in November 2023. The Homelessness Funding Plan also approved General Funds and Housing Trust funds to Interfaith Community Services for their Carlsbad Service Center which provides housing assistance programs.

PROGRAM ADMINISTRATION & FAIR HOUSING

The city received one application from outside non-profit agency for provision of fair housing services.

ORGANIZATION	PROGRAM	FY 2023-24 AWARD	FY 2024-25 REQUEST	FY 2024-25 RECOMMEND
Legal Aid Society of San Diego	Fair Housing Services	\$23,000	\$25,000	\$25,000
City of Carlsbad	Program Administration	\$86,098	\$78,643	\$78,643
TOTALS		\$109,098	\$103,643	\$103,643

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: \$25,000
CDBG leveraging: Requested CDBG funds = 2% 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

One application was received from an outside agency. A total of \$336,840 is available within this category.

ORGANIZATION	PROJECT	FY 2023-24 AWARD	FY 2024-25 REQUEST	FY 2024-25 RECOMMEND
Casa de Amparo	Facility Improvements	\$0	\$100,000	\$100,000
City of Carlsbad	Affordable Housing Program	\$354,569	\$236,840	\$236,840
TOTALS		\$354,569	\$336,840	\$336,840

Casa de Amparo

Casa de Amparo is requesting CDBG funds to complete a parking lot and landscaping project to their facility, located in San Marcos, CA. Casa de Amparo is a California Community Care Licensed Short-Term Residential Services program for youth and adolescents from ages 12-18. Casa de Amparo also operates a transitional housing program for young adults ages 18-24. Casa de Amparo was founded in 1978 and has a campus in San Marcos, CA which serves all the San Diego County, including Carlsbad.

Funding request: \$100,000
CDBG leveraging: Requested CDBG funds = 100% project budget
Consolidated Plan Priority: Improve and provide facilities to serve lower income persons
Anticipated outcome: 150 youth, approximately 2% from Carlsbad
Staff recommendation: Fund – full request. This organization is currently providing Fair Housing Services for Carlsbad residents and has performed well.

City of Carlsbad Affordable Housing Resale Program

The City of Carlsbad Housing and Homeless Services Department is requesting funds to support the Affordable Housing Resale Program. The program was first approved by the City Council in 2020 and is designed to help qualified lower income households purchase city-owned residential units at an affordable price.

Funding request: \$236,840
CDBG leveraging: This program is funded by CDBG and the city's Housing Trust Fund
Consolidated Plan Priority: Increase and preserve affordable housing

Anticipated Outcome: Approximately one at-risk affordable resale unit purchased for resale to eligible low-income homebuyer

Staff recommendation: Fund \$236,840 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 2024-25 to staff recommended activities found in Exhibit 2, fund up to 20% of program income during FY 2024-25 to approved CDBG funded administration and fair housing activities, and the remaining program income received during FY 2024-25 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.

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 U.S. Department of Housing and Urban Development.

Next Steps

Housing & Homeless Services staff will include the Housing Commission's decision in the draft FY 2024-25 Annual Action Plan and make available for public review and comment for a 30-day period. The City Council will be asked to consider the FY 2024-25 Annual Action Plan at a public hearing in May 2024 before submittal to HUD by the statutorily required deadline.

Environmental Evaluation

This action does not require environmental review because it does not constitute a project within the meaning of the California Environmental Quality Act under Public Resources Code

section 21065 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.

Exhibits

1. Housing Commission resolution
2. Community Development Block Grant FY 2024-25 Applications

RESOLUTION NO. _____

A RESOLUTION OF THE HOUSING COMMISSION OF THE CITY OF CARLSBAD,
CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL APPROVE THE
RECOMMENDATIONS FOR FY 2024-25 COMMUNITY DEVELOPMENT BLOCK
GRANT PROGRAM FUNDING TO INCLUDE IN THE FY 2024-25 ANNUAL
ACTION PLAN

WHEREAS, the Housing Commission 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 Oct. 17, 2023, the City Council adopted Resolution No. 2023-264 approving amendments to the city's Citizen Participation Plan, which formally sunsetted the Community Development Block Grant Citizen's Advisory Committee and transferred the responsibilities of reviewing the Community Development Block Grant funding applications to the Housing Commission; and

WHEREAS, on Nov. 14, 2023, the City Council adopted Resolution No. 2023-277 approving the Homelessness Action Plan Funding Plan which includes programs and estimated funding levels with potential funding sources for Fiscal Year 2024-25; and

WHEREAS, on Oct. 17, 2023, the City Council adopted Resolution No. 2023-265 authorizing staff to solicit proposals for programs and projects not to exceed the estimated FY 2024-25 Community Development Block Grant award; and

WHEREAS, the availability of funding applications were publicly noticed and applications accepted for a period of approximately eight weeks; and,

WHEREAS, four applications were received for public services exceeding the estimated available funds by \$117,654, one application received for fair housing services and one application received for a facility improvement project within the estimated available funds; and

WHEREAS, the Housing Commission has taken all testimony into account.

NOW, THEREFORE, BE IT RESOLVED by the Housing Commission of the City of Carlsbad, California, as follows:

1. That the above recitations are true and correct.
2. The Housing Commission recommends that the City Council approve the FY 2024-25 Community Development Block Grant funding recommendations for incorporation in the FY 2024-25 Annual Action Plan as reflected in Attachment A.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Housing Commission of the City of Carlsbad on the __ day of _____, 2024, by the following vote, to wit:

AYES:

NAYS:

ABSTAIN:

ABSENT:

TYLER COLLINS, Chair

MANDY MILLS, Director

CDBG FY 2024-25 FUNDING SUMMARY

PUBLIC SERVICES				
Organization	Activity	Anticipated Outcome	Requested	Staff Recommendation
Brother Benno	Rent/Utility Assistance/Motel Vouchers/Substance Abuse	35 persons	\$20,000	\$0 CDBG Program Income Priority
Catholic Charities	La Posada de Guadalupe Shelter	90 sheltered men	\$25,000	\$0 CDBG Program Income Priority
Community Resource Services	Homelessness Prevention	25 households	\$77,732	\$21,765 CDBG + Program Income Priority
Interfaith Community Services	Rental Assistance, Emergency Support, Basic Needs	220 households	\$72,654	\$58,823 CDBG + Program Income Priority
Subtotal:			\$195,386	\$77,732
ADMINISTRATION & FAIR HOUSING				
Organization	Activity	Anticipated Outcome	Requested	Staff Recommendation
City of Carlsbad	Program Administration	Overall administration	\$78,643	\$73,643
Legal Aid Society of San Diego	Fair Housing Services	146 households	\$25,000	\$25,000
Subtotal:			\$103,643	\$103,643
AFFORDABLE HOUSING & FACILITY IMPROVEMENTS				
Organization	Activity	Anticipated Outcome	Requested	Staff Recommendation
City of Carlsbad	Affordable Housing Fund	One at-risk affordable housing resale purchase	\$236,840	\$236,840
Casa de Amparo	Facility Improvements	150 youth served, approx. 2% Carlsbad	\$100,000	\$100,000
Subtotal:			\$336,840	\$336,840
TOTAL:			\$635,869	\$518,215

Priority Projects – Program Income. A maximum of 15% of all program income received during FY 2024-25 will be allocated to public services activities in the following order and amount:

1. Community Resource Center up to \$55,967
2. Interfaith Community Services up to \$21,765
3. Brother Benno up to \$10,000
4. Catholic Charities up to \$25,000



APPLICANT INFORMATION

Organization Name:	The Brother Benno Foundation, Inc.	Federal Unique Entity Identification Number	QUP1MZ75RZV3
Address:	3260 Production Ave, Oceanside CA 92058	Contact Phone:	(858) 583-9560
Contact person/title:	Joe McDevitt	Contact email:	joe.mcdevitt.carlsbad@gmail.com
Organization Type:	<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) _____		
Please describe the mission/purpose of organization:			
To carry on the ministry of Brother Benno with love and compassion. To feed the hungry, to give drink to the thirsty, to shelter the homeless, to clothe the naked, to comfort the sick and support people recovering from addiction.			
Please provide the organization date of incorporation and number of years providing proposed program/project?			
Date of incorporation: July 15, 1983. 40 years providing the proposed program/project.			
Please describe the organization staff positions directly responsible for the proposed program and their qualifications and experience:			
1) Substance Abuse Recovery Program: Jim Schlemmer, Jan Roberts - Certified CADC Counselors each with over 10 years experience leading a recovery program for up to 42 participants; 2) Rental/Utility Assistance, Issuance of Motel Vouchers: Darryl Harris/Dennis Pinnick - Caseworkers each with over 14 years experience leading an Outreach Team that aids homeless persons/extremely low income households to avoid the risk of homelessness, apply for transitional housing, seek mental health/substance abuse care and other supportive services.			
Please indicate your agency's level of experience with the CDBG program:			
<input type="checkbox"/>	No or little experience (up to 1 year of using CDBG funds)		
<input type="checkbox"/>	Some experience (2 to 3 years of using CDBG funds)		
<input type="checkbox"/>	Moderate experience (4 to 5 years of using CDBG funds)		
<input checked="" type="checkbox"/>	Considerable experience (more than 5 years of using CDBG funds)		

PROJECT/PROGRAM INFORMATION

Please provide implementation schedule for proposed project or program, including important steps such as hiring staff, obtaining bids, acquiring property, etc. If project involves property acquisition or construction, include plans, scope of work, cost estimates, or other applicable documents in appendices.

Brother Benno's substance abuse recovery program, rental/utility assistance program, and motel voucher program are well established programs, staffed with experienced Certified Alcohol & Drug Counselors (CADC) and qualified Outreach Community caseworkers. All needed facilities and management personnel, including support functions, are in place to fully support these programs.

Describe steps already completed or to be completed to initiate project. These may include community support, staffing, securing an appropriate location, marketing, and networking.

No further steps are required to to be completed to continue with Brother Benno's substance abuse recovery program, rental/utility assistance program, and motel voucher program. The programs are fully staffed with experienced personnel, key partnerships are in place with government agencies and other charity organizations, all needed facilities are in place, and management personnel and support functions are engaged.

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 motel voucher program are all ongoing programs. Program milestones include monthly reports and weekly meetings with management reviewing key metrics and any corrective actions identified to meet program objectives.

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:

- 1) Rental/utility assistance to extremely low-income households, including seniors and families with children, to avoid the risk of being evicted and becoming homeless or losing utility services. Objective: Rental Assistance to 10 households. Utility Assistance to 10 households.
- 2) Motel Vouchers to shelter homeless persons (seniors, disabled, families, persons recovering from surgery). Objective: 5 households assisted
- 3) 26 week Substance Abuse Recovery program, participants from the First Step House (detox center) in Carlsbad, extremely low-income Carlsbad residents or homeless persons in Carlsbad. Objective: 20 participants graduating from the 26 week program, are employed and have housing.

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.)

Rental/utility assistance is provided five days a week from 8am to 4pm at our Oceanside Center. Daily appointments are available, bus passes offered. Transportation and aid from caseworkers are provided to Carlsbad homeless persons sheltered under motel vouchers. The Substance Recovery Program provides, at no cost, all food needs, housing, clothing, transportation over a 26 week period for Carlsbad residents/homeless persons at our 7 recovery homes.

Does your agency focus its activities on populations with special needs? If yes, please specify population (Homeless households, persons with disabilities, persons with substance abuse, veterans, farmworkers, seniors, children, etc.)

We assist primarily extremely low-income individuals and households. Over 200 homeless persons are served breakfast and lunch bags each day, with 110 plus households receiving food boxes each day. Approx 4,500 receive assistance each year: 70% of individuals and households are senior persons (50 years or older), 28% are female headed households, 16% are disabled persons, over 40% are Hispanic, and 18% are Black Americans. We assist Native American Reservations.

Please describe how low-and-moderate income persons will benefit from the proposed program/project.

Rental assistance prevents families from being evicted and assuming a risk of homelessness. The payment of utilities, especially to seniors with fixed incomes, will prevent the loss of utility service. Our Substance Abuse Recovery program, serving up to 42 participants, aids men and women in their recovery from alcohol /drug abuse. Upon graduating from our program, each participant is employed and housed. They continue to participate in our sober living program to support a life of sobriety.

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

- 85 % of clients are at 30 percent or below of the area median income
- 15 % of clients are between 31 and 50 percent of the area median income.
- % of clients are between 51 and 80 percent of the area median income
- % of clients are above 80 percent of the area median income

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

Does your organization charge recipients for the provided services?

☒ No ☐ Yes (Please specify) \$ _____

How does your organization provide language access to recipients with less than proficient English?

Brother Benno's is fortunate to have volunteers on site who are fluent in Spanish.

How will recipients' information be collected and documented?

All recipient's information is entered in our Mission Tracker Database. From this database, Brother Benno's has access to information and reports stating the income level, race/ethnicity, age, address, female headed household, disability, number of family members and a record of the various types of assistance.

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

1) Motel Vouchers (Emergency shelter for homeless persons/families), rental/utility assistance- Case notes are entered in the Mission Tracker database for each person/household receiving assistance. Accounting tracks each expenditure. Monthly management reports are reviewed at the Department and Executive Director level.
2) Substance Abuse Recovery Program - Status report reviewed monthly - number of participants entering the program, progress in completing the program, including continued assistance for participants leaving the program.

Describe collaboration 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 partnered with the S.D. County Dept. of Homeless Solutions & Equitable Communities (HSEC) Homeless Services Team with caseworkers, clinical social workers and benefits specialists at our Hub Center, TrueCare Mobile Health Clinic at our Hub Center, Catholic Charities under long term grants, San Diego Food Bank, North County Food Bank, Food Donation Connection, City of Oceanside's Homeless Outreach Team, Humanity Showers at our facility, TURN Mental Health Systems at our Hub Center, Interfaith Community Services at our Hub Center and Extended Opportunities Programs and Services (EOPS) at Palomar/MiraCosta Colleges.

FINANCIAL INFORMATION

CDBG Grant Request:	\$ 20000	Total Project/Program Cost:	\$ 101662
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Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2022-2023 and 2023-2024) for the proposed program/project?

CDBG	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Community Activity Funding	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
General Funds	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Other (specify):	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization? If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.

None

Did you receive any federal funds, including CDBG funding from other cities? If so, please describe source, year(s), and amounts.

<u>Source</u>	<u>Amount</u>
- City of Carlsbad General Funds 2023-2024	\$ 10000
- CDBG 2022-2023 City of Carlsbad	\$ 10,073
- NRP County of San Diego 3/16/2021	\$ 20000

PROPOSED BUDGET

Category/Item	CDBG Request	Other Sources	Total
Wages/Salaries	\$ 10000	\$ 75662	\$ 85662
Personnel Benefits	\$ 0	\$ 0	\$ 0
Materials and Supplies	\$ 0	\$ 0	\$ 0
Rent and Utilities	\$ 0	\$ 0	\$ 0
Direct Program Expenses	\$ 0	\$ 0	\$ 0
Mileage	\$ 0	\$ 0	\$ 0
Other: <u>Rental/Utility/Motel Assist</u>	\$ 10000	\$ 6000	\$ 16000
TOTAL	\$ 20000	\$ 81662	\$ 101662

Please further describe "Other Sources" from previous table.

Category/Item	Other Sources	Describe source and whether funding is secured or anticipated
Wages/Salaries	\$ 75662	Grants secured and ongoing monthly donations from the community
Personnel Benefits	\$ 0	
Materials and Supplies	\$ 0	
Rent and Utilities	\$ 0	
Direct Program Expenses	\$ 0	
Mileage	\$ 0	
Other: <u>Rent/Utility/Motel Assistance</u>	\$ 6000	Grants secured and ongoing monthly donations from the community
TOTAL	\$ 81662	


If your project or program requires ongoing funding, please describe how the program or project will continue to be funded.

Brother Benno's is on track to meet fiscal year revenue budget objectives through grants and community donations.

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CERTIFICATION

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



Signature
JOE McDEVITT

Member, Board of Directors

Title

1/11/2024

Date

Signature

Title

Date

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

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APPLICANT INFORMATION

Organization Name:	Catholic Charities Diocese of San Diego (CCDSD)	Federal Unique Entity Identification Number	E6RZE38JHS41
Address:	3888 Paducah Drive San Diego, CA 92117	Contact Phone:	619-323-2842
Contact person/title:	Appaswamy "Vino" Pajanor, CEO	Contact email:	vpajanor@ccdspd.org
Organization Type:	<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) _____		

Please describe the mission/purpose of organization:

Catholic Charities Diocese of San Diego (CCDSD) exists to exemplify the scriptural values of mercy and hospitality by witnessing the gospel message contained in "Matthew 25:1"; to advocate for a just society by calling individuals and institutions to action on behalf of the poor, the 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 as persons created in the image and likeness of God.

Please provide the organization date of incorporation and number of years providing proposed program/project?

CCDSD was established in 1919; it began as a small office in Downtown San Diego. Since then, CCDSD has become one of the most impactful agencies in San Diego and Imperial Counties. CCDSD consists of over 20 programs that fall into four major areas: Homeless Services, Community Services, Refugee Services, and Immigration Services. CCDSD filed for incorporation on February 12, 1974, launching itself as an independent non-profit organization. CCDSD created the La Posada De Guadalupe Men's Shelter in 1992 and has provided services to Homeless Men and Farmworkers for the past 32 years.

Please describe the organization staff positions directly responsible for the proposed program and their qualifications and experience:

Caseworker/Coaches level I, II, III, IV, and a Kitchen Cook. The Director of Homeless Services has an extensive background in counseling and advocacy, emphasizing providing services with a trauma-informed approach. She has been with the agency for fifteen years, overseeing programs for unsheltered individuals. She graduated from the State University of New York College at Oswego with a Bachelor of Arts in Psychology. The Program Manager has experience providing case management and Rapid Rehousing services and is also knowledgeable about commercial kitchen operations, making him uniquely qualified for this position. A Senior Program Manager also supports La Posada with over seven years of 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 management team members are proficient in leading trauma-informed teams. All staff are also trained in de-escalation, harm reduction, housing first, and low-barrier service delivery.

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)

PROJECT/PROGRAM INFORMATION

Please provide implementation schedule for proposed project or program, including important steps such as hiring staff, obtaining bids, acquiring property, etc. If project involves property acquisition or construction, include plans, scope of work, cost estimates, or other applicable documents in appendices.

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 in the City of Carlsbad and 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, translation and interpretation, and recreation. Onsite support services are provided in English and Spanish, and residents work with case managers to set goals. The services 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.

<p>Describe steps already completed or to be completed to initiate project. These may include community support, staffing, securing an appropriate location, marketing, and networking.</p> <p>Not applicable, the proposed project is not requesting funds for construction, rehabilitation, property acquisition, or construction-related activities. La Posada is a program that has been operated continuously for 32 years.</p>
<p>Describe the program's timeline with dates and times, including the earliest possible start dates, end dates, and milestones as applicable.</p> <p>Not applicable, the proposed project is not requesting funds for construction, rehabilitation, property acquisition, or construction-related activities. La Posada is a program that has been operated continuously for 32 years.</p>
<p>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:</p> <p>La Posada provides services for participants as a "whole," meaning they come for one service but are connected to others that meet their needs. Helping the participant often starts with something as simple as a warm shower and a clean change of clothes. Being able to provide our participants with the confidence that comes with feeling clean is often the first step many need to start their journey to self-sufficiency. The shelter provides three meals daily and a packed lunch to participants working in agriculture fields throughout the day. La Posada's goal starts with addressing these seemingly small but impactful goals. Feeling clean and having a nutritious meal leads to a good night's rest, which leads to our residents feeling refreshed and safe, leading to discussions on how they became unsheltered, the goals they want to achieve, and how we can help them get to the future they see themselves.</p> <p>La Posada intends to assist unsheltered single men in San Diego County exit homelessness with the tools and resources to remain independent and self-sufficient. We want to provide unsheltered men with a safe place to stay while helping them address the varying issues and barriers that got them to the place they are today. In 2022, LP served 186 men and assisted 47 men in obtaining permanent housing. They were provided with 70,201 supportive services, including meals, assistance obtaining an identification card and birth certificates, travel directions, and help with laundry.</p>
<p>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.)</p> <p>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 this is no longer true now that the Rescue Mission Navigation Center is open in Carlsbad, 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.</p>
<p>Does your agency focus its activities on populations with special needs? If yes, please specify population (Homeless households, persons with disabilities, persons with substance abuse, veterans, farmworkers, seniors, children, etc.)</p> <p>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.</p>
<p>Please describe how low-and-moderate income persons will benefit from the proposed program/project.</p> <p>CCDS focuses on the unhoused men in North County and other areas of San Diego. All the participants are low income and our team works with each individual on goals to help them move to self-sufficiency. With our trauma-informed case management we are able to address the barriers each participant faces. Working with the participants on their individuals goals and an appropriate timeline we work with the men to help them move from being unhoused to securing income and housing.</p>
<p>What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)</p> <p>100 _____ % of clients are at 30 percent or below of the area median income</p> <p>_____ % of clients are between 31 and 50 percent of the area median income.</p> <p>_____ % of clients are between 51 and 80 percent of the area median income</p> <p>_____ % of clients are above 80 percent of the area median income</p>

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

Does your organization charge recipients for the provided services?



No



Yes (Please specify) \$ _____

How does your organization provide language access to recipients with less than proficient English?

CCDSD employs team members who are proficient in various languages with the understanding that English is not everyone's primary language. We want to meet everyone with a low-barrier mindset, and being unable to communicate with our team can be one of those barriers. CCDSD is dedicated to ensuring that all our program participants have the opportunity to access communication that can be vital to their success.

How will recipients' 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 collects relevant demographic and service needs data. The intake process consists of completing 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 total assessment creates and informs an individualized service plan with specific goals to mitigate or alleviate the person's homelessness. Caseworkers/Coaches track and measure each resident's progress toward self-identified goals by keeping paper and electronic records. CCDSD actively participates 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 to client and program success. The documentation assists staff in coaching, helping them track client progress towards goals and adjust accordingly. Staff must promptly enter demographic information and case management notes into the HMIS within one business day from collection.

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 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 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. Financial reports are also reviewed by the Director of Homeless Services and La Posada Program Manager monthly.

Describe collaboration 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.

FINANCIAL INFORMATION

CDBG Grant Request:

\$ 25,000

Total Project/Program Cost:

\$ 1,156,662

Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2022-2023 and 2023-2024) for the proposed program/project?

CDBG	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Community Activity Funding	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
General Funds	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Other (specify):	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization? If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.

No.

Did you receive any federal funds, including CDBG funding from other cities? If so, please describe source, year(s), and amounts.

Source	Amount
- ARS	\$ 160,000
- PAS	\$ 64,280
-	\$

PROPOSED BUDGET

Category/Item	CDBG Request	Other Sources	Total
Wages/Salaries	\$ 5,000	\$ 617,585	\$ 622,585
Personnel Benefits	\$ 1,400	\$ 139,193	\$ 140,593
Materials and Supplies	\$	\$	\$ 20,235
Rent and Utilities	\$ 8,600	\$ 76,572	\$ 85,172
Direct Program Expenses	\$ 10,000	\$ 33,562	\$ 43,562
Mileage	\$	\$	\$
Other: _____	\$	\$	\$
TOTAL	\$ 25,000	\$ 887,147	\$ 912,147

Please further describe "Other Sources" from previous table.

Category/Item	Other Sources	Describe source and whether funding is secured or anticipated
Wages/Salaries	\$ 617,585	ARS, PAS, donations and private grants
Personnel Benefits	\$ 139,193	ARS, PAS, donations and private grants
Materials and Supplies	\$	
Rent and Utilities	\$ 76,572	ARS, PAS, donations and private grants
Direct Program Expenses	\$ 33,562	ARS, PAS, donations and private grants
Mileage	\$	
Other: _____	\$	
TOTAL	\$ 887,147	

If your project or program requires ongoing funding, please describe how the program or project will continue to 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.

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CERTIFICATION

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


Signature

Chief Executive Officer
Title

01/12/2024
Date

Signature

Title

Date

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

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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 who 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 it 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 the 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 CCDSD 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 CCDSD 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 CCDSD 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 CCDSD 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 provides 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 who 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?**

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.

APPLICANT INFORMATION

Organization Name:		Federal Unique Entity Identification Number	
Address:		Contact Phone:	
Contact person/title:		Contact email:	
Organization Type:	<input 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) _____		
Please describe the mission/purpose of organization:			
Please provide the organization date of incorporation and number of years providing proposed program/project?			
Please describe the organization staff positions directly responsible for the proposed program and their qualifications and experience:			
Please indicate your agency's level of experience with the CDBG program:			
<input type="checkbox"/> No or little experience (up to 1 year of using CDBG funds) <input type="checkbox"/> Some experience (2 to 3 years of using CDBG funds) <input type="checkbox"/> Moderate experience (4 to 5 years of using CDBG funds) <input type="checkbox"/> Considerable experience (more than 5 years of using CDBG funds)			

PROJECT/PROGRAM INFORMATION

<p>Please provide implementation schedule for proposed project or program, including important steps such as hiring staff, obtaining bids, acquiring property, etc. If project involves property acquisition or construction, include plans, scope of work, cost estimates, or other applicable documents in appendices.</p> <div style="height: 150px;"></div>
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Describe steps already completed or to be completed to initiate 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.
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:
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.)
Does your agency focus its activities on populations with special needs? If yes, please specify population (Homeless households, persons with disabilities, persons with substance abuse, veterans, farmworkers, seniors, children, etc.)
Please describe how low-and-moderate income persons will benefit from the proposed program/project.
What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)
<div>_____ % of clients are at 30 percent or below of the area median income</div> <div>_____ % of clients are between 31 and 50 percent of the area median income.</div> <div>_____ % of clients are between 51 and 80 percent of the area median income</div> <div>_____ % of clients are above 80 percent of the area median income</div>

Please indicate the number of clients benefiting from the proposed activity and the percentage that are Carlsbad residents.
Persons of which ____% are Carlsbad residents
Does your organization charge recipients for the provided services?
<input type="checkbox"/> No <input type="checkbox"/> Yes (Please specify) \$ _____
How does your organization provide language access to recipients with less than proficient English?
How will recipients' information be collected and documented?
How will the outcomes be measured, collected, and documented?
Describe collaboration 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.

FINANCIAL INFORMATION

CDBG Grant Request:	\$	Total Project/Program Cost:	\$
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Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2022-2023 and 2023-2024) for the proposed program/project?			
CDBG	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Community Activity Funding	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
General Funds	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Other (specify):	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization? If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.			

Did you receive any federal funds, including CDBG funding from other cities? If so, please describe source, year(s), and amounts.

Source	Amount
-	\$
-	\$
-	\$

PROPOSED BUDGET

Category/Item	CDBG Request	Other Sources	Total
Wages/Salaries	\$	\$	\$
Personnel Benefits	\$	\$	\$
Materials and Supplies	\$	\$	\$
Rent and Utilities	\$	\$	\$
Direct Program Expenses	\$	\$	\$
Mileage	\$	\$	\$
Other: _____	\$	\$	\$
TOTAL	\$	\$	\$

Please further describe "Other Sources" from previous table.

Category/Item	Other Sources	Describe source and whether funding is secured or anticipated
Wages/Salaries	\$	
Personnel Benefits	\$	
Materials and Supplies	\$	
Rent and Utilities	\$	
Direct Program Expenses	\$	
Mileage	\$	
Other: _____	\$	
TOTAL	\$	

If your project or program requires ongoing funding, please describe how the program or project will continue to be funded.

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CERTIFICATION

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

Michael R. Barnett

Signature

Title

Date

Katherine M. Karpé

Signature

Title

Date

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

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EXECUTIVE SUMMARY

Founded in 1978 by a local San Diego County group of women concerned about domestic violence and the welfare of children, Casa de Amparo envisions a community where child abuse and neglect are not tolerated, and where child abuse awareness and prevention are priorities. As a major force in the field of child abuse prevention, we partner with the greater San Diego community and beyond to ensure that children and their families receive unique and innovative services for healing, for stopping child mistreatment of any kind, and for ending generational cycles of abuse. With the mission to support those affected by and at risk of child abuse and neglect through a range of programs and services that promote healing, growth, and healthy relationships, Casa de Amparo delivers services via two primary programs: Residential Services and New Directions, as well as provides supplementary therapeutic programming and activities for all youth served.

As a California Community Care Licensed Short-Term Residential Therapeutic Program (STRTP), our Residential Services program provides trauma-informed, intensive residential care to youth dependents of Child Welfare Services and wards from county probation. The program serves youth and adolescents ages 12–18 from various ethnic backgrounds, as well as homeless and LGBTQIA youth and youth with disabilities, who have been impacted by Adverse Childhood Experiences (ACES) and trauma, including severe neglect, domestic violence, gang activity, substance abuse, and/or exposure to violence in the community. Additionally, we serve girls with special health care needs, who are pregnant and/or parenting, and/or involved in or at risk of involvement in commercial sexual exploitation (CSE). This component of the program provides the girls with a designated space to experience pregnancy and motherhood in home-like cottages separate from our other on-site residential cottages. We provide 24-hour supervised care for all residents, including medical treatment, meals, transportation, recreation, counseling, life skills (including money management) and social skills development, education coordination, and case management.

Our New Directions transitional housing program serves adolescents and young adults ages 18–25 who are transitioning from the foster care system, including those who are pregnant and/or parenting, and equips them with the necessary skills and resources to successfully transition to independent living. Supports include intensive case management; stable housing with subsidized rent (off-site from Casa de Amparo's campus); furnishings and basic necessities; support for overall medical and mental health; employment, education, and career planning; money management; life skills training; relationship mediation; monthly gift cards for groceries and transportation; emancipation funds available upon high school graduation; optional matched personal savings program; and parenting skill-building for residents with children.

KEY STAFF

Mike Barnett, BA, Chief Executive Officer has been in office since March 2022. He has over 30 years of professional experience in the public and private sectors. Barnett was commissioned as a San Diego County deputy sheriff in 1992 and rose through the ranks, leading teams of all sizes across multiple disciplines. In 2017 he was appointed as the Sheriff's chief deputy and second-in-command. As the Undersheriff he commanded the 4,500-employee organization with a budget of just under \$1 billion. He oversaw the medical and mental health care needs of thousands of people in county institutions and was responsible for providing the full scope of police services to almost one million people in San Diego County. He was also responsible for providing regional support including jail and courts systems, a nationally accredited crime laboratory, along with aviation, and emergency services to the San Diego region. He is passionate about our mission and previously served on the board of Casa de Amparo. Mike is a graduate of San Diego State University.

Gerardo Gonzales holds Casa de Amparo's Maintenance Supervisor position and is responsible for the comprehensive oversight of the maintenance department, leading a team and managing various tasks to ensure the organization's facilities and equipment are well-maintained. This includes directing and evaluating maintenance staff, overseeing project management and delegation of assignments, monitoring vendors' compliance with agency policies, serving as the agency Safety Officer, and ensuring adherence to regulations and standards. Gonzales also coordinates emergency response efforts, manages maintenance project budget and expenditures, schedules and executes maintenance tasks, collaborates with various departments for special events, and ensures the completion of checklists for facilities, equipment, kitchen, vehicles, and preventive maintenance. Additionally, Gonzales oversees grounds maintenance, monitors water systems, coordinates resident apartment repairs, and ensures compliance with local agreements and regulations. Regular participation in meetings and collaboration with volunteers are also part of Gonzales' role.

BUDGET & TIMELINE

Casa de Amparo respectfully requests \$100,000.00 to improve the parking lot at our San Marcos, CA campus. The project will include asphalt replacement and landscaping in the parking lot. This capital investment will enable our program participants and staff to use the parking lot more safely, and it will offer the campus a more welcoming aesthetic upon participants' arrival. Following the receipt of three project quotes from local vendors by the end of June 2024, Casa de Amparo will select one vendor to begin and complete the project. The estimated cost of the project will include initial site assessment and planning, preparing the parking lot for the necessary improvements, replacement of the entire parking lot's asphalt, and landscaping in and around the area. We aim to have the project completed by the end of Fall 2024. Once complete, and with proper care and maintenance, the new parking lot is expected to last at least 25–30 years.

APPLICANT INFORMATION

Organization Name:	Community Resource Center (CRC)	Federal Unique Entity Identification Number	MNJKA8UN9JG3
Address:	650 2nd Street, Encinitas, CA 92024	Contact Phone:	760-230-6318
Contact person/title:	Rebecca Nussbaum	Contact email:	rnussbaum@crcncc.org
Organization Type:	<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) _____		
Please describe the mission/purpose of organization:			
Community Resource Center's mission is to help our neighbors create paths to healthy food, stable homes and safe relationships.			
Please provide the organization date of incorporation and number of years providing proposed program/project?			
CRC was incorporated on 11/26/79 and is now in its 45th year of operation.			
Please describe the organization staff positions directly responsible for the proposed program and their qualifications and experience:			
<small>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 an expertise in process improvement and qualitative research and analysis.</small>			
Please indicate your agency's level of experience with the CDBG program:			
<input type="checkbox"/>	No or little experience (up to 1 year of using CDBG funds)		
<input type="checkbox"/>	Some experience (2 to 3 years of using CDBG funds)		
<input type="checkbox"/>	Moderate experience (4 to 5 years of using CDBG funds)		
<input checked="" type="checkbox"/>	Considerable experience (more than 5 years of using CDBG funds)		

PROJECT/PROGRAM INFORMATION

Please provide implementation schedule for proposed project or program, including important steps such as hiring staff, obtaining bids, acquiring property, etc. If project involves property acquisition or construction, include plans, scope of work, cost estimates, or other applicable documents in appendices.
CRC has fully implemented, ongoing homelessness prevention programs in Carlsbad including City of Carlsbad Rapid Rehousing, 2023-24 CDBG grant, and an employment and benefits specialist. This 2024-25 program will be fully operational upon award and continue throughout the grant term.

Describe steps already completed or to be completed to initiate project. These may include community support, staffing, securing an appropriate location, marketing, and networking.								
<p>CRC has completed everything necessary to initiate the project because the 2024-25 project will be a continuation of the successful, 2023-24 CDBG program which served 9 households:</p> <ul style="list-style-type: none">• 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 of Carlsbad• CRC has a resale store in Carlsbad available to Carlsbad residents. Participants receive household essentials and quality clothing. The community at large contributes to the efforts to support Carlsbad residents								
Describe the program’s timeline with dates and times, including the earliest possible start dates, end dates, and milestones as applicable.								
<p>Project term will be 7/1/24 through 6/30/25.</p>								
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:								
<p>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 25 economically vulnerable households 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.</p>								
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.)								
<p>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.</p>								
Does your agency focus its activities on populations with special needs? If yes, please specify population (Homeless households, persons with disabilities, persons with substance abuse, veterans, farmworkers, seniors, children, etc.)								
<p>The special needs populations that CRC serves are individuals and families experiencing homelessness or at risk of imminent homelessness, including those escaping domestic violence.</p> <ul style="list-style-type: none">• 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 39% of CRC's clients.								
Please describe how low-and-moderate income persons will benefit from the proposed program/project.								
<p>Low- and moderate-income residents of Carlsbad will benefit from CRC's proposed Homeless Prevention program by helping them overcome personal, economic, health and social justice barriers that threaten their ability to maintain their housing and avoid experiencing homelessness. The median price to 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. Approximately 13.3% of the county's 3.3 million population have incomes below poverty level and spend nearly 70% of their income on rent. (2-1-1 San Diego 211SD).</p> <p>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.</p>								
What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)								
<table><tr><td><u>100</u></td><td>% of clients are at 30 percent or below of the area median income</td></tr><tr><td><u> </u></td><td>% of clients are between 31 and 50 percent of the area median income.</td></tr><tr><td><u> </u></td><td>% of clients are between 51 and 80 percent of the area median income</td></tr><tr><td><u> </u></td><td>% of clients are above 80 percent of the area median income</td></tr></table>	<u>100</u>	% of clients are at 30 percent or below of the area median income	<u> </u>	% of clients are between 31 and 50 percent of the area median income.	<u> </u>	% of clients are between 51 and 80 percent of the area median income	<u> </u>	% of clients are above 80 percent of the area median income
<u>100</u>	% of clients are at 30 percent or below of the area median income							
<u> </u>	% of clients are between 31 and 50 percent of the area median income.							
<u> </u>	% of clients are between 51 and 80 percent of the area median income							
<u> </u>	% of clients are above 80 percent of the area median income							

Please indicate the number of clients benefiting from the proposed activity and the percentage that are Carlsbad residents.	
Persons of which <u>100</u> % are Carlsbad residents	
Does your organization charge recipients for the provided services?	
<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes (Please specify) \$ _____
How does your organization provide language access to recipients with less than proficient English?	
Services including homelessness prevention, social services and the Food & Nutrition Center are offered in English and Spanish to better serve the Hispanic/Latino population which comprises approximately 39% of the client population. If services are needed in additional languages, staff have access to translation assistance through AT&T USA Direct In-Language Service, Google Translate, 711-TTY for participants who are hearing impaired (although we have a staff member that speaks American Sign Language), and License to Freedom, a San Diego County non-profit organization that serves immigrant DV survivors and offers translation assistance in numerous languages. CRC provides timely, meaningful access to all agency programs and activities for Limited English Proficient (LEP) persons.	
How will recipients' 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.	
How will the outcomes be measured, collected, and documented?	
<small>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. 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.</small>	
Describe collaboration 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.	

FINANCIAL INFORMATION

CDBG Grant Request:	\$ 77,732	Total Project/Program Cost:	\$ 1,183,783
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Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2022-2023 and 2023-2024) for the proposed program/project?			
CDBG	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No
Community Activity Funding	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
General Funds	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No
Other (specify):	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization? If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.			
No.			

Did you receive any federal funds, including CDBG funding from other cities? If so, please describe source, year(s), and amounts.

<u>Source</u>	<u>Amount</u>
- City of Encinitas	\$ 30,000
-	\$
-	\$

PROPOSED BUDGET

Category/Item	CDBG Request	Other Sources	Total
Wages/Salaries	\$ 13,650	\$ 496,102	\$ 509,752
Personnel Benefits	\$ 4,505	\$ 122,764	\$ 127,269
Materials and Supplies	\$	\$	\$
Rent and Utilities	\$	\$	\$
Direct Program Expenses	\$ 53,085	\$ 382,115	\$ 435,200
Mileage	\$	\$	\$
Other: <u>Indirect costs</u>	\$ 6,492	\$ 105,070	\$ 111,562
TOTAL	\$ 77,732	\$ 1,106,051	\$ 1,183,783

Please further describe "Other Sources" from previous table.

Category/Item	Other Sources	Describe source and whether funding is secured or anticipated
Wages/Salaries	\$ 496,102	Wages, personnel benefits, direct program expenses, and indirect
Personnel Benefits	\$ 122,764	will be drawn from: HUD CoC Rapid Rehousing - \$248,204 (secured),
Materials and Supplies	\$	Carlsbad Rapid Rehousing - \$794,839 (secured)
Rent and Utilities	\$	Carsbad Encapment Resolution Funds - \$147,248 - (secured)
Direct Program Expenses	\$ 382,115	Carlsbad Employment and Benefits Specialist- \$140,000 (anticipated)
Mileage	\$	Encinitas Opening Doors - \$138,700 (anticipated)
Other: <u>indirect costs</u>	\$ 105,070	
TOTAL	\$ 1,106,051	



If your project or program requires ongoing funding, please describe how the program or project will continue to 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.

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CERTIFICATION

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

<div><div>DocuSigned by:</div><div></div><div><div>00F35100070D4A3...</div></div></div> <div>Signature</div>	<div>Chief Executive Officer</div> <div>Title</div>	<div>January 9, 2024</div> <div>Date</div>
<div><div>DocuSigned by:</div><div></div><div><div>200D500D0000400...</div></div></div> <div>Signature</div>	<div>Chief Operating Officer</div> <div>Title</div>	<div>January 9, 2024</div> <div>Date</div>

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

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2024 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 and victims of crime or abuse. 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 25 Carlsbad residents with Homeless Prevention services and supportive social services. CRC estimates the annual program cost for direct assistance 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 24.pdf](#). 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 to expand 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.

CRC Homelessness Prevention Budget		
TOTAL AWARD:		\$ 77,732
	Year 1	Total
Salaries	\$ 13,650	\$ 13,650
Benefits	\$ 4,505	\$ 4,505
Occupancy	\$ -	\$ -
Travel	\$ -	\$ -
Supplies	\$ -	\$ -
Communications & Technology	\$ -	\$ -
Client Assistance	\$ 53,085	\$ 53,085
Total Direct Costs	\$ 71,240	\$ 71,240
Indirect Costs	\$ 6,492	\$ 6,492
Total Program Costs	\$ 77,732	\$ 77,732

68.3%	Current Direct Expense Percentage
25	Households served
\$2,123	Average rent per household (arrears + rental assistance)
\$3,887	Average total cost per household

APPLICANT INFORMATION

Organization Name:	Interfaith Community Services, Inc.	Federal Unique Entity Identification Number	N28YBWSB8UU8
Address:	550 West Washington Avenue, Escondido CA 92025	Contact Phone:	760-458-6913
Contact person/title:	Vannessa Marshall, Dir of Coastal Services	Contact email:	vmmarshall@interfaithservices.org
Organization Type:	<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) _____		
Please describe the mission/purpose of organization:			
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.			
Please provide the organization date of incorporation and number of years providing proposed program/project?			
Interfaith was founded in 1979 as a result of a collaboration of diverse faith communities. Interfaith became incorporated as a 501(c)3 in August 1982. Interfaith has operated a Carlsbad Service Center (previously Carlsbad Hiring Hall) since 2014.			
Please describe the organization staff positions directly responsible for the proposed program and their qualifications and experience:			
<small>The program will be overseen by Vannessa Marshall, Director of Coastal Services. Marshall has worked at the Carlsbad Service Center (CSC) since 2015 and is pursuing a Masters in Nonprofit Management and Leadership from the University of San Diego. Day-to-day operations will be managed by Holly Herring, Program Manager. Herring joined Interfaith in August 2023 and has specialized in Behavioral Health services in homeless outreach in the local region. Direct client services will be provided by Case Managers Lindsey Cordada and Aileen Sanchez, supported by an Intake Specialist. Cordada joined Interfaith in 2022 after previously working for a homeless shelter in the area and is pursuing a Masters degree in Social Work. Sanchez joined Interfaith in November 2023 and brings four years of experience in case management. Both are both bilingual (English/Spanish). The Intake Specialist position is open and will be filled before the contract period.</small>			
Please indicate your agency's level of experience with the CDBG program:			
<input type="checkbox"/> No or little experience (up to 1 year of using CDBG funds) <input type="checkbox"/> Some experience (2 to 3 years of using CDBG funds) <input type="checkbox"/> Moderate experience (4 to 5 years of using CDBG funds) <input checked="" type="checkbox"/> Considerable experience (more than 5 years of using CDBG funds)			

PROJECT/PROGRAM INFORMATION

Please provide implementation schedule for proposed project or program, including important steps such as hiring staff, obtaining bids, acquiring property, etc. If project involves property acquisition or construction, include plans, scope of work, cost estimates, or other applicable documents in appendices.
<p>Interfaith proposes to provide housing and social services at its Carlsbad Service Center to address Priority 2 (Prevent and Reduce Homelessness) and Priority 3 (Strengthen support services for lower income residents and residents with special needs) of the City's consolidated plan, as follows:</p> <ul style="list-style-type: none"> - Interfaith will prevent and reduce homelessness in Carlsbad by providing rental assistance and security deposit assistance in emergency situations to low-income households at risk of homelessness. Case managers determine eligibility and engage clients in service plan aimed at achieving lasting solutions. Interfaith's approach emphasizes homelessness prevention first and foremost, helping people stay housed and remain out of the homelessness response system whenever possible. Staff also enter homeless residents into the Coordinated Entry System to link them with the appropriate housing resources. - Interfaith will strengthen support for low-income residents through supportive services and use of flexible funding to include emergency food supplies, transportation assistance in the form of bus passes and gas vouchers, prescription assistance, affordable health care referrals, childcare and clothing assistance, financial assistance to receive California ID cards and birth certificates, tax preparation, legal assistance, as well as CalFresh and Medi-Cal application assistance. In addition, Interfaith will offer employment assistance and support clients with employment-related training, certifications, and supplies. Services will initiate within 15 days of contract approval and continue throughout the CDBG grant period. All staffing, facilities, and policies are in place.

Describe steps already completed or to be completed to initiate project. These may include community support, staffing, securing an appropriate location, marketing, and networking.

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 to implement all project activities. Interfaith has a strong history of working with the Carlsbad community, is an active member of regional networks including the Regional Task Force on Homelessness and Alliance for Regional Solutions, and partners with a wide array of internal and external resources including the County of San Diego, health centers, emergency shelters, employers, job training programs, veterans programs, and other nonprofits.

Describe the program's timeline with dates and times, including the earliest possible start dates, end dates, and milestones as applicable.

Contract Initiation: May 2024 (City Council approval of allocations); Internal grant kick-off meeting held 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. Update services availability via communications platforms; distribute referral 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.

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 proposed project will support 200 unduplicated Carlsbad homeless and low-income individuals by providing them access to essential services including: homelessness prevention and housing stabilization, emergency food, supportive services, clinical and behavioral health referrals, and employment/education 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;
- Employment and education assistance aimed at increasing income and self-sufficiency for at least 20 individuals; and
- Basic needs (e.g. emergency food and hygiene kits) to at least 200 Carlsbad individuals and their families.

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 CSC, 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.

Does your agency focus its activities on populations with special needs? If yes, please specify population (Homeless households, persons with disabilities, persons with substance abuse, veterans, farmworkers, seniors, children, etc.)

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

Please describe how low-and-moderate income persons will benefit from the proposed program/project.

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. The goal is to assist them in increasing or stabilizing their income, obtaining or retaining safe housing, accessing other benefits and resources, and address other challenges they may be facing.

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

21	% of clients are at 30 percent or below of the area median income
71	% of clients are between 31 and 50 percent of the area median income.
7	% of clients are between 51 and 80 percent of the area median income
1	% of clients are above 80 percent of the area median income

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

Does your organization charge recipients for the provided services?

☒ No ☐ Yes (Please specify) \$ _____

How does your organization provide language access to recipients with less than proficient English?

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.

How will recipients' information be collected and documented?

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. 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.

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

Interfaith case managers complete a Needs Assessment with each household during the intake process. 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. Through this process, information is collected including 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. Client data is recorded in Interfaith's client services database Efforts to Outcomes (ETO), and San Diego's Homeless Management Information System (HMIS), when necessary. Both systems generate detailed reports that are used to document service impacts and measure progress towards outcomes.

Describe collaboration 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 has been an integral member organization of the San Diego Continuum of Care (CoC) since its inception and served as lead service agency for the Coordinated Entry System (CES) expansion from the City of San Diego to North San Diego County. Interfaith works in collaboration with the Regional Taskforce on Homelessness, City of Carlsbad Homeless Outreach Team, County of San Diego Homeless Outreach Teams, 2-1-1 San Diego, Alliance for Regional Solutions, La Posada, and other nonprofit organizations.

FINANCIAL INFORMATION

CDBG Grant Request:	\$ 72,654.00	Total Project/Program Cost:	\$ 691,548.00
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Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2022-2023 and 2023-2024) for the proposed program/project?

CDBG	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Community Activity Funding	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
General Funds	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Other: Edible Food Recovery	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization? If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.

N/A - no program violations.

Did you receive any federal funds, including CDBG funding from other cities? If so, please describe source, year(s), and amounts.	
Source	Amount
- County of San Diego CDBG, FY22-23, FY23-24	\$ 100,000 (FY23-24), \$75,000 (FY22-23)
- City of Vista, Nonprofit Covid Relief	\$ 25,000 (FY22-23)
- Alliance for Regional Solutions (multiple N. County cities)	\$ 147,611 (FY22-23)

PROPOSED BUDGET			
Category/Item	CDBG Request	Other Sources	Total
Wages/Salaries	\$ 17,444.00	\$ 353,156.00	\$ 370,600.00
Personnel Benefits	\$ 6,105.00	\$ 123,605.00	\$ 129,710.00
Materials and Supplies	\$ 2,300.00	\$ 10,580.00	\$ 12,880.00
Rent, Utilities, Occupancy Expenses	\$ 6,600.00	\$ 32,952.00	\$ 39,552.00
Direct Prog. Expenses: <small>rental assistance, flex funds</small>	\$ 33,000.00	\$ 27,000.00	\$ 60,000.00
Mileage and Transportation	\$ 100.00	\$ 6,400.00	\$ 6,500.00
Other: Insurance, Training, 10% Admin	\$ 7,105.00	\$ 65,201.00	\$ 72,306.00
TOTAL	\$ 72,654.00	\$ 618,894.00	\$ 691,548.00


Please further describe "Other Sources" from previous table.		
Category/Item	Other Sources	Describe source and whether funding is secured or anticipated
Wages/Salaries	\$ 353,156.00	City of Carlsbad (Hiring Hall), Private Grants & Contributions (Anticipated)
Personnel Benefits	\$ 123,605.00	City of Carlsbad (Hiring Hall), Private Grants & Contributions (Anticipated)
Materials and Supplies	\$ 10,580.00	City of Carlsbad (Hiring Hall), Private Grants & Contributions (Anticipated)
Rent and Utilities	\$ 32,952.00	City of Carlsbad (Hiring Hall), Private Grants & Contributions (Anticipated)
Direct Program Expenses	\$ 27,000.00	City of Carlsbad (Hiring Hall), Private Grants & Contributions (Anticipated)
Mileage	\$ 6,400.00	City of Carlsbad (Hiring Hall), Private Grants & Contributions (Anticipated)
Other: Insurance, Training, Admin	\$ 65,201.00	City of Carlsbad (Hiring Hall), Private Grants & Contributions (Anticipated)
TOTAL	\$ 618,894.00	

If your project or program requires ongoing funding, please describe how the program or project will continue to be funded.
The project will continue to be funded through a combination of public contracts, foundation grants, and private contributions. Interfaith has a strong track record of securing funding, leveraging other funds, and sustaining ongoing programs.

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CERTIFICATION

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



Signature

Chief Executive Officer

Title

01/11/2024

Date

Signature

Title

Date

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

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**City of Carlsbad CDBG FY2024-2025
Executive Summary**

Project Overview:

Interfaith Community Services (Interfaith) respectfully requests \$72,654 to provide critical community services at its Carlsbad Service Center to address priorities identified by the City of Carlsbad to benefit low-and moderate-income persons. Services will include homelessness prevention and housing stabilization, 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, 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;
- Employment and education assistance essential for gaining and retaining employment and/or achieving education requirements to at least 20 individuals.
- Basic needs (e.g., emergency food and hygiene kits) to at least 200 unduplicated Carlsbad individuals and their families;

Key Project Staff:

Vannessa Marshall, Coastal Services Director, brings over 10 years of experience in the nonprofit field. Marshall joined Interfaith in 2015 as the TYA Program Manager, extended her portfolio to include the Carlsbad Service Center, and was promoted to Director of Coastal Services in 2023. In this capacity, Marshall oversees Interfaith's service centers in Carlsbad and Oceanside, as well as veteran employment and youth development programs. Marshall earned her B.A. in Liberal Studies from CSU-San Marcos and is currently pursuing a Masters degree in Nonprofit Management and Leadership at USD.

Holly Herring, Program Manager of the Carlsbad Service Center, joined Interfaith in August 2023 and has specialized in Behavioral Health services in Homeless Outreach in the local region since 2019.

Lindsey Cordada, Case Manager, joined the team at the Carlsbad Service Center just over a year ago and previously worked at a homeless shelter in the area. She is currently pursuing a Masters in Social Work. Cordada is bilingual and fluent in Spanish.

Aileen Sanchez, Case Manager, joined Interfaith in November 2023. She brings over 4 years of prior case management experience in the local area. Sanchez is bilingual and fluent in Spanish.

In addition to these project-specific personnel, **Filipa Rios**, Chief Program Officer, and **Lauren Varner**, Director of Grants and Compliance will provide senior leadership support to assure program success. These positions will ensure personnel, material, data collection and evaluation, and other support for the operation of the service center.

Budget:

Interfaith is requesting \$72,654 in CDBG funding. This is 11% of total annual project costs of \$491,548. 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 facilitate client services and program supervision of the Carlsbad Service Center.

Budget Summary

Salaries: .05 Program Manager; two (2) .1 FTE Case Managers, and .15 FTE Intake Specialist	\$17,444
Personnel Benefits: calculated at 35%	\$6,105
Materials and Supplies	\$2,600
Rent, Utilities & Occupancy	\$5,500
Program expenses: calculation includes 15 households x avg of \$2,000 rental assistance and 20 individuals x \$150 flexible funds.	\$33,000
Mileage and Transportation	\$100
Other: Insurance, staff training, copier, 10% Admin	\$7,105
Total Requested Funding	\$72,654

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 2024 (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

APPLICANT INFORMATION

Organization Name:	Legal Aid Society of San Diego	Federal Unique Entity Identification Number	EUQYHR3PVKV7
Address:	100 E. San Marcos Blvd, Ste 308, San Marcos, CA 92069	Contact Phone:	619-471-2613
Contact person/title:	Amalea Romero/Managing Attorney	Contact email:	amalea@lassd.org
Organization Type:	<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) _____		

Please describe the mission/purpose of organization:

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.

Please provide the organization date of incorporation and number of years providing proposed program/project?

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.

Please describe the organization staff positions directly responsible for the proposed program and their qualifications and experience:

See Attachment - Staff Descriptions

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)

PROJECT/PROGRAM INFORMATION

Please provide implementation schedule for proposed project or program, including important steps such as hiring staff, obtaining bids, acquiring property, etc. If project involves property acquisition or construction, include plans, scope of work, cost estimates, or other applicable documents in appendices.

See Attachment – Project/Program Information

Describe steps already completed or to be completed to initiate project. These may include community support, staffing, securing an appropriate location, marketing, and networking.

See Attachment – Project/Program Information

Describe the program’s timeline with dates and times, including the earliest possible start dates, end dates, and milestones as applicable.

See Attachment – Project/Program Information

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:

See Attachment – Project/Program Information

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.)

See Attachment – Project/Program Information

Does your agency focus its activities on populations with special needs? If yes, please specify population (Homeless households, persons with disabilities, persons with substance abuse, veterans, farmworkers, seniors, children, etc.)

See Attachment – Project/Program Information

Please describe how low-and-moderate income persons will benefit from the proposed program/project.

See Attachment – Project/Program Information

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 percent or below of the area median income
21	% of clients are between 31 and 50 percent of the area median income.
10	% of clients are between 51 and 80 percent of the area median income
3	% of clients are above 80 percent of the area median income

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

Does your organization charge recipients for the provided services?

☒ No ☐ Yes (Please specify) \$ _____

How does your organization provide language access to recipients with less than proficient English?

See Attachment – Project/Program Information

How will recipients' information be collected and documented?

See Attachment – Project/Program Information

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

See Attachment – Project/Program Information

Describe collaboration 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.

See Attachment – Project/Program Information

FINANCIAL INFORMATION

CDBG Grant Request:	\$25,000	Total Project/Program Cost:	\$1,271,000
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Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2022-2023 and 2023-2024) for the proposed program/project?

CDBG	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Community Activity Funding	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
General Funds	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Other (specify):	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization? If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.

No program violations findings have been made against the organization.

Did you receive any federal funds, including CDBG funding from other cities? If so, please describe source, year(s), and amounts.

Source	Amount
- HUD (23-24)	\$ 800,000
- Other CDBG (23-24)	\$ 331,000
-	\$

PROPOSED BUDGET

Category/Item	CDBG Request	Other Sources	Total
Wages/Salaries	\$ 14,924	\$	\$
Personnel Benefits	\$ 3,428	\$	\$
Materials and Supplies	\$ 300	\$	\$
Rent and Utilities	\$ 250	\$	\$
Direct Program Expenses	\$ 2321	\$	\$
Mileage	\$ 150	\$	\$
Other: Indirect	\$ 3627	\$	\$
TOTAL	\$ 25000	\$ 1,246,000	\$ 1,271,000

Please further describe "Other Sources" from previous table.

Category/Item	Other Sources	Describe source and whether funding is secured or anticipated
Wages/Salaries	\$	
Personnel Benefits	\$	
Materials and Supplies	\$	
Rent and Utilities	\$	
Direct Program Expenses	\$	
Mileage	\$	
Other: _____	\$	
TOTAL	\$ 1,246,000	Other CDBG & HUD (anticipated)

If your project or program requires ongoing funding, please describe how the program or project will continue to be funded.

N/A

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CERTIFICATION

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


Signature

CEO/Executive Director

Title

1/12/2024

Date

Signature

Title

Date

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

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Attachment – Staff Descriptions

Amalea Romero, Managing Attorney (Bilingual Spanish), has over 5 years of experience on the fair housing team, in addition to over 1 year prior to that of experience in eviction defense litigation. She has significant experience representing clients in affirmative housing discrimination complaints in state and federal court and with HUD or CRD. She will provide oversight to the project and serve as point of contact for the City.

Janeth Castaneda, Testing Coordinator (Bilingual Spanish), has over 4 years of experience with complaint intake, educational training/outreach in English and Spanish, and testing under the Fair Housing Act. She currently coordinates and will continue to manage all Carlsbad testing.

Gauri Bhirud, Staff Attorney, has over one year of experience with Legal Aid in eviction defense litigation, including discovery, law and motion, and trial work, as well as conciliating reasonable accommodation requests. She will provide outreach and education services as well as enforcement activities including counsel, advice, investigations, conciliations, and representation to Carlsbad residents.

Fabiola Bautista, Advocate (Bilingual Spanish), has over 5 months of fair housing experience investigating housing discrimination cases, in addition to 2 years' experience with Legal Aid's intake team prior to joining fair housing. She will provide outreach and education services as well as screen intake calls and investigate fair housing complaints for Carlsbad residents.

Attachment – Project/Program Information

Please provide implementation schedule for proposed project or program, including important steps such as hiring staff, obtaining bids, acquiring property, etc. If project involves property acquisition or construction, include plans, scope of work, cost estimates, or other applicable documents in appendices.

Because we are an established fair housing program, LASSD already has policies and staff in place to ensure quality services are timely completed under this contract. We have experienced, existing staff ready to begin providing services immediately upon execution and start of the contract.

In the first quarter, LASSD will review these policies and confirm systems and plans are in place to ensure grant deliverables are completed in a timely manner throughout the grant year.

The Managing Attorney and Accounting Department will provide progress reports to the City on a quarterly basis. LASSD will be able to measure program effectiveness and timeliness by tracking and ensuring completion of deliverable goals in a manner that is both efficient and high quality. Regular review of progress will allow the program to redirect staff time and efforts if necessary to meet or exceed all contract requirements.

Describe steps already completed or to be completed to initiate project. These may include community support, staffing, securing an appropriate location, marketing, and networking.

As previously stated, LASSD currently operates a high-quality fair housing program that conducts the activities proposed under the grant and is therefore ready to initiate the project immediately. We have three offices throughout San Diego County, including one in North County in San Marcos. LASSD regularly conducts outreach and training and will be able to seamlessly continue those ongoing efforts. Similarly, our testing program is already established and staffed with experienced testing coordinators that can begin testing activities immediately. Finally, we are already staffed with several experienced advocates and attorneys that can continue providing direct client services.

Describe the program's timeline with dates and times, including the earliest possible start dates, end dates, and milestones as applicable.

Quarterly reports will provide the City with updates on progress toward required deliverables, which will be completed between July 1, 2024 and June 30, 2025.

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:

LASSD will provide comprehensive legal services regarding Fair Housing, including education and outreach services; testing services; referral, counsel, advice, and brief services; and representation for enforcement of federal and state fair housing laws. The goals and objectives of the program are to increase community knowledge on fair housing rights and obligations, investigate and combat housing discrimination, and enforce fair housing laws.

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.)

LASSD's North County office is located at 100 E. San Marcos Blvd., San Marcos, CA 92069. Walk-ins are welcome and we are open Monday through Friday (except holidays) from 9am–5pm. The office is ADA compliant and is located along a major public transit line. In addition, we accommodate clients in various ways, including by offering site visits to clients' homes or other convenient locations or phone or web-cam appointments. The Fair Housing Team also has a Case Manager that can connect clients to other services, such as free or affordable transportation services.

Does your agency focus its activities on populations with special needs? If yes, please specify population (Homeless households, persons with disabilities, persons with substance abuse, veterans, farmworkers, seniors, children, etc.)

LASSD's Fair Housing Team provides free assistance to anyone that feels they have experienced housing discrimination or has landlord-tenant questions. As such, many of our clients are members of protected classes and vulnerable populations. For example, many clients we serve have mental or physical disabilities and an overwhelming majority are low income. Our staff are trauma-informed and trained to help applicants and clients overcome would-be barriers to service. We regularly conduct outreach through Homeless Court and we assist people living in homelessness to utilize their fair housing rights to strengthen their ability to gain stable housing. We also work to prevent homelessness by enforcing fair housing laws to keep people housed. Currently, we have HUD Education and Outreach Initiative grants focused on expanding fair housing knowledge and enforcement for recipients of rental assistance and members of the LGBTQ+ community.

Please describe how low-and-moderate income persons will benefit from the proposed program/project.

An overwhelming majority of the clients we assist are low or extremely low income. Such persons face additional obstacles to finding and maintaining housing, making them more susceptible to discrimination and housing instability. Our services provide free legal support to those individuals to empower them to assert their fair housing rights to help maintain safe and stable housing.

How does your organization provide language access to recipients with less than proficient English?

For clients and community members that have Limited English Proficiency (LEP), LASSD has staff that speak nearly all of the threshold languages for San Diego County (Spanish, Vietnamese, Arabic, Tagalog, Chinese). In addition, for this project specifically, LASSD's Fair Housing program has multiple staff members that are fluent in Spanish and one staff member that speaks Marathi and Hindi. LASSD tests and tracks staff that speak threshold languages in the County.

LASSD's phone system provides options for English and Spanish. Applicants and clients who visit our office locations can use language cards to indicate their language needs. In addition, LASSD contracts with multiple third-party translation services to ensure all applicants and clients can fully access our services regardless of LEP status. LASSD uses Voiance, which provides 24/7 phone translation service in all languages and is pre-programmed on each staff member's phone to ensure easy access. Also, LASSD contracts with another translation service, ALTA, for written translations. For clients who use American Sign Language (ASL), LASSD has staff that can communicate using ASL and LASSD uses either ALTA or a Deaf Access Program, Deaf Community Services of San Diego, Inc., for interpreter services.

How will recipients' information be collected and documented?

LASSD utilizes JusticeServer, a comprehensive case management system, which captures, maintains, and shares data. JusticeServer captures data necessary for quarterly reports, such as applicant income, demographic data, complaint basis, case notes, and resolution.

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

LASSD measures outcomes in various ways, including with JusticeServer, a comprehensive data management system, which captures, maintains, and shares data; and assists LASSD in managing the output and outcomes of program deliverables for the project. JusticeServer captures data necessary for quarterly reports, and grant progress and quarterly reports are securely stored on SharePoint/Teams which allows staff to review, share, and update their progress.

Describe collaboration 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 has provided free legal services to San Diego County for over a century. As such, we have deep ties to the community and meaningful partnerships with other agencies. For example, LASSD is part of the San Diego Eviction Prevention Collaborative, which is a network of non-profit agencies providing housing services throughout the County. The purpose of the Collaborative is to maximize resources and streamline referrals to and from collaborative partners, and to ensure partners are up-to-date with substantive legal developments.

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

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, 2024, and June 30, 2025.

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. LASSD will provide information and referrals on non-fair housing landlord-tenant issues.

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.

Additionally, a key aspect of the fair housing program is comprehensive outreach and education to the public regarding fair housing protections and obligations. LASSD will use the funds to support and expand outreach efforts to provide high quality fair housing education to the Carlsbad community, including tenants, homeowners, housing providers, community organizations, and City staff.

Finally, the fair housing team administers an expansive fair housing testing program to identify other instances of discrimination that may otherwise go undetected. LASSD's

testing coordinators have significant expertise and maintain updated testing methodologies for implementation of a high-quality testing program.

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 person with a disability to remain in their home.

The key staff responsible for this project are Janeth Castaneda, testing coordinator; Fabiola Bautista, advocate; and Gauri Bhirud, staff attorney. Additionally, Managing Attorney, Amalea Romero, will provide oversight to the project and serve as point of contact for the City.

2. Attach a 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 \$25,000. 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 may 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 rational 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 rising cost of living and continuing effects from 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
PROPOSED BUDGET
July 1, 2024 to June 30, 2025

City of Carlsbad

Personnel

Tester -Janett Castaneda	12,803.77
Tester CoordinatorAnicia Frazier	2,120.28
SUBTOTAL	<u>14,924</u>
Employee Benefits	3,427.62
TOTAL PERSONNEL	<u>18,352</u>

Non-Personnel

Supplies	300
Postage	25
Printing/Duplication	150
Contracted Services	651
Tests Cost	500
Fees	500
Litigation Expenses	376
Transportation/Mileage for staff	150
Insurance	60
Space Cost	250
Telephone	60
TOTAL NON-PERSONNEL	<u>3,022</u>
TOTAL	<u>21,374</u>

Approved Indirect @ 24.3% of Salaries	3,627
	<u>\$ 25,000</u>