

**COMMUNITY DEVELOPMENT BLOCK GRANT
CITIZEN ADVISORY COMMITTEE
MEETING AGENDA
Tuesday, December 1, 2020
10:00 a.m.**

Per State of California Executive Order N-29-20, and in the interest of public health and safety, we are temporarily taking actions to prevent and mitigate the effects of the COVID-19 pandemic by holding public meetings electronically or by teleconferencing. All public meetings will comply with public noticing requirements in the Brown Act and will be made accessible electronically to all members of the public seeking to observe and address the CDBG Advisory Committee. If you would like to watch the CDBG Advisory Committee meeting, please visit <https://www.carlsbadca.gov/cityhall/clerk/meetings/boards/livestream.asp>. You can also participate in the meeting by e-mailing your comments to Nancy Melander at nancy.melander@carlsbadca.gov prior to commencement of the agenda item. Your comment will be transmitted to the Advisory Committee at the start of the agenda item. These procedures shall remain in place during the period in which state or local health officials have imposed or recommended social distancing measures. Persons with a disability may request an agenda packet in appropriate alternative formats as required by the Americans with Disabilities Act of 1990 by contacting the Housing Services Office at (760) 434-2815 (voice), 711 (free relay service for TTY users), (760) 720-2037 (fax) or nancy.melander@carlsbadca.gov by noon the day of the meeting. All persons requiring reasonable accommodations or auxiliary aids in order to effectively participate in the meeting may contact the Housing Services Office on the Monday preceding the meeting to make such arrangements.

IN THE EVENT A QUORUM OF THE COMMITTEE LOSES ELECTRICAL POWER OR SUFFERS AN INTERNET CONNECTION OUTAGE THAT IS NOT CORRECTED WITHIN 15 MINUTES, THE MEETING WILL AUTOMATICALLY BE ADJOURNED. ANY ITEMS NOTICED AS PUBLIC HEARINGS WILL BE CONTINUED TO THE NEXT REGULARLY SCHEDULED MEETING OF THE COMMITTEE. ANY OTHER AGENDA ITEMS THE COMMITTEE HAS NOT TAKEN ACTION ON WILL BE PLACED ON A FUTURE AGENDA.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes: May 15, 2020**
- 4. Public Comment**
- 5. Review of CARES Act Funding /Needs Assessment**
 - a. Overview
- 6. Presentations and Questions**
 - a. Brother Benno's Center. Request: \$22,400 rental/utility Assistance
Social services to special needs populations.
 - b. Casa de Amparo. Request: \$25,000 medical, cleaning, isolation supplies and materials
Residential care and services to foster youth and families
 - c. Catholic Charities. Request: \$93,460 shelter operations and parking survey for expansion
Emergency housing program for homeless men.
 - d. Community Resource Center. Request: \$448,342 rental/utility assistance
Social services to special needs populations.
 - e. Feeding the Soul. Request: \$218,610 food purchases
Food preparation and packaging.
 - f. Interfaith Community Services. Request: \$792,947 rental/utility assistance
Social services to special needs populations.
 - g. Meals on Wheels. Request: \$10,000 food purchases
Food distribution service
 - h. Women's Resource Center. Request: \$25,000 basics needs
Women's shelter for victims of domestic violence
 - i.
- 7. Committee Funding Discussion and Recommendation**
- 8. Adjournment**

Minutes

May 13, 2020, 10:30 a.m.

1. **CALL TO ORDER:** 10:30 a.m.
2. **ROLL CALL:** Committee Members Davis, Tam, Cole, Mehan, Merz
Staff members Melander and de Cordova
3. **MEETING MINUTES:** Minutes of March 5, 2020 approved
4. **PUBLIC COMMENT:** None
5. **REVIEW OF CDBG FY 2020 FUNDING RECOMMENDATIONS**
Staff presented a review of the FY 2020-21 CDBG budget, the funding plan, and the recommendations that the Committee had developed on March 5, 2020. The Council-adopted funding priorities were also reviewed.
6. **CARES ACT FUNDING UPDATE**
Staff provided background information on the Coronavirus Aid, Relief, and Economic Security Act, the intent of the funds, eligible activities related to COVID, and new guidance that comes along with the additional funding such as the 15% cap that HUD has waived for public services.
7. **CARLSBAD COVID-19 NEEDS ASSESSMENT**
Staff shared with the Committee the needs assessment process that informed the proposed CDBG-CV funding allocations. The assessment included the city's citizen survey, subrecipient survey, staff meeting, and consultations with service providers and other agencies who utilize HUD funds. The results indicate that the greatest need in the community are rental assistance, short term shelter, and food.

Staff proposed matching each recommended FY 2020-21 public service subrecipient with an equal amount of CDBG-CV funds and direct the remainder of those funds to rental assistance. The Committee unanimously supported the proposed CDBG-CV funding allocations and concurred that additional funds be directed to Interfaith Community Services and the Community Resource Center to augment their existing rental assistance services.

Committee Member Tam recommended, and the Committee concurred, that service providers keep indirect and administrative costs low in order to provide more direct funding to program clients.

John Van Cleef, Executive Director from the Community Resource Center responded to Committee Member Tam's comment and clarified that subrecipient administration costs are capped at 10% by HUD regulations and that CRC is very cognizant of the need to direct more funding to clients. In addition, CRC continuously looks at ways to keep administrative costs as low as possible.

Committee Member Cole suggested adding more motion-activated handwashing stations in public spaces, in particular areas where more of the homeless in the community congregate. Staff commented that they would pass along this information to city staff who are responsible for adding and maintaining washing stations around the city.

8. **FUTURE MEETINGS AND AGENDA ITEMS:** none
9. **QUESTIONS/CONCLUSION:** no questions.
10. **NEXT MEETING:** no meeting scheduled.
11. **ADJOURN:** Staff adjourned the meeting at 11:10 a.m.

Nancy Melander, Minutes Clerk

DRAFT

TO: Nancy Melander, Community Education and Grants Program Manager, City of Carlsbad
FROM: Erica Snyder, Principal, LeSar Development Consultants
DATE: April 30, 2020
SUBJECT: Carlsbad CDBG COVID-19 Needs Assessment

COVID-19 OVERVIEW

In December 2019, a pneumonia of an unknown cause was detected in Wuhan, China and reported to the World Health Organization (WHO). This disease has since spread worldwide through person-to-person contact and community spread. WHO declared the Coronavirus Disease 2019 (COVID-19) a global pandemic on March 11, 2020 due to the ease of spread through person-to-person contact. This is the first pandemic known to be caused by the coronavirus and there have only been four pandemics declared in the past century, all of which were strains of the influenza virus.¹ While most information at this time suggests the majority of COVID-19 cases are mild, the Centers for Disease Control and Prevention (CDC) has found that 80 percent of deaths due to COVID-19 in the United States were among adults ages 65 and older, with the highest percentage occurring in people 85 years and older. Additionally, it is more likely for people with serious underlying medical conditions (such as heart conditions, chronic lung disease, etc.) to be at higher risk for developing severe illness.² To date, different parts of the United States have been experiencing varying levels of COVID-19 activity, but all 50 states have reported cases and community spread.

On March 17, 2020, the City of Carlsbad's City Council passed a declaration of local emergency related to COVID-19. On March 19, 2020 California's governor declared a stay-at-home order for all Californians, except for essential needs, to slow the pace of COVID-19. This resulted in the closing of many businesses, schools, and caused jurisdictions to close local parks, trails, beaches. The stay-at-home order is still in effective at the time of this memorandum.

In response to this crisis, the federal government passed and signed into law on March 17, 2020 the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) to assist communities nationwide related to housing, economic, and other needs. Included in the CARES Act was an additional \$2 billion in Community Development Block Grant (CDBG) funds to assist communities across the United States in mitigating the impacts of COVID-19.³ These funds will be awarded based on existing grant formulas and have new guidance with the intention of allowing quick action to assist low-income and vulnerable citizens. Additional CDBG monies will be awarded to the City of Carlsbad based on a new formula related to COVID-19 and housing needs. It is anticipated the City of Carlsbad will receive its annual CDBG allocation of \$536,604 as well as an additional of \$315,666 in CDBG funding through first round of CARES Act Funding.

The impacts of this pandemic have been felt by and disrupted every household, community and sector within San Diego County. According to SANDAG, one month into the COVID-19 stay-at-home order has increased the average unemployment rate in San Diego County from 3.4 percent to 24.3 percent. The City

¹ <https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html#background>

² [Ibid.](#)

³ https://www.hud.gov/press/press_releases_media_advisories/HUD_No_20_049

of Carlsbad is seeing unemployment range from 20 to 22 percent, depending on the zip code.⁴ Over 300,000 people have filed for unemployment countywide since mid-March. According to SANDAG, Carlsbad businesses are experiencing significant layoffs related to Arts, Education, and Recreation; which includes amusement parks, museums, and theaters, however other sectors are being impacted as well.⁵ It is predicted that this disruption could have lasting impacts in the local, regional, and national economy.

LeSar Development Consultants (LDC) is working with the City to quickly assess the City's impacts and residents needs as it relates to COVID-19 to determine the best use of these funds. This process will include a review of U.S. Department of Housing and Urban Development (HUD) CDBG funding guidance and data gathering from internal and external stakeholders to assess the community's current response and future needs. Based on the local data and consultations, LDC has develop potential funding recommendations related to food insecurity and housing assistance for the City's CARES Act funding allocation to position the City to best respond to the COVID-19 crisis.

⁴ https://www.sandag.org/uploads/publicationid/publicationid_4658_27389.pdf

⁵ Ibid.

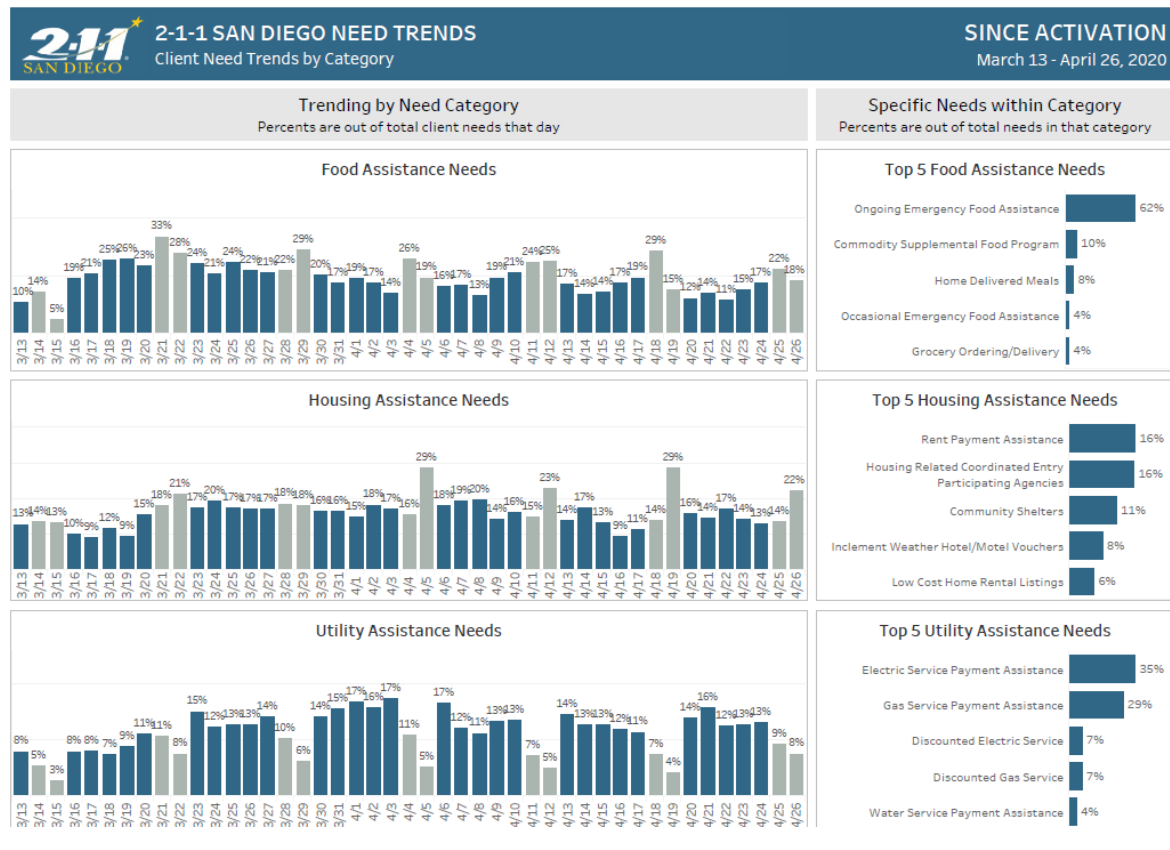
NEEDS ASSESSMENT

LDC gathered data regarding Carlsbad’s community needs and the current response in a variety of ways. First, LDC reviewed community data based on information gathered by 2-1-1 San Diego and the City of Carlsbad. Second, LDC conducted an online survey of the City’s CDBG subrecipients to identify how nonprofits were addressing COVID-19 and future funding needs. Lastly, LDC held a meeting with variety of City of Carlsbad staff to gather qualitative data pertaining to how the City of Carlsbad has been responding to COVID-19 and the types of needs being identified in the community through city operations. Below includes a summary of the data gathered.

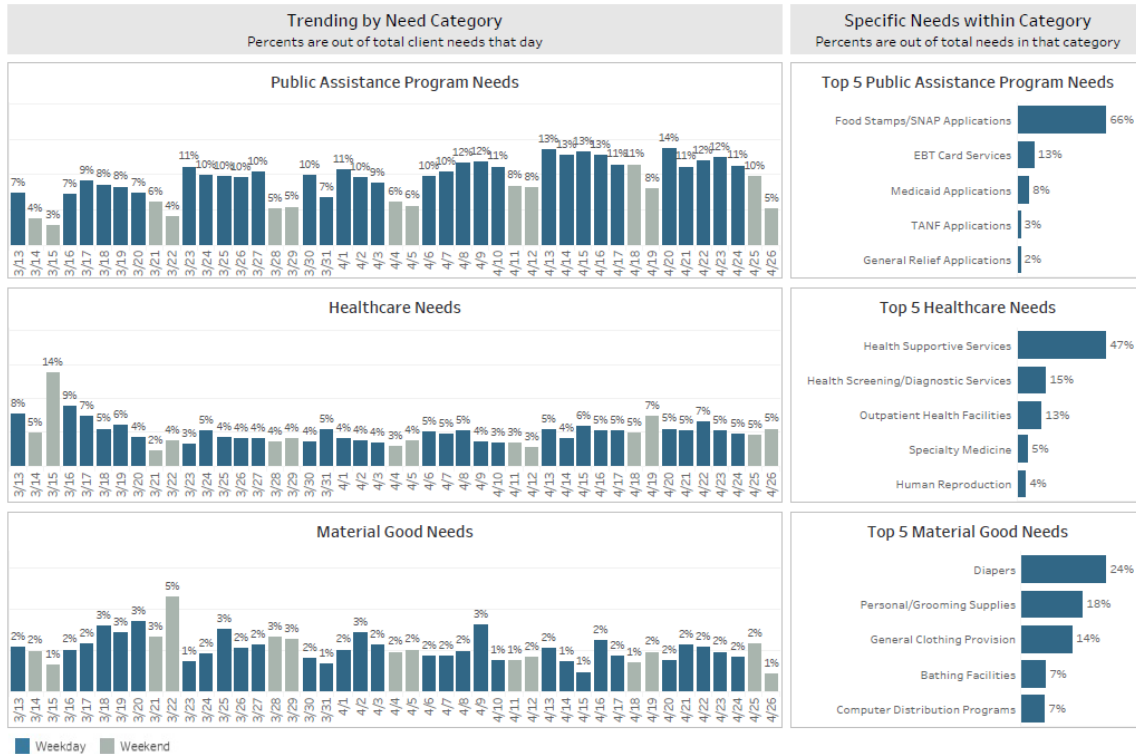
2-1-1 San Diego Data

2-1-1 San Diego (2-1-1) is a nonprofit located in the County of San Diego that gathers regional data and shares information vital related to community, health, and disaster resources, including COVID-19 resources and information which are available 24 hours a day in more than 200 languages. To meet the needs of the community, 2-1-1 is working with the County of San Diego, County of San Diego Public Health, Office of Emergency Services, the State of California, and local service providers to offer up-to-date and vetted information.⁶ 2-1-1 was activated to provide emergency information and enrollment support for public services due to COVID-19 and has received 93,313 calls between March 13 to April 26, 2020.

Below are several charts identifying the needs of community members who called 2-1-1:



⁶ <https://211sandiego.org/resources/health-wellness/>



2-1-1 has summarized the caller trends for COVID-19 resources as the following:

- Food and housing assistance remain the top needs. Rental assistance represents the majority of housing needs since activation.
- Utility assistance remains high amongst client needs; gas/electric payment assistance represent more than half of utility needs.
- Approximately 1 in 5 clients assisted in the past six weeks have requested food assistance, with emergency food assistance the most common type of food needs.
- CalFresh application assistance has doubled with more than 3,500 applications submitted in the region since March 13, 2020.
- Unemployment and disability application assistance is 10 times the typical need, however it only represents 1 percent of total client needs.

City of Carlsbad residents represent approximately 3 percent of callers specifically for COVID-19 needs, which may include seeking general information, transmission spread, symptoms, seeking test sites, or safety precautions, amongst other options. The full 2-1-1 Call Report can be found within Attachment- 2-1-1 San Diego Data.

Community Survey

The City of Carlsbad sought community input from April 9 to April 13, 2020 regarding how the COVID-19 public health emergency has affected them, as well as priorities for information and services to be provided by the City. The survey received a total of 1,018 responses, the majority of which indicated they were from households without small children. A summary of the results include:

Top concerns

- Contracting COVID-19 (38%)
- Overall stress/worry/anxiety/depression (35%)
- Ability to get toilet paper, cleaning supplies or other household goods (31%)
- Job/ability to make a living (30%)
- Social isolation (29%)
- My business (26%)
- Keeping my kids happy and engaged (25%)
- Care for elderly friend/relative (25%)

Most helpful information the city can provide

- 71% Latest rules and health orders
- 58% Latest statistics about COVID-19
- 48% How to help the community/how to support local businesses

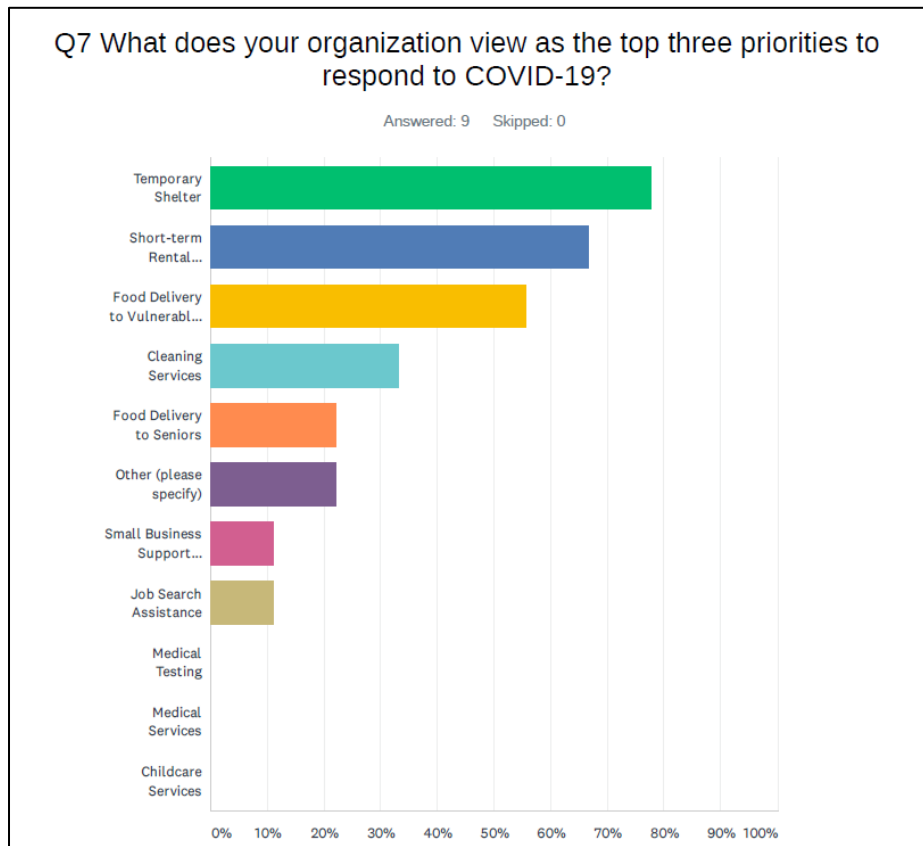
The full survey report can be found in Attachment- COVID-19 Community Input Survey Results.

CDBG Subrecipient Survey

On April 20, 2020 the City of Carlsbad requested its CDBG subrecipients participate in an online survey to gather insight into how their operations have changed based on the new COVID-19 environment. A total of eight agencies participated with nine survey responses. CDBG subrecipients were asked to share which COVID-19 vulnerable populations they were serving, provide details regarding the COVID-19 response services being offered to Carlsbad residents, share which services the organizations were seeing an increased need due to COVID-19, and to provide insight into underfunded services due to increased demand.

All organizations indicated they are serving the populations the CDC have indicated are at a higher risk of contracting COVID-19. All organizations (9) are serving persons experiencing homelessness, seven (78 percent) are serving seniors over the age of 60, and six (67 percent) are serving persons with disabilities. CDBG subrecipients are experiencing increased needs related to food insecurity, emergency financial assistance for housing, and short-term shelter. Within these needs, there has been an increase in case management required, crisis intervention, and helping clients navigate various systems to connect to benefits. Additionally, it was noted an increase in requesting housing and fair housing assistance due to confusion regarding the rights of tenants and homeowners with mortgages in relationship to the new eviction moratoriums.

Overall, organizations are seeing an increased community need and limitations on organizational funding regarding providing food and basic necessities (which now includes personal protective equipment), housing financial assistance, and temporary shelter. Below are the top three COVID-19 response priorities as indicated by the survey respondents:



The full survey results can be found in Attachment- CDBG Subrecipient Survey Results.

City Staff Input

The City of Carlsbad convened an internal virtual meeting on April 22, 2020 to discuss the CARES Act CDBG funding. Staff participation included representatives from the Housing Services Division, Economic Development, Homeless Outreach, Emergency Operations Center, and Parks and Recreation (Senior Programs). There was a presentation which provided an overview of CDBG and the CARES Act, eligible CDBG funded activities, overview of Carlsbad’s community survey and the CDBG subrecipient survey, and ended with a discussion related to the COVID-19 data gathered to-date and staff sharing community needs identified through their own COVID-19 response work. The following community needs were identified:

- An increase in food scarcity and households experiencing food insecurity.
- Increases in rental assistance needs, including arrears to prevent future evictions.
- Potentially purchasing of hotels/motels to provide housing to people experiencing homelessness and isolation, as needed.
- Limited staff capacity at local nonprofits, specifically those serving the homeless.
- Economic development concerns related to small businesses, including commercial evictions assistance.
- Unforeseen need across all socioeconomic statuses, the community is experiencing needs for assistance from a larger population than previously experienced.

Concerns related to providing domestic violence services amidst a stay-at-home order. Overall, staff's feedback mirrored closely to the data received from other sources regarding COVID-19 needs.

PROPOSED FUNDING RECOMMENDATIONS

COVID-19 has impacted all households within the City of Carlsbad, however, to differing degrees. Due to the nature of the pandemic, households of various socioeconomic statuses are now experiencing food and housing crises alike and nonprofit service providers are being asked to serve a growing client base, some of whom have never accessed services previously. In response to the community needs, the City of Carlsbad will be allocating its CDBG monies to address these COVID-19 community needs.

The CARES Act has provided additional \$ 5 billion in CDBG funding to states and localities, such as Carlsbad, with CDBG monies to prevent, prepare for, and respond to the COVID-19. An overview of CDBG-Coronavirus (CDBG-CV) funds allocation process and waivers include:

- \$2 billion in direct funding to states and localities under the Fiscal Year 2020 CDBG funding formula and it has already been allocated. Carlsbad received \$315,666 in CDBG-CV.
- An additional \$1 billion will be available for states and insular areas, to be allocated by May 11th, which can be used in non-entitlement and entitlement areas, which applies to Carlsbad as an entitlement jurisdiction.
- Nearly \$2 billion which will be allocated on a rolling basis using a new formula to be determined by the HUD Secretary based on COVID-19 factors, including housing impact.
- The public services cap of 15 percent has been waived in response to COVID-19 for Fiscal Years 2019 and 2020, as well as for the use of CDBG-CV funds. This means funding can be provided to nonprofits who offer housing, education, childcare, food services, elder services, etc.
- The Citizen Participation Process for draft plans and amendments have been reduced to five days for review and allows for virtual public hearings. Note: This requires amending Carlsbad's existing Citizen Participation Plan.
- HUD has broad authority to waive regulations..

HUD has indicated the most efficient way to allocate CDBG-CV funds to the community is for recipients to submit a substantial amendment to the Fiscal Year 2019 Annual Action Plan and has committed to expediting amendments and the grant process. Additionally, HUD has released guidance for using CDBG for infectious diseases (Attachment- HUD CBDG Guidance) and is allowing entitlement jurisdictions to use 24 CFR § 570.207(b)(4) to provide income payments using CDBG funds. For the purposes of CDBG, income payments means "... a series of subsistence-type grant payments made to an individual or family for items such as food, clothing, housing (rent or mortgage), or utilities, but excludes emergency grant payments made over a period of up to three consecutive months to the provider of such items or services on behalf of an individual or family."⁷ For the purposes of responding to COVID-19, HUD is allowing income payments to be made as emergency grant payments.

During a webinar held by Enterprise Community Partners on April 29, 2020, HUD representatives clarified this meant entitlement jurisdictions could provide housing financial assistance (rent or mortgage and/or utilities) as an eligible activity under public services without a waiver for households if

⁷ https://www.law.cornell.edu/cfr/text/24/570.207#b_4

it was paid directly to the provider of services (landlord and/or utility company) and not a tenant, for a maximum of three consecutive months.

HUD has stated it will be closely monitoring for duplication of benefits, meaning using CDBG funds to pay for things that are provided by a different funding source, and are encouraging jurisdictions to be cognizant of various funding available. Additional federal technical assistance in this area is forthcoming. The County of San Diego is the recipient of the CARES Act Emergency Solutions Grant (ESG) funding, which provides short-term financial assistance to households at-risk or currently homeless. At this time, there has not been an official determination by the County of San Diego regarding how this funding will be allocated and how residents of Carlsbad could receive this assistance.

The greatest needs identified regarding responding to COVID-19 in Carlsbad related to short-term shelter, rental assistance, and food delivery to vulnerable populations. Given the increased flexibility of CDBG-CV and the needs of the Carlsbad community to prevent and respond to COVID-19, it is recommended the City of Carlsbad consider utilizing the additional CDBG-CV funds to address food insecurity and housing financial assistance needs, which may include supporting those experiencing homelessness. These activities may include, but are not limited to:^{8,9}

Public Services:

- Short-term income payments (rental or mortgage and utility assistance) for up to three consecutive months.
- Delivering meals to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerability.
- Providing equipment, supplies, and materials necessary to carry-out public service. This may include personal protective equipment.
- Case management services for vulnerable populations.

Housing and Public Facilities:

- Constructing medical facilities for testing and treatment.
- Acquiring (and rehabilitating if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery.
- Replacing HVAC systems to temporarily transform commercial buildings or closed school buildings into clinics or treatment centers.
- Acquiring and rehabilitating, or constructing, a group living facility to centralize patients undergoing treatment.

Given the feedback received, it is recommended Carlsbad explore using the funds for short-term income payments, increase food security (meal delivering services and food pantries) and basic needs.

⁸ <https://files.hudexchange.info/resources/documents/Quick-Guide-CDBG-Infectious-Disease-Response.pdf>

⁹ https://www.hud.gov/press/press_releases_media_advisories/HUD_No_20_049



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CDBG-CV FUNDING PROPOSAL APPLICATION**

The following information must be completed by each qualified nonprofit organization interested in being considered for CDBG-CV funding. Please type or print clearly. Attach additional sheets or information as necessary. **All information requested must be provided or the application will be considered incomplete and will not be further evaluated for funding consideration. The application must not exceed a total of twenty (20) pages, please reference the Checklist of Required Documents.** (Attachments D and E may also be required depending on the proposed project, but will not count towards the 20 page limit.) **The completed application package, including appropriate attachments, must be submitted prior to 5 P.M. on Monday, November 9, 2020.** Applications may be submitted electronically to Nancy.Melander@calsbadca.gov. Paper copies may be mailed or delivered to the City of Carlsbad, Housing Services, Attn: Nancy Melander, at 1200 Carlsbad Village Drive, Carlsbad 92008. Please note that due to the current COVID-19 emergency, the Housing Services building is closed to the public and paper copies must be delivered by appointment.

Potential applicants who have questions about the CDBG-CV funding should contact Nancy Melander by email at nancy.melander@carlsbadca.gov before 5 p.m., Monday, November 2, 2020. Responses to questions will be posted on the city's CDBG webpage by Wednesday, November 4, 2020 at <https://www.carlsbadca.gov/services/depts/ns/grants/cdbg.asp>.

In May 2020, the city conducted a Needs Assessment of the community's highest priorities for addressing the impacts of the COVID-19 crisis. The priorities identified include: 1) making short-term income payments, 2) increasing food security (meal delivering services and food pantries) and 3) providing basic needs. The city encourages applications that address a Needs Assessment priority, but will give preference to applicants that provide short term income payments, in alignment with HUD's stated objective.

If you'd like to view the needs assessment please visit the city's website at <https://www.carlsbadca.gov/services/depts/ns/grants/cdbg.asp>.

→**THEME:** Short term income payments

FUNDING APPLICANT

Name of Agency: The Brother Benno Foundation

Address: 3260 Production Avenue, Oceanside CA 92057

Federal DUNS Number: 62-1285568

PROPOSED PROGRAM/PROJECT

Title of Program/Project: Carlsbad Emergency Rental and Utility Assistance to Counter COVID-19 Pandemic Impact

Location of Program/Project: Rental and utility assistance to be provided to Carlsbad residents to be managed from Brother Benno's Emergency Services team in Oceanside, CA

Person completing application: Joe McDevitt

Telephone No.: (858) 583-9560 email: joe.mcdevitt.carlsbad@gmail.com

Financial Contact: James Napier

Telephone No.: (760) 439-1244 Ext.102_email: jim.napier@cox.net

Program Manager Contact: Mary Holguin

Telephone No.: (760) 419-3731 email: mholguin2@yahoo.com

Executive Director Contact: Kathleen Diehlmann

Telephone No.: (760) 888-7986 email: kathleen.diehlmann@gmail.com

Requested Funding Amount: \$ 22,400

Brief Description of Program/Project (Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives of the program/project, **AND how the program/project will prevent, prepare for, or respond to the Coronavirus**):

With the substantial growth of unemployment directly related to the COVID-19 pandemic, we are witnessing a continued increased rate of families with children and individuals who are homeless or at risk of becoming homeless. In parallel with the COVID-19 pandemic, we are also witnessing a substantial increase in the number of persons suffering from alcohol and substance abuse who are entering into a recovery program that requires sober living help with housing assistance. This request is for a financial contribution to support the expansion of our social services to meet the urgent needs of those families who are homeless or at risk of becoming homeless and those individuals in our recovery program that need rental and utility assistance. Our current budget has funding allocated to support emergency rental assistance for six families weekly in the amount of \$500 and approximately \$1000 per month is budgeted for utility assistance. Since the demand for rental and utility assistance continues to increase with the COVID-19 crisis, our budget is insufficient to meet this expanding demand. The funding request in our application supports additional emergency rental assistance at a cost of \$1,000 each for an additional ten cases (families or individuals), \$10,000 for sober living rent under a recovery program to prevent homelessness and a 20% increase to the \$1,000 per month budgeted for utility assistance. This budget increase will be separately accounted for and used to support emergency rental and utility assistance for Carlsbad residents.

What Needs Assessment priority does your proposal or activity address? If 'none' please indicate so and why?

This application supports the Needs Assessment priorities for short-term income payments consisting of emergency rental and utility assistance for families with children and individuals who are homeless or at risk of becoming homeless.

Need for the Program and CDBG-CV Funds as it relates to the Coronavirus. Describe the need in our community, how this need is related to the Coronavirus, and why CDBG-CV funds are essential to address this need:

Brother Benno is witnessing a substantial increased need for rental and utility assistance across the north San Diego county during this COVID-19 crisis. Carlsbad families with children are experiencing this same increase in the need for emergency rental and utility assistance due to the COVID-19 crisis. Brother Benno's 2021 budget for rental and utility assistance has not kept up with this growth and additional Program and CDBG-CV funds are needed to meet this increased demand caused by the COVID-19 crisis. This additional assistance will take advantage of the Brother Benno volunteer team that

is in place with experience in working with residents in providing emergency rental and utility assistance. This team already provides rental and utility assistance to Carlsbad residents and additional CDBG-CV funds granted under this application will be used solely to meet the increased demand of Carlsbad residents.

I. ORGANIZATIONAL ABILITY/CAPACITY

A. This agency is:

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

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

Within the limits of our resources, no one in our area goes hungry, no one goes without shelter or clothing, and most importantly, no one goes without someone to care for him or her. Brother Benno's commitment is to help vulnerable families and individuals who are in need of emergency assistance and to provide long-term support to end the cycle of poverty.

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

The Brother Benno Foundation has been in operation for 36 years. It was incorporated in October 1983.

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

Brother Benno has provided emergency rental and utility assistance for at least ten years. We have an established team that will manage this project.

E. Please submit an organizational chart for the agency as Attachment B.
Brother Benno's organization chart is attached as Attachment B.

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

For the past ten years Brother Benno's rental and utility assistance project has been managed by Ms. Mary Holguin. Mary Holguin leads our Casework team and manages our Emergency Services. She works closely with needy families and individuals requesting rental and/or utility assistance. Brother Benno's accounting office keeps track of expenditures.

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

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)

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

No Yes

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

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

With the issuance of a grant, Brother Benno can immediately commence providing additional rental and utility assistance to Carlsbad residents with use of its existing volunteer team. This team has considerable experience in working with residents to meet their emergency needs. This team already provides rental and utility assistance to Carlsbad residents.

II. FINANCIAL CAPACITY/STABILITY

A. Please complete Page 6 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG-CV funds would be used. Indicate how the requested CDBG-CV funds would relate to the overall proposed budget.

B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2019-2020 and 2020-2021) for the proposed program/project?

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

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

	<u>Amount Received</u>	<u>Status</u>
CDBG funds	\$15,000	2020-2021 funding pending - food purchase
	\$15,000	2020- Program Services
	\$7,500	2019 Program Services
Community Activities/Other		Not applicable

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

No Yes (Please list funds below)

Program Source Amount Received
\$

III. BENEFITS & BENEFICIARIES

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

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

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

50 % of clients are at 30 percent or below of the area median income
30 % 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
10 % of clients are above 80 percent of the area median income

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

Brother Benno's proposed project will help meet the needs of low and moderate income Carlsbad residents by providing a multitude of rental and utility services, particularly assistance for single-parent households with children, senior citizens, the handicapped and those in alcohol and substance abuse recovery programs. Brother Benno's project supports "Priority 2: Prevent and reduce homelessness" that is specified in the Carlsbad Consolidated Plan.

Brother Benno provides rental assistance that helps low and moderate families and individuals retain their current housing and prevents the onset of homelessness for those at risk in the community. This assistance can also be used to prevent eviction for a back payment. We also provide critical funding for utility assistance on a case-by-case basis to prevent families and individuals from having their power, gas or water shut off. Brother Benno's operates two transitional shelters for women in transition (which can mean those leaving domestic violence situations). We offer a twelve-step residential recovery program open to Carlsbad men and women that requires housing assistance. We offer emergency lodging for those in immediate need of housing. Funding for this project will increase our capacity of serving those affected with a job loss due to the COVID-19 pandemic by helping families to remain in their homes, or, to live in their homes without the loss of power, water and gas utilities.

The provision of rental and utility assistance to Carlsbad residents is offered in parallel with other services that are separately funded at Brother Benno to aid families and individuals at financial risk. These other services include the supply of bus passes, internet access, telephone services, and clothing for those who need these services to gain re-entry into the job market. For those at financial risk, we distribute food boxes six times per week to

families and individuals, especially to support those impacted by worsening financial conditions caused by the COVID-19 pandemic. These services further support families and individuals by lessening financial impacts and assist them in retaining their homes and continue with much needed home utilities. We ensure that at-risk families (particularly those with children) do not become homeless due to changing financial circumstances.

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

20 Persons (families and individuals) of which 100% are Carlsbad residents.

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

No Yes (Please specify)

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

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

- 1) Emergency Food programs
- 2) Rental and utility assistance
- 3) Alcohol and substance abuse recovery programs
- 4) Support services that include emergency lodging, caseworkers for Guest needs, laundry facilities, hot showers, weather appropriate clothing, prescription assistance, free haircuts and bus passes.
- 5) Financial support for continuing college level education

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

No Yes (Please specify) \$ _____

IV. IMPLEMENTATION OF ACTIVITY

- A. Please submit a schedule for implementation as Attachment E if this proposal is for construction, rehabilitation, property acquisition, and construction related activities, or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing, or other appropriate documents. **THE AGENCY MUST ENSURE THAT THE ACTIVITY IS TO PREVENT, PREPARE FOR, OR RESPOND TO THE CORONAVIRUS.**

V. DOCUMENTATION

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

Brother Benno's uses the PeopleTrak system to keep a current database of every client. This

includes household members, address and telephone (if available), birthdate, race, ethnicity, income level, dates of service, and type of services rendered. These records allow us to access reports that address questions as to unduplicated numbers served, single-parent households and ethnicity compositions.

There is a separate tracking of rental and utility assistance provided to residents through our accounting process.

V. PROGRAM NARRATIVE SECTIONS

San Diego County EFSP

- B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?

This will be proof based. Actual proof of payment will be submitted.

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

Utility assistance is measured in the number of shut off cases that were prevented or eliminated and rental assistance is measured in the number of evictions that were prevented. For individuals in recovery programs, once the client has entered a sober living program, especially if they have been deemed homeless under the federal definition, it will be considered a success. Enumeration of placements will be submitted with each program report.


VI. PARTNERSHIPS, COLLABORATION, AND OUTREACH

- A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach to the coronavirus. What steps will you take to make sure there is not a duplication of services? How will you reach out to families and businesses in need?

Brother Benno is actively working with other foundations in San Diego county for the issuance of grants to fund rental and utility assistance across north San Diego county. Our objective is to maximize our mutual efforts with other foundations to rapidly intervene to assist families and individuals at risk of homelessness and to assist those who are homeless to quickly exit homelessness and return to permanent housing. Brother Benno's other social services consisting of emergency food programs, support services to assist families and individuals to regain employment, alcohol and drug recovery programs, emergency lodging and transitional shelters for women in transition (leaving domestic violence situations) further aids those families and individuals at financial risk from becoming homeless.

The services provided by Brother Benno are well known throughout the north San Diego County region and especially in Carlsbad. Brother Benno publishes a monthly newsletter with wide distribution that describes the many services that are offered. Brother Benno's 200 volunteers with are active in various congregations and non-profit charity groups in Carlsbad. To support the increased need for these services during the COVID-19 pandemic, we have ensured personnel are available to answer questions from residents and to take appropriate action to provide support.

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


Signature

President
Title

November 6, 2020
Date

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

Information below to be completed by Housing Services Department staff.

Date Received:

Date Reviewed:

Staff Person Completing Review:

National Objective:

Local Objective:

Eligibility Determination:

CDBG-CV PROJECT BUDGET

Organization: Brother Benno Foundation

Total organization budget \$ 1,700,000

Program/Project name requesting funds: Carlsbad Emergency Rental and Utility Assistance to Counter COVID-19 Pandemic Impact

CDBG funds requested: \$22,400

Total program/project budget: \$190,400

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

1. <u>Sources of funding for program/project:</u>	(S)Secured or (A)Anticipated	
a. Funding requested from the City	<u>\$22,400 (A)</u>	(S) or (A)
b. Other federal funds (if any)	<u>0</u>	(S) or (A)
c. State or local government funds	<u>0</u>	(S) or (A)
d. Donations and contributions (pending grant requests)	<u>\$52,000 (A)</u>	(S) or (A)
e. Fees or memberships	<u> </u>	(S) or (A)
f. In-kind contributions / Volunteer time	<u> </u>	(S) or (A)
g. Other funding <u>(currently funded by Genetech and ESFP Grants)</u>	<u>\$116,000 (S)</u>	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	<u>\$190,400</u>	(S) or (A)

2. Uses of CDBG-CV funds requested for the program/project: (1.a.)

a. Wages and salaries	<u>\$0</u>
b. Personnel benefits	<u>\$0</u>
c. Materials and supplies	<u>\$0</u>
d. Program expenses and evaluation	<u>\$0</u>
e. Rent and utilities	<u>\$0</u>
f. Insurance	<u>\$0</u>
g. Mileage (<u> </u> @ 58¢/mile)	<u>\$0</u>
h. Incentives and Special Events	<u>\$0</u>
i. Indirect costs	<u>\$0</u>
j. Rental Assistance - \$1,000 x ten cases (families or individuals)	<u>\$10,000</u>
k. Rental Assist. - Rent under recovery program to avoid homelessness	<u>\$10,000</u>
l. Utility Assistance - 20% increase to the \$1,000 per month budget	<u>\$2,400</u>
m. TOTAL REQUESTED FUNDING (same as 1.a.)	<u>\$22,400</u>

3. Percentage of project budget represented by CDBG-CV request 8.5%

4. If your project will require future funding, please provide information about how the program will be funded. There is a continuing need to provide rental and utility assistance during this ongoing COVID-19 pandemic and Brother Benno will pursue grants in 2021/2022 from multiple sources to obtain future funding.



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CDBG-CV FUNDING PROPOSAL APPLICATION**

The following information must be completed by each qualified nonprofit organization interested in being considered for CDBG-CV funding. Please type or print clearly. Attach additional sheets or information as necessary. **All information requested must be provided or the application will be considered incomplete and will not be further evaluated for funding consideration. The application must not exceed a total of twenty (20) pages, please reference the Checklist of Required Documents.** (Attachments D and E may also be required depending on the proposed project, but will not count towards the 20 page limit.) **The completed application package, including appropriate attachments, must be submitted prior to 5 P.M. on Monday, November 9, 2020.** Applications may be submitted electronically to Nancy.Melander@calsbadca.gov. Paper copies may be mailed or delivered to the City of Carlsbad, Housing Services, Attn: Nancy Melander, at 1200 Carlsbad Village Drive, Carlsbad 92008. Please note that due to the current COVID-19 emergency, the Housing Services building is closed to the public and paper copies must be delivered by appointment.

Potential applicants who have questions about the CDBG-CV funding should contact Nancy Melander by email at nancy.melander@carlsbadca.gov before 5 p.m., Monday, November 2, 2020. Responses to questions will be posted on the city’s CDBG webpage by Wednesday, November 4, 2020 at <https://www.carlsbadca.gov/services/depts/ns/grants/cdbg.asp>.

In May 2020, the city conducted a Needs Assessment of the community’s highest priorities for addressing the impacts of the COVID-19 crisis. The priorities identified include: 1) making short-term income payments, 2) increasing food security (meal delivering services and food pantries) and 3) providing basic needs. The city encourages applications that address a Needs Assessment priority, but will give preference to applicants that provide short term income payments, in alignment with HUD’s stated objective.

If you’d like to view the needs assessment please visit the city’s website at <https://www.carlsbadca.gov/services/depts/ns/grants/cdbg.asp>.

→**THEME:** Short term income payments

FUNDING APPLICANT

Name of Agency: Casa de Amparo

Address: 325 Buena Creek Road, San Marcos, CA 92069

Federal DUNS Number: 113412001

PROPOSED PROGRAM/PROJECT

Title of Program/Project: Casa de Amparo’s COVID Relief

Location of Program/Project: Casa Kids Campus – 325 Buena Creek Road, San Marcos CA 92069

Person completing application:

Heather Jenkins Telephone No.: 760-566-3582 email: hjenkins@casadeamparo.org

Financial Contact:

Scott Ryder Telephone No.: 760-566-3583 email: _sryder@casadeampo.org

Program Manager Contact:

Tamara Fleck-Myers, LMFT Telephone No.: 760-754-550 email: tfleck-myers@casadeampo.org

Executive Director Contact:

Tamara Fleck-Myers, LMFT: Telephone No.: 760-754-5500 email: tfleck-myers@casadeampo.org

Requested Funding Amount: \$ 25,000

Brief Description of Program/Project (Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives of the program/project, **AND how the program/project will prevent, prepare for, or respond to the Coronavirus**):

During this COVID-19 crisis, Casa de Amparo continues to meet the basic needs of youth in our residential care by providing shelter, food, clothing, access to health care, mental health services, case management, educational assistance and transportation. The agency has incurred, and continues to incur, unexpected costs to purchase disinfectant and cleaning supplies, gloves, hand sanitizer and thermometers at a higher volume than ever before in an effort to prevent the spread of COVID-19. The program nurse and management continues to spend additional time educating youth and staff on appropriate precautions to maintain their health and safety.

Youth have experienced a disruption in their education with school closures and moving to home-based online learning. Casa de Amparo is working with the local school district to ensure youth are able to continue their education in the fall. Staff provides oversight of distance learning for the entire 24-hour day, often having to increase staffing during school hours due to all youth being on site. The agency continues to experience increased costs for activities and recreational equipment for youth and staff. In an effort to maintain important connections while minimizing the spread of the virus, staff are ensuring youth participate in telephone or video communication with family members and social workers and are creating separate spaces to ensure the privacy of youth as they communicate with their support system.

Goals and Objectives:

1. Youth will receive services in a clean environment with appropriate medical supplies and isolation equipment, as needed. Casa de Amparo will continue to incur unexpected costs to purchase disinfectant and cleaning supplies, household supplies, medical supplies and isolation equipment, as appropriate, to prevent the spread of COVID-19 and respond should one of our youth become ill.
2. Youth in Residential Services will maintain safe housing, receive three meals per day and snacks and receive access to healthcare service through the on-site nurse. Casa de Amparo will ensure adequate staffing 24/7 despite staffing shortages due to COVID-19 related absences and/or personal child care needs. Casa de Amparo will incur the cost of staff working overtime, double time and/or hiring additional staff, as needed.
3. Youth in New Directions will maintain safe housing despite many experiencing a loss in income or employment. Casa de Amparo will supplement rental expenses during this COVID-19 crisis.
4. Youth will experience minimal disruption in their educational attainment. Casa de Amparo will provide necessary electronic equipment and resources to ensure youth continue their school work despite school closures.
5. Youth will not be abandoned during this unknown health crisis. Casa de Amparo will ensure youth receive the resources and physical, mental and emotional support they need during this difficult time.

What Needs Assessment priority does your proposal or activity address? If 'none' please indicate so and why?

This proposal addresses the priority of providing basic needs by helping Casa de Amparo offset the \$133,000 of unexpected expenses already occurred since March 2020 due to COVID-19.

Need for the Program and CDBG-CV Funds as it relates to the Coronavirus. Describe the need in our community, how this need is related to the Coronavirus, and why CDBG-CV funds are essential to address this need:

Casa de Amparo serves youth and families involved in the foster care system who rely on social service supports to maintain housing, food, healthcare and therapeutic services. Youth in Residential Services rely on Casa de Amparo to meet their basic needs such as shelter, food and clothing and to provide access to health care, mental health services, case management, educational assistance and transportation. Youth have experienced a disruption in their education with school closures and moving to home-based or online learning. Casa de Amparo is working with the local school district and iFoster to ensure youth are able to continue their education during these uncertain times. The needs of this population do not change during a pandemic, rather their needs increase due to the instability they are seeing and hearing in the world around them. During a crisis like COVID-19, Casa de Amparo must provide stability to the youth and families in our care and our staff must be present to meet youth's needs and help them know they will not be abandoned.

I. ORGANIZATIONAL ABILITY/CAPACITY

A. This agency is:

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

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

Casa de Amparo's mission is 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. By working together with local partners, Casa de Amparo is creating a community where children are safe and provided with the opportunity to thrive, without fear of abuse or neglect.

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

Casa de Amparo was established in 1978 and was incorporated on August 10, 1979. The organization has been serving the San Diego community for over 42 years.

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

Casa de Amparo has been providing child abuse prevention and treatment programs for children, teens, young adults and families affected by child abuse and neglect in San Diego County since 1978 with the establishment of our Residential Services program. We have since expanded our continuum of services to address emerging needs in the community, including care for pregnant and/or parenting foster youth, foster youth with specialized healthcare needs, foster youth with severe emotional and behavioral challenges and transitional housing and support for foster and former foster youth.

E. Please submit an organizational chart for the agency as Attachment B. Please see Attachment B.

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

Casa de Amparo has approximately 110 staff members and each year approximately 350 volunteers give over 5,000 hours of their time and talents to further the mission of the organization. The organization's 15 member Board of Directors is responsible for the overall vision and direction of the organization and the Executive Director, Tamara Fleck-Myers, is responsible for day-to-day management. The Facilities Committee of the Board of Directors is charged with assisting Casa de Amparo throughout the Campaign for Casa Kids on building and facilities related items. The following members of Casa de Amparo's executive leadership team are responsible for ensuring the successful completion of the proposed capital project.

Tamara Fleck-Myers, M.Ed., LMFT Executive Director

Ms. Fleck-Myers has a Master's Degree in Counseling and is a Licensed Marriage and Family Therapist. She has managed group home and foster family agency services since 1993 and has been with Casa de Amparo for over 10 years. Prior to her appointment as Executive Director, she served as the agency's Director of Programs.

Chelle Sutyak, M.A. Associate Executive Director

Ms. Sutyak has a Master's Degree in Counseling and over 20 years of experience managing child and family services. She has been with Casa de Amparo since 2003 and is responsible for the agency's fiscal sustainability, personnel operations, facilities and community partnerships.

Katherine M. Karpé, CFRE Director of Development

Ms. Karpé is a Certified Fundraising Executive with over 20 years of fundraising experience, 16 of which have been at Casa de Amparo. She has solicited gifts of up to \$1,000,000 for Casa de Amparo and currently leads a department responsible for capital, annual, in-kind, special event and major gifts fundraising, as well as overseeing the marketing and volunteer efforts for the organization.

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

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)

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

- No Yes

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

II. FINANCIAL CAPACITY/STABILITY

A. Please complete Page 6 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG-CV funds would be used. Indicate how the requested CDBG-CV funds would relate to the overall proposed budget.

Please see Project Budget at end of application.

B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2019-2020 and 2020-2021) for the proposed program/project?

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

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

	<u>Amount Received</u>	<u>Status</u>
CDBG funds (2018-2019)	\$166,968	Fully expended
CDBG funds (2019-2020)	\$95,000	Fully expended
CDBG funds (2020-2021)	\$75,000	Funds remaining
Community Activities/Other	N/A	N/A

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

No Yes (Please list funds below)

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

III. BENEFITS & BENEFICIARIES

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

Casa de Amparo provides assistance to children, teens and families, affected by abuse and neglect, who reside throughout San Diego County so youth who are Carlsbad residents and are in need of the type of trauma-informed services provided benefit from its accessibility and convenience.

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

100 % of clients are at 30 percent or below of the area median income
 _____ % 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

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

The target population that Casa de Amparo serves are involved in Child Welfare Services (CWS) or are at-risk of involvement in CWS, and are low income, at-risk children, teens, young adults and families. Each of these youth were affected by the trauma of abuse and neglect resulting in their removal from their home and their placement in the foster care system. Research shows that over 40% of youth in the foster care system will experience homelessness and that youth in the foster care system have a disproportionately higher rate of mental and behavioral health challenges compared to youth not involved in the system. Through providing programs and services to this target population, Casa de Amparo directly meets the City of Carlsbad's community development objectives:

- to provide shelter or services to homeless or near homeless persons/families and
- to strengthen support services for lower income residents and residents with special needs a
- to meet the basic needs of low income Carlsbad residents by providing food, shelter, clothing and physical and mental health care and support to children and teens.

During fiscal year 2018-2019, there were 3,086 foster youth residing in San Diego County, including young adults in extended foster care. Each of these youth has endured traumatic experiences such as physical, emotional and sexual abuse, severe neglect, domestic violence, witnessing violence in the community and being exposed to substance abuse. Because of the traumatic events experienced by youth in foster care, and the negative effect it has on their overall physical, behavioral and social development and well-being, many youth require intensive residential treatment to stabilize their behaviors and assist them in managing symptoms of trauma.

We are so appreciative of the past funding from the City of Carlsbad. One of the first gifts was for The Casa Kids Campus. During that phase we received a major use permit to build on the 11 acres of land that makes up the Casa Kids Campus. During fiscal year 2015-2016 we received CDBG funds from the City of Carlsbad to grow the campus by building a Counseling Wing, expanding an existing cottage for pregnant and/or parenting foster youth and beginning architectural plans for the Teen Wellness Center and Support Services Center. In fiscal year 2017-2018, 2018-2019, 2019-2020, and 2020-2021 we received CDBG funds from the City of Carlsbad to further support construction of the Teen Wellness Center and Support Services Center.

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

664 Persons of which 2% are Carlsbad residents

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

No Yes (Please specify)

Please specify which special needs populations. (homeless individuals/families, persons with disabilities, persons with substance abuse problems, veterans, farmworkers and day laborers,

seniors, children, etc.)

Casa de Amparo's services focus on providing support for abused, neglected and abandoned children and families who have been identified as being affected by, or at-risk of, abuse or neglect. Within this population, Casa de Amparo serves individuals who are homeless and those who have special medical needs that require life sustaining medication or who are non-ambulatory. Casa de Amparo also serves teens and young adults who are foster or former foster youth who are pregnant and/or parenting, as well as those with severe emotional or behavioral challenges.

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

No Yes (Please specify) \$ _____

IV. IMPLEMENTATION OF ACTIVITY

A. Please submit a schedule for implementation as Attachment E if this proposal is for construction, rehabilitation, property acquisition, and construction related activities, or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing, or other appropriate documents. **THE AGENCY MUST ENSURE THAT THE ACTIVITY IS TO PREVENT, PREPARE FOR, OR RESPOND TO THE CORONAVIRUS.**

N/A

V. DOCUMENTATION

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

To evaluate the effectiveness of services provided and the impact on program participants, Casa de Amparo utilizes Social Solutions Efforts to Outcomes software to record client and program outcome indicators in a secure, password protected database. This system has been customized to meet the individualized tracking and reporting needs of each program. Casa de Amparo's overall program evaluation is led by the Director of Quality Assurance who provides management and review of all data gathering, entry, reports and evaluation. Analysis of data reports is performed by the Quality Assurance Committee of Casa de Amparo's Board of Directors.

B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?

Along with the program statistics, Casa de Amparo will submit a six month and 12 month report with impact stories, budget updates, and photos.

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

Casa de Amparo monitors the progress of each youth in Residential Services using the California Child and Adolescent Needs and Strengths (CANS) assessment and multi-disciplinary tool. The CANS monitors outcomes of services and measures a child's needs, strengths and development in the following areas: behavioral/emotional, decision making, life functioning, risk behaviors and support system resources.

The CANS is completed by children and clinicians within 30 days of entering the program and at routine intervals thereafter. The CANS is a new assessment utilized in Residential Services as directed by the State of California. Casa de Amparo anticipate the following outcomes for residents utilizing the CANS.
 -Decrease in the number of actionable needs requiring treatment
 -Increase in the number of identifiable strengths

VI. PARTNERSHIPS, COLLABORATION, AND OUTREACH

A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach to the coronavirus. What steps will you take to make sure there is not a duplication of services? How will you reach out to families and businesses in need?

Casa de Amparo has partnered with the following organizations or government agencies to meet the needs of our youth and responds to the COVID-19 crisis.

- iFoster: providing Chromebook computers to youth in New Directions and Residential Services to ensure they have access to educational materials during school closures
- Vista Food Bank: providing access to food items as they are available
- San Marcos Unified School District: providing breakfast/lunch combination meals Monday-Friday for youth in Residential Services
- Community Care Licensing Division: Personal Protective Equipment (PPE) including gloves, masks, hand sanitizer and gowns (have not yet received confirmation if these supplies are available or received any of the above)
- County of San Diego Behavioral Health Services: Personal Protective Equipment (PPE) including gloves, masks, hand sanitizer and gowns (have not yet received confirmation if these supplies are available or received any of the above)

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

Camara Fleck-Myers

Executive Director

11/09/2020

Signature

Title

Date

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

Information below to be completed by Housing Services Department staff.

Date Received:

Date Reviewed:

Staff Person Completing Review:

National Objective:

Local Objective:

Eligibility Determination:

CDBG-CV PROJECT BUDGET

Organization: Casa de Amparo **Total organization budget \$** 10,797,191

Program/Project name requesting funds: Residential Services

CDBG funds requested: \$25,000 **Total program/project budget:** \$5,951,135

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

- | | | |
|---|-------------------------------------|------------|
| 1. Sources of funding for program/project: | (S)Secured or (A)Anticipated | |
| a. Funding requested from the City | \$25,000 | (S) or (A) |
| b. Other federal funds (if any) | _____ | (S) or (A) |
| c. State or local government funds | _____ | (S) or (A) |
| d. Donations and contributions | \$120,000 | (S) or (A) |
| e. Fees or memberships | _____ | (S) or (A) |
| f. In-kind contributions / Volunteer time | _____ | (S) or (A) |
| g. Other funding <u>Government Contracts</u> | \$5,116,644 | (S) or (A) |
| h. TOTAL PROJECT FUNDING (project budget) | \$5,951,135 | (S) or (A) |
|
 | | |
| 2. Uses of CDBG-CV funds requested for the program/project: (1.a.) | | |
| a. Wages and salaries | \$ _____ | |
| b. Personnel benefits | _____ | |
| c. Materials and supplies | \$25,000 | |
| d. Program expenses and evaluation | _____ | |
| e. Rent and utilities | _____ | |
| f. Insurance | _____ | |
| g. Mileage (____@ 58¢/mile) | _____ | |
| h. Incentives and Special Events | _____ | |
| i. Indirect costs | _____ | |
| j. _____ | _____ | |
| k. _____ | _____ | |
| l. TOTAL REQUESTED FUNDING (same as 1.a.) | \$25,000 | |

3. Percentage of project budget represented by CDBG-CV request <1 %

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



Treating and Preventing Child Abuse and Neglect

Board Resolution Authorizing CDBG-CV Carlsbad Grant Application

The Board of Directors of Casa de Amparo authorizes the presentation of a grant application to the City of Carlsbad CDBG-CV as a prime need within the scope and limitations of the Foundation's policies.

11/1/2020

Richard Berwick
Chairperson
Casa de Amparo Board of Directors

Date



Treating and Preventing Child Abuse and Neglect

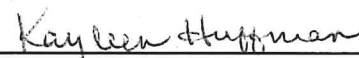
Board Resolution Authorization for Executive Director to Sign Contracts

The Board of Directors authorizes the Executive Director, Tamara Fleck-Myers, to sign contracts on behalf of Casa de Amparo. The Board of Directors further authorizes the Executive Director, Tamara Fleck-Myers, to delegate this authority to Associate Executive Director, Chelle Sutyak, as appropriate.



Debbie Slattery
Secretary, Casa de Amparo Board of Directors

12/5/19
Date



Kayleen Huffman
Chairperson, Casa de Amparo Board of Directors

12/5/19
Date



Treating and Preventing Child Abuse and Neglect

Casa de Amparo
2020 Board of Directors Roster

100% of Casa de Amparo's Board of Directors contributes to the organization, including annual and capital gifts.

Chair of the Board

Richard Berwick (10/13-12/22)
President, Cross Armory

Vice-Chair

Jerry Stein (12/03-12/21)
Member of the Board of Directors, Stein Family Foundation

Immediate Past Chair

Kayleen Huffman (10/13-12/22)
CFO, Bassett Home Furnishings

Treasurer

Debbie Slattery (3/06-12/21)
Branch Manager & Vice President, California Bank & Trust

Secretary

Vanessa Negrete (8/18-12/21)
Attorney, Negrete Law Group, P.C.

Executive Director

Tamara Fleck-Myers, LMFT

Members of the Board

John Ayala (3/11-12/22)
President & LPL Financial Advisor, Ayala Wealth Management

Mike Barnett (7/20-12/23)
Undersheriff, San Diego County Sheriff's Department

Mary Ann Bosanac (11/13-12/22)
Realtor

Liese Cornwell (5/17-12/22)
CFO, Bryan C. Doonan MD, Inc.

Marilou Dela Rosa (10/09-12/21)
Owner, Access Care Culture of Caring

Jim Grant (8/12-12/21)
President, J.E. Grant General Contractors

Tim Lesmeister (12/15-12/21)
V.P. Marketing, WD-40 Company

Dustin Plantholt (9/19-12/22)
Chief Ambassador, Life's Tough Media

Michael Platis (3/07-12/21)
Senior Project Manager, Cumming Construction Management

Sharon Stein (6/93-12/20)
Member of the Board of Directors, Stein Family Foundation

Serving all of San Diego County with locations in Oceanside and San Marcos

325 Buena Creek Road, San Marcos, CA 92069

Phone: 760-754-5500 • Fax: 760-566-3569 • www.casadeamparo.org

Casa de Amparo is a 501 (c)(3) nonprofit organization. Federal Tax I.D. #95-3315571



Treating and Preventing Child Abuse and Neglect

Casa de Amparo
2020 Board of Directors Roster

100% of Casa de Amparo's Board of Directors contributes to the organization, including annual and capital gifts.

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EXECUTIVE SUMMARY

Casa de Amparo is responsible for ensuring the health and safety of 80 foster and former foster youth, and their children, during the ongoing COVID-19 pandemic.

-35 of these youth reside in our Residential Services residential treatment program that provides 24/7 care, basic needs, healthy meals and therapeutic services to teenage foster youth ages 12-18 years who have been removed from their homes due to abuse and neglect. The program includes services to pregnant and parenting foster youth and is the only provider of this service in San Diego County.

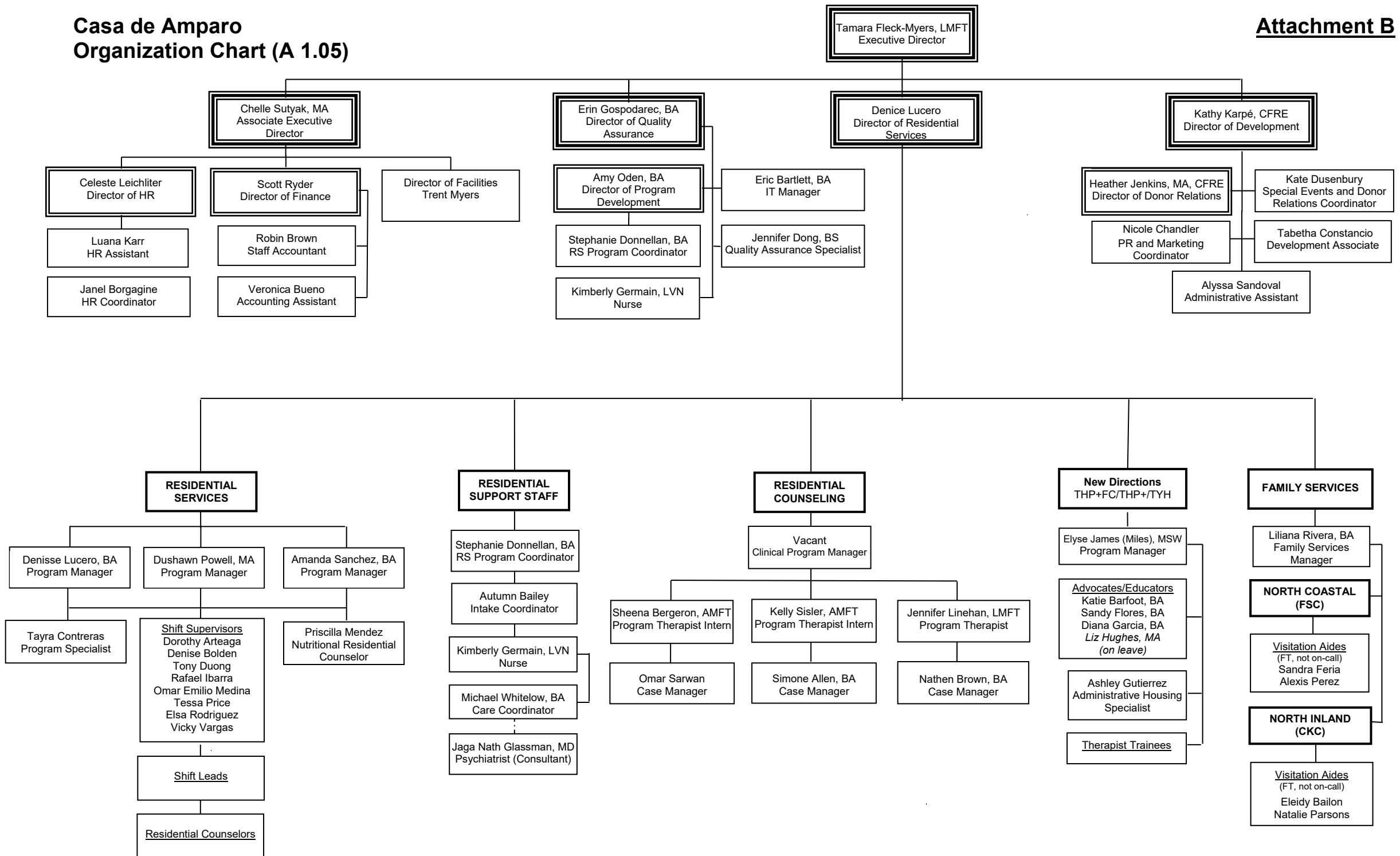
-45 of these youth reside in our New Directions transitional housing program, which provides a safe apartment, access to health care and community resources and case management to foster and former foster youth ages 18-25 years, and their children.

In order to keep the youth in our care safe and to take appropriate precautions during this time, Casa de Amparo has purchased approximately \$133,000 worth of personal protective equipment (PPE), hand sanitizer, household cleaning supplies, equipment to outfit isolation spaces, personnel, contract cleaning services, food for youth and staff on shift, rent for New Directions apartments, educational and recreation equipment for youth, shipping items to campus due to inability to purchase items in stores. Casa de Amparo anticipates continuing to incur these costs as we remain responsive to the needs of the youth and families that we serve during this health crisis.

A grant from the City of Carlsbad would ensure that foster youth are provided safe housing, access to health care, safety precautions and caring staff during this unknown health crisis. Thank you for your consideration.

Casa de Amparo Organization Chart (A 1.05)

Attachment B





**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CDBG-CV FUNDING PROPOSAL APPLICATION**

The following information must be completed by each qualified nonprofit organization interested in being considered for CDBG-CV funding. Please type or print clearly. Attach additional sheets or information as necessary. **All information requested must be provided or the application will be considered incomplete and will not be further evaluated for funding consideration. The application must not exceed a total of twenty (20) pages, please reference the Checklist of Required Documents.** (Attachments D and E may also be required depending on the proposed project, but will not count towards the 20 page limit.) **The completed application package, including appropriate attachments, must be submitted prior to 5 P.M. on Monday, November 9, 2020.** Applications may be submitted electronically to Nancy.Melander@calsbadca.gov. Paper copies may be mailed or delivered to the City of Carlsbad, Housing Services, Attn: Nancy Melander, at 1200 Carlsbad Village Drive, Carlsbad 92008. Please note that due to the current COVID-19 emergency, the Housing Services building is closed to the public and paper copies must be delivered by appointment.

Potential applicants who have questions about the CDBG-CV funding should contact Nancy Melander by email at nancy.melander@carlsbadca.gov before 5 p.m., Monday, November 2, 2020. Responses to questions will be posted on the city’s CDBG webpage by Wednesday, November 4, 2020 at <https://www.carlsbadca.gov/services/depts/ns/grants/cdbg.asp>.

In May 2020, the city conducted a Needs Assessment of the community’s highest priorities for addressing the impacts of the COVID-19 crisis. The priorities identified include: 1) making short-term income payments, 2) increasing food security (meal delivering services and food pantries) and 3) providing basic needs. The city encourages applications that address a Needs Assessment priority, but will give preference to applicants that provide short term income payments, in alignment with HUD’s stated objective.

If you’d like to view the needs assessment please visit the city’s website at <https://www.carlsbadca.gov/services/depts/ns/grants/cdbg.asp>.

→**THEME:** Short term income payments

FUNDING APPLICANT

Name of Agency: Catholic Charities, Diocese of San Diego

Address: 3888 Paducah Dr, San Diego, CA 92117

Federal DUNS Number: 056747561

PROPOSED PROGRAM/PROJECT

Title of Program/Project: La Posada de Guadalupe

Location of Program/Project: 2478 Impala Dr, Carlsbad, CA 92010

Person completing application: Dani Willenberg Telephone No.: (619) 323-2858 email: dwillenberg@ccdsd.org

Financial Contact: John Pfeiffer Telephone No.: (619) 323-2861 email: jpfeiffer@ccdsd.org

Program Manager Contact: Antoinette Fallon Telephone No.: (619) 381-0910 email: afallon@ccdsd.org

Executive Director Contact: Appaswamy "Vino" Pajanor Telephone No.: (619) 323-2842
email: vpajanor@ccdsd.org

Requested Funding Amount: \$ 93,460

Brief Description of Program/Project (Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives of the program/project, **AND how the program/project will prevent, prepare for, or respond to the Coronavirus**):

The goal of La Posada de Guadalupe (La Posada) is to provide a safe, supportive, and 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 homeless men offering year-round shelter and comprehensive wrap-around support. Opening its doors in 1992 to homeless men and farmworkers, the program remains the only short-term housing program for single men not only in the City of Carlsbad, but the entire North Coastal Region. Through La Posada, single men experiencing homelessness in the regions can access and benefit from shelter, daily meals, hygiene facilities, and onsite supportive services, including case management, health and nutrition education, translation and interpretation, and recreation. Onsite services are delivered in English and Spanish, and referrals are provided to off-site employment, job training, and medical services from trusted partner service providers.

In response to the COVID-19 pandemic, La Posada has extended the length of time clients can remain housed in the shelter and has expanded program operations to allow for 24/7 support. Many of clients have no place to go and choose to remain at La Posada. This has resulted in less open beds and has significantly the number of men seeking to get off the streets and into our emergency housing program. During these challenging times, where resources and employment have become even more scarce for vulnerable populations like the homeless, La Posada has committed to assist clients for longer periods of time.

What Needs Assessment priority does your proposal or activity address? If 'none' please indicate so and why?

The La Posada Emergency Shelter program meets the Needs Assessment priorities of providing short-term shelter, case management services, and access to food for vulnerable populations, particularly homeless single men with little to no income.

Need for the Program and CDBG-CV Funds as it relates to the Coronavirus. Describe the need in our community, how this need is related to the Coronavirus, and why CDBG-CV funds are essential to address this need:

San Diego County has one of the highest rates of homelessness in the nation. In January 2020, the U.S. Department of Housing and Urban Development released the 2019 Annual Homeless Assessment Report to Congress (AHAR), a study that estimates homelessness in the United States. The 2019 AHAR finds that San Diego County has the fifth largest homeless population in the nation, and the third largest homeless population in California. Meanwhile, the City of Carlsbad is home to the second largest homeless population in the North Coastal Region, with 147 individuals living in shelters or the streets, canyons, and other places not suitable for human habitation, according to the 2020 Point-in-Time Count. As the only program of its kind in Carlsbad and the North Coastal Region, La Posada is an integral part of the region's coordinated efforts to end homelessness and is a vital community resource for our homeless neighbors. The COVID-19 pandemic has had a devastating impact on jobs and the local economy, making finding

employment, and housing stability, seemingly impossible for the single men La Posada shelters. The most recent numbers from the CA Employment Development Department show that the unemployment rate in the San Diego-Carlsbad MSA is three times higher than last year. Exacerbating joblessness, and homelessness, as of the date of this application, November 9, 2020, the County of San Diego is at-risk of climbing to the purple tier, the highest and most restrictive tier in the COVID-19 ranking system. A purple tier would require businesses to scale back operations and could lead to more layoffs and less jobs. Due to the pandemic, the La Posada Emergency Shelter has committed to keep everyone living for extended time in the program and has made changes to allow clients to stay 24/7, which has placed a financial strain on the agency's operating budget. A CDBG-CV grant from the City of Carlsbad will enable CCDSD to continue the La Posada expanded operations, and most importantly, will provide homeless men who have nowhere to go with a clean, sanitized environment to endure the challenges that the pandemic has placed on our community members.

I. ORGANIZATIONAL ABILITY/CAPACITY

A. This agency is:

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

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

Catholic Charities Diocese of San Diego exists to exemplify the scriptural values of mercy and hospitality by Witnessing the gospel message contained in "Matthew 25:"; 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.

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

Established in 1919, Catholic Charities Diocese of San Diego (CCDSD) started with just a small office in Downtown San Diego and has since grown to become one of the most impactful agencies in the San Diego and Imperial regions. CCDSD first began administering services for children, families, inmates, and immigrants out of this small office on the corner of Fifth Avenue and F Street, beginning the agency's longstanding tradition of helping the poor, the vulnerable, and the marginalized improve their overall quality of life. CCDSD filed for incorporation on February 13, 1974, launching itself as an independent nonprofit organization.

CCDSD services and outreach to homeless clients have been especially vigorous the last 36 years. We have developed unique shelter programs for single women and for single men and staff working La Posada are well connected with local shelters, outreach teams. CCDSD has been part of the Interfaith Shelter Network since its inception; CCDSD designed the EFSP Hotel Voucher Program (which is in its 35th year), and served as the original model for the County's Hotel Voucher Program in the late '90's. For more than a century, CCDSD has continuously provided responsive human charitable welfare programs that meet the varying and unique needs of the community.

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

La Posada de Guadalupe opened in Carlsbad in 1992 and has operated continuously for 28 years.

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

La Posada de Guadalupe is staffed by a director, supervisor, case managers, residential technicians, and a kitchen cook. The Director has an extensive background in counseling services, homeless services, and has been a program director for the agency for twelve years. She is a graduate of the State University of New York, College at Oswego with a Bachelor of Arts in Psychology. She currently oversees the organization's homeless services in the County of San Diego. The current Operations Supervisor is bi-lingual/bi-cultural and has received trauma informed, case management, and health food training and has served in this role since 1998. Collectively, they bring over three decades of experience in working with homeless populations, managing shelter operations, and administering government grants, including CDBG funding.

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

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)

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

- No Yes

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

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

La Posada has operated without interruption since 1992 and continues to provide ongoing shelter and supportive services 7 day per week, 365 days per year. CDGB-CV funding will be put to immediate use.

II. FINANCIAL CAPACITY/STABILITY

- A. Please complete Page 6 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG-CV funds would be used. Indicate how the requested CDBG-CV funds would relate to the overall proposed budget.

B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2019-2020 and 2020-2021) for the proposed program/project?

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

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

	<u>Amount Received</u>	<u>Status</u>
CDBG funds	\$77,490	Fully Expended

Community Activities/Other

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

No Yes (Please list funds below) Program Source

Amount Received
\$
\$
\$

III. BENEFITS & BENEFICIARIES

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

La Posada is located just two miles north of Palomar Airport Road, one-quarter mile east of El Camino Real. Major bus routes connecting participants to the entire region run within a five-minute walk of the facility.

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

96 % of clients are at 30 percent or below of the area median income
4 % 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

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

The La Posada Emergency Shelter program addresses Priority 2: Prevent and reduce homelessness of the Fiscal Year 2020-2025, Consolidated Five Year Plan. In Fiscal Year 2019-2020, La Posada provided 23,003 shelter nights and served 69,144 meals. A total of 377 unduplicated individuals were housed, of whom 67 came from the City of Carlsbad. Of the clients served, 55% were White, 22% were Hispanic, and 20% were Black or African American. In Fiscal Year 2019-20, La Posada house 67 Carlsbad resident or almost half of all the 147 homeless persons enumerated in the 2020 Point-in-Time Count. As these outputs show, La Posada's positive impact in addressing homelessness is critical for the City of Carlsbad's priority to prevent or reduce homelessness.

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

La Posada serves 377 persons, of whom 67 (18 %) are Carlsbad residents.

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

No Yes (Please specify)

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

La Posada serves homeless single men and farmworkers who face one or more disabling conditions, including but not limited to substance use disorders, mental health problems, chronic diseases, and physical disabilities, that make living independently challenging.

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

No Yes (Please specify) \$ 50/week or \$200/month

La Posada has a total of 100 beds, of which 50 beds are set aside for homeless men. The 50 beds for farmworkers do pay a nominal fee of \$50/week or \$200/month. La Posada has extended this option for homeless men so that they are working and saving to transfer to permanent housing

IV. IMPLEMENTATION OF ACTIVITY

- A. Please submit a schedule for implementation as Attachment E if this proposal is for construction, rehabilitation, property acquisition, and construction related activities, or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing, or other appropriate documents. **THE AGENCY MUST ENSURE THAT THE ACTIVITY IS TO PREVENT, PREPARE FOR, OR RESPOND TO THE CORONAVIRUS.**

Not applicable, the proposed project is not requesting funding for construction, rehabilitation, property acquisition, or construction related activities. La Posada is not a new program and has operated continuously for 28 years.

V. DOCUMENTATION

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

CCDSD is an active participant in Alliance for Regional Solutions – North County, the HMIS and CES for the 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 enter all HUD- and CoC-mandated client information to support the local CoC reporting requirements, which are key for future federal allocations to support the provision of homeless services in the region. Furthermore, data collection, documentation, and evaluation are critical components of client and program success. The documentation assists staff in the case management process, helping them to track client progress towards goals and make adjustments as necessary. Staff are required to enter demographic information and case management notes promptly into the HMIS no later than one business day from time of collection.

- B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?

The agency has many contracts with public and private agencies and will ensure CDBG-CV funding is separated from other sources of revenue. The CDBG-CV contract will be assigned a grant number and a contract folder will be set up. The contract will be assigned to a Grants Accountant that is responsible for maintaining the file, monitoring the expenditures of the funds, tracking outstanding balances due, preparing the invoices, reporting to the Directors on the expenditures, and contact the funder regarding payment. All public contracts are managed in accordance with 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, Program Manager or 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 Director of Finance for inclusion in the monthly reports to the Finance Committee.

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

Quality assurance is achieved through monthly reviews. The Operations Supervisor, in collaboration with the Program Director, review data quality and case file documentation by conducting a random review of 25% of active files. Files are monitored with feedback provided from case management. Findings shape training and mentoring needed by case managers. Administration conducts random case file audits (minimally twice a year). All Data Quality Reviews sent by Administration are to be addressed within 5 business days. Administration conducts random audits to ensure program is compliant with grant requirements and obligations. Files are maintained for a total of 7 years.

VI. PARTNERSHIPS, COLLABORATION, AND OUTREACH

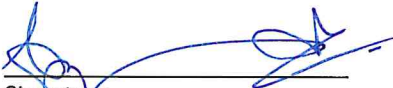
- A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach to the coronavirus. What steps will you take to make sure there is not a duplication of services? How will you reach out to families and businesses in need?

Engaging in partnerships is critical to program and client success. Partnerships allow the agency to leverage resources and fill service gaps to ensure the homeless men served can make meaningful progress towards their housing and self-sufficiency goals and achieve transformative change. Key partnerships include:

1. Interfaith Community Services: provides residents with employment services and support, including resumes 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, also assists with securing public entitlements.

3. Lions Club: provides residents with vouchers for free eye exams and glasses through an agreement with Lenscrafters, Inc.
4. Alcoholics Anonymous: offers meetings held on-site weekly in both English and Spanish.
5. Vista Community Clinic: signs up and transports residents for next day medical appointments from the shelter to the clinic giving them access to doctor visits, medicine, check-ups, blood work and many other services.
6. Mental Health Systems: sends a coordinator weekly to meet with residents, conduct assessments, and referrals them to mental health resources.
7. Carlsbad Library hosts monthly classes on a variety of subjects, provides on-site library book drop-offs and one-one-one appointments for resume assistance.
8. Pacific Ridge Middle School: 8th and 12th grade students visit La Posada monthly to host activities and organize donation drives.
9. North County Health Systems: Have HIV and Hepatitis C testing available for residents every other month.
10. Employment Development Department: provides on-site presentations to assist residents with securing employment and employment opportunity.

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

November 9, 2020
Date

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

Information below to be completed by Housing Services Department staff.

Date Received:

Date Reviewed:

Staff Person Completing Review:

National Objective:

Local Objective:

Eligibility Determination:

CDBG-CV PROJECT BUDGET

Organization: Catholic Charities, Diocese of San Diego **Total organization budget \$** 15,439,599

Program/Project name requesting funds: La Posada de Guadalupe

CDBG funds requested: \$ 93,460 **Total program/project budget:** \$789,728

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

<u>1. Sources of funding for program/project:</u>	(S)Secured or (A)Anticipated	
a. Funding requested from the City	<u>\$ 93,460 (A)</u>	(S) or (A)
b. Other federal funds (if any)	<u>\$ 179,127 (S)</u>	(S) or (A)
c. State or local government funds	<u>\$41,254 (A)</u>	(S) or (A)
d. Donations and contributions	<u>\$98,464 (A)</u>	(S) or (A)
e. Fees or memberships	<u>\$96,845 (A)</u>	(S) or (A)
f. In-kind contributions / Volunteer time	_____	(S) or (A)
g. Other funding _____	_____	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	<u>\$ 509,150</u>	(S) or (A)

<u>2. Uses of CDBG-CV funds requested for the program/project: (1.a.)</u>	
a. Wages and salaries	<u>\$46,414</u>
b. Personnel benefits	<u>\$12,996</u>
c. Materials and supplies	_____
d. Program expenses and evaluation	_____
e. Rent and utilities	<u>\$7,420</u>
f. Insurance	_____
g. Mileage (____@ 58¢/mile)	_____
h. Incentives and Special Events	_____
i. Indirect costs	<u>\$12,851</u>
j. <u>Client Assistance</u> _____	<u>\$3,779</u>
k. <u>Parking survey for La Posada expansion</u>	<u>\$10,000</u>
l. TOTAL REQUESTED FUNDING (same as 1.a.)	<u>\$93,460</u>

3. Percentage of project budget represented by CDBG-CV request 12%

4. If your project will require future funding, please provide information about how the program will be funded. CCDS D receives annual CDBG funding to support shelter operations and supportive services for La Posada. In 2019, CCDS D hired its first ever Director of Philanthropy to develop, implement, and evaluate all philanthropy activities and strategies utilizing a donor-centered philosophy to ensure diverse revenues support CCDS D’s mission. In concert with

the CEO and board, the Director of Philanthropy has created a comprehensive philanthropy strategy and annual operating plan to promote mission achievement and financial sustainability. The Philanthropy Department will continue to seek individual contributions and grant funding to ensure the sustainability of La Posada.



Attachment – Board Resolution

CATHOLIC CHARITIES

Administration

RESOLUTION: 20-01

WHEREAS:

- A. Catholic Charities, Diocese of San Diego is a nonprofit corporation; and
- B. Catholic Charities is eligible to apply for and receive, during calendar year 2020, public and private funds:

NOW THEREFORE LET IT BE RESOLVED THAT:

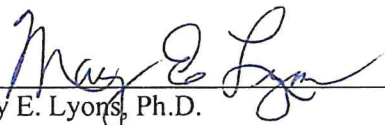
- 1. The Board of Directors of Catholic Charities and the Chair, hereby authorize Appaswamy "Vino" Pajanor, the ~~Executive Director~~^{CEO}, to apply for, negotiate, and administer the final terms of funding agreements/contracts, revisions, amendments, extensions and renewals with public and private entities, and to sign them on behalf of Catholic Charities.

AYES: _____

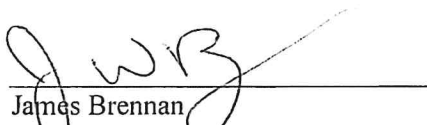
ABSTENTIONS: _____

NOES: _____

ABSENT: _____



Mary E. Lyons, Ph.D.
Chair



James Brennan
Secretary

PASSED AND ADOPTED at a regular meeting by the Catholic Charities Board of Directors this 12th day of March, 2020.



P.O. Box 121831, San Diego, California 92112-1831 * Tel. (619) 231-2828 * Fax (619) 234-2272
Member Agency of United Way * Member Agency of Catholic Charities USA

CATHOLIC CHARITIES

Administration

RESOLUTION: 20-03

WHEREAS:

- A. Catholic Charities, Diocese of San Diego is a nonprofit corporation;
- B. Catholic Charities in order to increase efficiency and reduce expenses, traded its two old vehicles and purchased a fleet of four new Honda HRVs on February 19, 2020 based on the analysis and recommendation from the CEO (attached Memorandum); and
- C. Catholic Charities needed financing to purchase the four vehicles, but due to the lack of credit history for Catholic Charities, the CEO gave a personal guarantor for financing the vehicles.

NOW THEREFORE LET IT BE RESOLVED THAT:

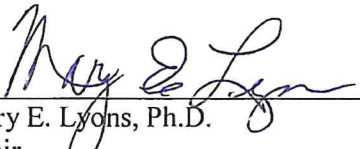
- 1. The Board of Directors of Catholic Charities and the Chair, hereby retroactively authorizes and approves the purchase and financing of the four new Honda HRVs.

AYES: _____

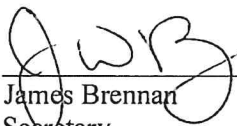
ABSTENTIONS: _____

NOES: _____

ABSENT: _____



Mary E. Lyons, Ph.D.
Chair



James Brennan
Secretary

PASSED AND ADOPTED at a regular meeting by the Catholic Charities Board of Directors this 12th day of March, 2020.

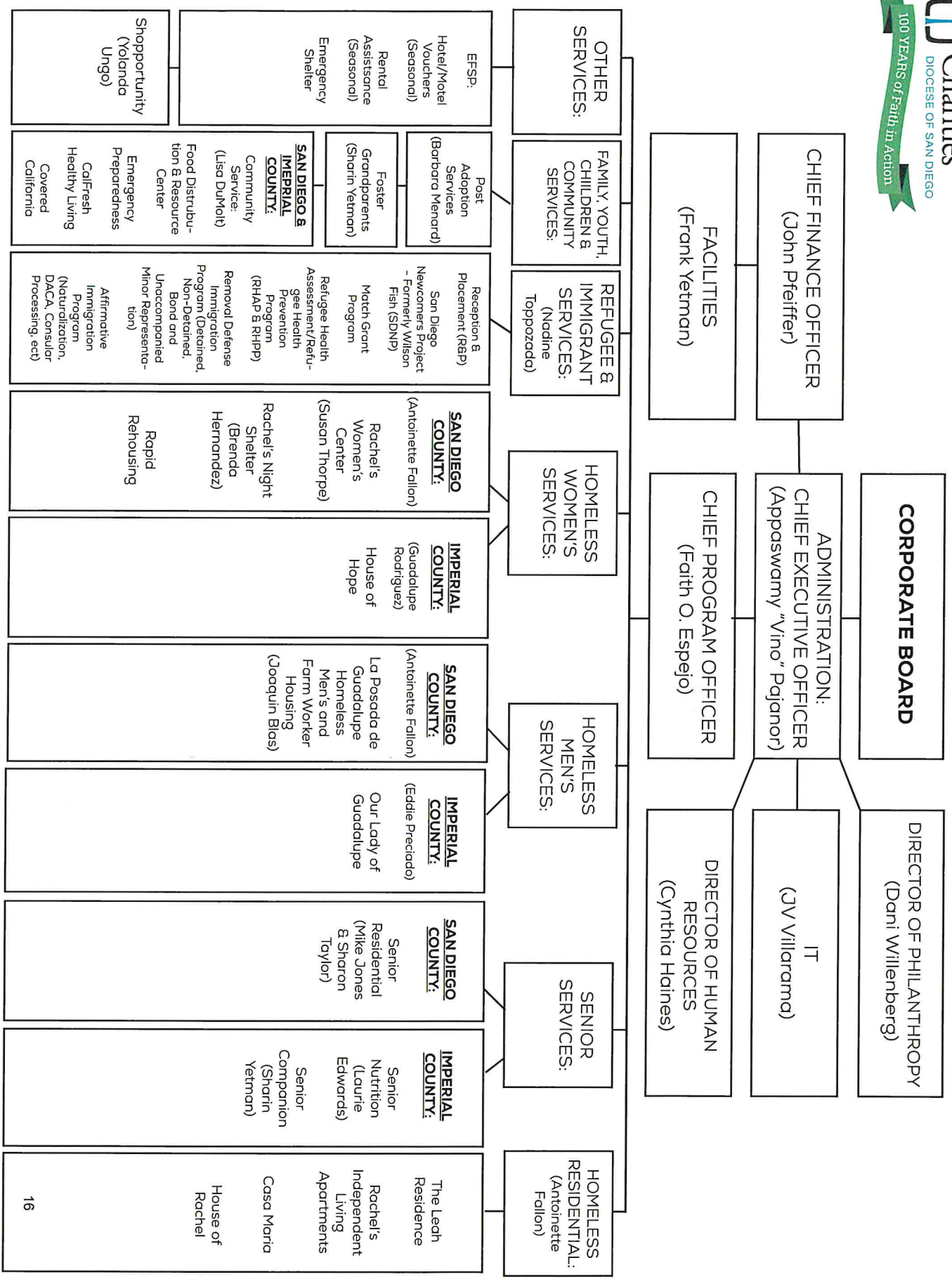




Attachment B – Organizational Chart



Catholic Charities Organizational Chart : Current 2020





Attachment C – Staff Resumes

Merged Résumés

ANTOINETTE FALLON

EMPLOYMENT HISTORY/RELEVANT EXPERIENCE

Catholic Charities, Diocese of San Diego, San Diego, CA April 2019 to present
Director of Homeless Services – San Diego

Catholic Charities, Diocese of San Diego, San Diego, CA July 2018-April 2019
Director of Rachel's Programs: overseeing Rachel's Women's Center, Night Shelter and Casa Maria and House of Rachel, Independent Living Programs

Catholic Charities, Diocese of San Diego, San Diego, CA November 2008-June 2018
Program Director, Rachel's Women's Center

- Manage day-to-day operations of day center for homeless women with special emphasis on Behavioral Health Services
- Hire and train staff; supervise staff
- Establish program goals and objectives and track outcomes; develop and oversee the implementation of program policies and procedures
- Insure that client services are delivered in a manner consistent with the program mission
- Report program accomplishments to achieve stated program outcomes and maintain compliance with funding and agency requirements
- Collaborate with community partners to maximize services and resources for participants

YWCA of San Diego County, San Diego, CA 2006 to August 2008
Chief Program Officer

Episcopal Community Services, San Diego, CA 2003 to 2006
Director of Homeless Housing and Supportive Services

Center for Community Solutions, Escondido, CA 2002 to 2003
Director of North County Services

EYE Counseling and Crisis Service, Escondido, CA 1995 to 2002
Director of Counseling, Advocacy, Response and Education

Prior experience as victim services coordinator, counselor and health educator

EDUCATION

State University of New York, College at Oswego, NY BA, Psychology

COMMUNITY ACTIVITIES

- Regional Continuum of Care Council and Rating & Ranking Committee member
- Southern Region Representative to the California Coalition Against Sexual Assault (CALCASA) Advisory Council (1999 to 2003)
- Member of San Diego Regional Hate Crimes Coalition (1998 to 2003 and 2006)
- Sexual Assault Response Team (SART) liaison to the San Diego Domestic Violence Council (1999-2000)
- Chairperson, San Diego County SART Systems Review Committee Advocacy Subcommittee (1999-2000)

JOAQUIN BLAS

1319 VINCA WAY, SAN DIEGO CA, 92114, (619) 507-6009, Lbjb143@aol.com

Skills & Abilities

Excellent communicator, bi-cultural, detail oriented, organized, professional, Knowledgeable in Microsoft Office, Excel, Power Point, Service Point Bilingual (Spanish & English), ability to multi-task, self-starter, quick learner, independent worker, excellent problem solving and conflict resolution skills, team player, strong interpersonal skills, analytical, intellectual, flexible, and dependable.

Experience

PROGRAM SUPERVISOR/MANAGER

2000-Present

19 years of supervisor experience with homeless populations. Responsible for managing staff comprised of six to nine employees
Responsible to process and conduct annual employment performance appraisal reports
Oversee facility to ensure equipment meets safety and suitable use
Work closely with organizations, individuals and volunteers to coordinate program services and implement fundraisings events
Responsible to prepare weekly, monthly and annual reports to comply with local, state and federal entities
Assist in completing applications grants for city and government agencies
Oversee compliance with food inventory to ensure daily meals are prepared and served
Responsible to schedule and pick up food donations in local food banks
Represent department at community and professional organizational meetings
Liable to accept donations, process donation receipts and assist with process deposit
Maintain and update program operations manual
Conducts staff meetings and trainings
Train all new personnel
Ensures rules and regulations are follow to maintain a sober and clean environment

Case Manager

1998-2000

Interview and screen prospective clients and explain program rules and regulations
Responsible for data and entry collection of homeless shelter
Assist program residents with SMART goals and one to five year plans
Identify resident needs and refer to proper employment and local clinic agencies
Supervise resident activities and facility chores
Ensure safety and sober environment

Prepare and serve daily meals for program residents
Responsible to maintain an accurate daily resident head count.

EDUCATION

Food Management Certificate

First aid and CPR Trained

Real Estate CA License (Clare Institute)

Two year college **(MIRACOSTA COLLEGE)**

High School Diploma

References available upon request



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CDBG-CV
FUNDING PROPOSAL APPLICATION**

The following information must be completed by each qualified nonprofit organization interested in being considered for CDBG-CV funding. Please type or print clearly. Attach additional sheets or information as necessary. **All information requested must be provided or the application will be considered incomplete and will not be further evaluated for funding consideration. The application must not exceed a total of twenty (20) pages, please reference the Checklist of Required Documents.** (Attachments D and E may also be required depending on the proposed project, but will not count towards the 20 page limit.) **The completed application package, including appropriate attachments, must be submitted prior to 5 P.M. on Monday, November 9, 2020. Applications may be submitted electronically to Nancy.Melander@calsbadca.gov.** Paper copies may be mailed or delivered to the City of Carlsbad, Housing Services, Attn: Nancy Melander, at 1200 Carlsbad Village Drive, Carlsbad 92008. Please note that due to the current COVID-19 emergency, the Housing Services building is closed to the public and paper copies must be delivered by appointment.

Potential applicants who have questions about the CDBG-CV funding should contact Nancy Melander by email at nancy.melander@carlsbadca.gov before 5 p.m., Monday, November 2, 2020. Responses to questions will be posted on the city's CDBG webpage by Wednesday, November 4, 2020 at <https://www.carlsbadca.gov/services/depts/ns/grants/cdbg.asp>.

In May 2020, the city conducted a Needs Assessment of the community's highest priorities for addressing the impacts of the COVID-19 crisis. The priorities identified include: 1) making short-term income payments, 2) increasing food security (meal delivering services and food pantries) and 3) providing basic needs. The city encourages applications that address a Needs Assessment priority, but will give preference to applicants that provide short term income payments, in alignment with HUD's stated objective.

If you'd like to view the needs assessment please visit the city's website at <https://www.carlsbadca.gov/services/depts/ns/grants/cdbg.asp>.

THEME: Short term income payments

FUNDING APPLICANT

Name of Agency: Community Resource Center
Address: 650 Second Street, Encinitas, CA 92024
Federal DUNS Number: 193789690

PROPOSED PROGRAM/PROJECT

Title of Program/Project: CRC CARES – Rental and Utility Assistance
Location of Program/Project: 650 Second St., Encinitas, CA 92024 and 1207 Carlsbad Village Drive, Suite E, Carlsbad, CA 92008
Person completing application: John Van Cleef Telephone: 760-230-6309 email: johnvancleef@crcncc.org
Financial Contact: Inna Gekht Telephone No.: 760-230-6326 email: igekht@crcncc.org
Program Manager Contact: Rebecca Palmer Telephone No.: 760-230-6310 email: rpalmer@crcncc.org
Executive Director Contact: John Van Cleef Telephone No.: 760-230-6309 email: johnvancleef@crcncc.org
Requested Funding Amount: \$ 448,342

Brief Description of Program/Project (Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives of the program/project, **AND how the program/project will prevent, prepare for, or respond to the Coronavirus**):

CRC will provide rental and utility assistance to approximately 82 Carlsbad households who have been impacted by COVID-19 and are at risk of losing their housing and are facing an emergency housing crisis. CDBG-CV funds will also be used to fund CRC direct program activity costs associated with the CDBG-CV rental assistance program to include one full time eligibility specialist, a portion of pro-rated rent and utilities for CRC's Carlsbad office, and any associated supplies needed for implementation of activities, i.e., and technology costs of on-line rental application secure portal.

What Needs Assessment priority does your proposal or activity address? If 'none' please indicate so and why?

For the purposes of this CDBG-CV proposal, CRC aligns with the City of Carlsbad's first priority, rental and utility assistance for the households that are eligible for this support, based upon the established eligibility as defined. CRC's rental and utility assistance program, however, addresses each of City's identified priorities: 1) short-term income payments – rental assistance, utilities, 2) increasing food security (access to CRC's Food & Nutrition Center for healthy food and hygiene items including diapers), and 3) providing basic needs.

Need for the Program and CDBG-CV Funds as it relates to the Coronavirus. Describe the need in our community, how this need is related to the Coronavirus, and why CDBG-CV funds are essential to address this need:

According to the needs assessment prepared by the City, the pandemic has disrupted every household. The COVID-19 stay-at-home order increased average unemployment rate county-wide by more than 20% with 20 to 22 percent unemployment in Carlsbad. 211 San Diego summarized the caller trends for COVID-19 resources with food and housing assistance, particularly rental assistance, and utility assistance as the top needs.

City of Carlsbad staff identified community needs that closely track similar assessment by outside sources:

- An increase in food scarcity and households experiencing food insecurity.
- Increases in rental assistance needs, including arrears to prevent future evictions.
- Potentially purchasing of hotels/motels to provide housing to people experiencing homelessness and isolation, as needed.
- Limited staff capacity at local nonprofits, specifically those serving the homeless.
- Economic development concerns related to small businesses, including commercial evictions assistance.
- Unforeseen need across all socioeconomic statuses, the community is experiencing needs for assistance from a larger population than previously experienced.
- Concerns related to providing domestic violence services amidst a stay-at-home order.
- CRC's Homeless Prevention services including rental assistance are essential to the Carlsbad community to address persistent unmet needs -- lack of housing for those who are homeless, and lack of stabilizing support services, including healthy food, for low income, at risk households. The San Diego housing crisis - affordability and attainability - continues because median family income and the median price to own or rent a home are significantly disproportionate. The barrier is greater for those who are homeless trying to find affordable rent.
- The global pandemic did not require CRC to start new, local programs. Instead, our 41 year history of locating housing for the homeless, helping families stay in their homes, distributing food to the hungry, and providing safe shelter to domestic violence survivors served to face community need. The Corona virus has increased the need for assistance. CRC provides equitable access to stable housing, healthy food, and safe homes.
- CRC's overarching goal is to improve community health and wellness by addressing social determinants of health - economic instability, unemployment, food insecurity, housing instability, poverty, poor access to mental health counseling – and work with community partners to provide complementary services such as workforce training, education, and healthcare which, together, lead to improved health and wellness. CRC tackles the root problems that contribute to food insecurity, housing instability, unhealthy and unsafe relationships, inadequate healthcare, and job skills by addressing the primary domains of the social determinates of health (SDOH) in the design and implementation of its core program services.

I. ORGANIZATIONAL ABILITY/CAPACITY

A. This agency is:

Nonprofit

For-profit

Local public agency

State public agency

Other (Please specify.) _____

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

CRC’s mission is to create paths to safety, stability, and self-sufficiency. Since 1979, CRC has provided emergency assistance, case management, counseling, shelter, and food assistance to low-income individuals and families who are homeless or at imminent risk of homelessness, including domestic violence (DV) survivors. CRC is the primary provider of social services and domestic violence programs in coastal North County San Diego, serving more than 2,300 households (6,000 individuals) annually without regard to race, religion, gender identify, sexual orientation, ethnicity, age, or immigration status.

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

CRC, which incorporated 11/26/79, has been in operation for 41 years.

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

CRC has been providing homeless prevention services, including rental and utility assistance, for 41 years.

E. Please submit an organizational chart for the agency as Attachment B.

Please see attached.

F. Please describe the agency's existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such a program/project.

(Resumes may also be submitted as an optional Attachment C but not in lieu of a complete response.)

Rebecca Palmer, Chief Program Officer (rpalmer@crcncc.org), will have program oversight responsibility. She joined CRC in 2014 after extensive work as a management consultant to both for-profit and non-profit organizations with an emphasis on the development and strengthening of organizational systems resulting in increased program innovation, growth and diversity. Previously, she served as the Executive Director of a private nonprofit organization in her native Maine, before relocating to San Diego where she served as the Executive Director of an international children's charity providing volunteer medical surgical missions to infants and children in developing nations. Rebecca holds a Master's degree in Management of Behavioral Services and a Bachelor's of Science.

Sarah Ferry, CRC’s Chief Operating Officer has more than 15 years of project management and executive management experience, including 10 years managing multiple federally funded multi-national food security projects across the globe. Sarah has served as the Director of the affordable housing programs serving seniors in San Diego County. Sarah also brings a deep background in federal grant compliance, reporting and budget management.

Rebecca Nussbaum, Compliance & Quality Control Officer will monitor compliance, consult on program operations, and participate in program evaluation. She joined Community Resource Center in 2006 as an undergraduate intern in the Therapeutic Children's Center. As former Associate Director of Programs, Rebecca has more than 13 years' experience in CRC's programs and in the Domestic Violence field. In 2014, she incorporated a trauma-informed approach to service provision within the program to better serve domestic violence survivors. Rebecca holds a regional leadership position with the San Diego Domestic Violence Council, and serves on the state level Board of Directors for the California Partnership to End Domestic Violence. She holds a Bachelors of Arts degree in Psychology from the University of California, San Diego and a Masters of Arts in degree Nonprofit Leadership and Management from the University of San Diego.

Inna Gekht, Controller, has been with CRC for nearly two years. She has 18 years' experience in accounting for a non-profit organization matching organ donors and transplant recipients. She

administered a federal grant for human organ preservation research which successfully cleared all audits.

Miranda Chavez joined CRC in 2013 as a Bilingual Case Manager, and in 2014 became the Integrative Services Program Manager. In this role, she oversees all of CRC's case management efforts, managing the daily operations and ensuring compliance with funding requirements and adherence to policies and procedures. She provides direct supervision and support to Case Managers, undergraduate interns and community volunteers and coordinates the North Coastal branch of the Interfaith Shelter Network, and is an active member of the Alliance for Regional Solutions' Shelter Committee. Miranda has earned a Certificate in NonProfit Management from Brandman University and holds a BA in both Women's Studies and Criminology and Justice Studies, as well as a Master's degree in Sociological Practice, from California State University, San Marcos (CSUSM).

G. Please indicate your agency's level of experience with the CDBG program. 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)**

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

- No** Yes

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

N/A

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

a. CRC will collaborate with the City of Carlsbad in assisting approximately 82 eligible Carlsbad households in receiving rental and/or utility assistance. This will be implemented by providing the standard rental assistance application through an on-line application portal on a first come- first serve basis and determine the applicant's eligibility per established Carlsbad CDBG-CV rental and utility assistance procedures

b. CRC will collaborate with the City of Carlsbad to update the master list of applicants to ensure an applicant has not already received rental assistance through other service provider to avoid ineligible duplication of rental funding

c. CRC will announce and advertise on its agency web-site and social media the Carlsbad rental assistance program and provide a cross link to the City of Carlsbad

d. CRC will provide flyers, contact information and links to the Carlsbad rental assistance program

e. Within 30 days of award, CRC will expand its on-line portal to receive the standardized rental and/or utility assistance application as well as provide printed applications and provide assistance, as needed to complete applications for households who do not have internet access or need accommodations due to a disability. Application assistance will occur via phone or by appointment at CRC's Carlsbad office.

f. By March 15th, 2021, CRC will implement the program, issue a public announcement of the initial 2-week period of applications in consultation with the City of Carlsbad, process applications, determine eligibility, and pay rental or utility assistance for eligible Carlsbad residents. For the remainder of the grant term, and as long

as CDBG-CV funds are available, CRC will reopen and process applications at 2 weeks intervals. This application and its budget is based upon a period of March 15, 2021 to June 30, 2022. (5 quarters)

II. FINANCIAL CAPACITY/STABILITY

- A. Please complete Page 6 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG-CV funds would be used. Indicate how the requested CDBG-CV funds would relate to the overall proposed budget.
- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2019-2020 and 2020-2021) for the proposed program/project?

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

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

	Amount Received	Status
Carlsbad CDBG Public Service	\$20,000	In progress
Carlsbad CDBG COVID	\$123,966	In progress

Community Activities/Other N/A

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

- No
- **Yes (Please list funds below)**

Program Source	Amount Received
City of Encinitas CDBG Public Service	\$14,500
City of Encinitas CDBG-Covid	\$25,000
City of Encinitas CDBG Facilities Improvement	\$55,300
City of Solana Beach CARES Act 12/31/2020	\$61,976
City of Solana Beach CARES Act 4/30/2021	\$60,475

III. BENEFITS & BENEFICIARIES

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

Carlsbad residents will access the proposed program via on-line portal to receive program information and the standardized rental assistance application. Printed applications and assistance to complete applications will be made available for households that do not have internet access or need accommodations due to a disability. Applications and assistance may obtained by phone or by appointment in CRC’s Carlsbad office site. They and all others are welcome at CRC's Encinitas headquarters. Both locations are accessible by public transportation or private vehicles.

- CRC opened its Carlsbad office in February of 2019, through (3) contracts and services delivered in Carlsbad, which included Carlsbad -CRC CDBG program, a Domestic Violence Prevention program that employs 2 professional educators, serving Carlsbad schools and organizations; and a Domestic Violence Housing First contract that employs a Counseling therapist and a case manager who provides housing assistance.
- At its home office in Encinitas, 14% of households served are from Carlsbad.
- CRC provides USDA Food Commodities to all eligible households once each month at its 650 Second Street, Encinitas location, including Carlsbad residents. CRC handles the pick-up and distribution of food items, and administers and manages the applications and forms required for client participation
- 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

- CRC established and continues its MOU with Community Housing Works providing transitional housing in Carlsbad to survivors of domestic violence
- CRC partners with affordable housing complexes in Carlsbad including La Costa Paloma, Cassia Heights, Hunger'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 referred at-risk households with food programs, financial literacy and employment assistance, intensive case management, and other social services that help families remain stably housed
- 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
- CRC's Holiday Baskets program partnered with 5 Carlsbad based agencies serving low income communities to register and enroll families to participate in this annual CRC event

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

30 % of clients are at 30 percent or below of the area median income

30 % of clients are between 31 and 50 percent of the area median income

40 % of clients are between 51 and 80 percent of the area median income

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

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

The proposed project will enhance CRC's capacity to serve Carlsbad residents who are at risk of homelessness, including survivors of domestic violence (DV). CRC's services fully align with the City's Consolidated Plan priority to prevent and reduce homelessness.

There is an ongoing, well-documented shortage of affordable housing in San Diego County. When combined with the urgent need and limited financial resources of low-income residents, many of whom are survivors of domestic violence, rental assistance can mean the difference between stable housing and homelessness. The impact of COVID-19 has affected Carlsbad households who previously have not been at risk of losing their housing. Now, however, due to loss of income, stable employment and compromised health, Carlsbad community members have been impacted adversely and are experiencing housing instability and food insecurity. CRC, through provision of rental and utility assistance, will benefit low and moderate income Carlsbad residents impacted by COVID-19 by mitigating or avoiding loss of their housing.

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

82 Persons/Households of which 100 % are Carlsbad residents will benefit from rental and utility assistance.

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

No

Yes (Please specify)

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

CRC serves homeless households and those at risk of imminent homelessness, including those escaping domestic violence. CRC provides ongoing food distribution and optional case management to seniors in the community. The majority of participants have at least one trauma induced barrier to self-sufficiency and wellness such as substance abuse or mental health issues. Case Managers work with them to address those

barriers. Staff regularly receive training on how to provide culturally competent services for underserved populations. Services are available in Spanish to better serve the Hispanic/Latino population, which comprises approximately a third of CRC's clients.

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

No Yes (Please specify) \$ _____

IV. IMPLEMENTATION OF ACTIVITY

A. Please submit a schedule for implementation as Attachment E if this proposal is for construction, rehabilitation, property acquisition, and construction related activities, or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing, or other appropriate documents. **THE AGENCY MUST ENSURE THAT THE ACTIVITY IS TO PREVENT, PREPARE FOR, OR RESPOND TO THE CORONAVIRUS.**

Please see Attachment E – Implementation Plan

V. DOCUMENTATION

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

- a. CRC will collaborate with the City of Carlsbad in assisting 82 eligible Carlsbad households in receiving rental assistance. CRC will gather beneficiary information using the standard rental assistance on-line application which will include client name, address, ethnicity, income level or other basis for determining eligibility, and a description of the service provided.
- b. CRC will collaborate with the City of Carlsbad to update the master list of applicants to ensure the applicant has not already received rental assistance through other service provider rental assistance to avoid ineligible duplication of rental funding;
- c. CRC will process the applications, determine eligibility and the balance of funds and applications documenting the results of application processing and fund usage.

B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?

CRC will use the documentation and financial records described in its response to section A, immediately above, to prepare quarterly performance reports that include the following information:

- a. The funds are to be used as homeless prevention for eligible Carlsbad individuals and/or families who are at risk of losing their housing or individuals facing an emergency housing crisis. Individuals/families must have proof of some emergency which caused them to fall behind in rent. Assistance provided for future months, if any, would need to be further assessed and applicant's income re-certified for each future month that assistance is provided. Amount of rental assistance will vary on a case by case basis; however, on average assistance should be a one-time payment of around \$2,000- \$4,500, this application budget is estimated at \$3,636 per qualified household/ applicant.
- b. Total number of persons/households participating in the program during reported period;
- c. Total number of participants from Carlsbad;
- d. Number of low/moderate income Carlsbad persons/households participating in the program during the reporting period;
- e. Age and ethnic background of Carlsbad participants; and,
- f. Summary of program(s) provided to Carlsbad participants.

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

CRC uses the data software platform Efforts to Outcomes (ETO) to track individual and programmatic progress. CRC's Data Analyst collaborates with program staff to develop program performance metrics, trains staff how to collect data, and provides analysis for reporting and evaluation. In addition to


measurements related to housing, case managers track usage of CRC’s Food and Nutrition and Self-Sufficiency services. Measurable outcomes may include transition to housing stabilization, improved financial fitness, employment readiness and participation in integrated case management program,. Case managers will collect data at regular intervals during service delivery and provide post program participation follow up and provide additional services where necessary. Executive and program staff review the collected data which they use to evaluate program success and identify areas for improvement.

VI. PARTNERSHIPS, COLLABORATION, AND OUTREACH

A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach to the coronavirus. What steps will you take to make sure there is not a duplication of services? How will you reach out to families and businesses in need?

CRC is a general member of the Regional Task Force for the Homeless, a member of the Alliance for Regional Solutions, collaborates with the County of San Diego for a temporary motel program whole participants are at risk of COVID due to underlying medical conditions and by contract with HHSA, has emergency and transitional housing that is congregate housing and for which CRC adheres to the COVID guidelines. There is a county wide data base that identifies where clients are served, by which agency, and what services are provided. CRC has case conferencing with other agencies to identify any clients that may be being served by more than one agency to avoid duplication for support for the same expressed need. CRC reaches out through its website, through social media, through agency coalitions and collaborations, through referrals and virtual and printed materials.

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

	DocuSigned by: 	Chief Executive Officer	11/9/2020
Signature	B0F3518CC70D4A3...	Title	Date

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

V:\Grants\Funders\C - D Funders\Carlsbad, City of\2020-21 Carlsbad CDBG\2020 Carlsbad CDBG CARES Act\2020 Carlsbad CDBG CARES attachments \2020.01.21 - BOD Resolution - Contract Signers

Information below to be completed by Housing Services Department staff.

Date Received: _____

Date Reviewed: _____

Staff Person Completing Review: _____

National Objective: _____

Local Objective: _____

Eligibility Determination: _____

CDBG-CV PROJECT BUDGET

Organization: Community Resource Center Total organization budget \$ 5,260,000.

Program/Project name requesting funds: CRC Carlsbad-CV CARES – Rental and Utility Assistance Program

CDBG funds requested: \$448,342 Total program/project budget: \$ 448,342

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

1. Sources of funding for program/project: (S)Secured or (A)Anticipated

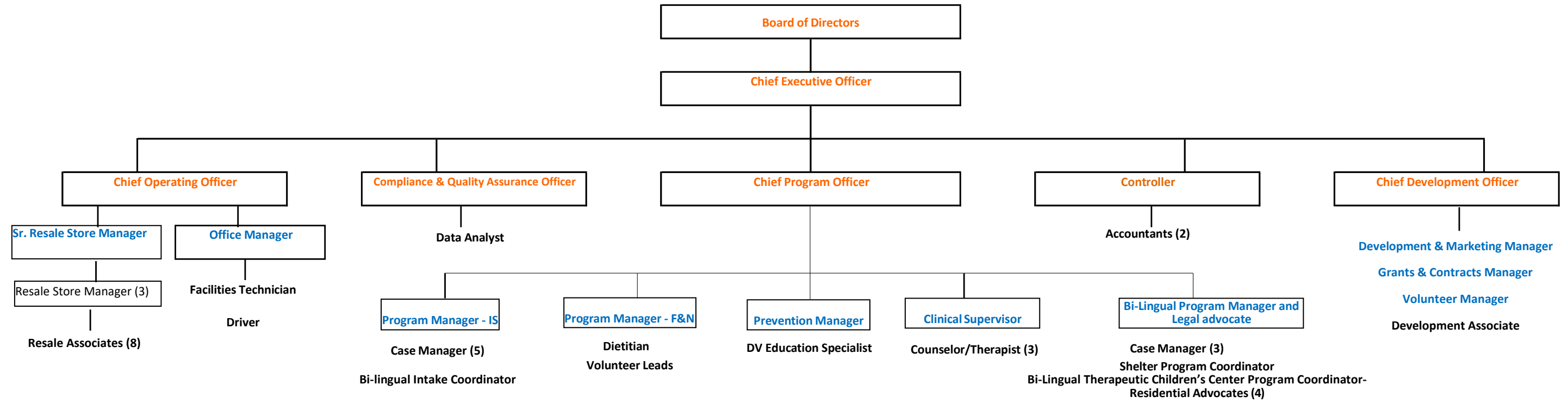
- a. Funding requested from the City \$ 448,342 (A) (S) or (A)
- b. Other federal funds (if any) _____ (S) or (A)
- c. State or local government funds _____ (S) or (A)
- d. Donations and contributions _____ (S) or (A)
- e. Fees or memberships _____ (S) or (A)
- f. In-kind contributions / Volunteer time _____ (S) or (A)
- g. Other funding _____ _____ (S) or (A)
- h. **TOTAL PROJECT FUNDING** (project budget) **\$ 448,342 (A) (S) or (A)**

2. Uses of CDBG-CV funds requested for the program/project: (1.a.)

a. Wages and salaries	\$64,950
b. Personnel benefits	\$21,434
c. Materials and supplies	\$450
d. Program expenses and evaluation	\$311,600
e. Rent and utilities Carlsbad office pro-rated cost @3.48 Sq.ft	\$9,150
f. insurance	\$0
g. mileage	\$0
h. Incentives & Special Events	\$0
i. Indirect @10%	40,758
TOTAL REQUESTED FUNDING	\$448,342

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

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





650 Second Street, Encinitas, CA 92024 • (760) 753-1156 • CRCNCC.org

**CRC – 2020 Carlsbad CDBG-CV
Attachment E
Implementation Plan**

1. CRC will collaborate with the City of Carlsbad in assisting approximately 82 eligible Carlsbad households in receiving rental and/or utility assistance. This will be implemented by providing the standard rental assistance application through an on-line application portal on a first come-first serve basis and determining the applicant's eligibility per established Carlsbad CDBG-CV rental and utility assistance procedures
2. CRC will collaborate with the City of Carlsbad to update the master list of applicants to ensure an applicant has not already received rental assistance through other service provider to avoid ineligible duplication of rental assistance
3. CRC will announce and advertise on its agency web-site and social media the Carlsbad rental assistance program and provide a cross link to the City of Carlsbad
4. CRC will provide flyers, contact information and links to the Carlsbad rental assistance program
5. Within 30 days of award, CRC will expand its on-line portal to receive the standardized rental and/or utility assistance application as well as provide printed applications and provide assistance, as needed to complete applications for households who do not have internet access or need accommodations due to a disability. Application assistance will occur via phone or by appointment at CRC's Carlsbad office.
6. By March 15th, 2021, CRC will implement the program, issue a public announcement of the initial 2-week period of applications in consultation with the City of Carlsbad, process applications, determine eligibility, and pay rental or utility assistance for eligible Carlsbad residents. For the remainder of the grant term, and as long as CDBG-CV funds are available, CRC will reopen and process applications at 2 weeks intervals. This application and its budget is based upon a period of March 15, 2021 to June 30, 2022. (5 quarters)

Community Resource Center

BOARD RESOLUTION

The Community Resource Center Board of Directors authorizes the following individuals to apply for, execute and enter into any contract sponsored by Federal, State, County or local city agency or private Foundation, to include amendments, modifications and extensions:

John Van Cleef, Chief Executive Officer

Sarah Ferry, Chief Operating Officer

Consent previously authorized for any other individuals is hereby revoked by this action.

PASSED AND ADOPTED this 21st day of January, 2020

SIGNED:



Katrina Dodson, Chairperson

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CDBG-CV FUNDING PROPOSAL APPLICATION**

FUNDING APPLICANT

Name of Agency: Feeding the Soul Foundation Inc; DBA The O'side Kitchen Collaborative

Address: 3302 Senior Center Way, Oceanside, CA 92056

Federal DUNS Number: 065673994

PROPOSED PROGRAM/PROJECT

Title of Program/Project: Community Food "Re-Leaf" Effort

Location of Program/Project:

Green Oceanside Kitchen, 3302 Senior Center Dr. Oceanside, CA 92056

Person completing application: Alexandra Rodriguez **Telephone No.:** 845-750-3809

Email: apaige.rodriguez@gmail.com

Financial Contact: Dwayne Yasukochi **Telephone No.:** 760-415-7412

Email: yasukochi14@gmail.com

Executive Director Contact: Vallie Gilley **Telephone No.:** 760-908-4473

Email: vallie@theokc.org

Program Manager Contact: Kathy Manuel-Shippen

Telephone No.: 760-908-4473

Email: kathy@theokc.org

Requested Funding Amount: \$218,610.00

Brief Description of Program/Project (Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives of the program/project, AND how the program/project will prevent, prepare for, or respond to the Coronavirus):

O'side Kitchen Collaborative is feeding our at-risk community members by preparing packaged ready-to-eat and frozen meals to support local seniors, immunocompromised, and otherwise food insecure individuals including children currently enrolled in free lunch programs with K-12 schools. Meals are provided free of charge to individuals in need.

OKC is mobilizing a network of pre-existing non-profit organizations who are working directly with feeding organizations versus individuals. Organizations with unmet needs coordinate pick up of multiple meals from our facility on a daily basis and coordinate distribution amongst their own recipients. All receiving organizations are encouraged to provide funding or in kind donations.

O'side Kitchen Collaborative is able to prepare these meals with a 1,700 sq. ft. state-of-the-art food preservation kitchen. In light of the onset of COVID-19, the City of Oceanside has granted OKC the sole use of the building our kitchen resides in as well. This includes an additional 2,300 sq. ft. of meal packaging space. OKC is able to prepare and package 10,000 meals per day with proper funding. We continue to collect donated equipment from area casinos, resorts, and businesses with large catering operations that are currently experiencing closures as well as accepting donations of ingredients and supplies from large businesses. Our list of partners for this community response effort includes over 50 local businesses.

OKC is injecting cash into the local restaurant industry by purchasing local restaurants' at-risk food inventory as funding is available. OKC is implementing creative partnerships with the local restaurant industry to include local restaurants in our meal output, thereby increasing our per day capacity above 10,000 meals

OKC has risen to the challenge of providing our food-insecure community with over 280,000 meals and 35,000 supplemental food boxes since March. The OKC believes that food relief is one of the first lines of defense in sustaining a healthy community. Our goal with this funding, is to continue and expand our partnerships to bolster our Community Food "Re-Leaf" Effort.

What Needs Assessment priority does your proposal or activity address? If 'none' please indicate so and why?

The O'Side Kitchen Collaborative efforts address Food Assistance Needs, including Ongoing Emergency, Delivered Meal, and Occasional Emergency Food Assistance. OKC also works to align with the Consolidated Plan **Priority 3: Strengthen[ing] support services for residents with special needs**

Need for the Program and CDBG-CV Funds as it relates to the Coronavirus. Describe the need in our community, how this need is related to the Coronavirus, and why CDBG-CV funds are essential to address this need:

Before COVID-19, OKC had not historically been acting as a public feeding organization in this capacity, but had been supporting feeding organizations with excess prepared food from our catering operations. The onset of the global pandemic and the impending devastating economic crisis left our community trying to figure out how we could capture the food at-risk of loss due to restaurant closures and how we could get that food to our most vulnerable populations. In mid-March, O'side Kitchen Collaborative began rolling out our COVID-19 Community Food "Re-Leaf" Efforts. This pivot allowed OKC's team to expand our focus and scope to feeding those experiencing the greatest weight of social and health inequalities during this time -- our community's seniors, those experiencing homelessness, those earning low-wages, families, youth, undocumented individuals, and those with compromised immune systems.

Since March of 2020, OKC has diverted 250,000 pounds of donated and rescued edible food, creating 280,000 meals for our community partners and additionally distributed 35,000 supplemental food boxes to those in need. OKC has partnered with many special needs groups in the Tri-City area including many in Carlsbad such as Caring Hearts, All Gods' Children, and Tyler Court to distribute these meals.

There has been a significant outpouring of generosity from the community, but many of the individuals and businesses who have donated are also being impacted by COVID-19. We were initially being funded for 500 meals per day by the City of Oceanside. This is a fraction of our 10,000 meal per day capacity, given proper funding. CDBG-CV funding is essential in bringing the OKC to our highest capacity to feed and meet the critical needs of our most at-risk citizens.

I. ORGANIZATIONAL ABILITY/CAPACITY

A. This agency is: Nonprofit

O'side Kitchen Collaborative is an initiative of Feeding the Soul Foundation, a 501(c)3.

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

O'side Kitchen Collaborative is culinary philanthropy in action. Our grassroots non-profit is working to cultivate a sustainable and nourished community by engaging local farms, schools, businesses, government agencies, and other community organizations while providing meals for our cities' food-insecure residents. OKC supports zero waste efforts by diverting and rescuing edible food, then feeding and educating the local community. Through our Conscious Catering programs, public cooking workshops, and crisis response, we are demonstrating how we can transform diverted edible food and agricultural surplus into delicious dishes for our community, working to support our most vulnerable populations. Our goal is to foster a healthy relationship between the local farming community, restaurateurs, and the general public to create a more sustainable food system in Oceanside. O'side Kitchen Collaborative aims to keep healthy food on people's plates and out of the landfill.

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

Feeding the Soul Foundation has been operating since 2010.

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

O'side Kitchen Collaborative began rolling out our COVID-19 Community Food "Re-Leaf" Efforts in March 2020.

E. Please submit an organizational chart for the agency as Attachment B.

See Attachment B.

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

The following staff members are primarily responsible for the proposed program:

President & Executive Director - Vallie Gilley

Vallie works closely with the Board of Directors, government officials, farmers, chefs, restaurant owners, grocers and the public. Oversees all aspects of the organization, ensuring efficient, effective operation to meet business goals. Ensures that staff members are aligned with the company's mission and vision and working together to successfully achieve strategic objectives.

Vallie Gilley was born and raised in Oceanside and has been the proud owner and operator of Jitters Coffee pub for 18+ years. She is also President and CEO of Feeding the Soul Foundation which is a local nonprofit that raises funding and creates awareness for other local nonprofit causes by putting on concerts/events. Vallie is Chef and produces fresh baked goods and innovative, organic daily menu items daily for Jitters Coffee Pub while keeping to seasonal and local produce, when possible. She also has a successful catering business and frequently hosts cooking classes and workshops. With a background and training in vegetarian food, Vallie has a wide range of talents in the kitchen and in her community. From being a private chef to doing large farm to table events and concerts, Vallie works side by side with some of the best local farmers and many restaurants in the Oceanside and San Diego area. Her commitment to her community is relentless and her drive to serve is immeasurable. Her knowledge and understanding of the needs of the Oceanside were further enhanced by her nine years of service with the City of Oceanside's Parks and Recreation Department.

Director of Administration - Cat Bromhall

Cat specializes in administration of small to midsize businesses — managing the internal operations of a business so the operations team can focus on providing outstanding service to customers and the community. Before her retirement, Cat worked extensively on identification and communication of Best Practices at Russell Reynolds Associates, a global professional services firm. Her experience includes budgeting, financial planning and analysis, systems and procedures training, internal communications, client feedback procedures, help desks / customer support, management reporting, vendor contract negotiation, and more. Currently, she serves on the board of Feeding the Soul Foundation, as the Director of Administration. A resident of Oceanside since 2010 and graduate of Princeton University, she will support the O'side Kitchen Collaborative project as an ad hoc consultant.

Director of Human Resource - Kathy Manuel-Shippen

Kathy Manuel-Shippen is a lifelong resident of Oceanside, California. Kathy is co-owner and operator of Brew Squad, North County's First mobile craft brew beverage van. Additionally, she worked for Adecco Staffing, global employment leader for over two decades. Her Human Resources and Marketing experience ranges from recruiting and training where she began her career, to strategic compensation planning and employee retention, boosting employer brand, culture and improving overall employee experience. Kathy has strong community involvement, helping to grow Donate Don't Dump, a youth-run nonprofit working to change the paradigm of commercial food ways and draw attention to the issue of hunger and the environment. Her passion for the environment and local community includes monthly family gleanings with local non profit ProduceGood, volunteering at Feeding the Soul Foundation and Oceanside School District. Kathy attended San Diego State University and most recently earned her BS degree in Holistic Health from the University of Natural Health.

Executives Chefs and Operations Director - Felix Alicade and Mike Perez

Executive Chef Felix Alicade & Operations Director Mike Perez are no stranger to disaster relief. For the previous 3 years they have been deployed all over the country to work with FEMA and other local nonprofits to support those in need. Felix Alcaide and Mike Perez are key culinary contributors and advisers—playing a major role in coordination and sourcing. Mike and Felix have over 50 years of combined experience in food service, with a wide range of techniques and expertise in diverse cuisines.

Napualani Bringas - Community Liaison and Volunteer Coordinator

Napualani works with our Tri-City community (and beyond) alongside our board of directors to develop and implement actions with the intent to raise interest in new volunteers, acknowledge and retain our active volunteers. She works actively to ensure we have accurate contact information, signed liability waivers for all active volunteers. As well as keeping records of volunteer hours worked and assisting in planning volunteer appreciation events. Napaulini’s networking and community engagement expertise ensure meaningful involvement at every level of Feeding the Soul.

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

CDBG program: **No or little experience (up to 1 year of using CDBG funds).**

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

No

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

O’side Kitchen Collaborative, through our partnership with the Green Oceanside Kitchen, is already equipped with our location and tools to provide these meals. All funding will go towards procuring more food, materials, and paying our staff to create upwards of 20,000 meals.

Our goal with the requested funding is to create and provide 20820 meals for our Carlsbad community partners over the course of 12 weeks. We are equipped to begin this process upon the release of these funds.

II. FINANCIAL CAPACITY/STABILITY

- A. Please complete Page 6 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG-CV funds would be used. Indicate how the requested CDBG-CV funds would relate to the overall proposed budget.

See Attachment.

- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2019-2020 and 2020-2021) for the proposed program/project?

<u>Sources of Funding</u>	<u>No</u>	<u>Yes</u>
CDBG	No	
Community Activities	No	

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

	<u>Amount Received</u>	<u>Status</u>
CDBG Funds	NA	NA
Community Activities/Other	100,000	Fully Expended

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

No

Program Source Amount Received

NA **NA**

III. BENEFITS & BENEFICIARIES

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

Our proposed program works with our existing partners to distribute directly to Carlsbad residents in need. The following programs: Caring Hearts, All God's Children, and Tyler Court, work with us to either deliver meals directly or distribute in various locations, making our services convenient for Carlsbad residents in need.

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

98.9 % of clients are at 30 percent or below of the area median income
_____ % 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

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

The O'side Kitchen Collective, Community Food "Re-Leaf" Efforts work to align with the Consolidated Plan **Priority 3**: Strengthen[ing] support services for residents with special needs. The Consolidated Plan's Needs Assessment identifies "food insecurity as a concern." Low and moderate-income persons will benefit from our programming by preparing and distributing (along with our partners) to Carlsbad's at risk populations. Our special needs populations served include, our community's seniors, those experiencing homelessness, those earning low-wages, families, youth, undocumented individuals, and those with compromised immune systems

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

Persons of which 97 % are Carlsbad residents

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

Yes (specified below)

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

Our served special needs populations include our community's seniors, those experiencing homelessness, those earning low-wages, families, youth, undocumented individuals, and those with compromised immune systems.

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

No

IV. IMPLEMENTATION OF ACTIVITY

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

Not Applicable.

V. DOCUMENTATION

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

Our data is collected with forms accompanying our meal distribution to our partners. We use these forms to track the quantity of meals, numbers served, and key demographic information. This information is documented for future reporting and assessing need in our community.

B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?

Documentation verifying the demographic information in our served community which includes those disproportionately affected by Coronavirus, receipts for food and ingredients purchased for our meals,

as well as hours worked by our volunteers and staff will be collected and provided.

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

Our outcomes will be measured by the data collected in these forms, this will include total meal output and increase with the proposed funding,

VI. PARTNERSHIPS, COLLABORATION, AND OUTREACH

A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach to the coronavirus. What steps will you take to make sure there is not a duplication of services? How will you reach out to families and businesses in need?

O'side Kitchen Collaborative has a number of key partnerships at every level of food procurement, preparation facilities, and distribution. Support by way of either one-time or repeat viable food excess donation has come from a variety of local restaurants including, but not limited to Anita's, Bagby, Barrel Republic, Beach Break Cafe, Breakwater, Burlap & Barrel, Dr. Bronners, Flying Pig, Jitters Coffee, Living Tea, Millers Table, Mraz Family Farms, Panca Peruvian, Petite Madeline, Prager Brothers, Privateer, Senior Grubby's, The Goods Donuts, URBN Water, The Whet Noodle, Wrench & Rodent. Other food procurement partnerships include a local gleaning program through ProduceGood and the San Diego Food Bank. Our partnership with Oceanside Green Kitchen allows us to use their facility to transform this diverted and rescued food into the meals we provide for our community partners. Our food distribution partners include local non-profits and special interest organizations like Oceana South, Oceanside Homeless Outreach, Oceanside Parks and Rec, Operation Hope North County, Resilience760, The Red Cross, Caring Hearts, All God's Children, Tyler Court, and others. Each distribution partnership works to advance our mission of supporting Tri-Cities vulnerable communities, including individuals earning low-wages, seniors, veterans, individuals facing homelessness, families, and youth. We ensure that our meals are going to where they are needed most by partnering with these special interest groups.

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

A handwritten signature in cursive script that reads "A. Rodriguez". The signature is written in black ink and is positioned above the title and date.

Grant Writer

11/09/20

Signature

Title

Date

Information below to be completed by Housing Services Department staff.

Date Received: _____

Date Reviewed: _____

Staff Person Completing
Review: _____

National Objective: _____

Local Objective: _____

Eligibility Determination: _____

CDBG-CV PROJECT BUDGET

Organization: Feeding the Soul Foundation Total organization budget \$ 1.2 Million

Program/Project Name Requesting Funds: Community Food "Re-Leaf"
Effort _____

CDBG Funds Requested: \$ 218,610 Total program/project budget
\$ 233,110

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

1. Sources of funding for program/project:

		Secured or Anticipated
2. A. Funding requested from the City	<u>218,610</u>	Anticipated
B. Other federal funds (if any)	<u>NA</u>	S or A
C. State or local government funds	<u>NA</u>	S or A
D. Donations and contributions	<u>10,000</u>	Anticipated
E. Fees or memberships	<u>NA</u>	S or A
F. In-kind contributions/Volunteer time	<u>4,500</u>	Secured
G. Other funding	<u>NA</u>	S or A
H. TOTAL PROJECT FUNDING (project budget)	<u>233,110</u>	Anticipated

2. Uses of CDBG-CV funds requested for the program/project: (1.a.)

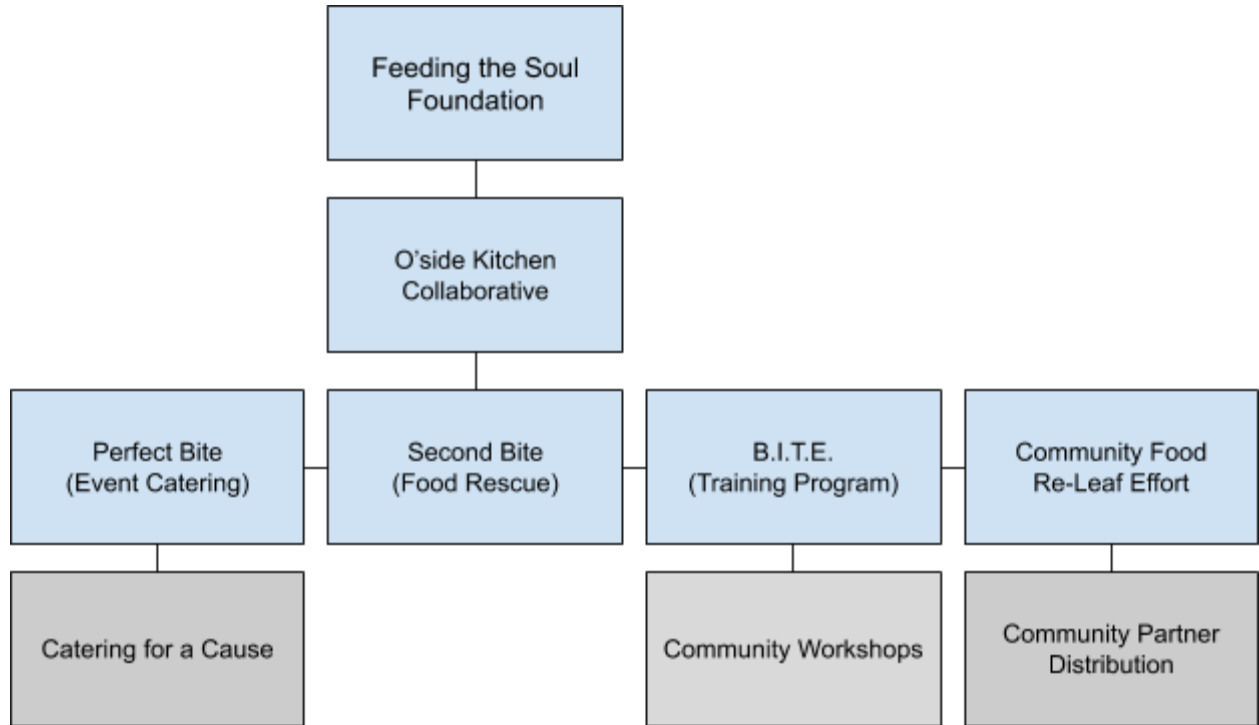
A. Wages and salaries		
B. Personnel benefits		
C. Materials and Supplies		
D. Food and Ingredients	<u>136,371</u>	
E. TOTAL REQUESTED FUNDING	<u>NA</u>	
(same as 1.a.)	<u>14,574</u>	
	<u>67,665</u>	
	<u>218,610</u>	

3. Percentage of project budget represented by CDBG-CV request 93.8%.

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

Our program will be funded through a combination of profits from our catering and food services, charitable donations, in-kind contributions, and future grant opportunities.

ATTACHMENT B - ORGANIZATION CHART





COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CDBG-CV FUNDING PROPOSAL APPLICATION

The following information must be completed by each qualified nonprofit organization interested in being considered for CDBG-CV funding. Please type or print clearly. Attach additional sheets or information as necessary. **All information requested must be provided or the application will be considered incomplete and will not be further evaluated for funding consideration. The application must not exceed a total of twenty (20) pages, please reference the Checklist of Required Documents.** (Attachments D and E may also be required depending on the proposed project, but will not count towards the 20 page limit.) **The completed application package, including appropriate attachments, must be submitted prior to 5 P.M. on Monday, November 9, 2020.** Applications may be submitted electronically to Nancy.Melander@calsbadca.gov. Paper copies may be mailed or delivered to the City of Carlsbad, Housing Services, Attn: Nancy Melander, at 1200 Carlsbad Village Drive, Carlsbad 92008. Please note that due to the current COVID-19 emergency, the Housing Services building is closed to the public and paper copies must be delivered by appointment.

Potential applicants who have questions about the CDBG-CV funding should contact Nancy Melander by email at nancy.melander@carlsbadca.gov before 5 p.m., Monday, November 2, 2020. Responses to questions will be posted on the city’s CDBG webpage by Wednesday, November 4, 2020 at <https://www.carlsbadca.gov/services/depts/ns/grants/cdbg.asp>.

In May 2020, the city conducted a Needs Assessment of the community’s highest priorities for addressing the impacts of the COVID-19 crisis. The priorities identified include: 1) making short-term income payments, 2) increasing food security (meal delivering services and food pantries) and 3) providing basic needs. The city encourages applications that address a Needs Assessment priority, but will give preference to applicants that provide short term income payments, in alignment with HUD’s stated objective.

If you’d like to view the needs assessment please visit the city’s website at <https://www.carlsbadca.gov/services/depts/ns/grants/cdbg.asp>.

→THEME: Short term income payments

FUNDING APPLICANT

Name of Agency: Interfaith Community Services

Address: 550 West Washington Avenue, Escondido CA 92025

Federal DUNS Number: 625463468

PROPOSED PROGRAM/PROJECT

Title of Program/Project: Carlsbad Service Center Coronavirus Response Project

Location of Program/Project: 5731 Palmer Way, Suite A, Carlsbad CA 92010-7247

Person completing application: Jennifer Handy Telephone No.: (760) 546-8948 email: jhandy@interfaithservices.org

Financial Contact: Joe Stemmler Telephone No.: (760) 294-6356 ext. 114 email: jstemmler@interfaithservice.org

Program Manager Contact: Amber Rizkalla Telephone No.: (760) 708-6830 email: arizkalla@interfaithservices.org

Executive Director Contact: Greg Anglea Telephone No.: (760) 489-6380 ext. 230 email: ganglea@interfaithservices.org

Requested Funding Amount: \$ 792,947

Brief Description of Program/Project (Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives of the program/project, **AND how the program/project will prevent, prepare for, or respond to the Coronavirus**):

What Needs Assessment priority does your proposal or activity address? If 'none' please indicate so and why?

Through the proposed Carlsbad Service Center Coronavirus Response Project, Interfaith Community Services (Interfaith) will address all three of the priorities identified by the City of Carlsbad's Needs Assessment, addressing the impacts of the COVID-19 pandemic including: 1) Making short-term income payments (rental and utility assistance, COVID job-loss related employment assistance), 2) Increasing food security, and 3) Providing basic needs.

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

Short-term Income Payments: Interfaith will provide homelessness prevention and diversion services to Carlsbad households that have been impacted by the Coronavirus pandemic. This will include emergency rental, utility, and security deposit payments to enable Carlsbad residents to avoid and prevent imminent homelessness. Case managers will screen residents for eligibility for rental assistance and other support services, and engage clients in comprehensive case management to identify and track progress toward lasting solutions. Through the intake process, evaluation, and case management, Interfaith determines if the client will have the income in the future to meet their financial obligations and remain stably housed. If it is determined that they meet this criteria, case managers assist clients in accessing the rental and utility funds needed to cover their overdue rent and utility bills. Short-term income payments will also include COVID-19 related employment expenses connected to job loss, including transportation, workforce re-training in a different career sector, tools, uniforms, and other expenses related to obtaining and maintaining employment. Case managers will provide warm referrals to internal and external support services, housing stabilization and support, financial education and budgeting, and clinical and behavioral health referrals.

Emergency Food Assistance: Interfaith will distribute emergency food assistance to Carlsbad residents through its on-site food pantry at the Carlsbad Service Center, as well as home delivery for those who are elderly or have a medical condition. Interfaith will also increase its pantry stock through donations and additionally purchased food as needed.

Basic Needs Support: Through case management, Interfaith will strengthen the support services for lower income Carlsbad residents as well as residents with special needs by providing social services to Carlsbad community members. Supportive services include emergency food and hygiene supplies, eyewear and prescription assistance, affordable physical and behavioral health care referrals, childcare and clothing assistance, career development and employment supports, financial assistance to receive California ID cards and birth certificates, tax preparation, transportation assistance, food stamp and Medi-Cal application assistance, as well as referrals to Homeless Court and legal services. In addition, Interfaith will provide services that are crucial to household economic success. Carlsbad community members will have access to employment assistance to help them gain and retain employment and/or required employment requisites such as a diploma, GED, certificate or licensure. Financial supports may include transportation related expenses, the purchase of work-related equipment and dress, and assistance with expenses that would otherwise serve as a barrier to the client returning to employment.

Through this request, Interfaith will also increase its staffing and infrastructure to be able to support the surge in clients we will be serving as a result of COVID-19.

Goals and Objectives:

Interfaith's Carlsbad Service Center Coronavirus Response Project will support at least 300 unduplicated Carlsbad homeless and low-income individuals who have been affected by the Coronavirus. Over a 24-month grant period, funding from the Carlsbad CDBG-CV Round 3 Grant will provide:

- Rental and utility assistance (not to exceed \$4,500 per household from the CDBG-CV funds) as well as emergency housing case management to prevent or immediately reverse homelessness to a minimum of 44 Carlsbad households;
- Emergency food and hygiene support to at least 300 Carlsbad individuals; and
- Case management and connections to basic needs resources for at least 300 Carlsbad individuals.

Need for the Program and CDBG-CV Funds as it relates to the Coronavirus. Describe the need in our community, how this need is related to the Coronavirus, and why CDBG-CV funds are essential to address this need:

This program will directly respond to the devastating socioeconomic impacts of the Coronavirus pandemic by providing short-term financial assistance, emergency food assistance, and wraparound support services to low-income and homeless residents hardest hit by the crisis. Services will be anchored at Interfaith's Carlsbad Services Center, conveniently located at 5731 Palmer Way, open Monday through Friday 7:00am to 3:30pm and Saturdays 7:00am to 12:00pm by appointment to community members. The Center will serve as an access point to the more than 50 programs provided through Interfaith, as well as connections to many community partner agencies in order to provide holistic support to households impacted by the Coronavirus. All services will be trauma-informed and follow Housing First principles, while maintaining all Coronavirus safety practices and protocols as recommended by local health authorities and the CDC.

The Coronavirus pandemic presents a variety of challenges to Carlsbad residents, disproportionately impacting the most vulnerable community members, including homeless individuals and families, low-income individuals, elderly, and individuals with chronic health conditions. Interfaith has remained open throughout the stay-at-home orders and remains on the frontlines, assisting individuals and families in their time of crisis. While ensuring the health and wellness of all constituents, Interfaith has modified its programs so that we may provide the services critically needed in our communities while keeping our clients, volunteers, and staff safe and healthy. This includes pre-screening and temperature checks for all individuals entering Interfaith facilities, requiring face-coverings and other PPE, providing hand-sanitizer, increasing daily janitorial services and disinfecting surfaces at least once each hour, social distancing inside and outside of the building, as well as implementing policies for providing remote services by phone or virtual meetings when appropriate.

Since March 2020, the Carlsbad Service Center has received requests from 89 households for rental assistance from residents within the City of Carlsbad. Not only are we receiving an increased number of requests, but the amount of funding needed to cover past due rental payments and utility bills is exponentially higher than what we normally experience. Prior to the Coronavirus, the majority of households were requesting emergency rental and/or utility assistance ranging from \$500 to \$1,500, which would allow these individuals and families to catch up on their bills and get back on their feet. Now, eight months into the World Health Organization declaring the Coronavirus Disease 2019 a global pandemic, Carlsbad residents are coming to Interfaith in need of upwards of \$10,000 or more in financial support to stay in their homes. Interfaith is working with these families to identify resources, provide them with CDBG-CV funds, and utilize other rental and utility assistance funding that Interfaith manages or has access to, to ensure these community members are able to remain in their homes.

In addition, since the start of the COVID-19 pandemic, the Carlsbad Service Center has provided emergency food assistance to 248% more households than the number of households served last year during the same months. The need for increasing food security remains prevalent among the community members visiting our center. Feeding San Diego has provided food and free deliveries to the CSC in order to help meet this need. However, when this support ends, Interfaith will continue to meet the food needs of our community, despite the increase in cost to our budget.

A recent report by the San Diego North EDC estimates that 36,000 jobs have been lost across the five cities on the SR 78 Corridor including Oceanside, Carlsbad, Vista, Escondido, and San Marcos between August 2019 and August 2020. Transient Occupancy Tax collections for June, July, and August were off 66% in Carlsbad. Unemployment on the Corridor spiked to 15.4% in April, and is currently at approximately 9%. Many Carlsbad Service Center clients have lost their jobs, specifically those in the retail and hospitality sector, which has seen many businesses forced to close their doors, resulting in both temporary and permanent layoffs. Interfaith Case Managers have been identifying barriers that clients will face related to returning to work when businesses resume operations. Since families have not had stable income during their unemployment, many do not have the additional funds required to cover employment expenses. For example, families no longer have additional savings to cover childcare expenses. Some families have had to postpone auto payments, registration payments for their vehicles, and may not have enough money to pay for other transportation expenses (gas or monthly bus pass) making it challenging to return to work. Other barriers include lapses in certifications or licensures, such as real estate or cosmetology, that impair their ability to return to work. In addition, many individuals have been forced to find employment in alternate sectors, which requires re-training and certifications, for which Interfaith will provide support.

With CDBG-CV Round 3 funding, Interfaith will continue to expand our support to Carlsbad residents, helping an additional 44 families with short-term rental, utility, and emergency funding assistance, as well as a total of 300+ individuals with case management and basic needs over a two year period, and allowing us to continue to provide critical services over a longer period of time. This funding will also help to ensure Interfaith has the staff infrastructure in place to meet the surge in community demands and provide case management to not only address emergency needs, but also work with individuals on a pathway to self-sufficiency. Although Interfaith has received funding, through various grants, private donations, and in-kind gifts to provide food and hygiene items as well as rental assistance to those who need them, there has been a lack of grant funding to support personnel expenses as we case manage clients, work with them to access food, basic needs, rental and utility assistance, and employment support. Our highest need at this time, related to responding to the Coronavirus pandemic, is funding for staff time, to ensure that we are able to effectively and efficiently provide vulnerable community members with the support and resources they so desperately need to get through this unprecedented time.

In addition, Interfaith is seeking support to obtain a larger space in order to accommodate more employees. Our current Carlsbad Service Center location has just three enclosed offices. Prior to the pandemic, we used the larger common area for additional staff and volunteers, however, due to COVID-19 safety precautions and social distancing, we will require a larger space in order to meet the needs of our clients and deliver support in a timely manner. For these reasons, we have included a request for capital expenses for the second six months of the contract in year one, and the entire twelve months in year two. This will allow us the necessary time to identify a larger space that will accommodate our increased staffing and client support needs.

I. ORGANIZATIONAL ABILITY/CAPACITY

A. This agency is:

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

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

Interfaith Community Services (Interfaith) empowers people in need to stabilize and improve their lives through comprehensive programs, in partnership with diverse faith communities and people of compassion. Founded in 1979 as a direct response to the rising rates of hunger and homelessness in North San Diego County, Interfaith works to break the cycle of poverty and homelessness. Building on more than 40 years of empowering homeless and low-income community members, Interfaith has grown to become the most comprehensive social services agency in North County. Today, Interfaith is supported by over 200 dedicated staff, more than 3,000 volunteers, 250+ faith communities, individuals, civic organizations, businesses, foundations, and government agencies.

Programs are offered throughout North San Diego County—from the coastal cities of Oceanside and Carlsbad, across the SR-78 corridor communities to Interfaith’s headquarters in Escondido, as well as communities north and south along I-15. Services are organized into five main areas: Self-Sufficiency and Supportive Services, Clinical and Behavioral Health, Employment and Economic Development, Recovery and Wellness, and Housing Services. Interfaith’s comprehensive wraparound programs and services are designed work together to holistically fulfill the needs of people in their time of crisis.

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

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

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

Interfaith has offered supportive services and housing assistance to Carlsbad residents for 18 years, making it well positioned to assist North County’s most vulnerable residents with homelessness prevention, housing stabilization, basic needs, and employment assistance services.

E. Please submit an organizational chart for the agency as Attachment B.

Please see Attachment B, Interfaith Community Services Organizational Chart.

F. Please describe the agency's existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such a program/project.

(Resumes may also be submitted as an optional Attachment C but not in lieu of a complete response.)

Amber Rizkalla, Director of Employment and Economic Development, will serve as the Project Director. Rizkalla first joined Interfaith in 2007 as the Grant Writer and Quality Assurance Officer, a position in which she served for 4 years before moving to New Jersey. During her time on the east coast, Rizkalla worked for Catholic Charities, writing grants and managing the Disaster Case Management Department in the aftermath of Superstorm Sandy. After returning to California in 2014, Rizkalla again joined Interfaith as Program Manager for the Transitional Youth Academy (TYA). She was promoted to the Director of TYA in 2015 and then the Director of Employment and Economic Development in 2017. Rizkalla brings years of experience in nonprofit administration, development and fundraising, program design and management, and service delivery. She also has a passion for serving youth. Rizkalla holds a Master’s degree in Sociological Practice from California State University San Marcos.

Vannessa Marshall, Coastal Employment Services Program Manager, will manage program operations. Marshall earned her B.A. in Liberal Studies from California State University San Marcos and is currently completing coursework for a Master’s degree in Nonprofit Leadership and Management from the University of San Diego. Marshall has 10 years of experience in the nonprofit field including: teaching, program

development, grant management, and budget management. Marshall has extensive experience in enhancing youth academic and career success by engaging students, parents/legal guardians, school staff, and the community to build a supportive environment for students to thrive in and out of school.

Diana Gonzales, Lead Case Manager, works with Carlsbad community members on the Basic Needs, Homelessness Prevention and Housing, and Employment Assistance Programs at the Carlsbad Service Center (CSC). Prior to starting with Interfaith in in 2019, Gonzalez worked at North County Health Services where she pre-screened clients' financial standing to determine program eligibility and gained other critical case management skills in a multi-cultural setting. Gonzalez is bilingual and bicultural and earned a B.A. in Social Science from California State University San Marcos in 2015 before joining the Peace Corps as an English Program Trainer.

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

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)

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

- No Yes

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

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

Interfaith is fully prepared to initiate the proposed CDBG-CV 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, and the project will scale-up existing programs that distribute rental assistance, food assistance, and provide case management programs to residents.

Contract Initiation:	January 2021 (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:	Announcement of award and availability of services via communications platforms. Distribution of referral and eligibility information to internal and external stakeholders.
Research new location/ additional space:	January 2021 – June 2021
Acquire new/additional space:	Within 6 - 12 months of contract approval
Milestones:	Quarterly reports and program updates to funder
End Date:	December 2022

II. FINANCIAL CAPACITY/STABILITY

- A. **Please complete Page 6 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG-CV funds would be used. Indicate how the requested CDBG-CV funds would relate to the overall proposed budget.**

CDBG-CV Project Budget completed and attached (Attachment F).

- B. **Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2018-2019 and 2019-2020) for the proposed program/project?**

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

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

	<u>Amount Received</u>	<u>Status</u>
CDBG funds (FY2018-2019)	\$20,062	Fully expended
CDBG funds (FY2019-2020)	\$20,290	Funds Remaining (current)
CDBG funds (FY2019-2020)	\$40,000	Fully expended
CDBG-CV funds (FY2020-2021)	\$123,966	Funds Remaining (current)
Community Activities/Other:		
Carlsbad Service Center Hiring Hall	\$204,217	Funds Remaining (current)
Trust Fund Case Management	\$40,000	Funds Remaining (current)

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

No Yes (Please list funds below)

<u>Program Source</u>	<u>Amount Received</u>
City of San Marcos CDBG-CV	\$231,237
City of Escondido ESG	\$148,300
City of Escondido ESG-CARES Act	\$552,866

III. BENEFITS & BENEFICIARIES

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

Carlsbad residents will have convenient access to the program through Interfaith’s Carlsbad Service Center (CSC), located at 5731 Palmer Way. Free parking is available on site and the CSC is located on the El Camino Real thoroughfare, easily accessible by public transportation (Breeze Route 309). Interfaith will also be seeking a larger space to accommodate additional staff and allow us to serve more clients, in a location that is convenient for clients who require parking or will need to access public transportation to visit the office.

Whenever needed, Interfaith will provide Carlsbad residents with additional transportation resources, including bus passes, to ensure maximum accessibility when receiving services.

The CSC is open Monday through Friday 7:00am to 3:30pm and Saturdays 7:00am to 12:00pm and is currently operating on a “by appointment” only basis due to COVID-19. Interfaith has implemented a pre-screening process for all individuals entering all service locations and has installed plastic or glass barriers, requires the proper use of PPE, and maintains social distancing. Interfaith is also providing remote services to clients either by phone or virtual appointments as appropriate.

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

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

- 95 % of clients are at 30 percent or below of the area median income
- 3 % of clients are between 31 and 50 percent of the area median income
- 1 % 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

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

Low-and-moderate income Carlsbad residents will benefit from the Carlsbad Service Center Coronavirus Response Project which includes access to rental and utility assistance, food, basic needs, comprehensive case management, homelessness prevention, housing stabilization, and employment assistance services. The community needs addressed by the program closely align with Priorities 2 and 3 in the Consolidated Plan.

PRIORITY 2: Prevent and reduce homelessness.

San Diego County has consistently ranked among the regions with the highest rates of homelessness nationwide. In 2018, San Diego had the fourth largest homeless population in the nation, only behind New York City, Los Angeles, and Seattle. The Regional Task Force on the Homeless (RTFH) counted 7,619 persons experiencing homelessness in San Diego County on a single night in January 2020. Of the countywide total, nearly 4,000 were unsheltered, sleeping outdoors, or in places not meant for human habitation, with 17% chronically homeless. North County Inland and North County Coastal reported 1,125 men, women, and children identified as homeless, of those, 147 individuals were experiencing homelessness in Carlsbad, 94 of whom were unsheltered. According to the Center for Policy Initiatives San Diego in 2015, 44 percent of Carlsbad residents were paying more the than 33 percent of their income for their housing costs, making them vulnerable to homelessness.

Interfaith will prevent and reduce homelessness in Carlsbad by providing rental assistance and security deposit assistance in emergency situations. During this unprecedented time, as we face the crisis caused by the COVID-19 pandemic, Interfaith is providing funds for emergency housing assistance and continues to refer homeless residents to the regional Continuum of Care Coordinated Entry System to link them with the appropriate housing resources to obtain and/or maintain affordable permanent housing. Interfaith’s case managers determine eligibility for rental assistance and other support services, and engage clients in longer-term case management to identify and track progress toward lasting solutions. Interfaith’s case management approach emphasizes homelessness prevention first and foremost – helping people stay in their own homes and neighborhoods whenever possible.

PRIORITY 3: Strengthen support services for lower income residents and residents with special needs.

According to “Poverty and Income in North San Diego County” (December 2016), 5.2% of Carlsbad’s residents live in poverty. Moreover, the official poverty line does not account for California’s housing costs or other critical household expenses and resources. The average cost of renting a two-bedroom apartment in Carlsbad is currently \$2,425, well above the budget of many families in the city. Nearly half of Carlsbad’s renters have unaffordable housing costs relative to their income, meaning they are resorting to survival strategies, including relying on public benefits, going into debt, or doing without needed items such as food, medicine, and utilities to afford housing.

Interfaith sees a high demand for basic needs support within the coastal communities, including Carlsbad. In fiscal year 2019-20 Interfaith provided 1,607 services to 472 unduplicated Carlsbad residents. In addition, the demand for basic needs support for Carlsbad residents continues to grow amidst the impacts of the COVID-19 pandemic. In a comparison of clients served and services provided during March through October 2020, during the COVID-19 pandemic, compared to the same time period in 2019, Interfaith provided services to 18% more clients and provided 39% more services. Interfaith is well aware that as we enter the next wave of this pandemic, Carlsbad residents will continue to seek support as additional debt is incurred due to temporary and permanent layoffs, lack of ability to pay bills, childcare costs, and challenges to meeting everyday needs, including food to feed their families. To address this priority, Interfaith provides case managed social services, customized emergency food supplies, transportation assistance in the form of bus passes and gas vouchers, prescription assistance, affordable health care referrals, childcare and clothing assistance, job application preparation and financial assistance to receive California ID cards and birth certificates, tax preparation, as well as food stamp and Medi-Cal application assistance. These resources, complemented by Interfaith’s comprehensive services, enable individuals to focus their efforts on stabilizing their financial and housing situations and improving their family’s economic state.

In addition, Interfaith has implemented various strategies to help Carlsbad individuals experiencing homelessness to connect with employment assistance with the goal of securing stable employment. A flexible fund is used to support employment related expenses such as transportation which includes monthly bus passes, gas vouchers, and auto repair. This is a major problem in North County where public transit is much less viable than metro San Diego. Other financial supports may include the purchase of work-related equipment such as boots, uniforms, tools, and additional gear.

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

300+ Persons of which 100 % are Carlsbad residents

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

No Yes (Please specify)

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

Interfaith serves a variety of underserved populations, including low-income and homeless families and individuals, low-wage earners, day laborers and farm workers, seniors, at-risk youth, veterans, as well as individuals with mental health needs and substance abuse issues. Building on a 40-year history of serving San Diego’s North County community, Interfaith provided a pathway towards self-sufficiency and independence for more than 20,000 homeless and low-income community members last fiscal year.

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

No

Yes (Please specify) \$ _____

IV. IMPLEMENTATION OF ACTIVITY

A. Please submit a schedule for implementation as Attachment E if this proposal is for construction, rehabilitation, property acquisition, and construction related activities, or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing, or other appropriate documents. **THE AGENCY MUST ENSURE THE EXPENDITURE OF ALL CDBG FUNDS AWARDED WITHIN THE PROGRAM YEAR.**

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

If this contract approved, Interfaith will pursue leasing a larger office space to accommodate new staff members and expedite the internal process to more quickly meet the needs of a growing number of community members who find themselves in need of short-term income assistance, food and hygiene items, and case management. We will provide any required documentation and work with the city to modify the contract as appropriate.

V. DOCUMENTATION

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

Interfaith case managers complete a Needs Assessment with each client during their intake process. Through this process, information collected and kept on file includes all general demographic information such as race, gender, income, source of income, education level, and housing status. In addition, proof of income forms are completed and documentation, such as records of employment, unemployment, and other benefits or support providing income, is collected. Individual files are kept on each client and household in a locked file cabinet following privacy and security requirements outlined in Interfaith's Privacy Security and Confidentiality Practices Manual. In addition, 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).

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

B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?

Interfaith created and utilizes a City of Carlsbad CDBG Rental Assistance Checklist and the Rental/Flex Fund Assistance Screening Tool to ensure that all documentation needed to qualify an individual or household for access to CDBG-CV funds have been gathered, recorded, reviewed, and filed in the appropriate locations. To access the City of Carlsbad CDBG-CV funds, clients must meet the requirement that the support they are receiving is in response to a need created by the Coronavirus pandemic. Documentation includes client screening, case manager notes, Proof of Income Forms, records of employment, unemployment, and other benefits or support providing income, as well as Client Demographic Forms.

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

The outcomes of the Carlsbad Service Center Coronavirus Response Project will be collected through the intake process, completion of required documentation used to qualify clients for this project, and through follow up conversations, meetings, and case management notes. All information collected is documented in each client's/household's file as well as Interfaith's Efforts to Outcomes database, and the Homeless Management Information System as appropriate. Evaluation and measurement of the impact of the project will be completed by Interfaith's Chief Program Officer, Director of Compliance and Quality Assurance, and the Director of Employment and Economic Development, who will serve as the Project Manager for this project and oversees all programs and activities offered through the Carlsbad Service Center.

Outcomes of the project will be reported to the City of Carlsbad as required through the grant agreement.

VI. PARTNERSHIPS, COLLABORATION, AND OUTREACH

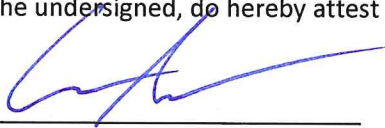
A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach to the coronavirus. What steps will you take to make sure there is not duplication of services? How will you reach out to families and businesses in need?

To form a cohesive approach to the coronavirus and to ensure that there is not duplication of services, Interfaith works in collaboration with the Regional Taskforce on the Homeless, the County Continuum of Care, the Alliance for Regional Solutions, the Carlsbad Chamber of Commerce, local businesses, and other non-profit organizations, cities, and the county. Interfaith is committed to working with other organizations and agencies throughout San Diego County to create and implement regional solutions to effectively reduce homelessness and ensure we are responding to the needs of our community that have been created by the coronavirus pandemic.

When utilizing CDBG-CV funds, Interfaith will work in collaboration with Community Resource Center, located in Carlsbad, to ensure that there is not duplication of services and that we are not providing services to the same clients.

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

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



Signature

Chief Executive Officer
Title

November 9, 2020
Date

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

Information below to be completed by Housing and Neighborhood Services Department staff.

Date Received:

Date Reviewed:

Staff Person Completing Review:

National Objective:

Local Objective:

Eligibility Determination:

CDBG-CV PROJECT BUDGET
See Full Budget Attached (Attachment F)

Organization: Interfaith Community Services **Total organization budget** \$20,746,740

Program/Project name requesting funds: Carlsbad Service Center Coronavirus Response Project

CDBG funds requested: \$792,947 (two years) **Total program/project budget:** \$916,913 (two year budget)

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

1. Sources of funding for program/project:

a. Funding requested from the City	<u>\$ 792,947</u>
b. Other federal funds (if any)	<u> </u>
c. State or local government funds	<u>\$ 123,966</u>
d. Donations and contributions	<u> </u>
e. Fees or memberships	<u> </u>
f. In-kind contributions / Volunteer time	<u> </u>
g. Other funding	<u> </u>
h. TOTAL PROJECT FUNDING (project budget)	<u>\$ 916,913</u>

2. Uses of CDBG-CV funds requested for the program/project: (1.a.)

a. Wages and salaries	<u>\$ 202,870</u>
b. Personnel benefits	<u>\$ 77,091</u>
c. Materials and supplies	<u>\$ 2,250</u>
d. Program expenses and evaluation	<u>\$ 200,000</u>
e. Rent and utilities	<u>\$ 187,500</u>
f. Insurance	<u>\$ 4,500</u>
g. Mileage (<u> </u> @ 55¢/mile)	<u>\$ 3,000</u>
h. Incentives and Special Events	<u>\$ </u>
i. Indirect costs	<u>\$ 72,086</u>
j. Janitorial/Cleaning	<u>\$ 18,000</u>
k. Other Office Expenses	<u>\$ 25,650</u>
l. TOTAL REQUESTED FUNDING (same as 1.a.)	<u>\$ 792,947</u>

3. **Percentage of project budget represented by CDBG-CV request** 86%

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

Additional and future funding required to support this project will be pursued through other municipalities, individual donors, private foundations, corporations, and government grants.



RESOLUTION OF THE BOARD OF DIRECTORS

OF

INTERFAITH COMMUNITY SERVICES, INC.

Authorized Signatory for Contracts & Financial Instruments

The Board of Directors of Interfaith Community Services Inc., at the monthly Board of Directors meeting held on July 29, 2020, hereby resolves to authorize Greg Anglea, Chief Executive Officer, or Reverend Meg Decker, Chair of the Board, to sign grant applications on behalf of Interfaith Community Services Inc. when timing does not allow for full board review at a regularly scheduled board meeting during the 2020-21 fiscal year. Signed copies of any resolutions shall be included in the next regularly scheduled board package. When feasible, such grant applications will also be reviewed by an appropriate board committee.

Reverend Margaret Decker
Chair of the Board

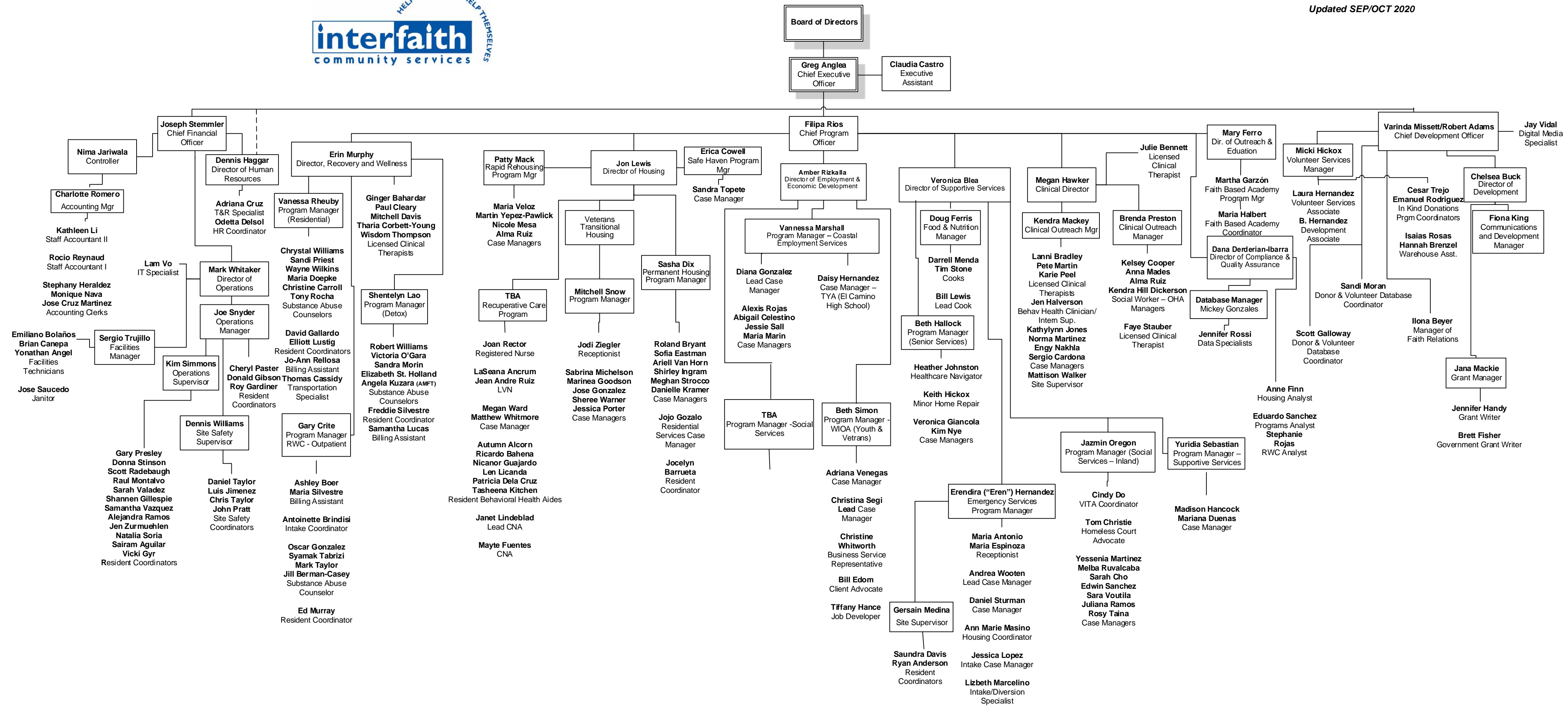
7/31/20
Date

Lisa Brinig, CFP
Secretary, Board of Directors

8/6/20
Date

Greg Anglea
Chief Executive Officer

7-28-2020
Date



**Amber Rizkalla, Director of Employment and Economic Development
Interfaith Community Services**

PROFESSIONAL EXPERIENCE

Interfaith Community Services, Escondido, CA

Director of Employment & Economic Development

April 2017-Present

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

Director of Transitional Youth Academy

April 2015-April 2017

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

Program Manager, Transitional Youth Academy

September 2014-April 2015

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

Catholic Charities, Diocese of Metuchen, Perth Amboy, NJ

December 2011-March 2014

Disaster Case Management Supervisor & Grant Writer

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

Allied American University, Laguna Hills, CA

October 2010-December 2011

Course Developer/Adjunct Faculty

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

Interfaith Community Services, Escondido, CA

June 2007- September 2010

Grant Writer/Quality Assurance Officer

EDUCATION

California State University San Marcos

San Marcos, CA

Master of Arts in Sociological Practice

2007

**Vannessa Marshall, Program Manager – Coastal Employment Services
Interfaith Community Services**

PROFESSIONAL EXPERIENCE

Interfaith Community Services, Carlsbad, CA June 2015 – Present
Program Manager – Coastal Employment Services

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

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

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

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

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

EDUCATION

University of San Diego San Diego, CA
Masters in Nonprofit Management & Leadership 2019

California State University San Marcos San Marcos, CA
Bachelor of Arts in Liberal Studies with an Emphasis in Child Development 2006

Saddleback Community College, Child Development & Education Department Mission Viejo, CA
Site Supervisor Certification Coursework 2011
Advanced Grant Writing Series

**Diana Gonzalez, Case Manager
Interfaith Community Services**

PROFESSIONAL EXPERIENCE

Interfaith Community Services, Carlsbad, CA February 2019 – Present

- Registers job applicants and employers
- Verifies eligibility for employment in the United States, for all persons requesting or obtaining employment services, and any other appropriate background checks
- Provides direct services to clients including job placement, job related referrals to other service providers, and conducts workshops and educational services related to job employment
- Provides assessments, crisis intervention, advocacy, and case management
- Provides guidance and support to help clients identify their own strengths, skills, set achievable goals, and follow through consistently so they can become employable and self-sufficient
- Submits statistical reports pertaining to job placements, demographic information, and all other related reports to supervisor in a timely manner
- Administers supportive services per agency and contract guidelines
- Identifies resources and advocates for clients' needs

North County Health Services January 2018 – February 2019

Program Resource Specialist

- Pre-screen client financial standing to determine program eligibility.
- Assist families with Medi-Cal, Covered California, and Cal Fresh enrollment services.
- Explain to client insurance processes like deductibles, co-pays, and premiums.
- Troubleshoot health insurance cases and coordinate proper plan to resolve coverage issues.
- Identify resources and refer clients to community resources as they pertain to their needs.
- Record and report successful enrollment and renewal of health coverage on a monthly basis.
- Contribute to team by contributing ideas for process improvements.

Peace Corps, Santa Elena, Ecuador 2016 – 2018

English Program Trainer

- Conducted community needs assessment and screened individuals for project benefits.
- Coordinated and facilitated district-large training workshops for 236 teachers.
- Managed the writing of an approved grant and allocated grant funds for proper spending.
- Responsible for curriculum development, creating visual aids, and presenting them.
- Monitored and reported improvement in teaching techniques, structures, and resource development.
- Partnered with a community organization to conceptualize and effectively coordinate a regional 5-day youth empowerment camp for at-risk youth.
- Maintained and fostered positive relationship with students' parents.
- Collaborated closely with school administration to coordinate on and off-campus activities.

EDUCATION

California State University of San Marcos San Marcos, CA
B.A. in Social Science (Foci: Sociology, Political Science, Women Studies) 2015

LICENSES/CERTIFICATES

Covered California Certified Counselor by Covered California 2018
Teaching English as a Foreign Language by the Center for Applied Linguistics 2018

City of Carlsbad CDBG-CV Round 3 Grant Application

Budget: Carlsbad Service Center Coronavirus Response Project

YEAR 1

Staffing

Lead Case Manager @\$22/hr. (.75 FTE) \$45,760	\$	34,320
Program Manager @\$58,333 (.30 FTE)	\$	17,500
Director @\$88,500 (.05 FTE)	\$	4,425
Total Salaries	\$	56,245
Benefits @ 38%	\$	21,373
Total Salaries and Benefits	\$	77,618

Occupancy Expenses (6 months)

Rent @ \$10,000/mo. (6 months)	\$	60,000
Janitorial/Cleaning	\$	6,000
Other supplies	\$	750
Repairs and Maintenance	\$	2,500
Utilities	\$	2,500
Office Expenses	\$	750
Phones	\$	1,600
Internet	\$	700
Insurance	\$	1,500
Mileage	\$	1,500
Equipment	\$	3,000
Total Occupancy expenses	\$	80,800

Financial Assistance

Homelessness Prevention/Flex Funds	\$	100,000
Total Financial Assistance	\$	100,000

Total Salaries and Benefits	\$	77,618
Total Occupancy Expenses	\$	80,800
Total Financial Assistance	\$	100,000
Total	\$	258,418
10% Admin	\$	25,842
Total Contract Year 1	\$	284,260

**Budget: Carlsbad Service Center Coronavirus Response Project
YEAR 2**

Staffing

Program Manager @ \$59,000 (1 FTE)	\$	59,000
Case Managers @ \$41,600 (2 FTE)	\$	83,200
Director @\$88,500 (.05 FTE)	\$	4,425
Total Salaries	\$	146,625
Benefits @ 38%	\$	55,718
Total Salaries and Benefits	\$	202,343

Occupancy Expenses

Rent @ \$10,000/mo. (12 months)	\$	120,000
Janitorial/Cleaning	\$	12,000
Other supplies	\$	1,500
Repairs and Maintenance	\$	5,000
Utilities	\$	5,000
Office Expenses	\$	1,500
Phones	\$	3,200
Internet	\$	1,400
Insurance	\$	3,000
Mileage	\$	1,500
Equipment	\$	6,000
Total Occupancy expenses	\$	160,100

Financial Assistance

Homelessness Prevention/Flex Funds	\$	100,000
Total Financial Assistance	\$	100,000

Total Salaries and Benefits	\$	202,343
Total Occupancy Expenses	\$	160,100
Total Financial Assistance	\$	100,000
Total	\$	462,443
10% Admin	\$	46,244
Total Contract Year 2	\$	508,687

Total Contract Year 1	\$	284,260
Total Contract Year 2	\$	508,687
TOTAL CONTRACT	\$	792,947



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CDBG-CV FUNDING PROPOSAL APPLICATION

The following information must be completed by each qualified nonprofit organization interested in being considered for CDBG-CV funding. Please type or print clearly. Attach additional sheets or information as necessary. **All information requested must be provided or the application will be considered incomplete and will not be further evaluated for funding consideration. The application must not exceed a total of twenty (20) pages, please reference the Checklist of Required Documents.** (Attachments D and E may also be required depending on the proposed project, but will not count towards the 20 page limit.) **The completed application package, including appropriate attachments, must be submitted prior to 5 P.M. on Monday, November 9, 2020.** Applications may be submitted electronically to Nancy.Melander@calsbadca.gov. Paper copies may be mailed or delivered to the City of Carlsbad, Housing Services, Attn: Nancy Melander, at 1200 Carlsbad Village Drive, Carlsbad 92008. Please note that due to the current COVID-19 emergency, the Housing Services building is closed to the public and paper copies must be delivered by appointment.

Potential applicants who have questions about the CDBG-CV funding should contact Nancy Melander by email at nancy.melander@carlsbadca.gov before 5 p.m., Monday, November 2, 2020. Responses to questions will be posted on the city's CDBG webpage by Wednesday, November 4, 2020 at <https://www.carlsbadca.gov/services/depts/ns/grants/cdbg.asp>.

In May 2020, the city conducted a Needs Assessment of the community's highest priorities for addressing the impacts of the COVID-19 crisis. The priorities identified include: 1) making short-term income payments, 2) increasing food security (meal delivering services and food pantries) and 3) providing basic needs. The city encourages applications that address a Needs Assessment priority, but will give preference to applicants that provide short term income payments, in alignment with HUD's stated objective.

If you'd like to view the needs assessment please visit the city's website at <https://www.carlsbadca.gov/services/depts/ns/grants/cdbg.asp>.

→**THEME:** Short term income payments

FUNDING APPLICANT

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

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

Federal DUNS Number: 020210332

PROPOSED PROGRAM/PROJECT

Title of Program/Project: Meal Delivery & Accompanying Services for Carlsbad Seniors

Location of Program/Project: Carlsbad, CA

Person completing application: Ali Duarte Telephone No.: 619-278-4012
email: aduarte@meals-on-wheels.org

Financial Contact: Matt Topper Telephone No.: 619-278-4007
email: matt.topper@meals-on-wheels.org

Program Manager Contact: Charlotte Fan Telephone No.: 760-736-9900
email: cfan@meals-on-wheels.org

Executive Director Contact: Brent Wakefield Telephone No.: 619-278-4006
email: bwakefield@meals-on-wheels.org

Requested Funding Amount: \$ 10,000

Brief Description of Program/Project (Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives of the program/project, **AND how the program/project will prevent, prepare for, or respond to the Coronavirus**):

Meals on Wheels San Diego County (MOWSDC) will use \$10,000 in CDBG funds toward food and packaging costs (\$2.25 per meal) for 7,000 meals to be delivered to 75 homebound seniors living in the City of Carlsbad, of which 10 will receive free meals in response to COVID-19.

What Needs Assessment priority does your proposal or activity address? If 'none' please indicate so and why?

This proposal meets the needs assessment priority of increasing food security (meal delivery services).

Need for the Program and CDBG-CV Funds as it relates to the Coronavirus. Describe the need in our community, how this need is related to the Coronavirus, and why CDBG-CV funds are essential to address this need:

The COVID-19 crisis threatens older adults ability to secure food. Individuals 65+ have been recommended to self-quarantine at home which has hindered their access to food. Now more seniors are at risk for malnutrition and social isolation. We want our seniors to stay home to prevent them from exposure to the coronavirus. MOWSDC is committed to delivering meals daily so we can also do a wellness check, answer questions and provide information, but from afar. Their mental wellbeing is top of mind for us right now so we are providing resources for our clients who need to talk to someone. Homebound seniors are isolated from emotional and social support resulting in higher levels of depression and anxiety. We are there for our clients to help combat the fear, anxiety, and isolation during this unprecedented time. In-home meal delivery breaks isolation, identifies health risks sooner, and provides an affordable option for regular nutrition.

I. ORGANIZATIONAL ABILITY/CAPACITY

A. This agency is:

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

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

Meals on Wheels San Diego County's (MOWSDC) mission is to support the independence and well-being of seniors who choose to age in their home (or must do so due to lack of familial housing options or the inability to afford quality

institutional care). Many seniors experience chronic illnesses and disabilities making activities of daily living difficult. In many cases, seniors will become temporarily and/or permanently homebound. Becoming homebound prevents seniors from performing the most basic activities of daily living such as obtaining food, healthcare, support services, and engagement in social activities. MOWSDC is a unique partner in the community safety net serving older adults in the home with care services. MOWSDC improves both senior health and safety through the delivery of up to two fresh meals a day by a caring individual accompanied by daily in-home social visits, safety checks, and care navigation support with referrals to other social service providers, if necessary.

MOWSDC has two full time Care Navigators that respond to any concerns that volunteers observe during meal delivery. MOWSDC is implementing a Mobile Application for its meal delivery system which allows volunteers to place electronic "wellness alerts" using their mobile device. When a change in a client's condition or health is discovered, a wellness alert is placed via the mobile device and is received and documented in real time by the Care Navigators. The Care Navigators are trained to help connect these "at-risk" seniors with additional care and support and conducts a follow-up with each senior directly. This new system better identifies health and safety risks for senior clients, allowing our volunteers, who visit clients daily, to intervene successfully with the help of a care navigator, initiating interventions and referrals that immediately address health and safety risks.

In the last completed City of Carlsbad fiscal year (7/1/2019-6/30/2020), MOWSDC delivered 6,756 fresh, senior-specific, healthy meals with accompanying safety checks and social visits to 78 City of Carlsbad seniors. MOWSDC also serves all of San Diego County, including the 3,049 square miles of rural and unincorporated areas. Of all seniors served by MOWSDC, on average, 98% are considered extremely low- to low-income according to the income guidelines by the Department of Housing and Urban Development (HUD) for all cities in San Diego County. With assistance from funders, MOWSDC subsidizes 60% of the costs for meals, delivery, and other services provided, regardless of a senior's ability to pay. Further subsidies are provided for seniors who are experiencing severe financial difficulties. For MOWSDC's Fiscal Year 2019-2020 (Oct 1, 2019 – Sept 30, 2020), MOWSDC served 4,252 unduplicated seniors throughout San Diego County with 561,928 meals, daily safety checks and social visits, including care navigator support and follow-up care, using 3,292 trained volunteers.

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

MOWSDC has been in operation since 1960 and was incorporated on 7/7/1970. MOWSDC was founded by a group of United Methodist women who invested their time and resources into researching the needs of the elderly in San Diego. These women implemented a program in three Methodist churches which provided a drop-in senior center and home visitation services. Over the years the services provided adapted and expanded into the general community. Today Meals on Wheels delivers meals and additional services to between 1,000 and 1,800 seniors daily throughout San Diego County. Meals on Wheels has matured from an annual budget of \$20,468 to over \$5 million. Since inception MOWSDC has provided 19.5 million meals. The program will continue and grow based on projections of the impact of the aging "baby-boomer" generation entering their later senior years.

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

MOWSDC has been providing meals to homebound and at-risk seniors for over 60 years across San Diego County.

E. Please submit an organizational chart for the agency as Attachment B.

Please see attachment.

F. Please describe the agency's existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such

a program/project. (Resumes may also be submitted as an optional Attachment C but not in lieu of a complete response.)

(Resumes for Ms. Fan and Mr. Topper are provided in Attachment C.)

Charlotte Fan is the Service Center Manager for the North County Service Center. The North County Service Center serves all zip codes in the North County. This includes Coastal, Inland, and Central urban and unincorporated areas, including the City of Carlsbad. Ms. Fan has been with MOWSDC for 21 years and the Service Center Manager for the North for 16 years. She holds a M.A. in Psychology with an emphasis on Community and Social Psychology and a M.A. in Education with an emphasis on Human Development and Counseling. She currently supervises 13 staff members and 700 volunteers. Please see attached resume for more detail. Matt Topper is the Chief Financial Officer and has been with the organization for 13 years. Mr. Topper has extensive non-profit experience including as Director of Finance and Administration for the Northern Arizona University Foundation, a \$43M privately funded endowment, Director of Finance and Controller for Ameri Tribes, and an accounting manager with the Hotel Group. Mr. Topper is a fully licensed CPA (AZ), and was a finalist for San Diego Business Journal CFO of the Year 2011. He holds a B.S. in Accountancy from Northern Arizona University.

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

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)

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

- No Yes

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

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

No steps would need to be taken. MOWSDC has one primary service - to deliver nutritious meals to seniors in-need at a subsidized cost so that seniors can easily afford the service. MOWSDC has been providing service for 60 years in San Diego County. MOWSDC would be undergoing the project at the time of notice of award. Project milestones include serving 75 seniors, of which 10 will receive free meals in response to COVID-19, with 7,000 meals within 12 months.

II. FINANCIAL CAPACITY/STABILITY

A. Please complete Page 6 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG-CV funds would be used. Indicate how the requested CDBG-CV funds would relate to the overall proposed budget.

- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2019-2020 and 2020-2021) for the proposed program/project?

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

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

	<u>Amount Received</u>	<u>Status</u>
CDBG funds	\$10,000	Complete
	\$5,000	In progress

Community Activities/Other

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

No Yes (Please list funds below)

<u>Program Source</u>	<u>Amount Received</u>
<u>City of El Cajon</u>	<u>\$ 14,000</u>
<u>City of Encinitas</u>	<u>\$25,000</u>
<u>City of Escondido</u>	<u>\$ 16,835</u>
<u>City of Santee</u>	<u>\$ 2,000</u>
<u>City of Vista</u>	<u>\$ 5,000</u>

III. BENEFITS & BENEFICIARIES

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

All services are delivered and conducted in the senior's home, providing the most accessible service delivery model possible.

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

45 % of clients are at 30 percent or below of the area median income
37 % of clients are between 31 and 50 percent of the area median income
12 % of clients are between 51 and 80 percent of the area median income
6 % of clients are above 80 percent of the area median income

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

The City of Carlsbad announced a focus for FY2019-2020 CDBG funding toward preventing and reduce homelessness. A key factor in maintaining stable housing for seniors is their ability to age in place successfully for as long as possible.

Research demonstrates that food insecurity and isolation are responsible for up to 40% of an individual's negative health outcomes, related increased healthcare costs, hospitalizations and financial strain. Undernourishment in seniors substantially increases the likelihood of illness, mortality, hospitalizations and length-of-stay, functional disabilities, and physical complications (D. Maher, C. Eliadi. 2015). Homebound seniors coping with chronic disease are often isolated from emotional and social support resulting in higher levels of depression and anxiety. This places this senior population at significant risk for decreased quality of life, increased medical complications, loss of independent living and mortality (Musich, Shirley, PhD. 2015). These health factors impede seniors' access to public programs that could help them manage their health problems. Chronic disease and isolation often exist in tandem with income levels just above the federal poverty level. For these most-vulnerable seniors, homelessness becomes a significant risk. Daily, in-home and relationship-based meal deliveries break isolation, assist in identifying and addressing health risks at earlier stages and provide an affordable option for regular healthy nutrition. Each intervention increases the senior's ability to maintain independent living, self-sufficiency, and healthy living conditions, while also reducing the likelihood of catastrophic destabilization and potential homelessness. When seniors are supported in maintaining their most stable form of housing, the risk of homelessness is reduced.

In the CCCP, public services for LMI and special needs populations was listed as the third priority. With each meal delivery, MOWSDC provides daily, in-person safety and wellness checks along with social visits. This trifecta of relationship-based care ensures that other health and safety needs are monitored by MOWSDC volunteers and responded to quickly, often before they become a threat to the senior's ability to maintain independent living. The seniors served by MOWSDC are identified as a high priority for City of Carlsbad CDBG funding – including those identified as elderly, frail elderly, those with mental and physical disabilities and veterans, all populations MOWSDC serve. According to the San Diego Association of Governments (SANDAG) the population of adults 85+ in the City of Carlsbad will have grown by 205% between 2012 and 2050. This is significant because this particular age group is considered most likely to be in need of supportive services.

According to the City of Carlsbad Consolidated Plan (CCCP), nutritional support is among the third most urgent need recorded in the city by San Diego 2-1-1. MOWSDC's primary service is the transport of fresh, nutritious food to seniors who are at-risk of food insecurity and isolation as a result of being homebound. Based on demographic and observational data, current City of Carlsbad seniors now enrolled in the MOWSDC program are at-risk for poor diet and social isolation, and the related negative health, emotional and economic impacts. These senior clients often experience limited mobility and struggle to carry out daily tasks of living, including shopping for food and cooking. The program's home delivery of fresh daily meals directly addresses these barriers. Regular access to food and social visits reduce healthcare spending, improve health, and reduce the likelihood of nursing home use, in turn reducing government benefit expenditures (Zielinskie, Ginger, et al. 2014). Continuation of this program will benefit newly identified at-risk seniors in need of this service.

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

Persons of which 100 % are Carlsbad residents

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

No Yes (Please specify)

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

For the CDBG-CV program, MOWSDC will serve homebound seniors living in the City of Carlsbad. Based on demographics from the last completed program city fiscal year (July 1, 2019-June 30, 2020) and information on current City of Carlsbad project enrollees, it is anticipated that 96-99% will be low- to moderate-income (LMI) individuals. Of the

residents to be served, 100% are aged 62 or older. Of our anticipated service population, approximately 87% identify as veterans or spouses of veterans. Approximately 25% will be female-headed households.

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

No Yes (Please specify) \$2-4 per meal

Charge is determined on a sliding scale based on financial need, with a minimum per meal cost of \$2 and a maximum of \$4. On average, seniors in the City of Carlsbad pay just under \$4 per meal. All seniors receive a minimum 60% subsidy for the total delivered meal cost, other seniors benefit from additional subsidies.

IV. IMPLEMENTATION OF ACTIVITY

A. Please submit a schedule for implementation as Attachment E if this proposal is for construction, rehabilitation, property acquisition, and construction related activities, or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing, or other appropriate documents. **THE AGENCY MUST ENSURE THAT THE ACTIVITY IS TO PREVENT, PREPARE FOR, OR RESPOND TO THE CORONAVIRUS.**

This program is not a new program for MOWSDC or for the City of Carlsbad. City of Carlsbad CDBG funds have been awarded to this program/project in prior CDBG funding cycles.

V. DOCUMENTATION

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

MOWSDC documents program participation, including racial, ethnic and gender characteristics of participants, upon intake. MOWSDC staff conducts an in home meeting with the client and completes a new client intake/assessment form. Additionally, MOWSDC staff has the client complete a self-certification form. This information is then entered into a sophisticated database called SERVtracker.

B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?

On MOWSDC's In-Take Form there is a question, "Reason for Service?" If the prospective clients are unable to articulate, the staff asks them "Are you in need of our services due to the recent stay-at-home order because of COVID-19?" Our clients' response has been an overwhelming "Yes" over the past seven months.

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

The organization measures its effectiveness through thorough documentation of the number of clients served, number of mobile-electronic well-ness status alerts, the number of referrals made, and meals served. MOWSDC uses a sophisticated database called SERVtracker to collect and report on information. Quantitative evaluation methods include reviewing data collected and reported on as well as fiscal data. Qualitative evaluation is based on feedback from clients in the form of letters, surveys, and interviews conducted with MOWSDC staff. Evaluation of data is conducted monthly by Service Center Managers, Executive Management, and the Board of Trustees. Fiscal information is evaluated by Executive Management, the Board of Trustees, and Managers on a monthly basis. The Development Manager works with Managers and Executive Management to ensure that program goals are met and required reports submitted.

VI. PARTNERSHIPS, COLLABORATION, AND OUTREACH

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

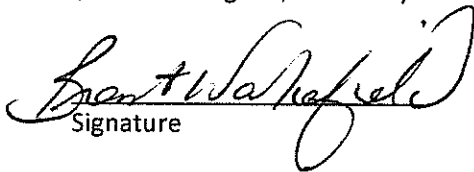
coronavirus. What steps will you take to make sure there is not a duplication of services? How will you reach out to families and businesses in need?

MOWSDC collaborates with the Jacob & Cushman San Diego Food Bank and Feeding San Diego to distribute a twice-monthly supply of fresh fruit and vegetables and a monthly supply of shelf-stable foods at no cost. MOWSDC also partners with the Feeding San Diego to provide CalFresh application support through information sharing for the overall safety and well-being of seniors. MOWSDC also distributes a weekly supply of cat and dog food at no cost to our clients through our partnership with The Helen Woodward Animal Center.

MOWSDC conducts outreach through 211. MOWSDC also works in tandem with and in support of the City of Carlsbad's Home Meal Delivery program. While the City's program is closed on city holidays and weekends, MOWSDC provides meal service on all holidays, and includes Saturday deliveries (with meals for both Saturday and Sunday). This ensures additional days of security for seniors who live alone and rely on safety checks and social visits. When the City's program reaches capacity, MOWSDC has increased delivery drivers and routes to fill the unmet needs of those seniors requesting services. Through additional donor support for MOWSDC's program costs, MOWSDC's average meal contribution from each senior in the City of Carlsbad is just under \$4 per meal, with some seniors qualifying for additional reductions through MOWSDC subsidies. The City's program requests a comparable \$4 per meal. The leveraged funding through MOWSDC's charitable donors provides a direct cost benefit to lower income seniors and we are able to offer any qualifying senior meals at just \$2 each when needed.

In addition, MOWSDC is a member of the San Diego Senior Alliance (SDSA). SDSA is a group of 20 local non-profit agencies, for profit, and local government agencies in San Diego County. The goals of the organization are to support and unify all three to merge public policy efforts, share program information, and identify areas of synergy as it pertains to support services for seniors.

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


Signature

PRESIDENT & CEO
Title

11-9-2020
Date

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

Information below to be completed by Housing Services Department staff.

Date Received: _____

Date Reviewed: _____

Staff Person Completing Review: _____

National Objective: _____

Local Objective: _____

Eligibility Determination: _____

CDBG-CV PROJECT BUDGET

Organization: Meals on Wheels San Diego County **Total organization budget \$** 6,278,982

Program/Project name requesting funds: Meal Delivery & Accompanying Services for Carlsbad Seniors

CDBG funds requested: \$10,000 **Total program/project budget:** \$64,190

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

<u>1. Sources of funding for program/project:</u>	(S)Secured or (A)Anticipated	
a. Funding requested from the City	<u>\$10,000</u>	(S) or (A)
b. Other federal funds (if any)	<u>\$0</u>	(S) or (A)
c. State or local government funds	<u>\$0</u>	(S) or (A)
d. Donations and contributions	<u>\$27,590</u>	(S) or (A)
e. Fees or memberships	<u>\$26,000</u>	(S) or (A)
f. In-kind contributions / Volunteer time	<u>\$0</u>	(S) or (A)
g. Other funding _____	<u>\$0</u>	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	<u>\$64,190</u>	(S) or (A)

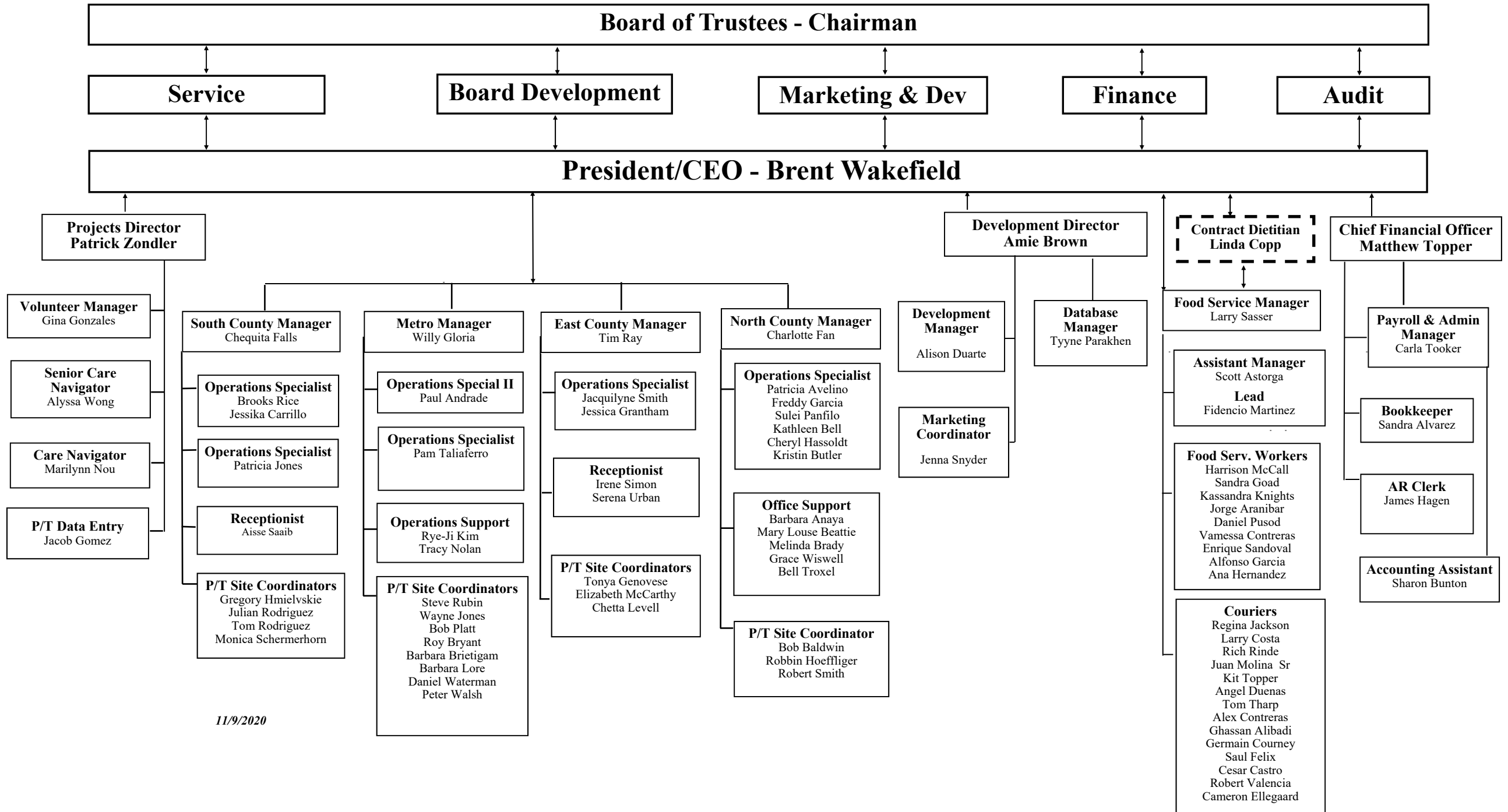
<u>2. Uses of CDBG-CV funds requested for the program/project: (1.a.)</u>	
a. Wages and salaries	<u>\$0</u>
b. Personnel benefits	<u>\$0</u>
c. Materials and supplies	<u>\$10,000 for food & packaging</u>
d. Program expenses and evaluation	<u>\$0</u>
e. Rent and utilities	<u>\$0</u>
f. Insurance	<u>\$0</u>
g. Mileage (____@ 58¢/mile)	<u>\$0</u>
h. Incentives and Special Events	<u>\$0</u>
i. Indirect costs	<u>\$0</u>
j. TOTAL REQUESTED FUNDING (same as 1.a.)	<u>\$10,000</u>

3. Percentage of project budget represented by CDBG-CV request 15 %

4. If your project will require future funding, please provide information about how the program will be funded. MOWSDC views sustainability through a broad lens that includes seeking cost savings, promoting effective volunteer management to reduce overall program delivery costs, seeking charitable giving partners and individuals and exploring revenue generation potential for all aspects of our operations. Volunteers donate time, mileage and gasoline to help MOWSDC keep affordable meals a priority. MOWSDC promotes a partnership between seniors and the communities in which they live to ensure the sustainability of the program. Senior's contributions are matched through the comprehensive resource development activities listed above that include grant writing, fundraising events, philanthropic giving campaigns, corporate sponsorships, and social media campaigns.

ATTACHMENT B

**Meals on Wheels San Diego County
Organizational Chart**



11/9/2020

ATTACHMENT C

Charlotte Fan
166 Meadow Grass Place
Escondido, CA 92027
(858) 451-7736
charfan@yahoo.com

EXPERIENCE

- 2/99 - present** **Meals-on-Wheels Greater San Diego, Inc. San Diego, CA.**
2/04-present **North County Service Center Manager** –supervising 18 staff members and 650 + volunteers to accomplish daily meal delivery services to seniors residing in the North San Diego County area, representing agency to attend community meetings, recruiting volunteers and clients through outreach activities, networking with community agencies.
- 2/99 – 2/04** **Counselor** – provided community outreach and social services on behalf of Agency. Such services include: the provision of education and information to the community and clients, conducting psycho-social assessments, counseling clients and families, providing referral services and networking with community resources, training & supervising volunteers.
- 5/96 - 1/99** **MPM Learning Center, San Diego, CA.**
Math Instructor – Conducted an after-school math program which assisted school overall math skills.
- 3/93 – 8/95** **Frederick Downey Retail Inc. – A restaurant holding company in San Diego, CA**
Marketing Director –representing the company to attend meetings, networking with businesses and organizations, providing education, information, and gift certificates to schools, churches, and sports organizations.
- 3/91 – 5/96** **New Alternatives Inc. San Diego, CA.**
Shift Supervisor- coordinated and supervised staff performing duties at the residential treatment unit; provided residents with crisis counseling and assisted residents to receive emergency services as needed; recruited educational and recreational therapists as volunteers to residents aged from 7 - 15; secured community donations for the library.
- 9/86 – 2/88** **University of California, Berkeley Family Housing, Berkeley, CA**
Resident Advisor – served as liaison between village office and residents; planned and implemented social activities; assisted residents in obtaining emergency services; mediated disputes among residents; published monthly newsletter.
- 9/84 – 5/86** **University of Massachusetts, Lowell, Mass.**
Teaching Assistant - served as liaison among graduate faculty and students at the Psychology Department; planned and held workshops/conferences.
- 7/83 – 5/84** **University of Massachusetts, Amherst, Mass.**
Academic Counselor - assisted students at Bilingual Collegiate Program to cope with academic problems, career planning and course selections.

EDUCATION

- 9/84 - 5/86** **University of Massachusetts, Lowell, Mass.**
Master of Arts in Psychology May 1986 Emphasis: Community/Social Psychology
- 1/82 - 5/84** **University of Massachusetts, Amherst, Mass.**
Master of Education, May 1984 Emphasis: Human Development and Counseling
- 9/77 - 6/81** **National Cheng-Chi University, Taipei, Taiwan**
Bachelor of Arts, June 1981 Major: International Relations; Minor: Social Psychology

REFERENCES Professional References Furnished Upon Request

ATTACHMENT C

384 Elmira Street
El Cajon, CA 92019

Phone (619) 873-7669
E-mail mtopper62@gmail.com

Matthew J. Topper, CPA

Education 1990 - 1992 Northern Arizona University Flagstaff, Arizona
Bachelor of Science in Accountancy

1987 - 1989 University of Hawaii - LCC Pearl City, Hawaii
Associate of Science in Computer Science

Professional experience 2007 - Current Meals-on-Wheels Greater San Diego Inc.
San Diego, CA

Chief Financial Officer and Treasurer

- Manage the financial and HR operations of a regional and national affiliated non-profit. Report directly to and advise the CEO and Board of Trustees. Supervise Accounting and Human Resources staff. Provide periodic internal and external financial reporting. Ensure ongoing compliance with current FASB guidelines, GAAP, and other pertinent regulations. Oversee financial and fundraising databases and computer systems. Develop and implement system upgrades. Primary liaison for annual independent audit. Take leadership in annual budget planning and participate as member of management team.

2001 - 2006 Northern Arizona University Foundation
Flagstaff, Arizona

Fiscal Operations Manager/Controller and Director of Finance and Administration

- Manage the financial operations of a \$43 Million and growing privately funded endowment of an institutionally related foundation supporting the mission of one of three major Arizona state universities. Interface directly with and advise the Investment committee and Finance committee of the Foundation Board of Directors as well as Foundation and University upper management. Provide periodic reporting and tracking of endowment portfolio investment performance and other general financial information. Ensure ongoing compliance with current FASB guidelines, GAAP, and other pertinent regulations. Involved in both internal and external audits. Also researched and assisted in the conversion and installation of new general ledger and investment accounting software (Summit) for the Foundation.

1996 - 2001 AmeriTribes Flagstaff, Arizona

Director of Finance and Controller

- Administrate and provide oversight of the financial operations of a religious not-for-profit 501c3. Developed and implemented a comprehensive accounting system, including internal controls and cost center based budgeting procedures. Researched, installed and maintained general ledger accounting software. Created, maintained,

ATTACHMENT C

and presented various periodic financial reports for management, the governing board, and constituents. Assisted in both internal and external audits. Also headed up a team to develop financial and personnel policy for the organization.

**1992 - 1996 The Hotel Group – Radisson Woodlands
Hotel Flagstaff, Arizona**

Accounting Manager

- Managed a full service hotel accounting department including Accounts Payable, Accounts Receivable, Payroll, cash receipts, etc. Created, maintained and presented various periodic financial reports for local property management and the Seattle, Washington home office. Responsibilities also included some internal auditing, assisting in the solution of computer technology issues, as well as general oversight of hotel operations and personnel in coordination with other management team members.

**1990 - 1992 Preeminence Flagstaff, Arizona
Computer Systems Engineer and Bookkeeper**

**1982 - 1989 United States Navy Various Duty Assignments
Petty Officer Radioman**

**Additional
professional
activities**

Licensed Certified Public Accountant in the state of Arizona since 2001

Part time individual income tax preparation and computer consulting during the last ten years.

26 years combined management and supervisory experience with current and previous employment positions. Extensive budget experience including planning, preparation, analysis, tracking, advising, and reporting during same time period.

Form 990 preparation and filing.



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CDBG-CV FUNDING PROPOSAL APPLICATION**

The following information must be completed by each qualified nonprofit organization interested in being considered for CDBG-CV funding. Please type or print clearly. Attach additional sheets or information as necessary. **All information requested must be provided or the application will be considered incomplete and will not be further evaluated for funding consideration. The application must not exceed a total of twenty (20) pages, please reference the Checklist of Required Documents.** (Attachments D and E may also be required depending on the proposed project, but will not count towards the 20 page limit.) **The completed application package, including appropriate attachments, must be submitted prior to 5 P.M. on Monday, November 9, 2020.** Applications may be submitted electronically to Nancy.Melander@calsbadca.gov. Paper copies may be mailed or delivered to the City of Carlsbad, Housing Services, Attn: Nancy Melander, at 1200 Carlsbad Village Drive, Carlsbad 92008. Please note that due to the current COVID-19 emergency, the Housing Services building is closed to the public and paper copies must be delivered by appointment.

Potential applicants who have questions about the CDBG-CV funding should contact Nancy Melander by email at nancy.melander@carlsbadca.gov before 5 p.m., Monday, November 2, 2020. Responses to questions will be posted on the city’s CDBG webpage by Wednesday, November 4, 2020 at <https://www.carlsbadca.gov/services/depts/ns/grants/cdbg.asp>.

In May 2020, the city conducted a Needs Assessment of the community’s highest priorities for addressing the impacts of the COVID-19 crisis. The priorities identified include: 1) making short-term income payments, 2) increasing food security (meal delivering services and food pantries) and 3) providing basic needs. The city encourages applications that address a Needs Assessment priority, but will give preference to applicants that provide short term income payments, in alignment with HUD’s stated objective.

If you’d like to view the needs assessment please visit the city’s website at <https://www.carlsbadca.gov/services/depts/ns/grants/cdbg.asp>.

→**THEME:** Short term income payments

FUNDING APPLICANT

Name of Agency: WRC (Women's Resource Center)

Address: 1963 Apple Street, Oceanside, CA 92054

Federal DUNS Number: 60-222-9783

PROPOSED PROGRAM/PROJECT

Title of Program/Project: Emergency COVID-19 Relief Services

Location of Program/Project: 1963 Apple Street, Oceanside, CA 92054

Person completing application: Brittney Romine Telephone No.: 760-547-8815 email: brittney.romine@wrcsd.org

Financial Contact: Marina V. Ariaza Telephone No.: 760-547-8808 email: marina.araiza@wrcsd.org

Program Manager Contact: Brittney Romine Telephone No.: 760-547-8815 email: brittney.romine@wrcsd.org

Executive Director Contact: Marina V. Ariaza Telephone No.: 760-547-8808 email: 760-547-8808

Requested Funding Amount: \$ 25,000

Brief Description of Program/Project (Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives of the program/project, **AND how the program/project will prevent, prepare for, or respond to the Coronavirus**):

What Needs Assessment priority does your proposal or activity address? If 'none' please indicate so and why?

Need for the Program and CDBG-CV Funds as it relates to the Coronavirus. Describe the need in our community, how this need is related to the Coronavirus, and why CDBG-CV funds are essential to address this need:

During the coronavirus crisis, Women's Resource Center (WRC) has been able to take a proper account of the resources and services that the most vulnerable members of our community need to make it through this crisis safely. We seek support for our efforts to mitigate the strain and struggle our clients and community members residing in the city of Carlsbad are experiencing due to food and financial insecurity. Our most critical service currently is our emergency services program that provides families in need items like food, hygiene items, infant products, rent and utilities assistance, car repairs, bus passes, gas cards, medical bills and support to pay child care. Through these services, we are providing our community with essential products and financial support to ensure families that are impacted by domestic violence and COVID-19 maintain emotional and financial stability. In this time of crisis, WRC is operating beyond our regular capacity as a Domestic Violence and Sexual Assault advocacy center in order to serve the breadth of struggling individuals and families who have been impacted by COVID-19. Although WRC provides emergency services at present, COVID has increased the need for families in our community and this funding will expand not only the type of financial support we can provide like rental assistance, but also the number of families that need our help during this difficult time.

Last year, WRC provided 685 clients with emergency services, of which 153 of them were from the City of Carlsbad. Many of the families who have reached out to us for the first time these past few weeks carry a similar message: "I lost my job and I don't know how I'm going to put food on the table." As a community support agency, it is imperative to us at WRC that we take every step we can to provide resources and connections that will allow the most vulnerable members of our community to recover from this crisis. Many people in our community who were living paycheck-to-paycheck have suffered either wages, job loss, or an inability to work due to loss of childcare. This has greatly affected their ability to feed, house, and support their households -- leaving many at-risk of food insecurity, housing insecurity, and a host of other socioeconomic-driven issues such as healthcare and nutrition. By providing emergency services, WRC is working to relieve pressure off families struggling due to the COVID-19 crisis. The impact of this funding will be felt in the long-term stability and success of our clients and prevent homelessness in our community. This crisis has shaken the foundations of the many people particularly families in our communities who have struggled with poverty, homelessness, food insecurity, and financial instability. Your funding will support us in meeting the specific needs of vulnerable families impacted by COVID-19 in the Carlsbad community throughout this pandemic.

I. ORGANIZATIONAL ABILITY/CAPACITY

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

B. What is the purpose/mission of the agency?
WRC is dedicated to stopping domestic and sexual assault by rebuilding lives together. WRC is dedicated to providing the highest quality supportive services, counseling, shelter and education to North San Diego County women, children and men involved in or threatened by domestic violence or sexual assault.

C. How long has this agency been in operation? Please include the date of incorporation?
WRC (Women’s Resource Center) has been in operation since 1974 and was incorporated in May 1975.

D. How long has this agency been providing the proposed program/project?
WRC has been specifically working to provide relief to survivors affected by the pandemic since the beginning of the first government “stay at home” order was put in place in March 2020. WRC has been providing emergency services to clients since its inception in 1974.

E. Please submit an organizational chart for the agency as Attachment B.

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

WRC’s Board of Directors serves as the agency’s policy-making body and actively participates in funding, planning, and program development. The Chief Executive Officer of WRC, Marina V. Araiza, MSW, administers all funding and program activities. Before assuming the role of CEO in June 2019, Marina served as a member of WRC’s Board of Directors and as WRC’s Director of Residential Services. Marina received her MSW from the University of Southern California in 2018 has a combined experience in nonprofit management serving populations impacted by homelessness, human trafficking, substance abuse, and gender-based violence. WRC has a total staff of 33 full- and part-time personnel across all program areas. WRC’s Deputy Director, Jill Marshall, is responsible for financial procedures and reporting; she has extensive management and financial oversight experience and has been with WRC for seventeen years. Jill supervises case managers and counselors who are responsible for the treatment and guidance of clients in our shelter program. She is supervised by WRC’s CEO. Case managers have Bachelor’s degrees, are bilingual, and each have backgrounds in social service. Each of our counselors have Master’s-level degrees and have been with WRC for one to four years. In addition to paid staff, WRC relies on the support of our 252 dedicated volunteer base, who donated 14,092 hours of service in 2019.

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

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)

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

- No
- Yes

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

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

When COVID-19 hit in an effort to reduce the spread of contagion to staff, clients, and vulnerable populations, WRC has limited the amount of clients inside of our main office at a time. During this time, we are utilizing our 24/7 hotline to connect with survivors and clients to provide resources, crisis interventions, and schedule pick-up times for emergency services (food items, hygiene products, infant goods). We are continuing to serve our walk in clientele at regular capacity, with precautions in place as well as additional resources being offered. Being a leader in our community for over 46 years means WRC has incredible collaborations and partnerships with other community organizations and groups at present, giving us the ability to start this program immediately. Once funding is received, we will alert our community partners so they can refer clients to our facility. The programs timeline will be until the end of the grant cycle or until funds run out, whichever is reached first.

II. FINANCIAL CAPACITY/STABILITY

A. Please complete Page 6 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG-CV funds would be used. Indicate how the requested CDBG-CV funds would relate to the overall proposed budget.

B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2019-2020 and 2020-2021) for the proposed program/project?

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

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

	<u>Amount Received</u>	<u>Status</u>
CDBG funds	2019-2020 \$10,000	Fully expended
	2019-2020 \$10,000	Fully expended
	2019-2020 \$5,000	Fully expended

Community Activities/Other

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

No Yes (Please list funds below)

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

III. BENEFITS & BENEFICIARIES

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

WRC’s main office is conveniently located within close proximity to a public transportation route. Transportation to WRC’s main office is easy to navigate and attainable for survivors. Survivors will also have access to our 24hour hotline so they can coordinate and ask questions with a case manager member prior to coming to make the process easier and streamlined for the client. If transportation is an issue for clients our case managers will provide resources and transportation opportunities like bus, train and taxi fares available to them through WRC to ensure it is not a barrier that prevents clients from receiving services.

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

18 % of clients are at 30 percent or below of the area median income
03 % of clients are between 31 and 50 percent of the area median income
22 % of clients are between 51 and 80 percent of the area median income
57 % of clients are above 80 percent of the area median income

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

The impact of gender-based violence is wide-ranged, always varied, individual to each situation -- damaging not only to victims’ physical safety, financial stability, and mental health -- but also to the well-being of entire communities and future generations. Financial abuse affects nearly all of WRC’s clients and is often cited as the largest barrier survivors have to escaping abuse.

Continued next page

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

Persons of which _____% are Carlsbad residents

153 clients from Carlsbad who represent the 9% of all clients we served.

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

No Yes (Please specify)

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

According to the National Coalition Against Domestic Violence between 94-99% of domestic violence survivors experience financial and economic abuse (2017) a method abusers use to systematically trap their partner in economic dependence. In these situations, victims and survivors often feel that they have been forced to choose between staying in an abusive relationship or poverty and homelessness -- an issue which is further exacerbated when there are children involved. In the U.S. Department of Health & Human Services' Family & Youth Services Bureau's 2016 report on Domestic Violence and Homelessness, studies found that among mothers with children experiencing homelessness, more than eighty percent had previously experienced domestic violence and between twenty-two and fifty-seven percent of all homeless women report that domestic violence was the immediate cause of their homelessness.

During this pandemic, we have seen a considerable influx of people reaching out for assistance including low-income families struggling with food and financial insecurity, survivors of sexual assault, victims of domestic violence, and homeless persons. This year alone WRC has provided 10,304 units of emergency services to our clients. Our clients and community members have suffered wages loss, job loss, and/or loss of childcare that enabled them to work. By participating in our emergency service relief program, low-income households will be provided with the assistance they need to stay afloat. Many are living paycheck to paycheck and have to make harsh decisions on whether to pay rent or to buy food. The purpose of this program is to bridge that financial gap and ensure short term financial strain and instability due to COVID does not impact long term economic independence for families.

Our emergency service relief program is in line with the priorities listed in the Carlsbad Consolidation Housing Plan by offering short-term income payments to clients: With this funding WRC will be providing low-income and financially struggling households with assistance with rent. The financial impact of COVID has put many families at a higher risk of becoming homeless; by providing rental assistance WRC's goal is to ensure families are able to remain in their homes and maintain permanent housing.

The second priority our emergency service relief program meets is to increase food security among struggling families. Due to the pandemic unemployment rates are at a record high. Unemployment can negatively affect a household's food security status and it has been reported that high unemployment rates among low-income populations make it more difficult to meet basic household food needs. (Hinteregger, 2017). To combat this WRC will be providing those negatively affected by the pandemic with grocery gift cards and/or food from our pantry to help with food insecurity.

HUD's large-scale Family Options Study demonstrated that access to housing that is affordable leads to substantial benefits in reducing food insecurity and school mobility; it also improves well-being among adults as well as children (Gubits, Shinn, & Wood, 2016) ensuring our emergency relief program is meeting the last priority within the consolidation plan by providing families with basic needs. Knowing a lower socioeconomic background is a risk factor for victims, all services at WRC are free. For example, our shelter and emergency relief program provides every need like food, clothing, medications, toiletries, transportation and medical bills. This removes a lack of financial means as a barrier to leaving an abusive relationship or receiving essential emergency services. Our goal through providing free services is for families to have a place they can get support and focus on rebuilding emotional and financial stability, achieve economic independence, and finally eliminate economic insecurity as a risk factor to be victimized in an abusive relationship or homelessness in the future.

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

Domestic violence affects people across all demographics including, but not limited to, gender, age, race, ethnicity, immigration status, sexual orientation, military/veteran status, ability status, and socioeconomic status. Oftentimes, in fact, marginalized populations experience elevated risk of experiencing domestic, dating, and/or sexual violence. WRC pays special attention to at-risk populations and works diligently to provide appropriate, trauma-informed and culturally sensitive services and outreach to be able to best serve special needs populations. Though gender-based violence is not isolated to any particular income bracket, households earning between \$15,000-\$24,999 annually report more incidents of victimization than others (US Department of Justice, 2015) and minority racial groups are more likely to experience various aspects of poverty (Reeves, Rodriguez, & Kneebone, 2016). WRC's efforts to reach out to these vulnerable populations with resources and support, as well as our documented clientele demographics, reflect these statistics.

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

No Yes (Please specify) \$ _____

IV. IMPLEMENTATION OF ACTIVITY

A. Please submit a schedule for implementation as Attachment E if this proposal is for construction, rehabilitation, property acquisition, and construction related activities, or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing, or other appropriate documents. **THE AGENCY MUST ENSURE THAT THE ACTIVITY IS TO PREVENT, PREPARE FOR, OR RESPOND TO THE CORONAVIRUS.**

V. DOCUMENTATION

- A. How will the beneficiaries' information be collected and documented?
WRC utilizes Social Solutions' Apricot cloud-based database to collect and store information and track data about clients served and services provided. Data from this software is compiled and analyzed monthly as impact reports shared in our monthly newsletter.
- B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?
WRC clients will provide proof of financial hardship due to Coronavirus. WRC clients interested in assistance will submit unemployment documents, letters from their employee noting reduced hours or showing they have been laid off.
- C. How will the outcomes be measured, collected, and documented?
WRC will track how many families utilize financial resources and supplies provided by using our database software, as well as general demographic information and types of emergency services received. In addition, each client will be given a survey to ensure we have met each clients direct needs and track the impact our program has on their emotional and financial wellbeing.

VI. PARTNERSHIPS, COLLABORATION, AND OUTREACH

- A. Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach to the coronavirus. What steps will you take to make sure there is not a duplication of services? How will you reach out to families and businesses in need?

WRC cherishes the partnerships and collaborations we have in place with many local San Diego organizations that share in our mission to empower and support those in need in our communities. In order to uplift survivors from the broad and damaging effects of gender-based violence that are felt physically, mentally, emotionally, and financially, we collaborate with a variety of different resources to work in tandem to support each other and our respective clientele. WRC is collaborating with North County Food Bank to supply food items for distribution to families and persons in need. In addition, we are working daily as members of the North County Domestic Violence Coalition (including Center for Community Solutions, Community Resource Center, Palomar Health, North County Lifeline, San Diego Sheriff's Department, Vista Community Clinic etc.) to supply resources, shelter, and crisis services to survivors of gender-based violence who are being impacted during this crisis.

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

Brittney Romine
Signature

Residential Director
Title

11/09/2020
Date

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

Information below to be completed by Housing Services Department staff.

Date Received:

Date Reviewed:

Staff Person Completing Review:

National Objective:

Local Objective:

Eligibility Determination:

CDBG-CV PROJECT BUDGET

Organization: WRC (Women's Resource Center) **Total organization budget \$** 1,910,220.00

Program/Project name requesting funds: Emergency COVID-19 Relief Services

CDBG funds requested: \$ 25,000 **Total program/project budget: \$** 95,511.00

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

1. Sources of funding for program/project:	(S)Secured or (A)Anticipated	
a. Funding requested from the City	\$ <u>25,000</u>	(S) or (A)
b. Other federal funds (if any)	<u>27,614</u>	(S) or (A)
c. State or local government funds	<u>5,523</u>	(S) or (A)
d. Donations and contributions	<u>37,374</u>	(S) or (A)
e. Fees or memberships	_____	(S) or (A)
f. In-kind contributions / Volunteer time	_____	(S) or (A)
g. Other funding _____	_____	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	\$ <u>95,511</u>	(S) or (A)

2. Uses of CDBG-CV funds requested for the program/project: (1.a.)

a. Wages and salaries	\$ <u>12,486.50</u>
b. Personnel benefits	<u>1,997.84</u>
c. Materials and supplies	_____
d. Program expenses and evaluation	<u>10,516</u>
e. Rent and utilities	_____
f. Insurance	_____
g. Mileage (____@ 58¢/mile)	_____
h. Incentives and Special Events	_____
i. Indirect costs	_____
j. _____	_____
k. _____	_____
l. TOTAL REQUESTED FUNDING (same as 1.a.)	\$ <u>25,000</u>

3. Percentage of project budget represented by CDBG-CV request 5 %

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

Women's Resource Center Organizational Chart

