

**COMMUNITY DEVELOPMENT BLOCK GRANT
CITIZEN ADVISORY COMMITTEE
SPECIAL MEETING AGENDA**

**Wednesday, March 31, 2021
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:** December 1, 2020
- 4. Public Comment**
- 5. Review of FY 2021-22 Funding Plan**
 - a. Consolidated Plan Priorities
 - b. Funds available
- 6. Presentations and Questions**
 - a. Boys and Girls Club
 - b. Brother Benno's Center
 - c. Casa de Amparo

- d. Catholic Charities
- e. Community Resource Center
- f. Interfaith Community Services
- g. Legal Aid Society
- h. Oceanside Kitchen Collaborative aka Feeding the Soul.
- i. Voices for Children
- j. Women's Resource Center

7. Committee Funding Discussion and Recommendation

8. Adjournment

Minutes

December 1, 2020, 10:00 a.m.

1. **CALL TO ORDER:** 10:00 a.m.
2. **ROLL CALL:** Committee Members Davis, Tam, Merz, Mehan
Absent Committee Member Cole
Staff members present Melander and de Cordova
3. **MEETING MINUTES:** Minutes of May 13, 2020 was approved
4. **PUBLIC COMMENT:** None
5. **REVIEW OF CARES ACT FUNDING/NEEDS ASSESSMENT**
Staff presented a review of the CARES Act funding, the needs assessment, a summary of the organizations applying for funding, and welcomed any preliminary questions for staff. The committee had no initial questions of staff.
6. **PRESENTATIONS AND QUESTIONS**
Organizations presented their requests to the committee and responded to questions.
 - a. Brother Benno's Center
Request: \$22,400 rental/utility assistance
 - b. Casa de Amparo
Request: \$25,000 supplies and materials
 - c. Catholic Charities
Request: \$93,460 shelter operations and planning expenses
 - d. Community Resource Center
Request: \$448,342 rental/utility assistance
 - e. Feeding the Soul
Request: \$218,610 food purchases
 - f. Interfaith Community Services
Request: \$792,947 rental/utility assistance and expansion of office space
 - g. Meals on Wheels
Request: \$10,000 food purchases and packaging
 - h. Women's Resource Center
Request: \$25,000 basics needs

7. COMMITTEE FUNDING DISCUSSION AND RECOMMENDATION

The Committee did not in favor recommending funding for Casa de Amparo, finding that there are other available sources that Casa de Amparo could explore for their funding request, in particular the school district for the purchase of school equipment for youth.

The Committee discussed funding for the full amount requested by Brother Benno, Meals on Wheels, and the Women's Resource Center. because the committee found that these organizations provided a greater portion of their budget to direct program expenses and provided an urgent need in the community. Committee Members discussed Catholic Charities request for funds to pay for increased shelter operations and planning expenses which includes a parking survey study. The Director of Philanthropy explained that the impacts of COVID are anticipated to be long term and in order to assist more homeless men, particularly those affected to COVID, advanced planning is necessary to continue the expansion of the facility. As housing and shelter have become vital to health and safety in this pandemic, it is important to plan for more beds. The committee concurred.

Committee Member Davis proposed funding the Feeding the Soul Foundation at \$100,000 and the Committee agreed. Committee Member Davis was favorable to the organization and the two-fold benefit it provided to the community by supporting local restaurants through the purchase of surplus foods and increasing food security for Carlsbad residents through distribution to other local organizations.

The remaining CDBG-CV funds were evenly split between the Community Resource Center and Interfaith Community Services for additional rental and utility assistance. The Committee discussed both applications and their proposed budgets. Committee Members were not favorable to Interfaith's request to pay for increased office space and requested an adjusted budget with more costs allocated toward direct program expenses. Interfaith shared that the organization has outgrown their current space on Faraday and in keeping with social distancing plus the increase levels of service it is important to have a larger office to meet with clients safely.

8. QUESTIONS/CONCLUSION: no questions.

9. NEXT MEETING: no meeting scheduled.

10. ADJOURN: Staff adjourned the meeting at 11:30 p.m.

FISCAL YEAR 2021-22 CDBG APPLICATIONS FOR CONSIDERATION

Activity Summaries

Boys and Girls Club- Youth services

Afterschool and summer camp program at the Village Clubhouse

Assistance to 50 low income and/or homeless youth

Public service funding request: \$25,000 for wages/salaries

Brother Benno-Social services for the homeless

Assistance will be provided to 45 homeless or at risk of homelessness individuals/families

Public service funding request: \$85,000 for rental assistance and utility assistance payments, motel

vouchers, transportation assistance, and salary for a full-time drug and alcohol counselor

Casa de Amparo- Residential care for foster youth requiring specialized services

Assistance will be provided to 10 foster youth

Capital funding request: \$168,837.17 for preconstruction fees, landscaping, materials and supplies to expand the Teen Wellness Center and Support Services Center

Catholic Charities- La Posada Homeless Shelter for homeless men

Assistance will be provided to 70 homeless men

Public service funding request: \$25,000 wages/salaries and client food

Community Resource Center- Social services for low income and special groups

The exact number of beneficiaries is unknown since this will be a pilot program for food distribution

Public service funding request: \$40,000 for wages, benefits, supplies, and other operational costs

Interfaith Community Services- Social services low income and special groups

Rental assistance for 15 families, basic needs for 200 individuals, and employment assistance to 75 individuals

Public service funding request: \$90,397 for rental and utility payments, salaries, and other operational expenses

Legal Aid Society of San Diego- Fair housing services for low income and special groups

Assistance will be provided to 146 individuals/families

Administrative funding request: \$46,488 for fair housing services which includes education, outreach, advocacy, meditation, litigation, and fair housing testing

Oceanside Kitchen Collaborative aka Feeding the Soul- Food preparation and distribution services

OKC will provide 5,000 meals in 5 weeks to approximately 175 clients

Public service funding request: \$50,000 for wages and food purchases

Voices for Children- Social services for youth in the foster system

Assistance will be provided to 3 children or sibling groups

Public service funding request: \$6,000 for wages and benefits

Women's Resource Center- Women's homeless emergency shelter for victims of domestic violence

Assistance will be provided to 26 individual/families

Public service funding request: \$10,000 for materials and supplies

EXECUTIVE SUMMARY

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

→ Preference will be given to the applications which specifically address the top two priorities as presented in the Funding Plan, however applications for unrelated services are eligible for submission.

ORGANIZATION:

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

Funds from this project will provide financial assistance to low income youth and families, enabling them to attend after school programming at our Village Clubhouse. The BGCC Village Clubhouse is located in the heart of the Carlsbad Village and almost 50% of the attendees in our after school and summer programs receive financial assistance to help cover a portion of their fees. We also provide a free hot meal for our youth every day after school and often this is their dinner.

An integral part of our after school programming is our Power Hour, developed by Boys & Girls Clubs of America, to help youth complete their daily school assignments. Club professionals, volunteers or even older Clubs members assist younger members. Power Hour is required of all youth attending the Village after school and if members do not have homework they are encouraged to write or read.

Many of our members come from single parent families and/or have parents with English as a second language. Coming to the Club after school provides these youth with the support they need to become successful individuals and gives them a safe haven to spend their after school hours. We serve a number of homeless children, and in addition to providing financial assistance to these families we also provide food, clothes, shoes, backpacks, school supplies and whatever other necessities they need. The Clubs provide a literal "home away from home."

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

Attached is our annual P&L with a forecast for the rest of our fiscal year. This gives a good picture of our expenses. The \$350,000 figure is based on the amount of financial aid we anticipate granting over the next year.

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

The Boys & Girls Clubs of Carlsbad depends on diverse and sustainable sources of funding to support the organization, including our annual campaign, planned gifts, grants, funding from corporate partners, facility rental income, athletic league fees, and special event income. Part of our mandate as a Boys & Girls Club is to insure that all children, regardless of their financial situation can attend the Clubs.

We have been providing financial assistance for youth since inception and will continue to do so. We do not have a funding threshold which would prevent us from providing financial aid to those in need. However, we do not receive any funding from Boys & Girls Clubs of America and all of our revenue is generated from local sources. Each year we start the year at zero and have to fund raise all year to meet our budget. The more we receive in grants and donations, the more assistance we can provide to help low income families.

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

For youth that attend after school programming there is a membership fee of \$50 per year and a fee of \$60/month for after school care. There is also an extra charge of \$140/month if transportation is needed. We provide financial aid to all families that need it. We require all families to pay something towards programming even if it's only \$20/month because we feel that families should be as invested in their children's future as we are.

Based on income, we provide financial aid at two levels. The Blue Tier requires families to pay 25% of the total cost and at the Green Tier families only pay 10% of costs. Last year, we gave away close to \$400,000 in financial aid to low income families.

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

At this time, we are not aware of a matching grant but it is possible that one of our donors would be willing to provide matching funds if we were funded by CDBG.

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

Typically, we provide financial assistance to approximately 350 families each year. This grant would allow us to provide \$500 in financial assistance to 50 low income and/or homeless youth.

Boys and Girls Clubs of Carlsbad
Profit & Loss
September 2019 through September 2020[illegible]



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

The City of Carlsbad is announcing the start of the application cycle for the FY 2021-22 Community Development Block Grant Program. The CDBG program is a federally funded program and is administered by the city to provide decent housing, a suitable living environment, and the expansion of economic opportunities principally for lower income persons and households.

The city anticipates receiving \$536,522 in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the 2021-2022 program year.

To view the full Notice of Funding Availability for the CDBG programs, please visit:

<https://www.carlsbadca.gov/services/depts/ns/grants/cdbg.asp>.

The completed application package, including appropriate attachments, must be submitted prior to 5 P.M. on Wednesday, March 17, 2021. Applications may be submitted electronically to nancy.melander@carlsbadca.gov. Paper copies may be mailed or delivered to the City of Carlsbad, Housing Services, Attn: Nancy Melander, at 1200 Carlsbad Village Drive, Carlsbad, CA 92008.

Potential applicants who have questions regarding the application should contact Nancy Melander by email at nancy.melander@carlsbadca.gov or by calling 760-331-8322.

The proposed timeline for the grant review process is as follows:

Process and Timeline for Allocation of Funding	
Feb. 24, 2021	Issue NOFA
March 17, 2021	Applications Due
Week of March 22, 2021	Application review and recommendation by the CDBG Advisory Committee
10-day public review/comment May 11, 2021	City Council approval of allocations and FY2021-22 Action Plan



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY 2021-22 FUNDING PROPOSAL APPLICATION**

The following information must be completed by each qualified nonprofit organization interested in being considered for CDBG 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 Wednesday, March 17, 2021.** Applications may be submitted electronically to nancy.melander@carlsbadca.gov. Paper copies may be mailed or delivered to the City of Carlsbad, Housing Services, Attn: Nancy Melander, at 1200 Carlsbad Village Drive, Carlsbad, CA 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 regarding CDBG funding should contact Nancy Melander by email at nancy.melander@carlsbadca.gov.

→**THEME:** Expansion of economic opportunities for lower income persons and households

FUNDING APPLICANT

Name of Agency: **Boys & Girls Clubs of Carlsbad**

Address: **2730 Bressi Ranch Way, Carlsbad 92009**

Federal DUNS Number: **EIN #95-2131503**

PROPOSED PROGRAM/PROJECT

Title of Program/Project: **Financial Aid to Low Income Families for After School and Summer Camp Programming**

Location of Program/Project: **3115 Roosevelt Street, Carlsbad 92008**

Person completing application: **Robin Rafferty** Telephone No.: **760-585-9073** email: r Rafferty@bgccarlsbad.org

Financial Contact: **Teresa Deleon** Telephone No.: **760-444-4894** email: tdeleon@bgccarlsbad.org

Program Manager Contact: **Abby Snyder** Telephone No.: **760-517-8955** email: asnyder@bgccarlsbad.org

Executive Director Contact: **Evan Perkins** Telephone No.: **760-729-0631** email: eperkins@bgccarlsbad.org

Requested Funding Amount: **\$25,000**

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

Typically, over 7,000 boys and girls at risk and in need are taking advantage of the programs, activities, and services provided by the Boys & Girls Clubs of Carlsbad. We provide youngsters with a safe location for exploration and transformative experiences. We provide after school and summer day camp programs at our two Clubhouses, Monday-Friday from 2:00 to 6:00 pm and all day on holidays and summer break.

Prior to COVID, we facilitated competitive sports programs at three local middle schools, conducted after school programming at the two Carlsbad high schools, and managed a youth basketball league. Since May of 2020 we have been open all day to provide children with a place to learn remotely. We have reduced our capacity to 25% and our ratio of staff to members from 1:20 to 1:10.

With a site in downtown Carlsbad (Village Branch) and a Clubhouse in the geographic center of the city (Bressi Ranch), the Clubs serve youth throughout Carlsbad. Our members benefit from trained, caring, professional staff and volunteers who help young people take control of their lives, envision productive futures, and reach their goals.

Statistically, our membership includes 48% Caucasian, 18% Hispanic, 5% African American, 21% Multi-racial, 6% Asian, 3% other nationalities, and 53% of members are male. We also serve a large number of disadvantaged youth: 50% of members at our Village Clubhouse receive scholarships and 25% of youth at our Bressi Clubhouse are on scholarship. Many families are single parent and rely on the support of the Clubs to provide after school care and homework support.

We offer young people what they need and want most—adults who respect and listen to them; a safe environment where they can have fun and be themselves; and interesting, constructive activities that channel youthful energy into challenging pursuits. The buildings we call "Clubhouses" are truly vibrant communities for our children--safe places of hope and opportunity.

We offer daily access to a broad range of programs in five core program areas (Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; and Sports, Fitness and Recreation) and several specialized initiatives. All programs are designed to drive positive outcomes for youth and reinforce necessary life skills. The Clubs are proud to provide its programs to all children, with minimal fees and financial assistance provided to those in need.

The Boys & Girls Clubs of Carlsbad is part of a nationwide Movement of community-based, autonomous organizations working to help youth of all backgrounds develop the qualities needed to become responsible citizens and leaders.

I. ORGANIZATIONAL ABILITY/CAPACITY

A. This agency is:

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

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

The mission of the Boys & Girls Clubs of Carlsbad is to inspire our community's young people to BE GREAT by offering educational, enriching and fun experiences in a safe environment.

Our values drive everything we do; we believe in safety, respect, leadership, teamwork, inclusion and FUN! Our Clubhouses provide youngsters with a safe location for exploration and transformative experiences. Each child is given the opportunity to develop to their fullest potential in inspiring and engaging ways. We offer youth a place to call their own, and have an open-door policy.

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

Boys & Girls Clubs of Carlsbad has served nearly 85,000 youth since it opened its doors in 1952 as the Carlsbad Boys Club. At first, the Club functioned as a recreational site where young boys found a safe, fun-filled, nurturing environment. It served as a "home-away-from-home" for many single-parent working families.

In 1992, the Club officially changed its name to the Boys & Girls Clubs of Carlsbad, following the lead of the national organization to include females in its daily programming. Today, the Club emphasizes teaching positive life skills, provides educational enhancement, as well as a full spectrum of arts, recreation, and leadership development opportunities.

Over the past 66 years, the Club's original location on Roosevelt Street in the Village of Carlsbad has been renovated five times. The most recent renovation, completed in 1999, marked the most dramatic changes in the Club with the addition of a dedicated technology center, covered swimming pool, gymnasium, and teen center. A second facility, housed in a mobile unit, was established in 1982 in La Costa to serve the southern sector of the city. In February 2012, the new state-of-the-art Bressi Ranch Clubhouse was opened to replace the tiny La Costa branch. In 2015, teen programs were established at both Carlsbad and Sage Creek high schools, extending the Clubs outreach and impact on this critical age group.

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

We have been providing financial assistance for low income families since inception, 69 years ago. With an annual membership fee of only \$50 per year, low program fees and discounts to those in need, no child is ever turned away due to inability to pay. Based on income, we provide financial aid at two levels. The Blue Tier requires families to pay 25% of the total cost and at the Green Tier families only pay 10% of costs. Last year, we gave away close to \$400,000 in financial aid to low income families.

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

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.)

Evan Perkins, CEO was hired in 2012 as a Youth Development Professional. He has held various roles in his eight years of service including Program Director, Clubhouse Director, and most recently Director of Operations. Evan comes from a background of serving children. Prior to his tenure at the Boys & Girls Club, he worked for the City of Escondido's Recreation Department, managing their after-school programs and summer camps.

Abby Snyder, Clubhouse Director - Village Club has worked for the Boys & Girls Clubs of Carlsbad in various increasing roles of responsibility for the past seven years. Abby has over 20 years of experience working in the youth development field including with Northwest Regional Education Service District where she worked with special needs early intervention and residential day treatment facilities; 3 years working for the San Diego County Department of Education Juvenile Court and Community Schools helping juvenile offenders successfully transition back into public schools and the community. Abby also spent 2 years working as a counselor for at risk youth in the SD Dept. of Education Workability Program mentoring youth on pre-employment training and employment placement.

Chris Coletti, Program Director at the Village Branch, has worked at the Clubs for over three years and has worked in the field of youth enrichment and development for over twenty years. He previously worked with at-risk inner city elementary and middle school students in Barrio Logan in San Diego and also worked as a Director of Youth & Families in programs that served elementary age children through college students. During this time Chris also served as a conference speaker across the country where he led community organizations in creating action plans to positively impact the youth of their communities. Chris also coached middle school basketball, volleyball, and football for over a decade.

- 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.

This programming is ongoing and after school care is held during the academic year and summer camps start in June and run through August. Our programming schedule is aligned with the academic calendar of Carlsbad Unified School District. We have already started registration for Summer 2021 and will start registering for Fall 2021 later this spring.

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 funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.
- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2019-2020 and 2020-2021) for the proposed program/project?

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

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

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

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

☒ No ☐ Yes (Please list funds below)

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

II. 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 Village Branch is located in the heart of downtown Carlsbad and provides easy access to the local neighborhood and surrounding community. Some students walk from Jefferson Elementary to the Clubhouse after school. We also provide bus transportation from local schools to the Clubhouse. A good number of our youth live in the neighborhood and their parents are able to walk to the Clubhouse to pick them up if they do not own a car.

- 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%)

28 % of clients are at 30 percent or below of the area median income
17 % 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
43 % 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)

Funds from this project will directly benefit low income and homeless families by providing financial assistance to enable their children to attend after school programming and summer camp at our Village Clubhouse so that parents are able to work. Families typically live within 10 miles of the Village Clubhouse which is located downtown on Roosevelt Street.

The most dangerous time of the day for youth is between 2:00 and 6:00 pm. This time right after school is when many youth are without adult supervision and need a positive place to go to complete their homework and participate in productive and fun activities. Most of our families are either single parent working or dual parent working and these parents need quality after school care for their children where they can complete their homework and participate in constructive activities.

Research studies confirm that homework completion does make a difference in helping youth become more confident, happy and successful in school. Homework help and tutoring is provided at no additional cost via our Power Hour program which helps youth complete their daily school assignments. Club professionals, volunteers or even older Clubs members assist younger members. Power Hour is required for all members attending the Village Clubhouse and if youth do not have homework they are encouraged to write or read.

We provide a free hot meal for our Village youth every day after school and often this meal might also be their dinner. For youth in need we not only provide financial assistance to their families but we also provide food, clothes, shoes, backpacks, school supplies and whatever other necessities they need. For Christmas all children receive a gift and server families are adopted and provided food and gifts for the entire family. The Clubs provide a literal "home away from home."

- 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.)

We serve youth with special needs including developmental disabilities, autism, ADHD and Down's syndrome. We also serve a small number homeless individuals/families.

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

☐ No ☒ Yes (Please specify) \$

Prices are dependent on family income. Financial aid is offered to low income families and depending on the level, these families pay as little as 25% or 10% of the total cost. Membership is \$50/year, after school care is \$60/month, transportation is \$140/month and summer camps are \$150/week for full day care. Low income families in the Green Tier pay only \$20 a month for after school care including transportation and only \$60/month for summer camp. Approximately 50% of members at our Village Clubhouse receive financial aid.

III. 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.

V. DOCUMENTATION

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

We track all members attendance, fees paid and to qualify for financial aid families submit tax records. At the end of the project we will be able to provide statistics regarding the number of families helped and the dollars provided in financial aid.

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

We provide extra attention and focused assistance to at-risk members and those in need of motivation and direction. With the proper guidance and support, every Club member has the chance to develop self-directed learning skills and to be successful in school. Measuring the degree to which youth participants achieve desired outcomes is a critical aspect of our programming. Data is collected and tracked on indicators such as:

- how frequently youth attend the program
- how often they participate in high-yield learning activities
- whether they are promoted to the next grade on time each year.

VI. PARTNERSHIPS, COLLABORATION, AND OUTREACH

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

We collaborate with Carlsbad Unified School District and specifically with teachers and principals at the local schools where are members attend school.

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


Signature

CEO
Title

3/16/21
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 Division staff.

Date Received: _____

Date Reviewed: _____

Staff Person Completing Review: _____

National Objective: _____

Local Objective: _____

Eligibility Determination: _____

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CDBG-CV PROJECT BUDGET

Organization: Boys & Girls Clubs of Carlsbad Total organization budget: \$2,500,000

Program/Project name requesting funds: Financial Aid for Low Income Families After School and Summer Camp

CDBG funds requested: \$25,000 Total program/project budget: \$350,000

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 (A)</u>	(S) or (A)
b. Other federal funds (if any)	<u> </u>	(S) or (A)
c. State or local government funds	<u> </u>	(S) or (A)
d. Donations and contributions	<u>\$325,000 (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> </u>	<u> </u>	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	<u>\$350,000 (A)</u>	(S) or (A)

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

a. Wages and salaries	<u>\$25,000</u>
b. Personnel benefits	<u> </u>
c. Materials and supplies	<u> </u>
d. Program expenses and evaluation	<u> </u>
e. Rent and utilities	<u> </u>
f. Insurance	<u> </u>
g. Mileage (<u> </u> @ 56 cents/mile calendar year 2021)	<u> </u>
h. Incentives and Special Events	<u> </u>
i. Indirect costs	<u> </u>
j. <u> </u>	<u> </u>
k. <u> </u>	<u> </u>
l. TOTAL REQUESTED FUNDING (same as 1.a.)	<u>\$25,000</u>

3. Percentage of project budget represented by CDBG request 7%

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

**CITY OF CARLSBAD
CDBG FUNDING APPLICATION PACKAGE
CHECKLIST OF REQUIRED DOCUMENTS**

The following information is required of all CDBG-CV applicants. **All applicants must provide all of the documents listed below even if they have been provided in the past.**

- ☒ Board of Directors' resolution authorizing submittal of application (1 Copy)
- ☒ Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization (1 Copy)
- (Note: One resolution both authorizing submittal of applications and entering into agreements may be substituted for the above two documents.)
- ☒ List of Board of Directors (1 Copy)
- ☒ Financial Audit Report for the most recently ending Fiscal Year (1 Copy)
- ☒ Funding proposal application.

Application form format is to remain as it is provided in Request for Proposal package.

Application is not to exceed twenty (20) pages total, including attachments A, B, C below.

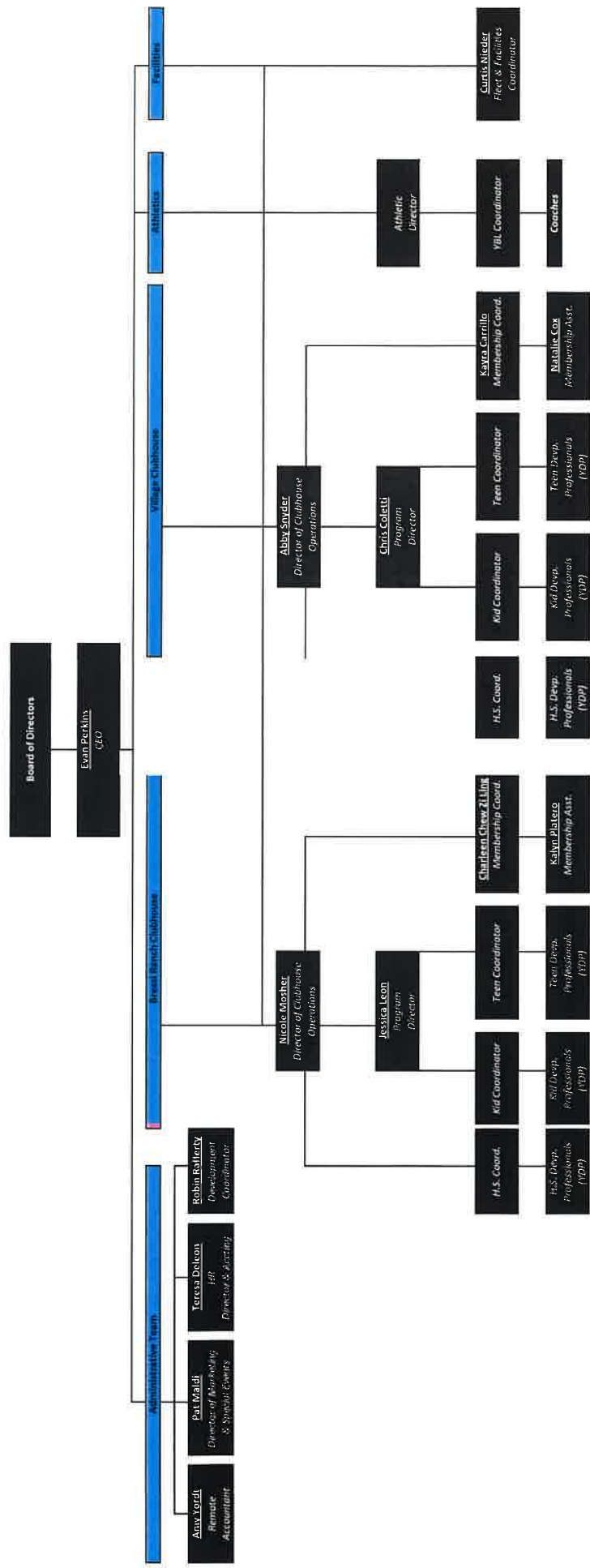
(Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes.)

- ✓ Attachment A Executive Summary (required)
- ✓ Attachment B Organizational chart (required)
- ✓ Attachment C Resumes of identified key personnel (Optional)
- ✓ Attachment D Implementation schedule for construction, rehabilitation, property acquisition, other construction related, or new public/community service activities. (if applicable)
- ✓ Attachment E Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation. (if applicable)

Please note that the attachment of brochures or other information will **not be accepted** in lieu of completing each question on the Funding Proposal Application. Additionally, any other attachments, such as newspaper articles, not directly related to the application will **not be accepted**.



Organizational Chart Staff





Boys & Girls Clubs of Carlsbad's Board of Directors authorizes the submission of an application to the City of Carlsbad's CDBG program requesting financial support.

The Board of Directors also authorizes the following individual, Evan Perkins, CEO, to enter into agreements on behalf of the organization with the City of Carlsbad's CDBG/HOME program.

A handwritten signature in black ink, appearing to read "Sharone Story", written over a horizontal line.

Signature

Sharone Story

Name

Board President

Title

March 15, 2021

Date

A handwritten signature in black ink, appearing to read "Lukle Matteson", written over a horizontal line.

Signature

Lukle Matteson

Name

Board Executive Secretary

Title

March 15, 2021

Date



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

The City of Carlsbad is announcing the start of the application cycle for the FY 2021-22 Community Development Block Grant Program. The CDBG program is a federally funded program and is administered by the city to provide decent housing, a suitable living environment, and the expansion of economic opportunities principally for lower income persons and households.

The city anticipates receiving \$536,522 in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the 2021-2022 program year.

To view the full Notice of Funding Availability for the CDBG programs, please visit:

<https://www.carlsbadca.gov/services/depts/ns/grants/cdbg.asp>.

The completed application package, including appropriate attachments, must be submitted prior to 5 P.M. on Wednesday, March 17, 2021. Applications may be submitted electronically to nancy.melander@carlsbadca.gov. Paper copies may be mailed or delivered to the City of Carlsbad, Housing Services, Attn: Nancy Melander, at 1200 Carlsbad Village Drive, Carlsbad, CA 92008.

Potential applicants who have questions regarding the application should contact Nancy Melander by email at nancy.melander@carlsbadca.gov or by calling 760-331-8322.

The proposed timeline for the grant review process is as follows:

Process and Timeline for Allocation of Funding	
Feb. 24, 2021	Issue NOFA
March 17, 2021	Applications Due
Week of March 22, 2021	Application review and recommendation by the CDBG Advisory Committee
10-day public review/comment May 11, 2021	City Council approval of allocations and FY2021-22 Action Plan



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY 2021-22 FUNDING PROPOSAL APPLICATION**

The following information must be completed by each qualified nonprofit organization interested in being considered for CDBG 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 Wednesday, March 17, 2021.** 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, CA 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 regarding CDBG funding should contact Nancy Melander by email at nancy.melander@carlsbadca.gov.

→ **THEME:** Soup Soap Hugs Hope – Housing Assistance and Counseling Services for Drug and Alcohol Abuse

FUNDING APPLICANT

Name of Agency: The Brother Benno Foundation, Inc.
 Address: 3260 Production Avenue, Oceanside CA 92057
 Federal DUNS Number: 62-1285568

PROPOSED PROGRAM/PROJECT

Title of Program/Project: Projects: 1) Rental and Utility Assistance, Temporary Emergency Housing and Transportation for the Homeless; and 2) The Addition of a Full-Time Certified Drug and Alcohol Counselor (CDAC)

Location of Program/Project: Services to be provided to Carlsbad residents and 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: \$ 85,000

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

Projects:

Rental and Utility Assistance, Temporary Emergency Housing and Transportation for the Homeless

Brother Benno's is witnessing a substantial increase of low-income families with children and individuals who are at risk of becoming homeless without rental and utility assistance. This request is for a financial contribution to meet the urgent needs of those families, including those individuals struggling with substance abuse, who are in need of rental and utility assistance. To meet this increased need, Brother Benno's increased its monthly financial support for rental and utility assistance in 2020 from \$10,000 per month to \$20,000. Since the demand for rental and utility assistance continues to increase, our monthly budget allowance of \$20,000 will not be sufficient to meet this expanding demand as we move forward through years 2021 and 2022.

This funding request is for 1) additional rental assistance of \$30,000 based on issuing \$2,000 each on average for an estimated number of fifteen families or individuals for the period ending in 2022; 2) additional utility assistance of \$10,000 based on issuing \$333 each on average for an estimated number of thirty families or individuals for the same period ending in 2022; and 3) temporary emergency housing (i.e. motel/hotel vouchers) and transportation of \$5,000 to assist homeless individuals, particularly those suffering from mental illness, disabilities and those struggling with substance abuse. The grant of additional funds will be separately accounted and will be used to provide assistance to Carlsbad residents.

The Addition of a Full-Time Certified Drug and Alcohol Counselor (CDAC)

A Certified Drug and Alcohol Counselor (CDAC) is needed to be added to our current management staff of two CDAC Counselors that work with up to forty-two individuals who are members in our substance abuse recovery program. Our CDAC Counselors work closely with each Program Member who seek a better and new way of life, a life free from homelessness caused by substance abuse. As background, Brother Benno's offers alcohol and drug recovery programs for men and women at seven sober living homes that we own and operate. There are two phases to the recovery program: phase one which includes an extensive thirteen-week sobriety program, and phase two which includes a thirteen-week support program for a total of twenty-six weeks. Program Members in our recovery program work at our Center in exchange for a safe and supportive environment where Program Members are able to focus on their recovery. All of our Program Member's basic needs (housing, food, and clothing) are provided by Brother Benno's while they work on their recovery through the program of Alcoholics Anonymous. During the final thirteen weeks of the program, the transitional needs of our Program Members are met in order to facilitate a successful integration back into our community.

An additional Certified Drug and Alcohol Counselor will provide much needed support in carrying out daily tasks with Program Members and will better focus our efforts to plan and prepare to assist those in need of recovery.

This will be a paid position with an annual salary of \$55,000. It is requested that partial funding be provided under this application in the amount of \$20,000 for each of two years. Brother Benno's will provide all remaining funds up to the total annual salary amount, including all overhead costs.

Summary of Project Funds Requested

Projects:	Funding Request
Rental & Utility Assistance (2021-2022)	
1) Rental Assistance	1) \$30,000
2) Utility Assistance	2) \$10,000
3) Temporary Emergency Housing and Transportation for the Homeless	3) <u>\$5,000</u>
Subtotal:	\$45,000
Addition of a Full-Time Certified Drug and Alcohol Counselor (CDAC) – two years – Portion of Annual Salary	<u>\$40,000 (annual \$20,000 for two years)</u>
Total Project Funding Requested:	\$85,000

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?

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. 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.

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

The Brother Benno Foundation has been in operation for 38 years. It was incorporated in October 1983.

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

1) Project: Rental and Utility Assistance, Temporary Emergency Housing and Transportation for the Homeless:

Brother Benno's has provided emergency rental and utility assistance, including temporary housing and transportation, for at least the last ten years. We have a team in place that has substantial experience in providing assistance to low-income families and individuals who are at risk of becoming homeless without rental and utility assistance.

2) Project: The Addition of a Full-Time Certified Drug and Alcohol Counselor (CDAC):

Since the start of our operations in 1983, Brother Benno's has provided services to help individuals find a path out of homelessness, particularly those suffering from substance abuse. We offer an experienced management staff who work on a daily basis to determine the assistance needed by those coming to Brother Benno's for help. The addition of a professional Counselor to our staff will greatly aid in providing comprehensive services to those in need.

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

Brother Benno's organization chart if 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.)

Project: Rental and Utility Assistance, Temporary Emergency Housing and Transportation for the Homeless

Brother Benno's rental and utility assistance project is managed by Ms. Mary Holguin. Mary has led our casework and emergency services teams in providing rental and utility assistance for the past ten years. Mary works directly with needy families and individuals requesting rental and/or utility assistance, including providing temporary emergency housing and transportation. Brother Benno's accounting office works with Mary in keeping track of all expenditures for rental and utility assistance.

Project: The Addition of a Full-Time Certified Drug and Alcohol Counselor (CDAC)

The Certified Drug and Alcohol Counselor (CDAC) will be supported by Brother Benno's Substance Abuse Recovery Program which is managed by Dr. Patrick Gilligan and our Centers Operations Office which is managed by Mr. Darryl Harris. We have a team of mentors, including CDAC counselors, who work daily to support our men and women in recovery. The team of mentors represents many years of personal recovery.

- 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.**

Project: Rental and Utility Assistance, Temporary Emergency Housing and Transportation for the Homeless:

Brother Benno's will immediately provide rental and utility assistance and emergency temporary housing/transportation to Carlsbad residents with use of its existing volunteer services team. This team has considerable experience in working with residents to meet their urgent needs. This team is active in providing rental and utility assistance to Carlsbad residents.

Project: The Addition of a Full-Time Certified Drug and Alcohol Counselor (CDAC)

With issuance of the requested grant, Brother Benno's will immediately proceed with the hiring process for the position of CDAC counselor. The selection and interview process is expected to

be completed in a sixty day period.

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 funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.
- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (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"/>	X <input type="checkbox"/> X
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	\$15,000	2020-2021 Food Purchase - CDBG-CV Agreement signed 11/12/2020, Amendment One CDBG-CV3 to be issued - \$22,400
	\$15,000	2020 – Program Services
	\$7,500	2019 Program Services
Community Activities/Other		Not Applicable

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

X☐X 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's 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%)
- | | |
|-----------|--|
| <u>50</u> | % of clients are at 30 percent or below of the area median income |
| <u>30</u> | % of clients are between 31 and 50 percent of the area median income |
| <u>10</u> | % of clients are between 51 and 80 percent of the area median income |
| <u>10</u> | % 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, and those with disabilities. Our rental assistance prevents the onset of homelessness for those at risk in the community. We fund emergency housing for those in immediate need of housing. We provide funding for utility assistance to prevent families and individuals from having their power, gas or water shut-off. Funding for this project will increase our capacity of serving those affected with a job loss by helping families to remain in their homes. Brother Benno's project supports "Priority 2: Prevent and reduce homelessness" that is specified in the Carlsbad Consolidated Plan.

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

An estimated number of 50 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's is focused on providing social services to homeless individuals and families, those at risk of becoming homeless, persons with disabilities, persons suffering from substance abuse, veterans and their families, farmworkers in north San Diego County, etc. A list of our services includes:

- 1) Emergency food programs proving daily subsistence to those in need;
- 2) Rental and utility assistance;
- 3) Substance abuse recovery program for up to 42 men and women through the use of seven sober living homes;
- 4) Support services that include emergency housing, caseworkers, laundry facilities, hot showers, weather appropriate clothing, prescription assistance and bus passes.
- 5) A thrift store provides a complete assortment of low cost clothing, household items and, furniture that is priced to support purchase by low income families;
- 6) Financial assistance to high school students, affected by homelessness, for their continued education in college or vocational schools and for our substance abuse recovery program members interested in returning to school to better provide for their future.

- 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.

V. DOCUMENTATION

- A. How will the beneficiaries' information be collected and documented?
 Brother Benno's maintains separate records of all rental and utility assistance that is provided. This includes copies of required documentation submitted to confirm authorization to receive rental and utility assistance. All records are reviewed by our Accounting Office.

For services to be performed by the addition of a Full-Time Certified Drug and Alcohol Counselor (CDAC) , Brother Bennos maintains a data base for those in need of assistance.


- B. How will the outcomes be measured, collected, and documented?
 Rental assistance is measured in the number of evictions that were prevented and, similarly, utility assistance is measured in the number of shut off cases that were prevented.
 For services to be performed by the addition of a CDAC counselor, Brother Benno will keep records of activities and will separately track progress in providing services to those in need.

VI. PARTNERSHIPS, COLLABORATION, AND OUTREACH

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

Brother Benno's routinely combines its services with other non-profit organizations to better serve those in need. This approach to combine the services of several organizations is particularly been effective in managing the daily serving of meals and distribution of food boxes.

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

	Kathleen Diehlmann, President Board of Directors	3/17/2021
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 Division staff.

Date Received: _____

Date Reviewed: _____

Staff Person Completing Review: _____

National Objective: _____

Local Objective: _____

Eligibility Determination: _____

CDBG-CV PROJECT BUDGET**Organization:** The Brother Benno Foundation, Inc. **Total organization budget:** \$1,700,000**Program/Project name requesting funds:** Projects: 1) Rental and Utility Assistance, Temporary Emergency Housing and Transportation for the Homeless; and 2) The Addition of a Full-Time Senior Professional Counselor**CDBG funds requested:** Project 1): 45,000; Project 2): \$40,000; Total Requested: \$85,000**Total program/project budget:** \$417,400

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 of Carlsbad
(Rental & Utility Assistance, Emergency Housing, Transportation) | \$45,000 (A) | (S) or (A) |
| b. Funding requested from the City of Carlsbad
(Addition of CDAC Counselor) | <u>\$40,000 (A)</u> | (S) or (A) |
| c. Other federal funds (if any) | <u>\$0</u> | (S) or (A) |
| d. State or local government funds | <u>\$0</u> | (S) or (A) |
| e. Donations and contributions (pending grant request from
another non-profit organization for rental/utility assistance) | <u>\$22,400 (A)</u> | (S) or (A) |
| f. Fees or memberships | <u>\$0</u> | (S) or (A) |
| g. In-kind contributions / Volunteer time (not estimated/not included)* | <u>*</u> | (S) or (A) |
| h. Other funding <u>Brother Benno's \$20K monthly budget</u>
<u>Rental/Utility Assistance estimated for 6/21-6/22</u> | <u>\$240,000(S)</u> | (S) or (A) |
| i. Other funding <u>Brother Benno's \$35K contribution for</u>
<u>CDAC Counselor (2 year annual amount)</u> | <u>\$70,000 (S)</u> | (S) or (A) |
| j. TOTAL PROJECT FUNDING (project budget) | <u>\$417,400 (A)</u> | |
2. Uses of CDBG funds requested for the program/project: (1.a. and 1.b)
- | | |
|------------------------------------|------------|
| a. Wages and salaries | <u>\$0</u> |
| b. Personnel benefits | <u>\$0</u> |
| c. Materials and supplies | <u>\$0</u> |
| d. Program expenses and evaluation | <u>\$0</u> |

e. Rent and utilities	\$0
f. Insurance	\$0
g. Mileage (____@ 56 cents/mile calendar year 2021)	\$0
h. Incentives and Special Events	\$0
i. Indirect costs	\$0
j. <u>Rental Assistance</u>	\$30,000
k. <u>Utility Assistance</u>	\$10,000
l. <u>Temporary Emergency Housing and Transportation for the Homeless</u>	\$5,000
m. Addition of a Full-Time Expert Senior Counselor – Portion of annual salary for two years (\$20,000 annual)	\$40,000
n. TOTAL REQUESTED FUNDING (same as 1.a. and 1.b.)	\$85,000
3. Percentage of project budget represented by CDBG request	20.3%

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

There is a continuing and expanding need to provide rental and utility assistance and Brother Benno's will pursue other grants for the remainder of Year 2021 and all of Year 2022 from multiple sources to obtain future funding. For future funding of the CDAC Counselor beyond the two years of support, Brother Benno will pursue additional funding from the issuance of grants and will apply a portion of the salary from Brother Benno's budget to continue this very critical position in serving those in need.

**CITY OF CARLSBAD
CDBG FUNDING APPLICATION PACKAGE
CHECKLIST OF REQUIRED DOCUMENTS**

The following information is required of all CDBG-CV applicants. **All applicants must provide all of the documents listed below even if they have been provided in the past.**

- ☐ Board of Directors' resolution authorizing submittal of application (1 Copy)
- ☐ Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization (1 Copy)

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

- ☐ List of Board of Directors (1 Copy)
- ☐ Financial Audit Report for the most recently ending Fiscal Year (1 Copy)
- ☐ Funding proposal application.

Application form format is to remain as it is provided in Request for Proposal package.

Application is not to exceed twenty (20) pages total, including attachments A, B, C below.

(Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes.)

- ✓ Attachment A Executive Summary (required)
- ✓ Attachment B Organizational chart (required)
- ✓ Attachment C Resumes of identified key personnel (Optional)
- ✓ Attachment D Implementation schedule for construction, rehabilitation, property acquisition, other construction related, or new public/community service activities. (if applicable)
- ✓ Attachment E Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation. (if applicable)

Please note that the attachment of brochures or other information will **not be accepted** in lieu of completing each question on the Funding Proposal Application. Additionally, any other attachments, such as newspaper articles, not directly related to the application will **not be accepted**.



The Brother Benno Foundation

Uplifting the Dignity of Those We Serve

Attachment A: Executive Summary – The Brother Benno Foundation, Inc.

Proposed Projects:

- 1) Rental and Utility Assistance, Temporary Emergency Housing and Transportation for the Homeless
- 2) The Addition of a Full-Time Certified Drug and Alcohol Counselor (CDAC)

Since Brother Benno's start in 1983 our mission has been to help those vulnerable families and individuals out of a cycle of poverty and homelessness. We appreciate the opportunity to apply for a grant that will aid families with children and individuals with rental and utility assistance and to better serve those with substance abuse by adding a Certified Drug and Alcohol Counselor (CDAC) to our substance abuse recovery program.

This application recognizes the substantial increase of low-income families with children and individuals who are at risk of becoming homeless without rental and utility assistance. To address this increase, Brother Benno's previously increased its financial support for rental and utility assistance from \$10,000 to \$20,000 per month, however, our increased monthly budget allowance is not sufficient to meet the expanding demand for assistance for the remainder of 2021 and 2022. Our application requests funding to account for the continued increase in assistance. In addition, we request funds for temporary emergency housing (i.e. issuance of motel vouchers) and transportation. These funds will allow us to provide timely support to the homeless and those at risk of becoming homeless.

Our request also includes a funding request to add a full-time Certified Drug and Alcohol Counselor (CDAC) to work closely with up to forty-two members in our substance abuse recovery program. Each program member seeks a better and new way of life, a life free from homelessness caused by substance abuse. An experienced CDAC counselor will fill a gap in our staffing that is needed to provide support to our program members. This position will better focus our efforts to plan and prepare to assist those in need of recovery. Since the recovery program serves the North Coastal community, Brother Benno's application proposes a shared funding approach over a two-year period for the hiring of a CDAC Counselor. Brother Benno's will fund \$35,000 of an annual \$55,000 salary for a CDAC counselor with the remaining amount proposed to be funded under the grant.

We look forward to the review of our application by the City of Carlsbad. We appreciate your efforts, and we are available to answer any questions or provide additional information to assist your review.

Sincerely,

Kathleen Diehlmann
President, Board of Directors
The Brother Benno Foundation, Inc.
kathleen.diehlmann@gmail.com
Cell: (760) 888-7986

3260 Production Avenue, Oceanside, CA 92058
www.brotherbenno.org

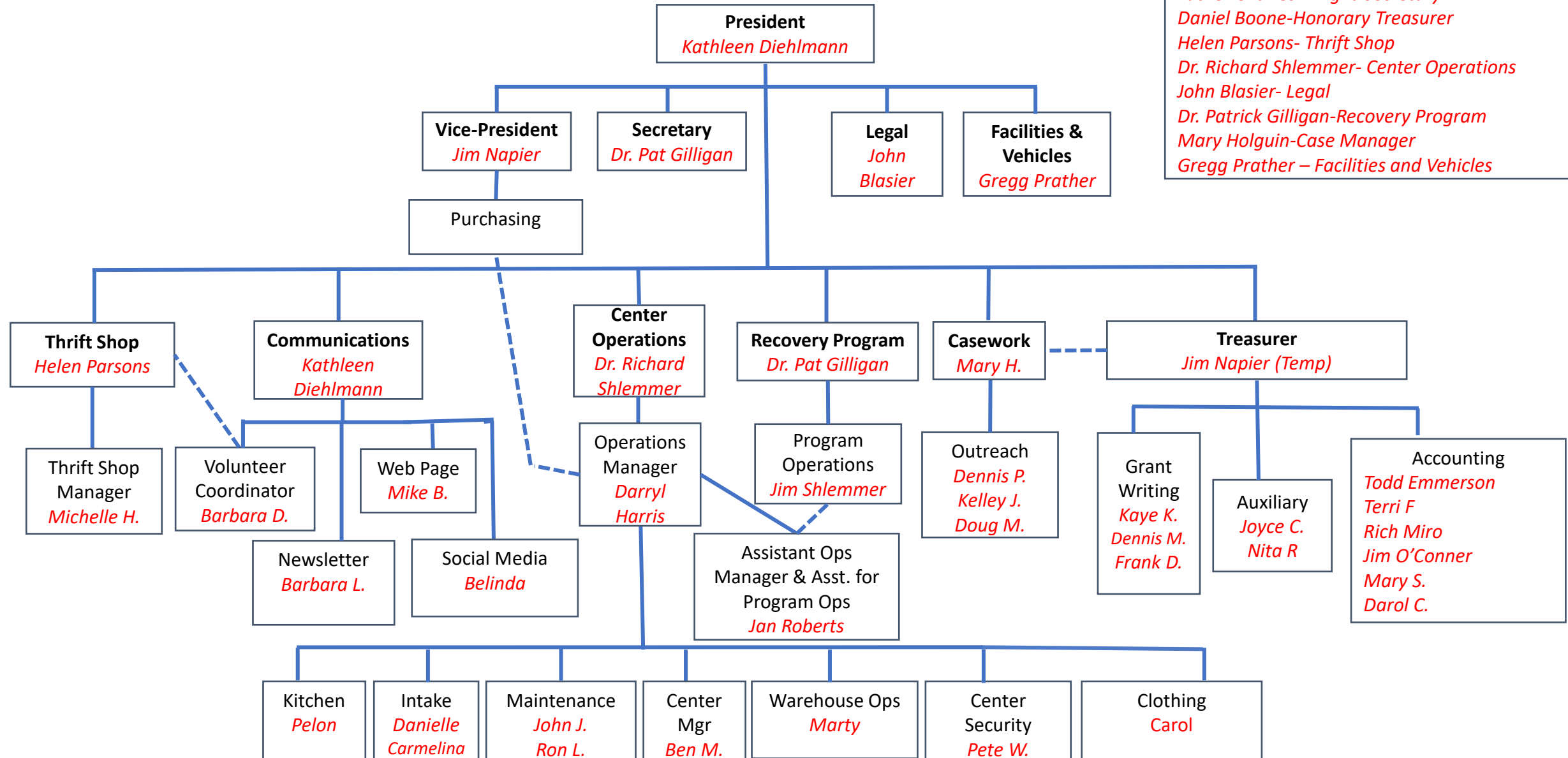


BROTHER BENNO FOUNDATION

Organizational Chart

Board of Directors

Kathleen Diehlmann-President/Communication
Jim Napier-Vice-President/Investment Committee
Father Charles Wright-Secretary
Daniel Boone-Honorary Treasurer
Helen Parsons- Thrift Shop
Dr. Richard Shlemmer- Center Operations
John Blasier- Legal
Dr. Patrick Gilligan-Recovery Program
Mary Holguin-Case Manager
Gregg Prather – Facilities and Vehicles





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.

Vanessa Negrete
Vanessa Negrete
Secretary, Casa de Amparo Board of Directors

12-3-2020
Date

Richard Berwick
Richard Berwick
Chairperson, Casa de Amparo Board of Directors

12-3-20
Date



Treating and Preventing Child Abuse and Neglect

Board Resolution Authorization to Submit CDBG Application

The Board of Directors of Casa de Amparo has approved the submission applications for CDBG funding.

Vanessa Negrete
Vanessa Negrete
Secretary, Casa de Amparo Board of Directors

12-3-2010
Date

Richard Berwick
Richard Berwick
Chairperson, Casa de Amparo Board of Directors

12-3-20
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



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY 2021-22 FUNDING PROPOSAL APPLICATION**

The following information must be completed by each qualified nonprofit organization interested in being considered for CDBG 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 Wednesday, March 17, 2021.** 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, CA 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 regarding CDBG funding should contact Nancy Melander by email at nancy.melander@carlsbadca.gov.

→THEME:

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 Campaign for Casa Kids

Location of Program/Project: San Marcos, CA

Person completing application: Amy Oden Telephone No.: 760-566-3558 email: aoden@casadeamparo.org

Financial Contact: Scott Ryder Telephone No.: 760-566-3581 email: sryder@casadeamparo.org

Program Manager Contact: Kathy Karpe Telephone No.: 760-566-3556 email: kkarpe@casadeamparo.org

Executive Director Contact: Tamara Fleck-Myers Telephone No.: 760-754-5500
email: tfleck-myers@casadeamparo.org

Requested Funding Amount: \$168,837.17

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

Casa de Amparo is respectfully requesting capital funding to expand the Casa Kids Campus in response to the needs of abused and neglected children in the community. CDBG funding will support construction of the Teen Wellness Center for Foster Youth and Support Services Center. The Teen Wellness Center will be licensed as a Community Treatment Facility (CTF) and provide a safe, secure residential setting for adolescent foster youth who are in need of a higher level of mental, emotional and behavioral care. The Center will allow Casa de Amparo to serve over 100 additional youth annually. The Support Services Center will provide Casa de Amparo's facilities staff with the work space to maintain the organization's physical operations, provide job readiness opportunities for youth and young adults agency-wide and will benefit the entire organization allowing Casa de Amparo to further its mission.

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?

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.

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 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 youth 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 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..)

Casa de Amparo's Board of Directors is responsible for the overall vision and direction of the organization in partnership with the Executive Director, Tamara Fleck-Myers. 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, LMFT, Executive Director* 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.

- *Michelle Sutyak, MA, Associate Executive Director* has over 20 years of experience managing child and family service agencies and is responsible for oversight of fiscal, human resources and building operations.

- *Kathy Karpe, CFRE, Director of Development* has over 20 years of experience fundraising and oversees all major gift, grant, special event and in-kind revenue.

Please see Attachment C for resumes.

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

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

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

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.

In 2012 Casa de Amparo moved to the 11.4 acre Casa Kids Campus in San Marcos where the Teen Wellness Center will be located. For several years Casa de Amparo has worked with architect Tucker Sadler to develop architectural plans and renderings for the Teen Wellness Center and Support Services Center. The design team included Jim Hunt, Behavioral Health Consultant, who provided guidance on creating a therapeutic home, milieu, bedroom spaces and sensory rooms called comfort rooms. The goal of the design team was to create therapeutic settings with innovative equipment to meet the individualized behavioral needs of youth living in the Teen Wellness Center. In 2020, Casa de Amparo identified additional space on campus and grew the Teen Wellness Center plans from a 12 bed capacity to a 16 bed capacity, allowing the agency to serve additional youth. In 2020, Casa de Amparo submitted building plans to County of San Diego to move forward with the permitting process. Casa de Amparo anticipates construction of the Teen Wellness Center will begin in July 2021 and take approximately one year to complete. During 2020, Casa de Amparo raised \$2.5 million for the campaign to construct the Teen Wellness Center. The agency's development team and leadership continue to identify partners in the community to support the project and agency's fundraising efforts.

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 funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

See attached for Casa de Amparo's revenue and expenses for the proposed project.

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?

Sources of Funding	No	Yes
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
CDBG funds	FY 19-20: \$90,000; FY 20-21: \$75,000	Both are fully expended
Community Activities/Other	N/A	N/A

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

☒ No ☐ Yes (Please list funds below)

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.)

The Teen Wellness Center will be convenient for Carlsbad residents requiring this type of behavioral health care. Casa de Amparo will provide transportation from the youth's location to the Center.

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)

Casa de Amparo serves youth involved in the Child Welfare Services (CWS) system and youth who are at-risk of involvement in CWS. Each youth Casa de Amparo serves is low income and has been 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 and
- 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 2019-2020, there were 3,530 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. Casa de Amparo is prepared to meet this need and provide trauma informed residential treatment to the communities' most at-risk youth.

The vulnerable youth who will live in, and benefit from, the construction of the proposed Teen Wellness Center are currently being placed in psychiatric hospitals, juvenile hall or lower levels of care where their intense behavioral health needs cannot be met. These ineffective placements often result in re-traumatization and further behavioral escalation. Rather than further traumatize these youth, Casa de Amparo's Teen Wellness Center will provide a comfortable, therapeutic home for up to 16 youth simultaneously, ages 12-18, who require specialized care due to experiencing severe trauma that has resulted in violent behaviors, being a serious danger to self or others or severe emotional or behavioral escalation. There is currently a gap in services available to these youth who experience significant behavioral and emotional challenges, as there is not enough providers in California to provide necessary therapeutic residential care.

Casa de Amparo was approached by San Diego County's Health and Human Services Agency to serve the needs of difficult to treat adolescent foster youth who often require out of state placements due to a lack of available placements in San Diego County. Casa de Amparo has had several visits from Juvenile Court Judges who have expressed a need to have local resources for the placement of youth who require specialized services. There is a clear recognition that sending youth to psychiatric hospitals, juvenile hall and placements where their needs cannot be met is costly and disruptive to their treatment. However, San Diego County does not currently have a secure intensive residential treatment setting capable of maintaining the security necessary to address the needs of these youth. To meet the needs of this highly vulnerable population, Casa de Amparo will be constructing a Community Treatment Facility (CTF), which will be called the Teen Wellness Center for Foster Youth. Casa de Amparo will be the only provider in San Diego County for the residents of Carlsbad in need of this type of support.

The Teen Wellness Center will be licensed by California Community Care Licensing as a Community Treatment Facility (CTF), which is a secure short-term residential treatment program. The Center will serve San Diego adolescent foster youth who are in need of a higher level of mental, emotional and behavioral care. The Center will be built on the Casa Kids Campus, and have a warm, welcoming, home-like environment while keeping in mind the specialized services youth will need inside the home. The Center is intended to be a short-term treatment option for youth who will benefit from additional care and will be a secure setting to keep youth safe while addressing past trauma and significant mental health needs. The requested funding will allow Casa de Amparo to expand the campus to construct the Teen Wellness Center to accommodate over 100 additional Casa Kids per year.

The Center will include private bedrooms, common areas, comfort rooms, an industrial kitchen to serve each of the existing Residential Services cottages, nurse's station, conference room, group therapy room, offices, reception space for guests, two garages and three outdoor enclosed courtyards for youth. A comfort room is an innovative type of treatment that provides a designated, comfortable space where youth experience visual, auditory and sensory stimulation that they can control to learn to manage overwhelming emotions or behaviors. The large industrial kitchen will service the entire Casa Kids Campus, providing space for the Nutritional Residential Counselor to prepare and serve meals and snacks to youth residing in the existing cottages that make up the Residential Services program, as well as youth living in the Center. This new kitchen will provide opportunities for youth to participate in vocational training, assisting the Nutritional Residential Counselor in handling food, planning nutritious meals and snacks, meal preparation, baking and cooking.

In addition to the Teen Wellness Center, the Support Services Center will provide Casa de Amparo's Facilities staff the work space to house equipment, agency vehicles and supplies to maintain operations. The building will allow Casa de Amparo to better organize and distribute over \$400,000 worth of donated household items and hygiene products to clients throughout our programs each year, helping offset program expenses. The storage and maintenance space will house industrial washer and dryers to better serve youth in our residential care and will benefit the entire agency. This space will also provide opportunities for youth to participate in vocational training such as laundry service, housekeeping and vehicle maintenance.

To provide the highest quality of care in a state of the art facility specifically designed to meet the needs of the population to be served, Casa de Amparo is partnered with a behavioral health facilities consultant who provided expertise on accurately constructing a safe and effective secure home while maintaining a welcoming, comfortable environment. Casa de Amparo selected architectural firm, Tucker Sadler to develop plans for the Center keeping in mind the specific needs of the youth who will be living in the home. Plans for the project are complete and have been submitted to County of San Diego and a contractor has been selected. The organization's goal is to begin construction in July 2021.

To comply with the Davis-Bacon Act, Casa de Amparo will restrict the use of CDBG funding to budget items for the following as depicted in the attached budget:

- Pre-construction architectural, consulting and engineering fees
- Landscaping for the campus
- Concrete for the development
- Electrical and building materials
- Furniture for offices, classrooms and bedrooms

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

523 persons of which approximately 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 provide 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) \$ N/A

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.

Please see Attachment D for project plans and Attachment E for implementation schedule.

V. DOCUMENTATION

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

Casa de Amparo utilizes Salesforce 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, including the Teen Wellness Center. 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. How will the outcomes be measured, collected, and documented?

Casa de Amparo anticipates utilizing the California Child and Adolescent Needs and Strengths (CANS) assessment and multi-disciplinary tool to measure youth outcomes in the Teen Wellness Center. CANS data is collected and documented using the Mental Health Outcomes Management System (M-HOMS) database.

VI. PARTNERSHIPS, COLLABORATION, AND OUTREACH

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

Casa de Amparo collaborates daily with numerous nonprofit and county agencies in San Diego. The agency's closest collaboration is with San Diego County Child Welfare Services and Juvenile/Family Court. Casa de Amparo collaborates with peer nonprofit organizations to leverage the strengths of our community partners and maximize the available services for children and families in our care, avoiding duplication of services. Nonprofit partners include California State University San Marcos, True Care, Rady Children's Hospital and YMCA Escondido.

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



Executive Director

3/17/21

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 Division 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: Casa de Amparo's Campaign for Casa Kids

CDBG funds requested: \$168,837.17 Total program/project budget: \$14,503,786

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

- | | | (S) Secured or (A) Anticipated |
|--|---|-------------------------------------|
| 1. Sources of funding for program/project: | | |
| a. | Funding requested from the City | <u>\$168,837.17 (A)</u> |
| b. | Other federal funds (if any) | _____ |
| c. | State or local government funds | _____ |
| d. | Donations and contributions | <u>\$5,975,567 (S)</u> |
| e. | Fees or memberships | _____ |
| f. | In-kind contributions / Volunteer time | <u>\$100,000* (S)</u> |
| g. | Other funding <u>Outstanding pledges</u> | <u>\$520,000 (A)</u> |
| h. | TOTAL PROJECT FUNDING (project budget) | <u>\$6,764,404.17 (S) & (A)</u> |
| 2. Uses of CDBG funds requested for the program/project: (1.a.) | | |
| a. | Wages and salaries | \$ _____ |
| b. | Personnel benefits | _____ |
| c. | Materials and supplies | <u>\$168,837.17</u> |
| d. | Program expenses and evaluation | _____ |
| e. | Rent and utilities | _____ |
| f. | Insurance | _____ |
| g. | Mileage (____@ 55¢/mile) | _____ |
| h. | Incentives and Special Events | _____ |
| i. | Indirect costs | _____ |
| j. | _____ | _____ |
| k. | _____ | _____ |
| l. | TOTAL REQUESTED FUNDING (same as 1.a.) | <u>\$168,837.17</u> |

Percentage of project budget represented by CDBG request	1 %
--	-----

EXECUTIVE SUMMARY

Attachment A

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

→ Preference will be given to the applications which specifically address the top two priorities as presented in the Funding Plan, however applications for unrelated services are eligible for submission.

ORGANIZATION:

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

Casa de Amparo is respectfully requesting capital funding from CDBG Carlsbad to support our Campaign for Casa Kids and expand the Casa Kids Campus in response to the growing needs of severely abused and neglected children in the community. Funding from CDBG Carlsbad will help construct the Teen Wellness Center for Foster Youth to provide residential care for the increasing number of local children and teens in the Child Welfare Services foster care system who require a higher level of physical, mental and emotional care. The Teen Wellness Center will be a Community Treatment Facility to provide a safe and nurturing home-like environment to youth who have experienced significant trauma and struggle with severe symptoms of complex trauma, anxiety, depression and behavioral challenges.

Funding from CDBG Carlsbad will also help construct a Support Services Center for use agency-wide. The Center will benefit the entire organization allowing Casa de Amparo to further our mission by providing vocational training opportunities for youth, providing Facilities staff with the work space to house equipment and supplies to maintain the organization's operations, better organize and distribute over \$400,000 worth of donated in-kind items helping to offset program expenses, house industrial washers and dryers to better serve youth in our residential care and help support the safety of the youth and employees utilizing the campuses.

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

Please see Attachment 1.

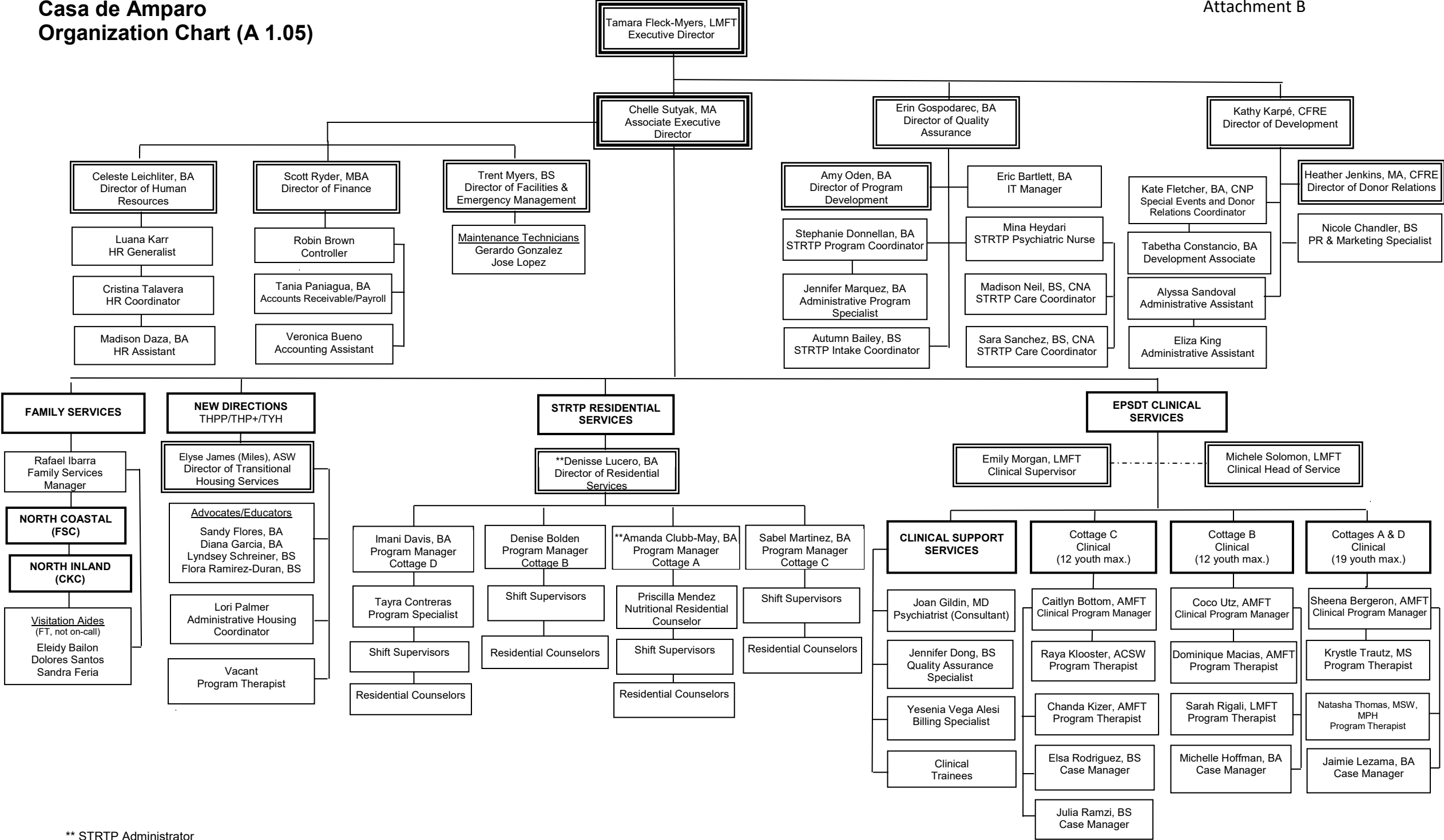
3. Describe how your organization will be able to advance your program if you do not receive the entire funding request. What is your funding threshold before you can no longer provide the intended services or supplies you are seeking?

If Casa de Amparo does not receive the entire funding request from CDBG Carlsbad we will continue to actively seek funding from foundations, corporations and individuals until our capital campaign fundraising goal is reached. The services we will provide through the Teen Wellness Center and Support Services Center will not be provided until appropriate amount of funding has been received.

4. Does your organization charge a fee for accessing your services or supplies? If so, please describe the rationale for this fee.
No, Casa de Amparo does not charge a fee for accessing services or supplies.
5. Will the funding of this program with a CDBG grant allow you to receive a matching grant from another organization? If so, where would those funds come from and how much would that grant be in dollars?
No, at this time funding of this program with a CDBG grant will not allow Casa de Amparo to receive a matching grant from another organization.
6. If your funding is approved, how many Carlsbad residents will you be able to assist?
The number of Carlsbad residents served by the Teen Wellness Center and Support Services Center will depend on the need that Carlsbad residents have for trauma-informed services that prevent and treat child abuse and neglect. If Casa de Amparo were to receive CDBG Carlsbad funding, we will be able to assist hundreds of Carlsbad residents, if services are needed. Casa de Amparo will be the only provider in San Diego County for the residents of Carlsbad in need of the type of residential support provided within the Teen Wellness Center.

Casa de Amparo
Organization Chart (A 1.05)

Attachment B



** STRTP Administrator

Tamara Fleck–Myers, LMFT**EDUCATION**

1993 – 1996 University of Georgia, UGA

Athens, GA

Master's Degree (M.Ed.) Counseling

- Degree designed to allow graduates to sit for the National & Georgia Licensure Exam for Professional Counselors and Marriage and Family Therapists, with recognition and reciprocity in 49 States

1986 – 1990 University of Georgia, UGA

Athens, GA

Bachelor's Degree (B.A.)/Psychology**PROFESSIONAL ACHIEVEMENTS AND ACTIVITIES**

- Licensed Marriage and Family Therapist with the CA Board of Behavioral Sciences (License #58831)
- Licensed Professional Counselor (LPC) in Georgia (1999 – present)
- Member of the California Coalition for Counselor Licensure (CCCL) to establish licensure by the Board of Behavioral Sciences (BBS) for Professional Counselors in California

PROFESSIONAL EXPERIENCE

07/2013 – Present Casa de Amparo

San Marcos, CA

Executive Director

- Responsible for the vision, mission and daily operations of all programs dedicated to child abuse/neglect prevention and intervention.
- Administration of social service organization serving abused children, youth and families.
- Interface with Board of Directors, other private non–profits, government agencies and political entities.
- Provide leadership/management for strategic planning, capital campaign, fundraising, operating budget, policy and program development, contracts & service delivery and staffing.

12/2012 – 07/2013 Casa de Amparo

San Marcos, CA

Director of Programs

- Provided administrative oversight of daily operations of assigned programs and Program Managers (including Residential Services and New Directions THP–Plus).
- Provided engaged leadership and quality oversight to program operations.
- Anticipated organizational risk and take appropriate and timely action. Participant in organizational strategic planning and decision–making.

04/2010 – 12/2012 Casa de Amparo

San Marcos, CA

Assistant Director of Programs

- Responsible for oversight of daily operations of all programs dedicated to child abuse/neglect prevention and intervention. Programs include Residential Services, Hayward Child Development Center, Family Visitation, Clinical Services, Young Parent Network, and New Directions THP–Plus.

06/2008 – 04/2010 San Diego Youth Services

San Diego, CA

Division Director of Child Abuse/Neglect Prevention and Intervention Services

- Responsible for daily operations of all programs dedicated to child abuse/neglect prevention and intervention.
- Programs included Adoptions Program, FFA Foster Care Program, Multidimensional Treatment Foster Care Program (MTFC), The Bridge Group Home Program, The Bridgman Deaf Group Home, and two EPSDT Clinics.
- Responsible for operations, fiscal sustainability, grant writing, oversight of staffing, maintenance of budget, compliance with CCL regulations, and County contracts.
- Work collaboratively with the Department of Probation, HHSA, County Mental Health, Juvenile and Family Courts, Regional Center, Polinsky Children's Center, Juvenile Hall, and other third party resources.
- Participate in the acquisition of grants to enhance programming.

12/2008 – 06/2009 San Diego Youth Services

San Diego, CA

Director of Foster Care Services and The Bridge Program

- Responsible for the vision, mission and daily operations of the FFA Foster Care Program and Group Home Program
- Provided staffing oversight, maintenance of budget, compliance with CCL regulations, and county contract.

10/2008 – 12/2008 **San Diego Youth Services** San Diego, CA

Interim Associate Executive Director

- Responsible for providing organizational leadership on an interim basis while assisting the executive team in the identification of a permanent candidate for the Associate Executive Director Position.

10/2006 – 10/2008 **San Diego Youth Services** San Diego, CA

Center Director

- Responsible for the vision, mission and daily operations of the residential and treatment program at SDYCS, The Bridge.
- Responsible for oversight of staffing, maintenance of budget, compliance with CCL regulations, and county contract.

10/2002 – 10/2006 **Salvation Army Door of Hope** San Diego, CA

Director/Assistant Campus Administrator

- Responsible for the overall direction and functioning of campus programs and operations, with specific focus on a 36 bed group home for pregnant and parenting wards (WIC 602) and dependents (WIC 300).
- Supervise a campus staff of 100+ employees consisting of directors, therapists, intake coordinator, activities coordinator, nurse, facility managers, residential managers, infant and preschool teachers and aides, housekeeping and maintenance staff.
- Provide clinical and programmatic direction regarding treatment recommendations and facilitated mediation between various parties in disagreement related to custody, dependency, abuse reporting, relationship violence, probation violations, paternity and other court related issues.

1999 – 2001 **Cherokee Street Counseling Services** Atlanta, GA

Licensed Professional Counselor (LPC)

1993 – 2001 **Devereux Georgia Treatment Network** Atlanta, GA

Residential Therapist, Program Director, Day Treatment Therapist, Vocational Counselor, Behavior Specialist, Direct Care Professional

Chelle J. Sutyak, M.A.**EDUCATION**

University of Phoenix

San Diego, CA

M.A. in Counseling (Marriage and Family Therapy/MFT focus)

Grove City College

Grove City, PA

B.A. in Social Work/Sociology**PROFESSIONAL EXPERIENCE**

09/2013 – Present

Casa de Amparo

San Marcos, CA

Associate Executive Director

- Provides engaged leadership to achieve quality assurance for program operations and assure that management, program service delivery and maintenance occur within the organization's policies, state regulations and budgets.
- Participate in the organization's strategic planning and decision-making and explore program opportunities.
- Coordinate interface between program development, quality assurance, accounting, facilities and HR.
- Directly supervise Human Resource Manager, Controller, Facilities Manager and Database Manager, directing all functions relating to their departments and ensuring quality services are provided throughout the organization's continuum of services.

11/2012 – 09/2013

Casa de Amparo

San Marcos, CA

Director of Program Development & Quality Assurance

- Provides quality assurance for program operations and assures that management, program services and facility maintenance occur within the organization's policies/standards, state regulations and budgets.
- Active participant in organization's strategic planning and decision-making.
- Explores, anticipates and secures new/expanded program opportunities.

08/2007 – 10/2012

Casa de Amparo

Oceanside/San Marcos, CA

Director of Programs

- Oversees daily operations of all programs dedicated to child abuse/neglect prevention and intervention: Residential Services, Child Development Center, Family Visitation, Counseling, Young Parent Network and New Directions.
- Responsible for operations, fiscal sustainability, oversight of staffing, maintenance of budget, compliance with CCL regulations, and County contracts.

12/2003 – 08/2007

Casa de Amparo

Oceanside, CA

Program Manager

- Certified Group Home Administrator
- Overall program, personnel, and fiscal management of Casita de Amparo Group Home, Child Development Center, Family Visitation Program, and Take 5 for Tots Intergenerational Program.
- Developed/implemented new intergenerational program to complement existing programs.
- Developed Policy and Procedure Manuals for programs and Group Home program statement, meeting CCL regulations.

04/2002 – 11/2003

Alpha of San Diego, Inc.

San Diego, CA

MFT Trainee (Practicum/Intern Site for Graduate School)

05/2000 – 10/2003

Home of Guiding Hands

Lakeside, CA

Coordinator of Community Supports

07/1997 – 04/2000

Home of Guiding Hands

Lakeside, CA

QMRP (Qualified Mental Retardation Professional)

07/1996 – 12/1996

TMM Promotions

Kuala Lumpur, Malaysia

Business Development

11/1992 – 09/1995

Sedi Singapore (branch of Vossen and Company)

Singapore

Freight/Logistics/Purchasing Manager

09/1990 – 10/1992	Vossen and Company <i>Assistant Sales Manager</i>	Brussels, Belgium
10/1986 – 08/1989	Lake County Association for the Retarded <i>Residential Group Home Manager and Sheltered Workshop Case Manager</i>	Gary, IN
05/1985 – 09/1985	Geauga Family Services <i>College Field Placement (Counseling & Home Health Care Agency)</i>	Chardon, OH

Katherine Karpé, CFRE**EDUCATION**

University of California, San Diego

San Diego, CA

Earned Certified Fund Raising Executive (CFRE) in September 2003

Henry Ford Community College

Dearborn, MI

General education courses

Palomar Community College

San Marcos, CA

General education courses**PROFESSIONAL EXPERIENCE**03/2005 – Present **Casa de Amparo**

San Marcos, CA

Director of Development

- Provide leadership and assure implementation of development department functions.
- Plan and ensure annual and capital strategies, major gift prospects and planned giving prospects.
- Provide ongoing capital campaign communication to Executive Director and Board of Directors regarding application status, strategies, key accomplishments and emerging concerns.
- Report to and network with funders; identify and solicit major gift prospects; strategize, implement and participate in major gift solicitations.
- Assure on going solicitation of organizations/corporations as Signature Partners; cultivate into expanded partnerships.
- Develop and monitor department annual operating budget; collaborate with Executive Director and Controller.

08/2003 – 03/2005

Casa de Amparo

Oceanside/San Marcos, CA

Capital Campaign Manager

- Responsible for management of \$9.7 million capital campaign to build a new campus for abused, abandoned and neglected children in North County San Diego.
- Charged with hiring and working with a consultant to organize and carry out feasibility study.
- Worked directly with campaign chairs, Executive Director, Director of Development and Board of Directors to organize and implement campaign plans and strategies.
- Grant research/writing for capital funders and responsible for the identification, organization and coordination of major donor cultivation and solicitation.
- Managed the Crystal Ball Gala that includes identifying, recruiting and managing its committee; executed the organization's most successful Gala to date.

02/1998 – 08/2003

Agency for Jewish Education

San Diego, CA

Development Associate

- Responsible for design, organization and implementation of annual campaign in a one-person development office.
- Coordinated direct mail campaign, phone-a-thon solicitation campaign, personal solicitation campaign, donor recognition, special events, corporate solicitation and major gift solicitation.
- Established first-ever Planned Giving Program at the AJE.
- During time at AJE, moved annual giving campaign from \$200,000 per year to \$600,000 in fiscal year 2002/2003.

07/1993 – 10/1997

Pebble Creek Condominiums

West Bloomfield, MI

Assistant Property Manager

06/1993 – 07/1997

Swanson, Torgow and Lyons, P.C.

Detroit, MI

Executive Secretary

05/1992 – 06/1993

Detroit Strip Division

Detroit, MI

General Accounting Assistant

Casa Kids Campus - Estimated Construction Timeline
Casa de Amparo
Campaign for Casa Kids - Teen Wellness Center & Support Services Center

Task Name	Duration	Start	Finish
Conceptual Plans Complete	N/A	Complete	Complete
Select Contractor	N/A	Complete	Complete
Submit Plans to County of San Diego	1 day	2020	2020
Receive Permits from County of San Diego	1 day	Pending	Pending
Mobilization	4 days	Jul-21	Jul-21
Notice To Proceed	1 day	Jul-21	Jul-21
Mobilization	2 days	Jul-21	Jul-21
Survey and Staking	1 day	Jul-21	Jul-21
Site Work	50 days	August-September 2021	August-September 2021
Prep Pads	4 days	August-September 2021	August-September 2021
Ceritfy Pads for Permit	3 days	August-September 2021	August-September 2021
Building Permits Issued by County	1 day	August-September 2021	August-September 2021
Wet Utilities	21 days	August-September 2021	August-September 2021
Dry Utilities (Power / Telephone / CATV and Gas)	10 days	August-September 2021	August-September 2021
Site Concrete and Hardscape	5 days	August-September 2021	August-September 2021
Site Lighting	3 days	August-September 2021	August-September 2021
Site Furnishings and Amenities	5 days	August-September 2021	August-September 2021
Teen Wellness Center	325 days	Sep-21	Jun-22
Termite Treatment	2 day	September 2021-June 2022	September 2021-June 2022
Building Concrete and Rebar	26 days	September 2021-June 2022	September 2021-June 2022
Lightweight Concrete	6 days	September 2021-June 2022	September 2021-June 2022
Precast Concrete	6 days	September 2021-June 2022	September 2021-June 2022
Floor Sealer	2 day	September 2021-June 2022	September 2021-June 2022

Task Name	Duration	Start	Finish
Structural Steel / Metal Fabrications	6 days	September 2021-June 2022	September 2021-June 2022
Carpentry	50 days	September 2021-June 2022	September 2021-June 2022
Cabinets / Countertops / Organizaed Storage Spaces	6 days	September 2021-June 2022	September 2021-June 2022
Waterproofing	4 day	September 2021-June 2022	September 2021-June 2022
Insulation	4 days	September 2021-June 2022	September 2021-June 2022
Roofing	11 days	September 2021-June 2022	September 2021-June 2022
Sheetmetal	11 days	September 2021-June 2022	September 2021-June 2022
Sealants and Caulking	4 days	September 2021-June 2022	September 2021-June 2022
Doors / Frames and Hardware	5 days	September 2021-June 2022	September 2021-June 2022
Windows	11 days	September 2021-June 2022	September 2021-June 2022
Plaster and Foam Elements	21 days	September 2021-June 2022	September 2021-June 2022
Drywall	21 days	September 2021-June 2022	September 2021-June 2022
Flooring	11 days	September 2021-June 2022	September 2021-June 2022
Painting	11 days	September 2021-June 2022	September 2021-June 2022
Miscellaneous Specialties	11 days	September 2021-June 2022	September 2021-June 2022
Fire Sprinkler Systems	11 days	September 2021-June 2022	September 2021-June 2022
Plumbing	21 days	September 2021-June 2022	September 2021-June 2022
HVAC	21 days	September 2021-June 2022	September 2021-June 2022
Building Electrical and Lighting	21 days	September 2021-June 2022	September 2021-June 2022
Complete All Low Voltage, Communications, Data Work	6 days	September 2021-June 2022	September 2021-June 2022
Inspections and Approvals	11 day	September 2021-June 2022	September 2021-June 2022
Final Cleanup and Turnover	5 days	September 2021-June 2022	September 2021-June 2022
Site Work COMPLETION	10 days	Jul 2022	Jul 2022
Clean-Up	5 days	Jul 2022	Jul 2022
Inspections and Turnover	2 days	Jul 2022	Jul 2022
Demobilization	3 days	Jul 2022	Jul 2022

*Additional days are provided in the Start and Finish time frames to account for rain and other possible weather delays.

Casa de Amparo
Teen Wellness Center for Foster Youth
as of 02/28/2021

	TWC Budget
Expenses	
Construction	6,500,000
Furniture, fixtures and equipment	891,000
Site development costs	1,970,000
City/County fees and permits	220,000
Architecture and engineering	741,159
Other costs (legal, fundraising and consultants)	229,018
Subtotal TWC Estimated Costs	<u>10,551,177</u>
Support Services Center	2,182,109
Solar TWC and Support Services Center	500,000
Contingency	1,270,500
Total Estimated Construction Costs	<u>14,503,786</u>
Capital Campaign Progress	
Contributions Received	5,900,567
FY 20/21 CDBG	75,000
Outstanding Pledges	520,000
Total Raised as of 2/05/2021	<u>6,495,567</u>
Est. Construction Financing Need	<u>\$ 8,008,219</u>

CASA DE AMPARO



AERIAL



TUCKER SADLER

CASA DE AMPARO





**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY 2021-22 FUNDING PROPOSAL APPLICATION**

The following information must be completed by each qualified nonprofit organization interested in being considered for CDBG 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 Wednesday, March 17, 2021.** 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, CA 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 regarding CDBG funding should contact Nancy Melander by email at nancy.melander@carlsbadca.gov.

→THEME:

FUNDING APPLICANT

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

Address: P O Box 121831, San Diego, CA 92112

Federal DUNS Number: 05-674-7561

PROPOSED PROGRAM/PROJECT

Title of Program/Project: La Posada de Guadalupe

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

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: Joaquin Blas Telephone No.: 760-929-8712 email: jblas@ccdsd.org

Chief Executive Officer Contact: Appaswamy "Vino" Pajanor Telephone No. 619-323-2842 email: vpajanor@ccdsd.org

Requested Funding Amount: \$ 25,000

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

The mission 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.

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 (CCDSD) 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 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 29 years.

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.)

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.

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 29 years.

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 funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

Please see attached Budget for La Posada de Guadalupe.

- 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 – 2016-2017	\$20,000	complete
CDBG funds – 2017-2018	\$17,581	complete
CDBG funds – 2018-2019	\$22,000	complete
CDBG funds – 2019-2020	\$19,640	\$6,980.78 left to spend
CDBG funds - 2019-2020 amendment	\$58,000	\$47,598 left to spend but, project done
CDBG-CV funds – 2020-2021	\$93,460	\$93,460 left (were waiting on contract, received 3/15/21, grant accountants ready to back bill for expenses)

Community Activities/Other

- C. Did you receive any federal funds, including CDBG funding from other cities?
- ☐ No ☒ Yes (Please list funds below)

<u>Program Source</u>	<u>Amount Received</u>
Alliance for Regional Solutions-ARS	\$157,724

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. All men residing at La Posada have access to the facility's full range of services and the cooperative services of partner organizations in the Alliance for Regional Solutions, the county's coordinated entry system and other regional collaborations. Services are available in English and Spanish.

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

<u>96</u>	% of clients are at 30 percent or below of the area median income
<u>4</u>	% of clients are between 31 and 50 percent of the area median income
<u>0</u>	% of clients are between 51 and 80 percent of the area median income
<u>0</u>	% 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)

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

Priority Need 1: Affordable Housing

As an integral component of the San Diego region's Coordinated Entry System, La Posada supports men with the most needs, accepting residents through self-referral and by inter-agency collaboration.

All residents complete comprehensive standardized assessments as part of their case planning and are connected to housing navigation services through CCDSD and partner agencies. Benefits offered to residents through the region's Coordinated Entry System include housing navigation, assistance and advocacy with landlords, a connection to public agencies and nonprofit organizations to obtain housing with the appropriate supports, maximizing their opportunities to live independently and avoid returning to homelessness.

Priority Need 2: Supportive Services

La Posada provides shelter and services to homeless men leading to improved self-reliance through employment, housing stability, treatment of mental health and substance use issues and other assistance.

La Posada offers three meals daily, hygiene facilities and social services, including case management, health and nutrition education, translation and interpretation, recreation, and referrals to healthcare and assistance in obtaining permanent housing. Primary services are

provided onsite and the program refers participants for off-site employment and job training and medical services. La Posada is open 365 days a year with services available 24 hours a day. Program staff work in partnership with the region's multiple agencies connected through the Alliance for Regional Solutions and La Posada hosts representatives of partner agencies to connect residents to as many services as possible. CCDSD is working with its regional partners to bring their services on-site at La Posada on a regular basis.

La Posada includes private and public meeting space as well as recreational space and other amenities. All participants are engaged in progressive case management with individualized case plan tracking, progress from baselines toward the achievement of personalized objectives. La Posada's objectives address multiple needs of an individual's life, addressing each man with a holistic approach. Such services include: employment opportunities, public benefits and resources, conflict resolution, and personal management including budgeting and legalities. La Posada addresses employment skills, language and cultural barriers, substance abuse, and therefore provides each man with the tools necessary to succeed. In addition, active participation in case management is a requirement for all residents as well as staying compliant with community guidelines and program requirements.

Case management and other supportive services, provided by La Posada staff and an array of local partners, focus on providing basic employment and life skills and assisting individuals to resolve mental and physical barriers that limit their options for self-sufficiency through employment. La Posada's partnerships have grown and strengthened over its long history as they are an integral part of the program's service strategy.

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 housed 67 Carlsbad residents 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.

Persons of which 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) \$ _____

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.

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

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.

VI. PARTNERSHIPS, COLLABORATION, AND OUTREACH

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

Engaging in partnerships are 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

03/17/2021
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 Division staff.

Date Received:

Date Reviewed:

Staff Person Completing Review:

National Objective:

Local Objective:

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: \$ \$25,000 **Total program/project budget: \$** \$789,728

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 (A)</u>	(S) or (A)
b. Other federal funds (if any)	<u>\$137,935 (S)</u>	(S) or (A)
c. State or local government funds	<u>\$16,254 (A)</u>	(S) or (A)
d. Donations and contributions	<u>\$60,500 (A)</u>	(S) or (A)
e. Fees or memberships	<u>\$96,845 (A)</u>	(S) or (A)
f. In-kind contributions / Volunteer time	<u> </u>	(S) or (A)
g. Other funding <u>Annual Appeal (56,464) Private Grants (42,000)</u>	<u>\$98,464 (A)</u>	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	<u>\$ 434,998</u>	(S) or (A)

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

a. Wages and salaries	<u>\$ 20,000</u>
b. Personnel benefits	<u> </u>
c. Materials and supplies	<u> </u>
d. Program expenses and evaluation	<u> </u>
e. Rent and utilities	<u> </u>
f. Insurance	<u> </u>
g. Mileage (<u> </u> @ 56 cents/mile calendar year 2021)	<u> </u>
h. Incentives and Special Events	<u> </u>
i. Indirect costs	<u> </u>
j. <u>Client Food</u>	<u>\$5,000</u>
k. <u> </u>	<u> </u>
l. TOTAL REQUESTED FUNDING (same as 1.a.)	<u>\$ \$25,000</u>

3. Percentage of project budget represented by CDBG request 5.75 %

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



ATTACHMENT A EXECUTIVE SUMMARY

Attachment A

EXECUTIVE SUMMARY

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

→ Preference will be given to the applications which specifically address the top two priorities as presented in the Funding Plan, however applications for unrelated services are eligible for submission.

ORGANIZATION:

1. In 250 words or less, please describe how your organization will be use the requested funds.
The requested CDBG funds from the City of Carlsbad will be used to offset salaries and cover a portion of the client food at La Posada de Guadalupe (La Posada). La Posada is a short-term housing program for homeless men and farm workers, providing 100 beds of interim housing and comprehensive support services 365 days a year. The program provides three meals a day, hygiene facilities, case management, health and nutrition education, referrals to employment training and job opportunities and assistance in accessing permanent and affordable housing options. In the grant-funded year, La Posada will assist 70 men from the City of Carlsbad. Of that total, 47 men will exit La Posada for long-term housing programs or permanent independent housing. The program will connect participants to the full range of services available through the dozens of social service agencies in the Alliance for Regional Solutions and the San Diego region's coordinated entry system.
2. Attach an Excel budget showing the specific line-item breakdown on how you arrived at the funding request.
Please see attached.
3. Describe how your organization will be able to advance your program if you do not receive the entire funding request. What is your funding threshold before you can no longer provide the intended services or supplies you are seeking?
The overall projected budget for La Posada for fiscal year 2021-2022 is currently being evaluated and will be ready in May 2020. The requested CDGB funds represent 5.75% of that total, meaning the overwhelming majority of program funding to sustain its essential operations will come from sources other than the City of Carlsbad. However, the program's primary contracts include matching requirements and the private resources committed by grants and Catholic Charities' discretionary revenue are not assured and vary widely from one year to the next. Therefore, CDBG funding from the City of Carlsbad, although is a critical piece of many other sources, make up the program's entire revenue plan. In addition to Carlsbad, CDGB funds will be requested from the City of Encinitas, City of Vista, City of Oceanside, City of San Marcos, City of Escondido, and other numerous private foundations.
If this program receives less than the full amount of CDBG funds requested, the program will function as it has since its inception more than 25 years ago. Catholic Charities is grateful to the City for fiscal support in any amount possible.

Attachment A

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

No, all services for the homeless shelter are free including bedding, food, toiletries, shoes and clothing as available. There are also incentives for people that get a job, a one day pass for appointments, interviews or work, free haircuts for the men who are getting job interviews, and three meals a day including coffee for free.

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

The requested CDBG funds are not directly linked to any matching grants requested from any other sources. However, through ongoing fundraising, grant seeking and other appeals, CCDSD will leverage funding from the City of Carlsbad through multiple sources.

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

If funded; La Posada will be able to assist 70 at-risk men from Carlsbad with temporary shelter and three meals daily over the next program year.

La Posada de Guadalupe

FY20-21 Budget

HOMELESS MEN'S SERVICES

FY21 Draft

REVENUE	TOTAL
Donations	\$ 60,500
Bequest	\$ -
Grants	\$ 42,000
Program Generated Income	\$ 96,845
United Way/CFC/Contribution Clubs	\$ -
Federal Funds	\$ 137,935
State	\$ 41,254
Local	\$ -
Annual Catholic Appeal	\$ 56,464
US Conference of Catholic Bishops	\$ -
Fundraising	\$ -
Caritas	\$ -
Other Revenue	\$ -
Indirect Revenue	\$ -
In-Kind	\$ -
Total Revenue	\$ 434,998

EXPENSES	
Salaries	\$ 410,301
Fringe Benefits	\$ 138,073
Consultant/Contract Services	\$ 4,866
Staff Travel	\$ 240
Program Transportation	\$ -
Insurance	\$ 23,667
Occupancy	\$ 9,724
Utilities/Telephone	\$ 32,026
Supplies	\$ 17,425
Equipment	\$ 3,500
Client Assistance	\$ 21,262
Volunteer Expense	\$ -
Stipends/Awards	\$ -
Meetings/Dues/Fees	\$ 4,720
Building Expenses	\$ -
Advertising/Bank Fees/Bkgd Checcks	\$ 2,325
Federally Approved Indirect	\$ 121,599
Administrative Fee	\$ -
Fundraising Expenses	\$ -
In-Kind	\$ -
Total Expense	\$ 789,728

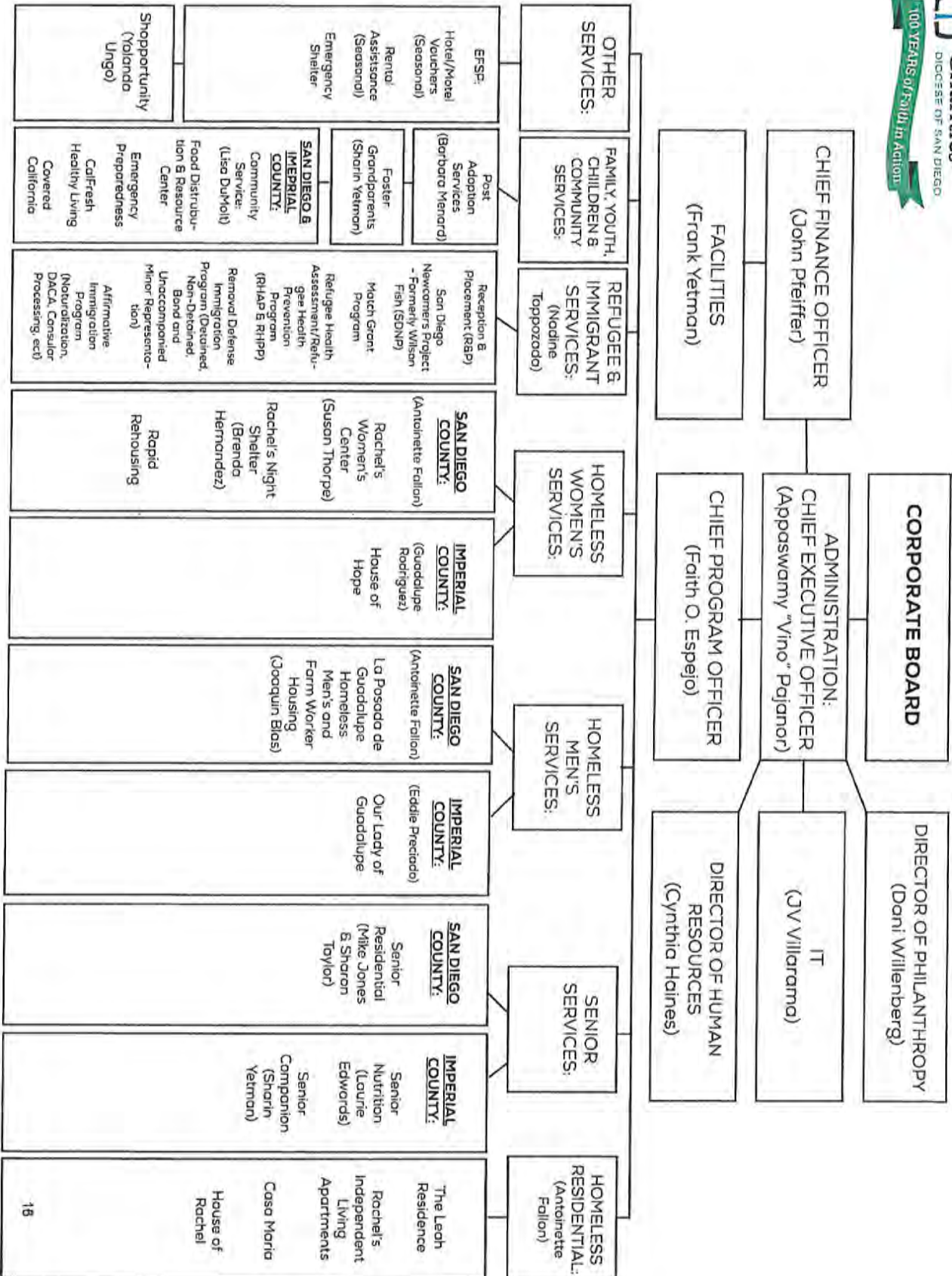
Revenue Over (Under) Expenses \$ (354,730)



ATTACHMENT B ORGANIZATIONAL CHART



Catholic Charities Organizational Chart : Current 2020





ATTACHMENT C 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

Attachment C

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



BOARD OF DIRECTORS' RESOLUTIONS

CATHOLIC CHARITIES

Administration

RESOLUTION 21-05

WHEREAS:

- A. Catholic Charities, Diocese of San Diego (CCDSD) is a nonprofit corporation;
- B. The City of Carlsbad issued a Request for Proposals for Community Development Block Grant (CDBG) funds; and
- C. CCDSD is a nonprofit corporation which is eligible and wishes to apply for and receive a CDBG grant for La Posada Guadalupe;

NOW THEREFORE LET IT BE RESOLVED THAT:

- 1. The Board of Directors of CCDSD hereby authorizes its Chief Executive Officer to apply for a CDBG grant in an amount not more than the maximum amount permitted in the Request for Proposal.
- 2. If the grant application authorized by this resolution is approved, the Chief Executive Officer is authorized to sign the Standard Agreement and any subsequent amendments with the City of Carlsbad for the purposes of this grant.

AYES: __ 14 __ ABSTENTIONS: __ 0 __

NOES: __ 0 __ ABSENT: __ 0 __

DocuSigned by:

Rev. Bruce Orsborn

ACA89E7E84D748E

Rev. Bruce Orsborn
Chair

DocuSigned by:

James Brennan

AF9839C57D12442...

James Brennan
Secretary

PASSED AND ADOPTED by the Catholic Charities Board of Directors this 11th day of March, 2021.

CATHOLIC CHARITIES

Administration

RESOLUTION 21-03

WHEREAS:

- A. Catholic Charities, Diocese of San Diego (CCDSD) is a nonprofit corporation; and
- B. CCDSD is eligible to apply for and receive, during calendar year 2021, public and private funds:

NOW THEREFORE LET IT BE RESOLVED THAT:

1. The Board of Directors of CCDSD and the Chair, hereby authorize Appaswamy "Vino" Pajanor, the Chief Executive Officer, 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 CCDSD.

AYES: __14__ ABSTENTIONS: __0__

NOES: __0__ ABSENT: __0__

DocuSigned by:
Rev. Bruce Orsborn
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Rev. Bruce Orsborn
Chair

DocuSigned by:
James Brennan
AF9839C57D12442...

James Brennan
Secretary

PASSED AND ADOPTED by the Catholic Charities Board of Directors this 11th day of March, 2021.



LIST OF BOARD MEMBERS

CATHOLIC CHARITIES

Administration

Corporate Board Director's Affiliations 2021

Rev. Bruce Orsborn, Chair
Pastor Saint Mark

James W. Brennan, Secretary
EHGRP
Owner

Vanessa Herbert, Treasurer
Founder & CEO
Hugo Volpino

Dr. Michael E. Lovette-Colyer
USD-Assistant Vice President
Director of University Ministry

Rev. Mark Edney
Our Lady of Guadalupe
St. Mary

Deacon Domingo Enriquez
Our Lady of Guadalupe
St. Mary

Karen A. Klause
Executive Business Advisor

Tom Maddox
Lowe's Home Centers
Senior Counsel
Retired

Anne O'Donnell
UC San Diego
Senior Executive Director, Corporate
Relations

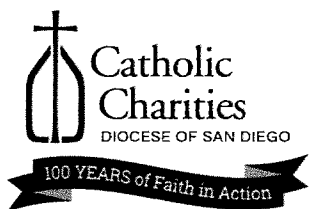
Mary E. Lyons, Ph.D.
University of San Diego President
Emerita & University Professor

Rev. Monsignor Lawrence Purcell
Retired

Rodrigo Valdivia
Diocese of San Diego
Vice Moderator of the Curia

Margaret E. McCahill, M.D., MTS, OFS
PACE Program Faculty, University of
California, San Diego, School of
Medicine

Dr. Victor M. Jaime, Ed.D.
Superintendent/President Emeritus
Retired



P.O. Box 121831, San Diego, California 92112-1831 * Tel. (619) 323-2841 * Fax (619) 234-2272
Member Agency of United Way * Member Agency of Catholic Charities USA

2021 City of Carlsbad Community Development Block Grant
Page 1 of 10

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM FY 2021-22 FUNDING PROPOSAL
APPLICATION**

The following information must be completed by each qualified nonprofit organization interested in being considered for CDBG 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 Wednesday, March 17, 2021.** 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, CA 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 regarding CDBG funding should contact Nancy Melander by email at nancy.melander@carlsbadca.gov.

☐ **THEME:** _____

FUNDING APPLICANT

Name of Agency: Community Resource Center (CRC)

Address: 650 2nd Street, Encinitas, CA 92024

Federal DUNS Number: 193789690

PROPOSED PROGRAM/PROJECT

Title of Program/Project: CRC Food & Nutrition Center for Carlsbad

Location of Program/Project: Carlsbad

Person completing application: Richard Radosh _____ Telephone No.: 760-230-6308 email: rradosh@crcncc.org

Financial Contact: Inna Gekht _____ Telephone No.: _____ 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: \$ 40,000

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

2021 City of Carlsbad Community Development Block Grant

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CRC proposes to establish and implement healthy food distribution to meet the nutrition needs of food insecure households in a higher density, low-income housing area in Carlsbad modeled on CRC's gold certified Food & Nutrition Center with its robust partnerships and dedicated volunteers. These services fully align with Carlsbad CDBG top priorities to reduce food insecurity in the city.

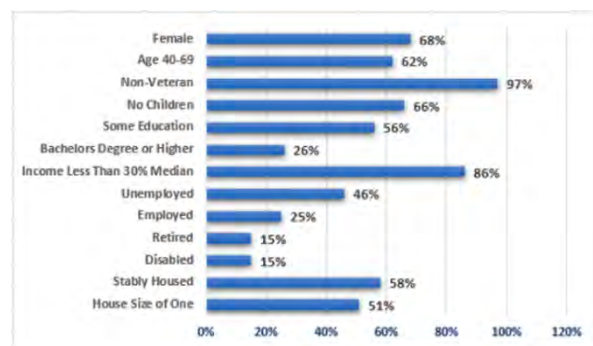
In Phase One beginning July 2021, CRC will use grant funds to design and create the program by:

- recruiting and employing a qualified program coordinator from Carlsbad
- meeting with community stakeholders to further assess community need
- understand and form the right sized food insecurity response
- select the collection and distribution model that will work best for participants
- recruit program volunteers
- plan distributions for the remainder of the grant term

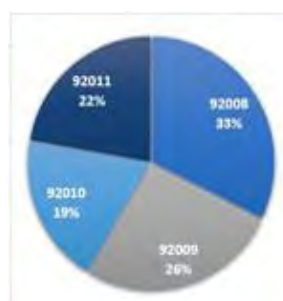
Phase Two will test and evaluate the selected food distribution plan. For example, depending on community input, the Carlsbad model could include volunteers, guided by CRC staff, picking up fresh produce from Carlsbad farmers and other food donations from Carlsbad neighbors, bringing it to the locally chosen distribution center, and then supplemented by CRC's food partners such as grocers, San Diego Food Bank, and Feeding San Diego, assisting food insecure participants at a farmers market style or other food distribution.

Because this is a new project, CRC cannot predict how many residents will benefit from the program. Instead, the first year objective will be to establish the baseline for future estimates. Last year 12% of all CRC participants were Carlsbad residents. CRC estimates that it served 167 Carlsbad residents at its Encinitas location during 2020. CRC estimates that most households will reside in the Carlsbad zip code showing the greatest percentage of individuals experiencing food insecurity based on the recent 2-1-1 San Diego study of caller trends. Many of the callers were concerned about ongoing food insecurity or that they would run out of food.

2-1-1 food need call demographics for Carlsbad



This chart shows the percentage of 2-1-1 calls needs by zip code



based upon Carlsbad food assistance

2021 City of Carlsbad Community Development Block Grant

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ORGANIZATIONAL ABILITY/CAPACITY This agency is:

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

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

CRC's mission is to help our neighbors create paths to healthy food, stable homes, and safe relationships.

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

Incorporated on 11/26/1979, CRC is now in its 42nd year of operation.

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

CRC has been providing Homelessness Intervention and Prevention including food distribution since its founding in 1979.

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

Please see attached CRC 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.)

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.

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 10 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 Bachelor of Arts degree in Psychology from the University of California, San Diego and a Master of Arts degree in Nonprofit Leadership and Management from the University of San Diego.

Miranda Chavez, Director of Integrative Services, joined CRC in 2013 as a Bilingual Case Manager, and in 2014 became the Integrative Services Program Manager. In this

2021 City of Carlsbad Community Development Block Grant

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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 Bachelor of Arts degree 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).

Yanira Frias serves as the Food and Nutrition Program Manager. An alumna of the University of California, San Diego, she earned her Bachelor of Arts in Communications and Global Health and is a certified Holistic Nutritionist. Yanira began her career in food policy and social justice and discovered an interest in food insecurity and malnourishment, particularly in at-risk populations. At CRC, her current focus is creating a comfortable, dignified shopping environment and experience for food insecure families and individuals to access nutritious food. In 2017, recognizing a critical gap in traditional food security models, Yanira developed and implemented a Nutrition Consultation program for CRC participants providing individuals and families with one-on-one nutritional guidance. Her work bridges the gap between reducing food waste in the community and increasing food recovery for food insecure people.

Shakira Williams, Data Analyst: Shakira joined Community Resource Center (CRC) in February 2016, serving as the Data Entry and Monitoring Specialist and now serves as the Data Analyst. She is a gold-certified administrator for the Efforts to Outcomes (ETO) database that CRC utilizes to track and report agency wide data. In addition to ETO, Shakira manages the Homeless Management Information System (HMIS) used by the San Diego Continuum of Care. She oversees data collection, reporting, and training of all users.

Inna Gekht, Controller, has been with CRC for one year. Her 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.

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)

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

☒ No ☐ Yes

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

N/A

2021 City of Carlsbad Community Development Block Grant

Page 5 of 10

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

Beginning July 1, 2021, CRC will:

- recruit and hire a qualified program coordinator
- meet with community stakeholders to further assess community need
- understand and form the right sized food insecurity response
- select the collection and distribution model likely to work best for participants
- recruit program volunteers
- plan distributions for the remainder of the grant term
- test and evaluate the selected food distribution plan

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 funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.
- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (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	\$20,000	in progress
	\$453,498	in progress

Community Activities/Other N/A

- C. Did you receive any federal funds, including CDBG funding from other cities?
☐ No ☒ Yes (Please list funds below)

<u>Program Source</u>	<u>Amount Received</u>
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 4/30/2021	\$61,976

2021 City of Carlsbad Community Development Block Grant

Page 5 of 10

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.)

CRC will locate this proposed program/project in the city zip code that statistically has the greatest percentage of food insecurity. Low-income residents will access the proposed program at a location to be determined in their neighborhood. The proposed program will be a community designed and led project for which CRC will provide knowledge and experience of best practices for organization, collection, and distribution of healthy food. However, CRC will rely on the community as the experts in the design and delivery of this project, including volunteer recruitment, training, and culturally aligned implementation.

- CRC now provides USDA Food Commodities to all eligible households once each month, 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 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 and reduce food insecurity.
- 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 has an office near City Hall which serves domestic violence clients for housing assistance and counseling.

- 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%)

99 % of clients are at 30 percent or below of the area median income
1 % 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 proposed project will benefit low and moderate income Carlsbad residents by providing a reliable, readily accessible source of healthy food including fresh produce and protein sources. These services fully align with the City's Consolidated Plan priority to reduce food insecurity. The City's recent needs study reported food insecurity as one of the highest priority needs.

2021 City of Carlsbad Community Development Block Grant

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

CRC estimates that the program will benefit 100 clients of which 100% will be 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.)

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 the underserved populations CRC serves. Services are available in Spanish to better serve the Hispanic/Latino population, which comprises approximately 40% of CRC's clients.

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

☒ No ☐ Yes (Please specify) \$ _____

IV. IMPLEMENTATION OF ACTIVITY

- A. Please submit a schedule for implementation as Attachment 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.

Implementation plan:

July 1, 2021 to December 31, 2021

- Recruit and hire program coordinator by 8/15/21
- Community focus groups 8/15 to 9/30/21
- Identify community site for Food and Nutrition distribution
- Prepare operations plan
- Secure location permission, permits if required
- Obtain operating essentials
- Recruit volunteer base

January 1, 2022 to June 30, 2022

- Conduct first food collection with CRC's partner stores
- Conduct first food distribution
- Evaluate success and changes needed
- Conduct second food distribution
- Conduct third food distribution.

2021 City of Carlsbad Community Development Block Grant

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V. DOCUMENTATION

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

Participants complete an enrollment form which gathers name, address, and demographic information. That data is entered in ETO, the database CRC uses to track outcomes.

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

Beginning 15 days after the CDBG grant agreement is signed, CRC will recruit and form a food security needs assessment team comprised of community stakeholders.

That team will complete a small community needs assessment of food security resources, develop a needs assessment survey, and conduct the survey in the community. The team will then evaluate the survey results and formulate a plan to implement the food and nutrition program


Between January 1, 2022 and June 30, 2022, 100 Carlsbad residents will receive healthy food through the food distribution plan created and implemented by community team

VI. PARTNERSHIPS, COLLABORATION, AND OUTREACH

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

CRC would partner and collaborate with the San Diego Food Bank and Feeding San Diego in order to rescue food from local grocery stores. CRC is also a partner of the North County Food Policy group which will serve as a platform for outreach and collaboration. The San Diego Food System Alliance and Hunger Action Network would play a role in promoting cross-sector collaboration among individuals and organizations in Carlsbad; both would assist in increasing community-level awareness, engagement, and programming.

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

DocuSigned by:

 B0F3518CC70D4A3...
 Signature

Chief Executive Officer
 Title

3/17/2021
 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 Division staff.

Date Received:

Date Reviewed:

Staff Person Completing Review:

National Objective:

Local Objective:

Eligibility Determination:

2021 City of Carlsbad Community Development Block Grant

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CDBG-CV PROJECT BUDGET

Organization: Community Resource Center

Total organization budget \$ 5,619,179Program/Project name requesting funds: CRC Food & Nutrition Center for CarlsbadCDBG funds requested: \$40,000 Total program/project budget: \$ 40,000

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>\$ 40,000</u> | (S) or (A) |
| b. Other federal funds (if any) | <u> </u> | (S) or (A) |
| c. State or local government funds | <u> </u> | (S) or (A) |
| d. Donations and contributions | <u> </u> | (S) or (A) |
| e. Fees or memberships | <u> </u> | (S) or (A) |
| f. In-kind contributions / Volunteer time | <u> </u> | (S) or (A) |
| g. Other funding <u> </u> | <u> </u> | (S) or (A) |
| h. TOTAL PROJECT FUNDING (project budget) | <u>\$ 40,000</u> | (S) or (A) |
2. Uses of CDBG funds requested for the program/project: (1.a.)
- | | |
|--|-----------------------------|
| a. Wages and salaries | <u>\$ 21,840</u> |
| b. Personnel benefits | <u>\$ 7,207</u> |
| c. Materials and supplies | <u>\$ 1,566</u> |
| d. Program expenses and evaluation | <u>\$ 2,500</u> |
| e. Rent and utilities | <u>\$ 2,000</u> |
| f. Insurance | <u> </u> |
| g. Mileage (<u> </u> @ 56 cents/mile calendar year 2021) | <u> </u> |
| h. Incentives and Special Events | <u>\$1,250</u> |
| i. Indirect costs | <u>\$ 3,636</u> |
| j. <u> </u> | <u> </u> |
| k. <u> </u> | <u> </u> |
| l. TOTAL REQUESTED FUNDING (same as 1.a.) | <u>\$ 40,000</u> |
3. Percentage of project budget represented by CDBG request 100%

2021 City of Carlsbad Community Development Block Grant

Page **9** of **10**

4. If your project will require future funding, please provide information about how the program will be funded.
CRC will seek future funding from other CDBG or City funding. In addition, CRC is funded by a diverse range of government and private grants, business and community donations, fundraising event revenue, in-kind services and food donations and revenue from CRC Resale stores. Food distributions are supported by trained, committed volunteers who distribute products daily, and by Feeding San Diego, Jacobs & Cushman San Diego Food Bank, partner grocery stores who provide Fresh Rescue food, and by community members who donate non-perishable food. CRC is the coastal North County leader in providing high impact stabilization services that assist families facing homelessness because of job loss or inadequate income in keeping permanent housing. These positive outcomes have resulted in long-term funding by both government and private grantors.

EXECUTIVE SUMMARY

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

→ Preference will be given to the applications which specifically address the top two priorities as presented in the Funding Plan, however applications for unrelated services are eligible for submission.

ORGANIZATION:

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

CRC proposes to establish and implement healthy food distribution to meet the nutrition needs of food insecure households in a higher density, low-income housing area in Carlsbad modeled on CRC's Encinitas gold certified Food & Nutrition Center.

In **Phase One** beginning July 2021, CRC will use grant funds to design and create the program by recruiting and employing a qualified program coordinator from Carlsbad, hold meetings with community stakeholders to further assess community need, understand and form the response to food insecurity, select the collection and distribution model likely to work best for participants, recruit program volunteers, and plan distributions for the remainder of the grant term.

Phase Two will test and evaluate the selected food distribution plan. For example, depending on community input, the Carlsbad model could include community volunteers, guided by CRC staff, picking up fresh produce from Carlsbad farmers and other food donations from Carlsbad neighbors, bringing it to the locally chosen distribution center, and then supplemented by CRC's food partners such as grocers, San Diego Food Bank, and Feeding San Diego, assisting food insecure participants at a farmers market style or other food distribution.

CRC in its Encinitas location has developed strong partnerships including:

- *Leah's Pantry* – best practices award “Gold Certified Pantry”
- *Bastyr University* capstone project – naturopathic graduate students conducting a full assessment of CRC's pantry yielding a comprehensive report and strategic changes.
- Volunteer Registered Dietician providing one-on-one nutrition consultations and resources.
- *Produce Good* – gleaning organization that partners with CRC providing fresh produce.
- *Coastal Roots Farms* - weekly produce partnership
- *Healthy Day Partners* – sponsors CRC's community garden plot and donates “Grab and Grow” seedlings to CRC households to grow their own produce.
- Encinitas community garden
- *North County Food Policy Council* – GIS mapping
- *Home grown Hunger Relief project*, connecting home ‘growers’ to CRC, with established drop off locations for CRC pickup for distribution to households.
- *City of Encinitas Senior Center's* food delivery program
- Local restaurants donating prepared meals.

Because this is a new project, CRC cannot predict how many residents will benefit from the program. Instead, the first-year objective will be to establish the baseline for future estimates. Last

year 12% of all CRC participants were Carlsbad residents. CRC estimates it served 167 Carlsbad residents at the Encinitas location during 2020. Grant funds will also be used for indirect expenses.

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

Please see the Project Budget on page 8 of the Application.

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

CRC will be able to advance the program by using CDBG funds provided by the City of Carlsbad to establish food and nutrition services in the City of Carlsbad. CRC will be restricted in its ability to create and launch this if it receives less than the amount requested and needs a minimum grant of \$40,000 to make substantial progress in reducing food insecurity for low-income Carlsbad residents. Should the City of Carlsbad allocate other funds due to the evidence of food insecurity, CRC would apply for those funds to amplify and accelerate the community project.

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

No fees will be charged for any of the services described.

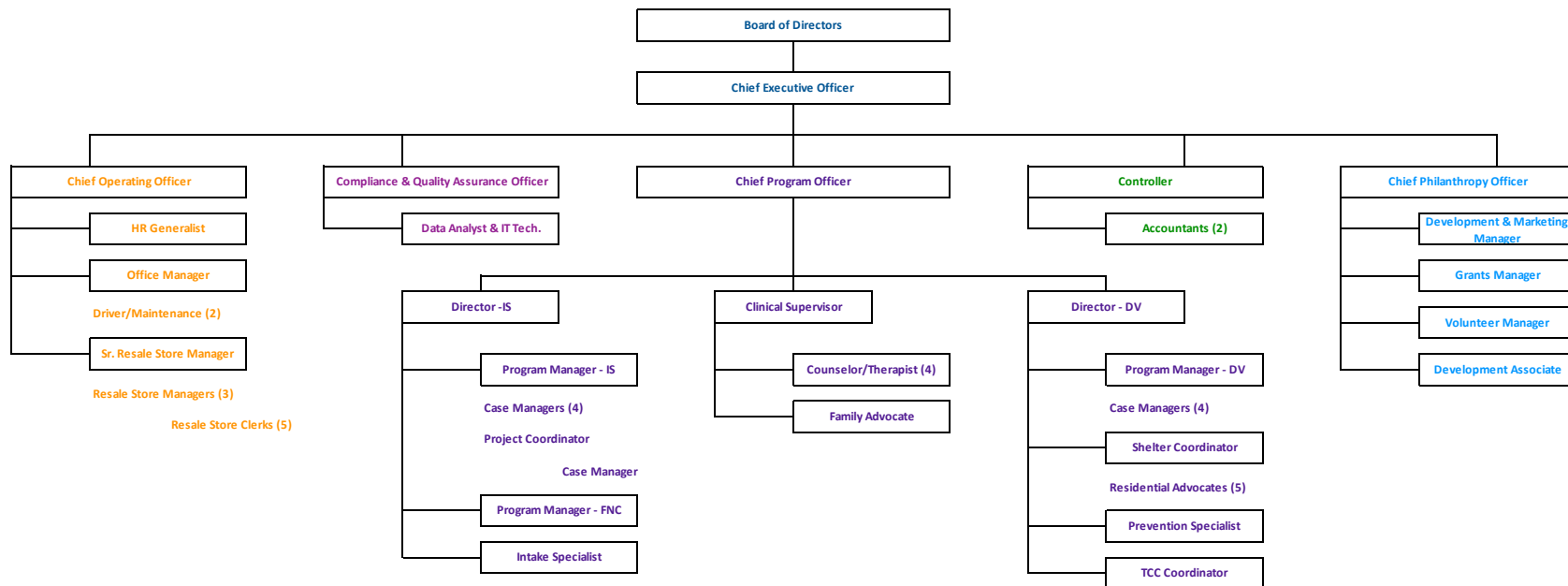
5. Will the funding of this program with a CDBG grant allow you to receive a matching grant from another organization? If so, where would those funds come from and how much would that grant be in dollars?

There is no matching funding that has been identified at this time.

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

In response to the City of Carlsbad's significant research that indicates specific and higher food insecurity in certain zip codes, CRC proposes a community guided approach to developing a pilot food and nutrition platform to be shaped and established **in, and for**, the community selected. CRC's longstanding and recognized approach to food distribution is grounded in the principles of high-quality nutrition while providing household choices. CRC's current food pantry is primarily implemented and "staffed" by volunteers. This proposal contemplates and recommends this structure as it allows for a valuable socially welcoming setting that is responsive to specific dietary preferences while keeping the overhead costs low and offering the rich human social exchanges that foster dignity and respect.

CRC's best estimate is that it will provide healthy food to 100 Carlsbad residents. Because this is a new program, CRC does not have a baseline for estimating participation.





INTERFAITH COMMUNITY SERVICES

Grant Application to the City of Carlsbad FY 2021 – 22
Community Development Block Grant Program

March 17, 2021

**CITY OF CARLSBAD
CDBG FUNDING APPLICATION PACKAGE
CHECKLIST OF REQUIRED DOCUMENTS**

The following information is required of all CDBG-CV applicants. **All applicants must provide all of the documents listed below even if they have been provided in the past.**

- ☐ Board of Directors' resolution authorizing submittal of application (1 Copy)
- ☐ Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization (1 Copy)

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

- ☐ List of Board of Directors (1 Copy)
- ☐ Financial Audit Report for the most recently ending Fiscal Year (1 Copy)
- ☐ Funding proposal application.

Application form format is to remain as it is provided in Request for Proposal package.

Application is not to exceed twenty (20) pages total, including attachments A, B, C below.

(Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes.)

- ✓ Attachment A Executive Summary (required)
- ✓ Attachment B Organizational chart (required)
- Attachment C Resumes of identified key personnel (Optional)
- Attachment D Implementation schedule for construction, rehabilitation, property acquisition, other construction related, or new public/community service activities. (if applicable)
- Attachment E Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation. (if applicable)

Please note that the attachment of brochures or other information will **not be accepted** in lieu of completing each question on the Funding Proposal Application. Additionally, any other attachments, such as newspaper articles, not directly related to the application will **not be accepted**.



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

The City of Carlsbad is announcing the start of the application cycle for the FY 2021-22 Community Development Block Grant Program. The CDBG program is a federally funded program and is administered by the city to provide decent housing, a suitable living environment, and the expansion of economic opportunities principally for lower income persons and households.

The city anticipates receiving \$536,522 in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the 2021-2022 program year.

To view the full Notice of Funding Availability for the CDBG programs, please visit:
<https://www.carlsbadca.gov/services/depts/ns/grants/cdbg.asp>.

The completed application package, including appropriate attachments, must be submitted prior to 5 P.M. on Wednesday, March 17, 2021. Applications may be submitted electronically to nancy.melander@carlsbadca.gov. Paper copies may be mailed or delivered to the City of Carlsbad, Housing Services, Attn: Nancy Melander, at 1200 Carlsbad Village Drive, Carlsbad, CA 92008.

Potential applicants who have questions regarding the application should contact Nancy Melander by email at nancy.melander@carlsbadca.gov or by calling 760-331-8322.

The proposed timeline for the grant review process is as follows:

Process and Timeline for Allocation of Funding	
Feb. 24, 2021	Issue NOFA
March 17, 2021	Applications Due
Week of March 22, 2021	Application review and recommendation by the CDBG Advisory Committee
10-day public review/comment May 11, 2021	City Council approval of allocations and FY2021-22 Action Plan



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FY 2021-22
FUNDING PROPOSAL APPLICATION**

The following information must be completed by each qualified nonprofit organization interested in being considered for CDBG 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 Wednesday, March 17, 2021.** Applications may be submitted electronically to nancy.melander@carlsbadca.gov. Paper copies may be mailed or delivered to the City of Carlsbad, Housing Services, Attn: Nancy Melander, at 1200 Carlsbad Village Drive, Carlsbad, CA 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 regarding CDBG funding should contact Nancy Melander by email at nancy.melander@carlsbadca.gov.

→**THEME:**

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 Housing, Basic Needs, and Employment Assistance Program

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@interfaithservices.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: \$ 90,397

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

Interfaith Community Services (Interfaith) will provide critical services at its Carlsbad Service Center that will address priorities identified by the City of Carlsbad to benefit low- and moderate-income persons and improve the overall wellness of community members facing serious health and welfare needs.

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

Rental Assistance and Emergency Financial Support: Interfaith will provide homelessness prevention and diversion services to Carlsbad households facing imminent homelessness, including those who 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. Once screening and enrollment are complete, 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 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 healthcare.

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

Basic Needs Support: Interfaith will strengthen the support services for lower income Carlsbad residents as well as residents with special needs by providing 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, financial assistance to receive California ID cards and birth certificates, tax preparation, transportation assistance, food stamp and Medi-Cal application assistance, as well as referrals to Homeless Court and legal services.

Employment Support: In addition, Interfaith will provide 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.

Goals and Objectives:

Interfaith's Carlsbad Service Center Housing, Basic Needs, and Employment Assistance Program will support at least 200 unduplicated Carlsbad homeless and low-income individuals. Over a 12-month grant period, funding from the Carlsbad CDBG FY 2021-22 Grant will provide:

- Rental assistance and emergency housing case management to prevent or rapidly reverse homelessness to at least 15 Carlsbad families;

- Basic needs (e.g. emergency food and hygiene kits, connections to supportive services) to at least 200 unduplicated Carlsbad individuals and their families; and
- Employment assistance essential for gaining and retaining employment and/or obtaining a diploma or GED to at least 75 individuals.

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 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 2,900 volunteers, 250+ member 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 Inland Service Center 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. Together, Interfaith's comprehensive wraparound services are designed to holistically fulfill the needs of individuals and families in their period 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 19 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

four 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 with her 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, 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 more than 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, Case Manager, works with the Carlsbad community members on the Basic Needs, Housing and Employment Assistance Programs at the Carlsbad Service Center (CSC). Gonzalez 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. Prior to starting with Interfaith 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.

Maria Marin, Case Manager at the CSC, facilitates morning day labor, basic needs and social services, and conducts vocational case management. Marin holds a Bachelor's degree in Political Science from SDSU. She completed one year of service with PASS AmeriCorps where she mentored at-risk youth in a middle school in Oceanside before joining Interfaith's Supportive Services team as a Case Manager. Following this Marin served a second year with PASS AmeriCorps before returning to Interfaith as a Case Manager at our CSC in July 2020.

Alexis Rojas, Case Manager, joined Interfaith's CSC in February 2020 and is responsible for helping individuals who are homeless or at-risk of becoming homeless get connected to employment and economic development opportunities including day labor, vocational case management, and supporting basic needs. Rojas facilitates programs including Day Labor, Employment to Overcome Homelessness, and the City of Carlsbad CDBG Rental Assistance program. Rojas graduated from California State University of Dominguez Hills in 2017 with a double Bachelor's degree in Political Science and Labor Studies. While in college, Rojas volunteered at non-profit organizations to advocate human rights in housing. Rojas has worked for Compex Legal Services, a record retrieval company for law firms, and volunteered with the City of Oceanside for seven months in the housing department.

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 project immediately upon contract execution with the City of Carlsbad. The staffing, facility space, and program policies and procedures are in place at Interfaith's Carlsbad Service Center. This project will scale-up existing programs that distribute rental assistance, food and hygiene items, provide case management programs and employment assistance to residents.

Contract Initiation:	May 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.
Performance Reporting:	Prepare and submit reports, as required. Monitor progress towards stated performance goals. Project team to adjust, as needed.
Contract End Date:	12 months following contract initiation

II. FINANCIAL CAPACITY/STABILITY

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

Please find the completed Project Budget attached.

- 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 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 (FY2019-2020)	\$20,290	Fully Expended
CDBG funds (FY2019-2020)	\$40,000	Fully Expended
CDBG-CV funds (FY2020-2021)	\$123,966	Funds Remaining – to be spent by 4/30/21
CDBG-CV funds (FY2020-2021)	\$329,532	Funds Remaining – Awaiting executed contract

Carlsbad Service Center Hiring Hall	\$204,217	Funds Remaining – to be spent by 6/30/21
Trust Fund Case Management	\$40,000	Fully Expended

☐ 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

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

The CSC offers a range of supportive services available to residents by appointment Monday through Saturday. The center includes an on-site nutritional food pantry that distributes food and hygiene supplies. The Day Labor Program, coordinated at the center, connects laborers with employers for daily, temporary, or permanent job needs and is available Monday through Saturday morning year round.

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

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%)

62 % of clients are at 30 percent or below of the area median income
34 % of clients are between 31 and 50 percent of the area median income
3 % 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

These figures reflect client enrollments during the COVID-19 pandemic. Data reflects the reported annual income of the household, but does not reflect the fact that many were unemployed and without income at the time of service intake.

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

Low- and moderate-income Carlsbad residents, as well as those experiencing homelessness, will benefit from the range of supportive programs at the CSC including homelessness prevention, housing stabilization, basic needs and employment assistance services. Through this support, Interfaith programs provided through the CSC will address 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. The Regional Task Force on the Homeless (RTFH) counted 7,658 persons experiencing homelessness in San Diego County on a single night in January 2020. Of the countywide total, 3,971 were unsheltered, sleeping outdoors, or in places not meant for human habitation, and 3,687 were in shelters. Of those counted, 19.8% reported being chronically homeless and 37% reported living with a mental health issue. North Inland and North Coastal San Diego County reported 1,238 men, women, and children identified as homeless, including 772 unsheltered, and 147 individuals were experiencing homelessness in Carlsbad. According to the Center for Policy Initiatives San Diego in 2018, nearly 60% of San Diego County renters were enduring high rent costs, spending over 30% of their income on rent, and making them vulnerable to homelessness. With the COVID-19 pandemic further exacerbating issues of housing and job loss, this rate has likely increased significantly.

Interfaith will prevent and reduce homelessness in Carlsbad by providing rental assistance and security deposit assistance in emergency situations. As a result of the economic impact of the COVID-19 pandemic, Interfaith is providing upwards of \$2,000, an increase from a general average of \$500, in emergency housing assistance, and refers homeless residents into the regional Continuum of Care Coordinated Entry System to link them with the appropriate housing resources to obtain and/or maintain affordable permanent housing. 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.

The need for support is great, particularly with the community still facing the impacts of the COVID-19 pandemic. Since March 2020, the Carlsbad Service Center has received more than 300 requests from 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, as we enter the second year of the World Health Organization declaring COVID-19 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, in order to ensure these community members are able to remain in their homes.

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

According to DataUSA, in 2018, 5.71% 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 one-bedroom apartment in Carlsbad is currently \$1,915, an increase of 4% since the previous year, and 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 720 clients with social services from the CSC, including 323 Carlsbad residents. 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, 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.

In addition, Interfaith has implemented various strategies to help Carlsbad individuals experiencing homelessness or on the verge of becoming homeless connect with employment assistance with the goal of securing stable employment. A flexible fund is used to support transportation related expenses such as 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.

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.

Program Impact:

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

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

- Rental assistance and emergency housing case management to prevent or immediately reverse homelessness to at least 15 Carlsbad families;
- Basic needs (e.g. emergency food and hygiene kits) to at least 200 unduplicated Carlsbad individuals and their families;

- Employment assistance essential for gaining and retaining employment and/or obtaining a diploma or GED to at least 75 individuals.

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

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

200 Persons of which 100% are Carlsbad residents

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

☐ No ☒ Yes (Please specify)

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

Interfaith serves a variety of underserved populations, including low-income and homeless families and individuals, low-wage earners, day laborers and farm workers, seniors, at-risk youth, 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.

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

V. DOCUMENTATION

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

Interfaith case managers complete a Needs Assessment with each household during the intake process. Through this process, information collected and kept on file includes all general demographic information such as race,

gender, income, source of income, education level, and housing status. In addition, 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) when necessary.

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

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

The outcomes of the Carlsbad Service Center Housing, Basic Needs, and Employment Assistance Program will be collected through completion of required documentation used to qualify clients for this project during the intake process, 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 ETO database, and the HMIS 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 in serving the low income and most vulnerable populations.

To form a cohesive approach to serving low- and moderate-income and the most vulnerable populations, 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, local businesses, local property managers, 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.

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.

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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

3/16/2021

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 Division staff.

Date Received:

Date Reviewed:

Staff Person Completing Review:

National Objective:

Local Objective:

Eligibility Determination:

CDBG-CV PROJECT BUDGET

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

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

CDBG funds requested: \$90,397 **Total program/project budget: \$440,710**

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>\$ 90,397</u> | (S) or A |
| b. Other federal funds (if any) | <u> </u> | (S) or (A) |
| c. State or local government funds | <u>\$245,000</u> | S or (A) |
| d. Donations and contributions | <u>\$105,313</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> </u> | (S) or (A) |
| h. TOTAL PROJECT FUNDING (project budget) | <u>\$440,710</u> | (S) or (A) |
|
2. Uses of CDBG funds requested for the program/project: (1.a.) | | |
| a. Wages and salaries | <u>\$ 23,836</u> | |
| b. Personnel benefits | <u>\$ 8,343</u> | |
| c. Materials and supplies | <u> </u> | |
| d. Program expenses and evaluation | <u>\$50,000</u> | |
| e. Rent and utilities | <u> </u> | |
| f. Insurance | <u> </u> | |
| g. Mileage (____@ 56 cents/mile calendar year 2021) | <u> </u> | |
| h. Incentives and Special Events | <u> </u> | |
| i. Indirect costs | <u>\$ 8,218</u> | |
| j. _____ | <u> </u> | |
| k. _____ | <u> </u> | |
| l. TOTAL REQUESTED FUNDING (same as 1.a.) | <u>\$90,397</u> | |
|
3. Percentage of project budget represented by CDBG request | | |
| | <u>20.5%</u> | |
|
4. If your project will require future funding, please provide information about how the program will be funded. | | |

ATTACHMENT A

EXECUTIVE SUMMARY

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

→ Preference will be given to the applications which specifically address the top two priorities as presented in the Funding Plan, however applications for unrelated services are eligible for submission.

ORGANIZATION: Interfaith Community Services

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

Through funding from the Carlsbad CDBG program, low-income Carlsbad residents will benefit from the range of supportive programs at the Carlsbad Service Center including homelessness prevention, housing stabilization, basic needs and employment assistance services. The community needs addressed by the program closely align with Priorities 2 and 3 in the Consolidated Plan.

Interfaith will provide homeless prevention and diversion services (Priority 2) to at least 15 Carlsbad households. Housing assistance will include emergency rental and security deposit payments to ensure Carlsbad residents avoid and prevent imminent homelessness. 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 will also strengthen the support services for lower income residents of Carlsbad as well as residents with special needs (Priority 3) by providing social services to at least 200 Carlsbad community members and their families. Supportive services include: emergency food and hygiene supplies; 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.

In addition, Interfaith will provide services that are crucial to household economic success. At least 75 Carlsbad community members will receive on average \$100 of employment assistance essential for gaining and retaining employment and/or obtaining a diploma or GED. Financial supports may include transportation related expenses or the purchase of work-related equipment and gear.

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

Please find Excel spreadsheet budget attached.

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

There is not a specific threshold where Interfaith would no longer be able to provide the intended services. With reduced funding, Interfaith's Housing, Basic Needs, and Employment Assistance Program would provide the intended services but would serve fewer households and have less of an impact breaking the cycles of homelessness and poverty in North San Diego County.

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

No, Interfaith does not charge a fee for accessing the Social Services and Housing Assistance Program.

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

No, this CDBG funding would not allow Interfaith to receive a matching grant from another organization.

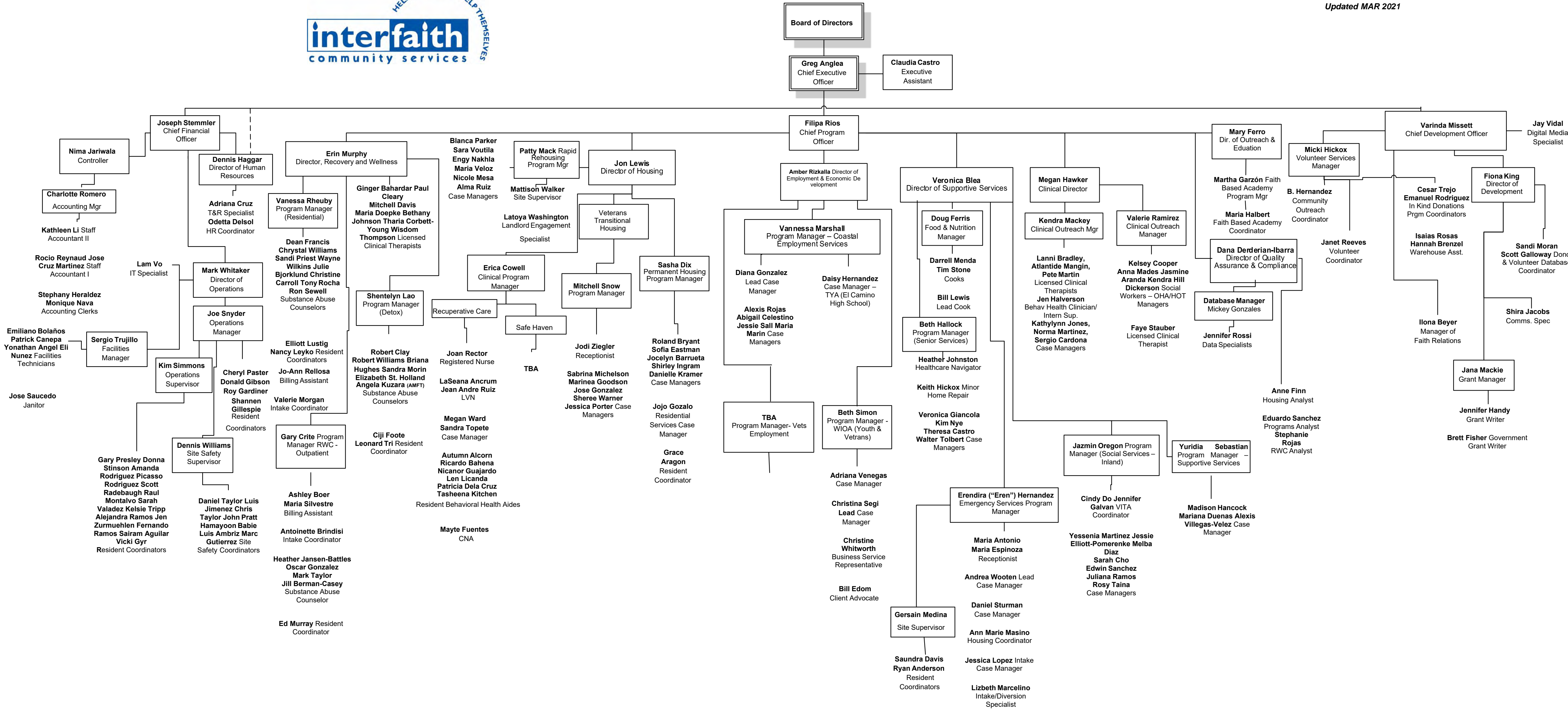
- 6. If your funding is approved, how many Carlsbad residents will you be able to assist?**

Directly through Carlsbad CDBG funding, the CSC Housing, Basic Needs, and Employment Assistance Program would be able to assist a minimum of 15 Carlsbad households with housing and rental assistance; 200 unduplicated Carlsbad residents with supportive services; and 75 with employment assistance.

ATTACHMENT B
Organizational Chart



Updated MAR 2021





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

The City of Carlsbad is announcing the start of the application cycle for the FY 2021-22 Community Development Block Grant Program. The CDBG program is a federally funded program and is administered by the city to provide decent housing, a suitable living environment, and the expansion of economic opportunities principally for lower income persons and households.

The city anticipates receiving \$536,522 in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the 2021-2022 program year.

To view the full Notice of Funding Availability for the CDBG programs, please visit:

<https://www.carlsbadca.gov/services/depts/ns/grants/cdbg.asp>.

The completed application package, including appropriate attachments, must be submitted prior to 5 P.M. on Wednesday, March 17, 2021. Applications may be submitted electronically to nancy.melander@carlsbadca.gov. Paper copies may be mailed or delivered to the City of Carlsbad, Housing Services, Attn: Nancy Melander, at 1200 Carlsbad Village Drive, Carlsbad, CA 92008.

Potential applicants who have questions regarding the application should contact Nancy Melander by email at nancy.melander@carlsbadca.gov or by calling 760-331-8322.

The proposed timeline for the grant review process is as follows:

Process and Timeline for Allocation of Funding	
Feb. 24, 2021	Issue NOFA
March 17, 2021	Applications Due
Week of March 22, 2021	Application review and recommendation by the CDBG Advisory Committee
10-day public review/comment May 11, 2021	City Council approval of allocations and FY2021-22 Action Plan



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY 2021-22 FUNDING PROPOSAL APPLICATION**

The following information must be completed by each qualified nonprofit organization interested in being considered for CDBG 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 Wednesday, March 17, 2021.** 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, CA 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 regarding CDBG funding should contact Nancy Melander by email at nancy.melander@carlsbadca.gov.

→THEME:

FUNDING APPLICANT

Name of Agency: Legal Aid Society of San Diego

Address: 216 S. Tremont St, Oceanside CA 92054

Federal DUNS Number: 0875724670000

PROPOSED PROGRAM/PROJECT

Title of Program/Project: Fair Housing- Legal Aid Society of San Diego

Location of Program/Project: 216 S. Tremont St. Oceanside CA 92054

Person completing application: Rosalina Spencer Phone: 619.471.2747 email: RosalinaS@lassd.org

Financial Contact: Sergio Valenzuela Telephone No.: 619.471-2617 email: SergioV@lassd.org

Program Manager Contact: Rosalina Spencer Phone: 619.471.2747 email: RosalinaS@lassd.org

Executive Director Contact: Greg Knoll Telephone No.: 619.471.2620 email: Gek@cchea.org

Requested Funding Amount:
\$46,488

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

Legal Aid Society of San Diego ("LASSD") will provide comprehensive legal services regarding Fair Housing, including education and outreach; counsel, advice and brief services; testing; and representation for enforcement of the Fair Housing Act and related State laws.

I. ORGANIZATIONAL ABILITY/CAPACITY

A. This agency is:

☒ Nonprofit ☐ For-profit

☐ Local public agency

☐ State public agency

☐ Other (Please specify.)

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

The mission of LASSD is to improve lives by advancing justice through effective, efficient and vigorous legal advocacy, outreach, and education. LASSD is a proud, committed, and compassionate group of people dedicated to providing equal access to justice for low income households through aggressive, quality legal services. As legal advocates, we will redress our clients' legal problems; empower our clients to access and effectively participate within the legal, governmental, and social systems; and encourage self-empowerment in the fight against poverty and injustice.

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

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

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

Our Fair Housing Team has been providing fair housing legal services for 9 years. We have been a recipient of HUD Fair Housing Initiatives Program funds (FHIP) for the past six years and have been designated as a Qualified Fair Housing Organization by HUD. We have also been the recipient of Carlsbad CDBG funds for Fair Housing Services for the last 3 years.

ATTACHMENT B

- 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.)

LASSD Fair Housing experience is as follows:

Rosalina Spencer/ Program Manager- Senior Attorney (Bilingual), has over 13 years of fair housing services related work including being a fair housing litigator, trainer, and educator. Ms. Spencer will be responsible for the daily management of the overall project and will direct litigation and enforcement efforts in all meritorious fair housing claims. Ms. Spencer will also oversee staff development, training, and will work in a task force model with advocates and testing coordinators to evaluate meritorious complaints. Ms. Spencer will also act as the primary contact for this project and will lead interfacing efforts with the City. Ms. Spencer will be responsible for the collection of data and the organization and submission of reports on a monthly basis. Ms. Spencer will provide a large majority of her services as in-kind. Ms. Spencer currently leads the effort in implementing a multi-year FHIP grant with HUD. Ms. Spencer is also the Vice Chairman for the San Diego Regional Alliance for Fair Housing (SDRAFFH).

Janeth Castenada/Test Coordinator (Bilingual), with over two years of experience with complaint intake, educational training, and outreach in English and Spanish under the Fair Housing Act. Ms. Castenada has experience in fair housing investigations having worked under North County CDBG Fair Housing project where she currently assists clients and leads education and outreach efforts throughout North County.

ATTACHMENT B

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

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

- 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. Not applicable.

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 funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget. See 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"/>	x
Community Activities (or other General Fund monies)	<input type="checkbox"/>	x

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

	<u>Amount Received</u>	<u>Status</u>
CDBG funds		
CDBG funds, Fair Housing Testing 20-21	\$10,000	on-going
CDBG funds, Fair Housing 20-21	\$23,244	on-going
CARES, Fair Housing 20-21	\$23,244	on-going
CDBG funds, Fair Housing Testing 19-20	\$10,000	\$1603.20
CDBG funds, Fair Housing 19-20	\$20,550	\$22,744

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

☐ No ☒ Yes (Please list funds below)

<u>Program Source</u>	<u>Amount Received</u>
City of San Diego	\$150,000
County of San Diego	\$100,000
Encinitas	\$18,120
San Marcos	\$26,850
Vista	\$40,000
Oceanside	\$30,000
Escondido	\$35,000
HUD FHIP	\$203,500

III. BENEFITS & BENEFICIARIES

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

We have three offices, including one in Oceanside which is across the street from the Oceanside Transit station and within 4 miles of Carlsbad City Hall. The office is accessible to persons with disabilities and is located along major transit lines. Clients can be accommodated in various ways, including but not limited to: phone or web-cam interviews, offsite appointments, or appointments at the subject property.

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

84 % of clients are at 30 percent or below of the area median income
6 % of clients are between 31 and 50 percent of the area median income
8 % of clients are between 51 and 80 percent of the area median income
2 % 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)
- Priority 5: Provide Fair Housing Services to Residents- LASSD will ensure that a full-scale fair housing services program is implemented on behalf of the residents of Carlsbad to ensure that any residents who are a victim of housing discrimination can obtain legal advice and assistance. LASSD will conduct workshops, distribute literature on fair housing and monitor related legislation. In addition, LASSD will provide education and outreach, and representation for conciliation and enforcement remedies to Carlsbad residents to address and reduce housing discrimination.
 - Priority 1: Increase and Preserve Affordable Housing Opportunities for Low and Moderate Income Households- LASSD's Fair Housing Project will ensure that Carlsbad residents will have access to existing affordable housing by addressing and reducing any housing discrimination barriers that may prevent people from keeping and/or accessing affordable housing opportunities. LASSD will conduct education, outreach, and enforcement of fair housing laws, including but not limited to the newly passed state source of income protection for those residents receiving rental assistance.
 - Priority 2: Prevent and Reduce Homelessness- LASSD prevents and reduces homelessness by enforcing the Fair Housing Act and by ensuring equal housing choices to Carlsbad residents. LASSD works with people who have recently become homeless or who have been formerly homeless and will enforce their right to be free from housing discrimination when securing permanent housing. LASSD also reduces homelessness by using education, outreach, advice, and representation to keep tenants housed

through reasonable accommodations and modifications under the Fair Housing Act and related state laws. LASSD also provides limited education and advice on landlord/tenant disputes.

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

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

Carlsbad Estimated Population is 115,877 people of which 100% are Carlsbad residents. LASSD's proposed fair housing project will provide outreach, education, and enforcement of the Fair Housing Act throughout the entire City of Carlsbad that impacts and benefits the entire city.

Persons of which 100% are Carlsbad residents

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

☐ No ☒ Yes (Please specify)

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

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

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

☒ No ☐ Yes (Please specify) \$

IV. IMPLEMENTATION OF ACTIVITY

- A. Please submit a schedule for implementation as Attachment 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

N/A listing, or other appropriate documents.

V. DOCUMENTATION

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

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

B. How will the outcomes be measured, collected, and documented? LASSD captures case outcomes in our database system and our grant progress in various Microsoft programs.

VI. PARTNERSHIPS, COLLABORATION, AND OUTREACH

Describe how you are collaborating with other agencies such as the County Continuum of Care and other non-profit organizations and/or agencies to form a cohesive approach in serving the low income and most vulnerable populations. LASSD is part of the San Diego Eviction Collaborative. The purpose of the Collaborative is to maximize resources and streamline referrals to our collaborative partners.

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

Gregory E. Knall
Signature

CEO/BD/Chief Counsel
Title

03/16/21
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 Division staff.

Date Received:

Date Reviewed:

Staff Person Completing Review:

National Objective:

Local Objective:

Eligibility Determination:

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CDBG-CV PROJECT BUDGET

Organization: ____ Legal Aid Society of San Diego ____ **Total organization budget** \$18.5 million ____

Program/Project name requesting funds: Legal Aid Society of San Diego

CDBG funds requested: \$ 46,488 ____ **Total program/project budget:** \$ 760,482

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 | \$46,488 (A) |
| b. Other federal funds (if any) | \$603,470 (S) |
| 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) | 760,482 (S) |
-
- | | |
|--|-----------|
| 2. <u>Uses of CDBG funds requested for the program/project: (1.a.)</u> | |
| a. Wages and salaries | \$28,004 |
| b. Personnel benefits | \$6907 |
| c. Materials and supplies | \$876 |
| d. Consultant Services | \$100 |
| e. Rent and utilities | \$1240 |
| f. Training for staff (\$500) /SDRAFFH Fees (\$500) | \$1000 |
| g. Mileage (____@ 56 cents/mile calendar year 2021) | \$250 |
| h. Insurance (\$60), Telephone (\$430) | \$490 |
| i. Indirect costs | \$5601 |
| j. Postage (\$20) /Printing Duplication (\$500)/ Brochure design \$500 | \$1020 |
| k. Litigation Expenses | \$1000 |
| l. TOTAL REQUESTED FUNDING (same as 1.a.) | \$ 46,488 |
| 3. Percentage of project budget represented by CDBG request | % 6.1 |

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

**CITY OF CARLSBAD
CDBG FUNDING APPLICATION PACKAGE
CHECKLIST OF REQUIRED DOCUMENTS**

The following information is required of all CDBG-CV applicants. **All applicants must provide all of the documents listed below even if they have been provided in the past.**

- ☐ Board of Directors' resolution authorizing submittal of application (1 Copy)
- ☐ Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization (1 Copy)

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

- ☐ List of Board of Directors (1 Copy)
- ☐ Financial Audit Report for the most recently ending Fiscal Year (1 Copy)
- ☐ Funding proposal application.

Application form format is to remain as it is provided in Request for Proposal package.

Application is not to exceed twenty (20) pages total, including attachments A, B, C below.

(Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes.)

- ✓ Attachment A Executive Summary (required)
- ✓ Attachment B Organizational chart (required)
- ✓ Attachment C Resumes of identified key personnel (Optional)
- ✓ Attachment D Implementation schedule for construction, rehabilitation, property acquisition, other construction related, or new public/community service activities. (if applicable)
- ✓ Attachment E Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation. (if applicable)

Please note that the attachment of brochures or other information will **not be accepted** in lieu of completing each question on the Funding Proposal Application. Additionally, any other attachments, such as newspaper articles, not directly related to the application will **not be accepted**.

EXECUTIVE SUMMARY

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

→ Preference will be given to the applications which specifically address the top two priorities as presented in the Funding Plan, however applications for unrelated services are eligible for submission.

ORGANIZATION:

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

LASSD's fair housing team is comprised of highly skilled attorneys, advocates, and testing coordinators with expertise in fair housing laws. We will use the funds to ensure that all meritorious fair housing claims are accepted, investigated, and the proper enforcement path is chosen when required.

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

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

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

2. Attach an Excel budget showing the specific line-item breakdown on how you arrived at the funding request. See attached.
3. Describe how your organization will be able to advance your program if you do not receive the entire funding request. What is your funding threshold before you can no longer provide the intended services or supplies you are seeking?

The minimum amount required to advance the program is \$46,488. If we do not receive the entire funding request it will not be possible to provide all the current fair

housing services, we provide in Carlsbad. If we do not receive the entire funding request it will also jeopardize our other North County Fair Housing contracts since LASSD leverages these funds to staff our fair housing team.

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

No.

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

Not Applicable.

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

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

LEGAL AID SOCIETY OF SAN DIEGO, INC.

PROPOSED BUDGET

July 1, 2021 to June 30, 2022

Personnel

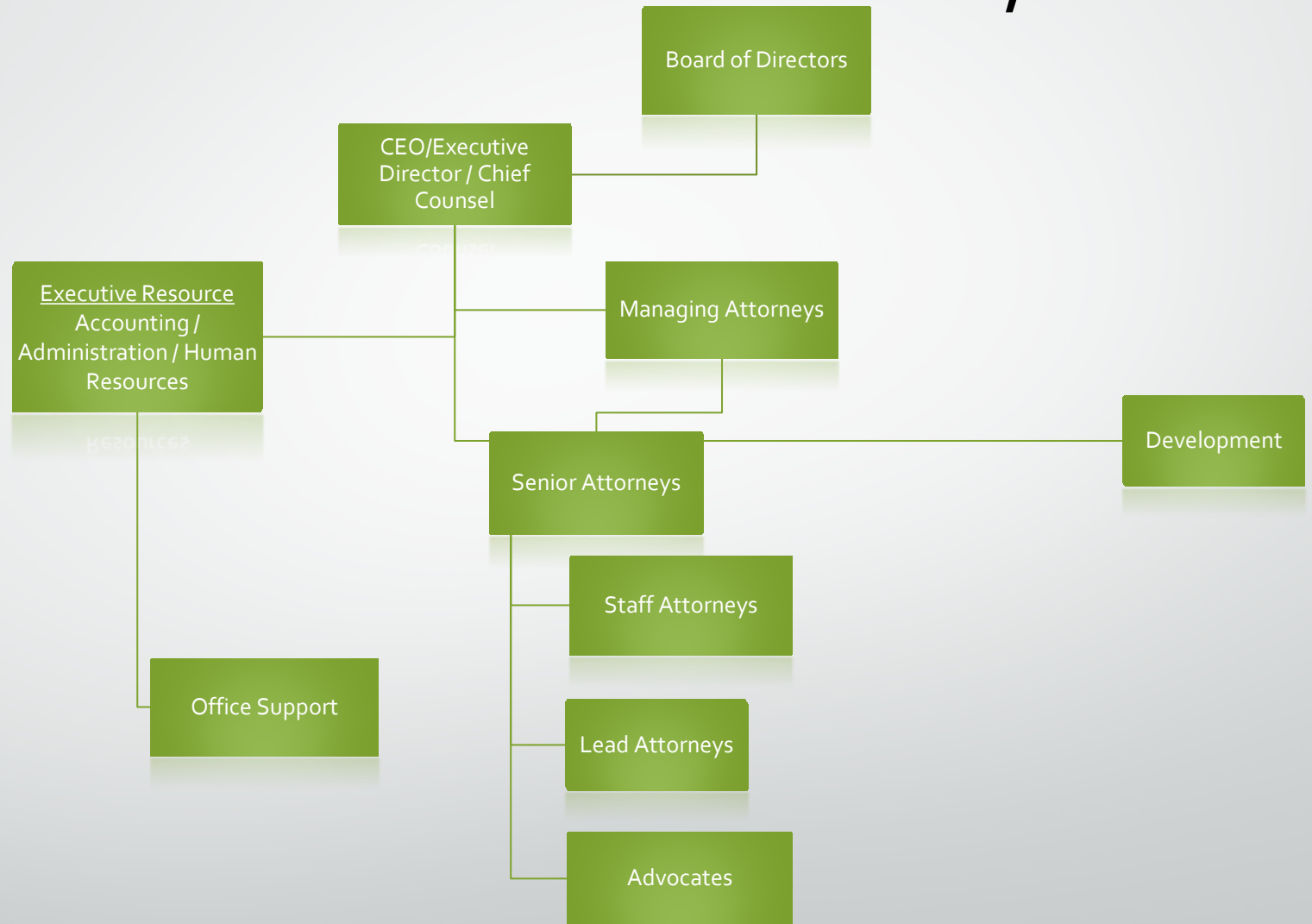
Tester	12,676
Senior Attorney	6,100
Advocate	724
Advocate	3,375
Advocate	5,129
SUBTOTAL	28,004
Employee Benefits	6,907
TOTAL PERSONNEL	34,911

Non-Personnel

Supplies	876
Postage	20
Printing/Duplication	500
Consultant Services	100
Training for Staff	500
SDRAFFH Fees	500
Litigation Expenses	1,000
Transportation/Mileage for staff	250
Insurance	60
Space Cost	1,240
Telephone	430
Brochure Design	500
TOTAL NON-PERSONNEL	5,976
TOTAL	40,887

Approved Indirect @ 20% of Salaries	5,601
	\$ 46,488

LEGAL AID SOCIETY OF SAN DIEGO, INC.



LASSD Teams:

- Community Response Team
- Individual Rights
- Income Maintenance
- Housing
- Family Law
- Fair Housing
- Consumer Protection
- SSI Advocacy
- Housing (Shriver Project)
- Taxpayer Rights & Education
- Pro Bono Program
- Consumer Center for Health Education & Advocacy

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CDBG 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: apaiqe.rodriqnez@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: \$50,000

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/projects):

O'side Kitchen Collaborative is feeding our at-risk community members by preparing packaged ready-to-eat and frozen meals to support local seniors, individuals with compromised immune systems and other vulnerable populations facing food-insecurity. Meals are provided free of charge to individuals with unmet needs. We are mobilizing a network of pre-existing non-profit organizations who are working directly with feeding organizations. Organizations with unmet needs coordinate pick up of meals from our facility on a daily basis and coordinate distribution amongst their own recipients.

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 has risen to the challenge of providing our food-insecure community with over 351,000 meals and 45,000 supplemental food boxes since March of 2020. 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. Our goal with the requested funding is to create and provide 5,000 meals for our Carlsbad community partners over the course of 5 weeks.

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 goal is to keep healthy food on people's plates and out of the landfill. OKC transforms rescued food in a variety of ways, including packaged produce, food boxes, family-style meals, and individually portioned meals. With the help of our Community Partners, we distribute these high-quality meals to those facing food insecurity.

Our grassroots non-profit is working to cultivate a sustainable and nourished community. 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 the city of Oceanside and beyond. These relationships allow us to engage with every part of our local food system and limit the food-waste in our community. We support zero-waste efforts by diverting and rescuing edible food from a variety of local sources including food banks, school districts, restaurants, farms, and co-ops. Our chefs, trained in both the culinary arts and disaster-relief, are able to elevate these diverted ingredients into restaurant-quality meals to those disproportionately impacted by food insecurity. Through our Conscious Catering programs, public cooking workshops, and crisis response, we are demonstrating the inextricable link between food security and sustainable communities.

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 approximately 5,000 meals.

Our goal with the requested funding is to create and provide 5,000 meals for our Carlsbad community partners over the course of 5 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		Yes
Community Activities		Yes

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 Phase	100,000	Not Received, In Contract
Community Activities/Other	100, 000	Fully Expended

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

<u>Program Source</u>	<u>Amount Received</u>
CDBG Oceanside	\$20,000, Fully Expended

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, individuals experiencing homelessness, individuals earning low-wages, families, youth, undocumented individuals, and individuals with compromised immune systems

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

Approximately 175 clients will benefit from our proposed activity.

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 intake 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. 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, Senor 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.

Alexandra Rodriguez

Grant Writer

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: \$ 50,000 Total program/project budget \$ 64,5000

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

1. Sources of funding for program/project:		Secured or Anticipated
	50,000	Anticipated
2. A. Funding requested from the City	<u>NA</u>	S or A
B. Other federal funds (if any)	<u>NA</u>	S or A
C. State or local government funds	<u>10,000</u>	Anticipated
D. Donations and contributions	<u>NA</u>	S or A
E. Fees or memberships	<u>4,500</u>	Secured
F. In-kind contributions/Volunteer time	<u>NA</u>	S or A
G. Other funding		
H. TOTAL PROJECT FUNDING (project budget)	<u>64,500</u>	Anticipated

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

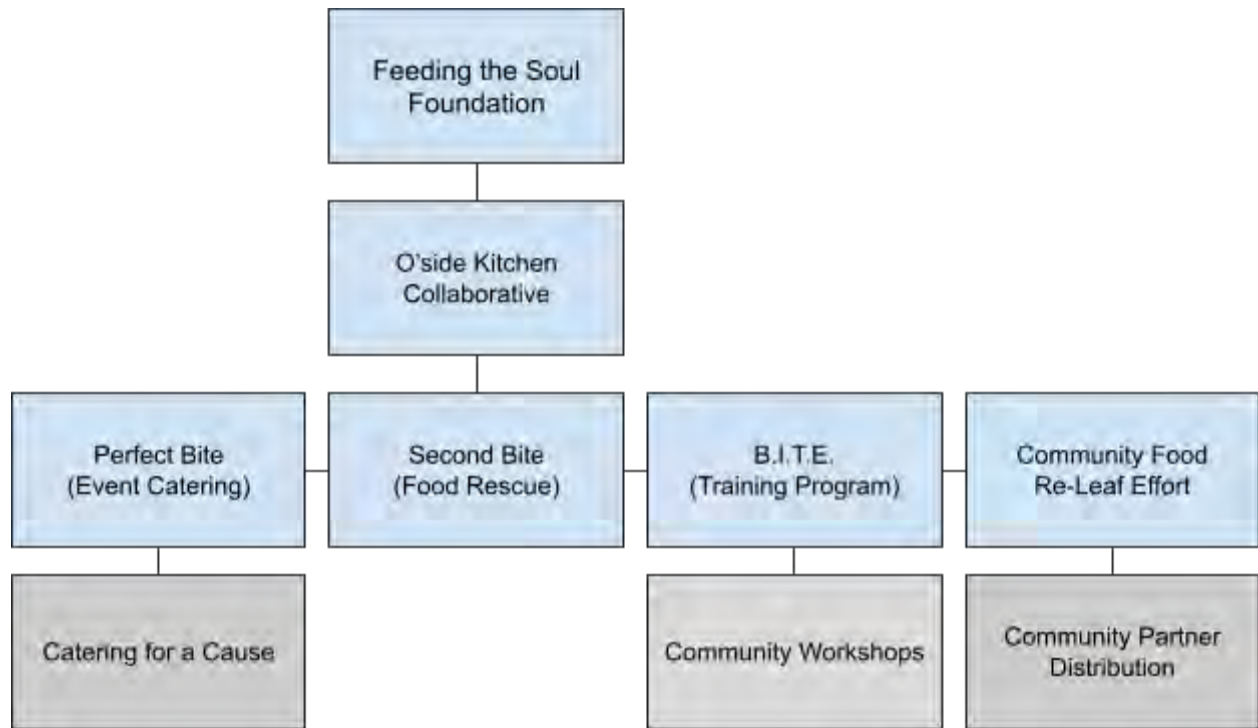
A. Wages and salaries	<u>31,500</u>
B. Personnel benefits	<u>NA</u>
C. Materials and Supplies	<u>3,360</u>
D. Food and Ingredients	<u>15,072</u>
E. TOTAL REQUESTED FUNDING (same as 1.a.)	<u>50,000</u>

3. Percentage of project budget represented by CDBG-CV request 77.5%.

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
NOTICE OF FUNDING AVAILABILITY (NOFA)**

The City of Carlsbad is announcing the start of the application cycle for the FY 2021-22 Community Development Block Grant Program. The CDBG program is a federally funded program and is administered by the city to provide decent housing, a suitable living environment, and the expansion of economic opportunities principally for lower income persons and households.

The city anticipates receiving \$536,522 in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the 2021-2022 program year.

To view the full Notice of Funding Availability for the CDBG programs, please visit:

<https://www.carlsbadca.gov/services/depts/ns/grants/cdbg.asp>.

The completed application package, including appropriate attachments, must be submitted prior to 5 P.M. on Wednesday, March 17, 2021. Applications may be submitted electronically to nancy.melander@carlsbadca.gov. Paper copies may be mailed or delivered to the City of Carlsbad, Housing Services, Attn: Nancy Melander, at 1200 Carlsbad Village Drive, Carlsbad, CA 92008.

Potential applicants who have questions regarding the application should contact Nancy Melander by email at nancy.melander@carlsbadca.gov or by calling 760-331-8322.

The proposed timeline for the grant review process is as follows:

Process and Timeline for Allocation of Funding	
Feb. 24, 2021	Issue NOFA
March 17, 2021	Applications Due
Week of March 22, 2021	Application review and recommendation by the CDBG Advisory Committee
10-day public review/comment May 11, 2021	City Council approval of allocations and FY2021-22 Action Plan



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY 2021-22 FUNDING PROPOSAL APPLICATION**

The following information must be completed by each qualified nonprofit organization interested in being considered for CDBG 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 Wednesday, March 17, 2021.** 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, CA 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 regarding CDBG funding should contact Nancy Melander by email at nancy.melander@carlsbadca.gov.

→**THEME:** Public Services

FUNDING APPLICANT

Name of Agency: Voices for Children

Address: 2851 Meadow Lark Dr., San Diego, CA 92123

Federal DUNS Number: 197768260

PROPOSED PROGRAM/PROJECT

Title of Program/Project: Court Appointed Special Advocate (CASA) Program

Location of Program/Project: San Diego County

Person completing application: Christina Piranio Telephone No.: 858-598-2016
email: ChristinaP@speakupnow.org

Financial Contact: James Scoffin Telephone No.: 858-598-2228_email: james@speakupnow.org

Program Manager Contact: Stephen Moore Telephone No.: 858-598-2226 email: StephenM@speakupnow.org

Executive Director Contact: Kelly Douglas Telephone No.: 619-200-2701 email: KellyD@speakupnow.org

Requested Funding Amount: \$ 6,000

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

Voices for Children (VFC) transforms the lives of children in foster care through the Court Appointed Special Advocate (CASA) program. CASAs are community volunteers who are trained and supported by VFC staff to provide a single child or sibling group in foster care with comprehensive advocacy. A CASA is assigned through an order of the Juvenile Court to a child who has been removed from their home due to abuse or neglect. The CASA spends time with the child, and interacts with teachers, caregivers, therapists, and others to determine the child's needs, and then advocates on the child's behalf in court, in schools, in health care settings, and the community to ensure those needs are met for the duration of their time in the foster care system. For many children in foster care, their CASA is the most consistent and caring adult in their lives.

An estimated 30 children who reside in the City of Carlsbad will spend time in the foster care system during FY 2021-2022. VFC will assess the case of each child and provide CASA advocacy services to three (3) children or sibling groups with CDBG funding from the City of Carlsbad.

CASAs ensure that the needs of foster youth do not slip through the cracks of the overburdened foster care system. Each CASA volunteer is assigned to one child or sibling group. CASAs devote 10-15 hours per month visiting their youth, gathering information about their needs, and providing consistent guidance, support, and advocacy. They commit to serving for at least 18 months, but many serve for years as they support the child for the duration of the child's time in the foster care system. A CASA's advocacy is tailored to address the individual needs of the youth they serve. Each CASA volunteer is supervised by a VFC staff Advocacy Supervisor. Advocacy Supervisors provide CASA volunteers with on-going training, supervision, case consultation, and support. Additionally, Advocacy Supervisors maintain a 24-hour/365-day emergency cell phone line that CASAs can access in an emergency situation.

CASA advocacy typically happens in the following ways:

- **Educational Advocacy:** CASAs attend school conferences, interact with educators, request educational assessments, and monitor a child's academic progress. During the pandemic, educational advocacy has been particularly critical. CASAs have worked to ensure their youth have access to the computers and high-speed internet needed for distance learning.
- **Mental and Physical Health Advocacy:** CASAs ensure that foster children have consistent access to mental and physical healthcare services. They communicate with medical providers; track a child's health needs, medications, and referrals; and prevent health needs from being overlooked when children change placements or spend time in emergency shelters.
- **Placement Advocacy:** CASAs assist non-minor dependents (youth who remain in the foster care system between the ages of 18-21) to apply for housing and ensure that youth have stable housing placements before they transition out of the foster care system. CASAs advocate for caregivers to receive in-home services to address behaviors and needs of younger children. If a particular placement is not equipped to provide a child with the support they need, a CASA can advocate in court for a placement change.
- **Vocational Support/Financial Literacy:** CASAs help youth explore career options, complete job applications, and prepare for interviews. CASAs assist youth in completing basic financial planning steps such as opening a bank account, creating a budget, and saving.
- **Court Advocacy:** CASAs attend each regularly scheduled court hearing and submit a formal, written

report about their case child's status. Judges rely on these court reports to make informed decisions about a child's future.

The project goal is to recruit, train, and support three CASAs for a year who, in turn, will advocate on behalf of three (3) children or sibling groups from the City of Carlsbad who are in foster care. VFC will work towards the following three objectives in order to achieve the goal: 1) Recruit three potential CASA volunteers; 2) Train and match three new CASA volunteers; 3) Support each CASA volunteer as they advocate on behalf of three children or sibling groups in foster care.

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?

VFC's mission is to transform the lives of abused, abandoned, or neglected children by providing them with trained, volunteer Court Appointed Special Advocates (CASAs).

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

VFC has been in operation since 1980. It was incorporated on August 17, 1982.

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

VFC has served San Diego County foster youth for the past 40 years. VFC adopted the Court Appointed Special Advocate (CASA) service delivery model and began training CASA volunteers in 1983.

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.)

Stephen Moore, Chief Program Officer, will oversee the proposed project. Stephen has been instrumental in the development of the VFC's program since he began in 2008. Over the last 13 years, Stephen has assumed various positions within VFC with increasing responsibility, and he has a vast depth of institutional knowledge. Under his direction, the CASA program continues to discover new ways to fulfill our mission. Additionally, Stephen is a member of the San Diego County Child and Family Strengthening Advisory Board. He is an important liaison between VFC and the San Diego Juvenile Court, Health and Human Services Agency (HHSA), and other service organizations we partner with. Finally, Stephen has taken the lead on all of VFC's previous CDBG grant awards and has successfully stewarded each one to meet or exceed goals. Stephen has a bachelor's degree in Criminal Justice from San Diego State University.

Director of Operations, Matt Olson, will be responsible for monitoring progress towards goals. Matt has a background in child development and eight years of experience in advocacy and management at VFC, where he currently oversees data collection and program evaluation.

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

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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)

ATTACHMENT B

- 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.

In order to accomplish our goal of providing CASA services to three unduplicated City of Carlsbad foster youth, VFC will accomplish the following between July 1, 2021 and June 30, 2022:

- 1) Recruit three potential CASA volunteers;
- 2) Train and match three new CASA volunteers;
- 3) Support each CASA volunteer as they advocate on behalf of three children or sibling groups in foster care.

The process of recruiting and training CASA volunteers and providing advocacy services to foster youth is an on-going process as children enter and exit the foster care system throughout the year. In order to meet the above goals, VFC will follow this timeline:

Q1 (July 2021-September 2021)

- VFC will hold 6 recruitment and outreach events (to include virtual and/or in-person volunteer information sessions and community presentations).
- VFC will hold 2 sessions of Advocate University, our 35-hour CASA training program.
- VFC will assess and triage the cases of all City of Carlsbad foster youth as they enter the foster care system.
- Milestone: By the end of Q1, VFC will match a CASA to at least one City of Carlsbad foster youth.

Q2 (October 2021-December 2021)

- VFC will hold 6 recruitment and outreach events.
- VFC will hold 1 session of Advocate University.
- VFC will assess and triage the cases of all City of Carlsbad foster youth as they enter the foster care system.
- Milestone: VFC will have matched CASAs to a minimum of 2 City of Carlsbad foster youth.

Q3 and Q4 (January 2022-June 2022)

- VFC will hold 6 recruitment and outreach events.
- VFC will hold 3 sessions of Advocate University.
- VFC will assess and triage the cases of all City of Carlsbad foster youth as they enter the foster care system.
- Milestone: VFC will have matched CASAs to a minimum of 3 City of Carlsbad foster youth.

As children are referred to the CASA program, the following activities will occur:

ATTACHMENT B

- Children will be assigned to a CASA volunteer within six weeks.
- CASAs will visit or communicate with their case children on a monthly basis, at a minimum, and will provide their VFC Advocacy Supervisors with monthly case updates.
- CASAs will submit formal court reports to the judge at every regularly scheduled hearing (which is typically set by the court every six months)

CDBG grant-funded expenses will be evenly distributed across the grant period.

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 funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.
- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2019-2020 and 2020-2021) for the proposed program/project?

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

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

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

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

☐ No ☒ Yes (Please list funds below)

<u>Program Source</u>	<u>Amount Received</u>
FY 20-21 County of San Diego	\$100,000
FY 20-21 City of Escondido	\$10,000
FY 20-21 City of Santee	\$4,000
FY 20-21 City of Chula Vista	\$15,000
FY 19-20 City of San Diego	\$250,000
FY 19-20 City of Escondido	\$10,000

III. BENEFITS & BENEFICIARIES

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

CASAs deliver services to children in every neighborhood in San Diego County, including Carlsbad, since they visit children and provide advocacy in and around the locations where their case children live, attend school, visit family members, and work. CASAs spend time with their case children on a monthly basis, at a minimum. Prior to the onset of the COVID-19 pandemic, CASAs spent time with children at their housing placement and during outings in the community. Due to the restrictions resulting from the pandemic, CASAs are temporarily restricted from taking children on outings in the community. With the approval of the court, they have resumed visiting children at their home placements (outdoors) while practicing physical distancing and wearing masks. CASAs spend time with a child in their home placement so they can observe their accommodations, level of comfort, and safety in the placement. Placements may include a biological parent's home, a foster caregiver's home, a group home, or a temporary shelter.

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

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

ATTACHMENT B

housing and community development priorities, as well as the population to be served or the area to be benefited. (Reference Consolidated Plan Priorities)

All of VFC's services benefit one of the most vulnerable populations in the City of Carlsbad – children who have experienced abuse and neglect. Children who have experienced abuse and neglect are presumed low- and moderate-income (LMI) according to the U.S. Department of Housing and Urban Development's definition. Once abused and neglected children enter the foster care system, they are deemed to have zero income.

Our program also supports the goals outlined in the City of Carlsbad's priorities because we provide a public service that addresses housing, health care, and education, for LMI children and their families. Additionally, for the older youth that we serve, our program deters homelessness by providing a CASA who helps youth to understand and access housing options as they prepare to exit foster care.

This year, approximately 3,500 children will spend time in the San Diego County foster care system after experiencing abuse or neglect. Foster youth face many challenges beyond the abuse that originally brought them into the system. At a time when they need consistency the most, they encounter changing home placements, school transfers, unaddressed health and developmental needs, and educational setbacks. Children in foster care are more likely to have mental and physical health conditions including anxiety, depression, behavior challenges, learning disabilities, asthma, and speech, hearing, and vision problems when compared to the general population (Turney and Wildeman, 2016). They disproportionately come from families beset by overlapping obstacles, which may include poverty, homelessness, inadequate housing, low wages, and systemic racism. They are also at risk for numerous negative outcomes later in life. Studies by the Child Welfare League show that, of children who age-out of foster care between the ages of 18 and 21, 25% will become homeless, 50% will never obtain a high school diploma or GED, and fewer than 3% will earn a college degree. Ultimately, the system that was designed to create safety and stability for foster children can cause them significant harm.

The COVID-19 crisis created additional challenges for children in foster care. The transition to distance learning disrupted children's access to educational support services typically provided by the school such as physical therapy, speech therapy, and counseling. Public health restrictions have made it more challenging for biological parents to create a safe and stable home environment, which is a requirement they must meet in order to reunify with their children. Biological parents are also more likely to be impacted by COVID-related job loss, making it difficult to retain adequate housing. For younger children, court delays have disrupted pending adoptions, causing excruciating delays for children who are still waiting for a permanent family. These factors combined are causing children to remain in the foster care system for longer periods of time, thereby increasing the harm caused to children by long-term instability and impermanency. Though the local foster care system is made up of many dedicated professionals, there are not enough resources to give every child the individual attention they need. Social workers and other child welfare professionals who were overburdened before the onset of the pandemic have struggled to address the increased needs of children. Through the CASA program, VFC provides children with a consistent adult who will ensure that they receive the support they need to heal from trauma and reach their potential.

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

Three children or sibling groups, of whom 100% are Carlsbad residents.

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

☒ No

☐ Yes (Please specify)

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

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

☒ No

☐ Yes (Please specify) \$ _____

IV. IMPLEMENTATION OF ACTIVITY

- A. Please submit a schedule for implementation as Attachment 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.

V. DOCUMENTATION

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

All beneficiaries' information is collected by VFC directly from the Superior Court. This information is kept in our internal database called CASA Manager, a program designed specifically for CASA programs. VFC documents the progress made on a beneficiary's case in CASA Manager.

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

VFC will monitor progress toward our goal of serving three new and unduplicated Carlsbad children in foster care through our internal database system, CASA Manager. VFC staff use this database to maintain records about each child's case, including demographic information, residence, reason for entry into the foster care system, and placement information. We also use CASA Manager to track each child's progress, including information about a child's education, physical and mental health, and placement. CASA Manager has the capacity to store intake information, including social workers' detention reports, court minute orders, and VFC's intake forms for each child.

CASAs work closely VFC staff members called Advocacy Supervisors to develop advocacy plans that address a child's mental and physical health, education, and home placement. Every six months, CASAs prepare and submit comprehensive court reports to the court about the child. These reports are reviewed by judges who depend on information provided by CASAs as they make life-altering decisions on behalf of each youth.

VI. PARTNERSHIPS, COLLABORATION, AND OUTREACH

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

VFC partners with other government and private organizations locally, regionally, and nationally. VFC's primary partner is the San Diego County Juvenile Court. Although many CASA programs rely on their relationship with the local court system, VFC has built a uniquely collaborative relationship with San Diego County Juvenile Court. Because of the high level of integration that exists between VFC and the Juvenile Court, we were better prepared to serve foster youth during the COVID-19 pandemic. At the beginning of the pandemic, the courts postponed all non-emergency hearings for more than two months. During this time period, VFC judges requested that VFC CASAs continue to submit reports to help them stay informed about the priority needs of foster youth. Once court hearings resumed, the court worked closely with VFC to provide electronic access to court hearings for VFC staff and CASA volunteers. The ability of the San Diego County Juvenile Court and VFC to adapt to meet the needs of foster youth at this time of increased need reflects the trust and partnership we have built with the court over 40 years of collaboration.

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VFC also works closely with the Health and Human Services Agency (HHSA), the agency that provides social workers to foster youth, and Children's Legal Services (CLS), the agency that provides attorneys to foster youth. VFC staff and CASAs communicate with HHSA social workers daily to coordinate care for foster youth. CASAs update CLS attorneys about a child's case and alert them whenever a situation arises that threatens a child's safety or legal rights. CLS also reached out to VFC to request a case update from each CASA during the early stages of the pandemic.

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

Kelly Gaper Douglas

Signature

President & CEO

Title

3/16/2021

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 Division staff.

Date Received:

Date Reviewed:

Staff Person Completing Review:

National Objective:

Local Objective:

Eligibility Determination:

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CDBG-CV PROJECT BUDGET

Organization: Voices for Children Total organization budget \$6,198,786

Program/Project name requesting funds: Court Appointed Special Advocate (CASA) Program

CDBG funds requested: \$6,000 Total program/project budget: \$3,843,980

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>\$ 6,000</u> (S) or (A) |
| b. Other federal funds (if any) | <u>\$0</u> (S) or (A) |
| c. State or local government funds | <u>\$662,250</u> (S) or (A) |
| d. Donations and contributions | <u>\$1,749,600</u> (S) or (A) |
| e. Fees or memberships | <u>\$0</u> (S) or (A) |
| f. In-kind contributions / Volunteer time | <u>\$9,720</u> (S) or (A) |
| g. Other funding <u>Special Events</u> | <u>\$1,426,410</u> (S) or (A) |
| h. TOTAL PROJECT FUNDING (project budget) | <u>\$3,853,980</u> (S) or (A) |
-
- | | |
|--|----------------|
| 2. <u>Uses of CDBG funds requested for the program/project: (1.a.)</u> | |
| a. Wages and salaries | <u>\$5,557</u> |
| b. Personnel benefits | <u>\$443</u> |
| c. Materials and supplies | <u></u> |
| d. Program expenses and evaluation | <u></u> |
| e. Rent and utilities | <u></u> |
| f. Insurance | <u></u> |
| g. Mileage (<u> </u> @ 56 cents/mile calendar year 2021) | <u>-</u> |
| h. Incentives and Special Events | <u></u> |
| i. Indirect costs | <u></u> |
| j. <u></u> | <u></u> |
| k. <u></u> | <u></u> |
| l. TOTAL REQUESTED FUNDING (same as 1.a.) | <u>\$6,000</u> |
-
- | | |
|---|-----------|
| 3. Percentage of project budget represented by CDBG request | <u>1%</u> |
|---|-----------|

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

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VFC is committed to the sustainability of the CASA program for years to come. Creating and maintaining a diverse revenue stream enhances our sustainability. Our budget is comprised of revenue generated primarily through private philanthropy, foundation and corporate support, and government grants. We solicit support through grant requests, major gift solicitations, direct mail campaigns, and special events. Executing our fundraising plan enables us to sustain our CASA program. All members of our Board of Directors personally support VFC, and our Board is actively engaged in expanding the organization's visibility in the community and our network of supporters.

**CITY OF CARLSBAD
CDBG FUNDING APPLICATION PACKAGE
CHECKLIST OF REQUIRED DOCUMENTS**

The following information is required of all CDBG-CV applicants. **All applicants must provide all of the documents listed below even if they have been provided in the past.**

- ☐ Board of Directors' resolution authorizing submittal of application (1 Copy)
- ☐ Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization (1 Copy)

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

- ☐ List of Board of Directors (1 Copy)
- ☐ Financial Audit Report for the most recently ending Fiscal Year (1 Copy)
- ☐ Funding proposal application.

Application form format is to remain as it is provided in Request for Proposal package.

Application is not to exceed twenty (20) pages total, including attachments A, B, C below.

(Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes.)

- ✓ Attachment A Executive Summary (required)
- ✓ Attachment B Organizational chart (required)
- ✓ Attachment C Resumes of identified key personnel (Optional)
- ✓ Attachment D Implementation schedule for construction, rehabilitation, property acquisition, other construction related, or new public/community service activities. (if applicable)
- ✓ Attachment E Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation. (if applicable)

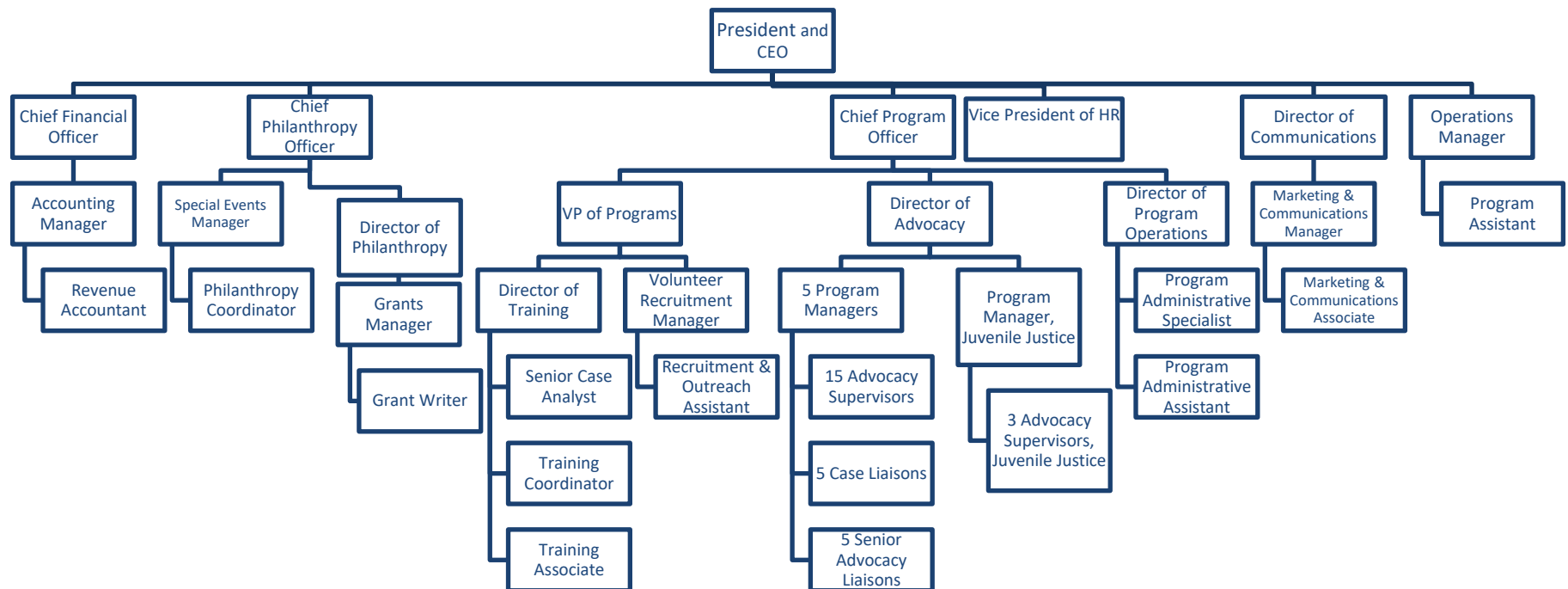
Please note that the attachment of brochures or other information will **not be accepted** in lieu of completing each question on the Funding Proposal Application. Additionally, any other attachments, such as newspaper articles, not directly related to the application will **not be accepted**.



Executive Summary

1. Voices for Children (VFC) respectfully requests \$6,000 in funding from the City of Carlsbad CDBG grant opportunity to provide three children in foster care from the City of Carlsbad, with a Court Appointed Special Advocate (CASA). After intensive training and being sworn in as an officer of the court, VFC assigns a CASA volunteer to a child or sibling set in foster care. A CASA serves as the eyes and ears of the Court, spends time with the child, and gets to know their needs, likes and dislikes. The CASA also interacts with caregivers, teachers, health care providers, therapists, biological parents, social workers, attorneys, and others in order to examine the child's needs. The CASA then submits regular reports to the Court and appears at Court hearings to provide crucial information that informs the judge's decisions about the child's future. Research from the Center for Disease Control shows that having one secure and consistent relationship can help a child overcome the impact of trauma. For many children in foster care, during the most difficult time in their young lives, that secure and consistent relationship is with their CASA. The organizational cost of providing one year of CASA advocacy is \$2,000. With your support, three children from the City of Carlsbad will receive comprehensive advocacy from their CASA in court and in the community.
2. Please see attached Excel Budget.
3. Each year, VFC works to raise the needed funds to provide approximately 1,600 children in foster care with a CASA volunteer. Each \$2,000 raised means that one more child from the waitlist can be provided with a CASA. We do not have a funding threshold before we can no longer provide a service, however, we have limitations on how many children we can serve if we do not achieve our revenue goals.
4. VFC does not charge a fee for accessing our services.
5. A CDBG grant will not allow us to receive a matching grant from another organization.
6. If our funding request is approved, VFC will be able to provide three Carlsbad residents (children or youth) with critical advocacy services, especially given new challenges presented by the COVID-19 pandemic. CASAs have continued serving their assigned children throughout the pandemic. CASAs provide individual care and attention to their assigned children and ensure that their needs are being met. Ultimately, CASAs alleviate the negative impact of time spent in the foster care system by providing advocacy and access to resources that address a child's unique needs in the areas of education, physical and mental health, and housing.

San Diego Court Appointed Special Advocate (CASA) Program Organizational Chart



STEPHEN MICHAEL MOORE

2851 Meadow Lark Drive.

San Diego Ca. 92123

Phone: 858-598-2226

Email: StephenM@SpeakUpNow.Org

WORK HISTORY

June 2019 **Chief Program Officer**
to Voices for Children Inc.
Present San Diego, California 92123

Provide oversight and strategic leadership to the organization's Advocacy, Recruitment and Training teams and efforts. Oversee organization's program operations and ensure effective and efficient fiscal management. Program development, implementation and auditing to ensure program compliance and excellence. Serve as the liaison between Voices for Children and; Presiding Judge of Juvenile Court, Child Welfare Services, Children's Legal Services, Dependency Legal Services, and various other stakeholders. Serve on various cross sector and multi-disciplinary committees, initiatives, and boards as needed.

June 2016 **Senior Vice President of Advocacy**
to Voices for Children Inc.
June 2019 San Diego, California 92123

April 2015 **Vice President of Advocacy**
to Voices for Children Inc.
June 2016 San Diego, California 92123

Provides oversight and leadership for all staff and volunteer advocacy. Responsible for the support and supervision of all program staff, and over 1,000 Court Appointed Special Advocate (CASA) volunteers annually.

May 2013 **Sr. Program Manager**
to Voices for Children Inc.
May 2015 San Diego, California 92123

May 2011 **Program Manager**
to Voices for Children Inc.
May 2013 San Diego, California 92123

Oct 2010 **Assistant Program Manager**
to Voices for Children Inc.
May 2011 San Diego, California 92123

Aug 2008 **Program/Advocacy Supervisor**
to Voices for Children Inc.
Oct 2010 San Diego, California 92123.

Manage daily program operations to include staffing, scheduling, conflict resolution, case management support, disciplinary actions, performance review and training compliances.

Jan 2006 **Youth, Teen & Adult Sports Coordinator**
to YMCA San Diego County
Aug 2008 San Diego, California 92107

Nov 2002 **School Age Teacher/ Site Supervisor**
to YMCA San Diego County
Jan 2006 San Diego, Ca. 92107

EDUCATION

May 2008 **San Diego State University**
San Diego, California
Bachelor of Science/Criminal Justice Administration

MEMBERS & AFFILIATIONS

Fostering Futures Initiative (May 2015 to present)

County of San Diego, Child and Family Strengthening Advisory Board (June 2019 to present)

San Pasqual Academy Advisory Board (January 2019 to present)

Blue Ribbon Commission (April 2015 to present)

Dependency and Delinquency Policy Groups (April 2015 to present)

TRAININGS & AREAS OF STRENGTH

- Program Design and Development
- Volunteer Management
- Case Management
- Dependency Law
- Diversity, Substance Abuse, Domestic Violence
- Foster Youth Educational Needs
- Child Abuse Prevention
- Sexual Harassment & Awareness
- Program Management & Leadership
- Fiscal Budgeting and Financial Planning
- Best Practice in Child Advocacy
- Fieldstone Leadership Development
- Non-Profit Management Solutions
- Expertise in Transitional Age Youth, Delinquency and Dual Jurisdiction Advocacy
- Training Facilitation
- Strategic Planning, Program Implementation, and Sustainability

FY2020-2021 - Voices for Children San Diego CASA Program Budget		
		City of Carlsbad
Revenues		
Foundation Grants	\$506,250	
Corporate	\$162,000	
Government	\$668,250	\$6,000
Individuals	\$1,053,000	
Service Organizations	\$28,350	
Special Events	\$1,426,410	
Other	\$9,720	
Total Revenues and Contributions	\$3,853,980	\$6,000
Expenses		
Personnel Expenses		
Staff Salaries	\$2,724,900	\$5,557
Payroll Taxes	\$233,291	
Employee Benefits	\$198,527	\$443
Worker's Compensation	\$21,288	
Total Personnel Expenses	\$3,178,007	
Operating Expenses		
Dues, Fees & Subscriptions	\$60,710	
Recruitment/Marketing	\$114,656	
Corporate Insurance	\$34,830	
Mileage Expense	\$64,901	
Office Equip Repair/Maint.	\$35,303	
Office Supplies	\$24,300	
Phones	\$31,955	
Postage/Ship/Courier	\$5,443	
Printing	\$9,477	
Professional Services	\$40,144	
Professional Dev/Continuing Ed	\$12,150	
Other Expenses	\$15,989	
Rent	\$326,444	
Total Operating Expenses	\$776,302	
Total Expenses	\$3,954,308	\$6,000

EXECUTIVE SUMMARY

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

Preference will be given to the applications which specifically address the top two priorities as presented in the Funding Plan, however applications for unrelated services are eligible for submission.

ORGANIZATION:

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

WRC will use funds awarded from the City of Carlsbad Development Block Grant towards our emergency shelter program, "Alternatives to Abuse", which provides safe haven and supportive services to individuals and dependent children who become homeless due to domestic and sexual violence. These monies will be allocated to support the shelter program's overall budget that allows WRC to accommodate survivors and children in the shelter with safe shelter, healthy food options, hygiene products, and supportive wrap-around services including case management, counseling services, and emergency services.

Since the inception of Alternatives to Abuse in 1980, WRC has been able to provide 747,744 nights of shelter to survivors and children. The availability of this shelter program is imperative to the well-being and safety of hundreds of survivors and children every year. The critical and oftentimes life-saving services Alternatives to Abuse provides allow victims of violence to be able to escape violent situations, rest, recuperate, and gain resources and support in establishing a life free from abuse that does not require them to live on the streets of our local community.

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

Please see attached Excel budget breakdown. WRC's request is for 2.08% of the overall 2020-2021 shelter budget.

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

If WRC's full funding request is not met, we will have to look to even more fundraising efforts to meet the shortfall. There is no minimum threshold for funding. We will utilize any level of funding we receive.

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

WRC does not charge fees to access our services including Alternatives to Abuse emergency shelter for survivors and their dependents. It is our goal to remove all barriers for victims when deciding to leave an abusive relationship. We believe by providing free services, food, clothing, medications, toiletries and transportation we are able to remove any financial barriers preventing victims wanting to escape.

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

WRC uses funding such as those from the City of Carlsbad Development Block Grant (CDBG) to serve as "matching funds" for other sources of funding, including a grant from the State of California Office of Emergency Services whose grant is anticipated to be over \$400,000.00. CDBG's funding enables WRC to leverage awarded monies for maximum benefit. For fiscal year 2019-2020, it is expected that CDBG funding will be leveraged at a rate of approximately 10:1.

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

Requested funding will provide emergency shelter services for approximately twenty-six Carlsbad residents seeking shelter from abuse.



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY 2021-22 FUNDING PROPOSAL APPLICATION**

The following information must be completed by each qualified nonprofit organization interested in being considered for CDBG 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 20page limit.) **The completed application package, including appropriate attachments, must be submitted prior to 5 P.M. on Wednesday, March 17, 2021.** 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, CA 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 regarding CDBG funding should contact Nancy Melander by email at nancy.melander@carlsbadca.gov.

THEME:

FUNDING APPLICANT

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

Address: 1963 Apple St, Oceanside, CA 92054

Federal DUNS Number: 60-222-9783

PROPOSED PROGRAM/PROJECT

Title of Program/Project: Alternatives to Abuse" Emergency Shelter Program

Location of Program/Project: Confidentially located in Oceanside

Person completing application: Lauren - Jane Stephenson

Telephone No: 760-547-8803

Email: Lj.Stephenson@wrcsd.org

Financial Contact: Marina V. Araiza

Telephone No: 760-547-8808

Email: Marina.Araiza@wrcsd.org

Program Manager Contact: Sofia Hughes

Telephone No: 760-547-8815

Email: Sofia.Hughes@wrcsd.org

Executive Director Contact: Marina V. Araiza

Telephone No: 760- 547-8808

Email: Marina.Araiza.wrcsd.org

Requested Funding Amount: \$ 10,000

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

WRC is dedicated to stop the domestic violence and sexual assault by rebuilding lives together. Working to end gender-based violence in our communities, WRC serves all persons and families impacted by domestic violence, sexual assault, and stalking who seek our support. The impact of gender based violence is wide-ranged, always varied, individual to each situation -- damaging not only to victims' physical safety, housing stability, financial stability, and mental health -- but also to the well-being of entire communities and future generations.

For survivors trapped in violent relationships, abuse is often multi-faceted and has no single cause or simple solution. The needs of victims, perpetrators of violence, and the children impacted by these situations are many and varied. To combat the direct effects of violence and work to stem the tide of future perpetration in the next generation, WRC provides wrap-around, holistic support services and prevention education with a history of forty-five years serving the San Diego community. Our well established programs and services include: emergency shelter where victims and their children may find a temporary safe haven with us; a 24-hour hotline providing crisis intervention services as well as information and referrals for those in immediate need; case management services to support survivors in planning their next steps and achieving their goals; counseling services that creates a space for victims and their children to process their experiences and reconnect with their own inner strength and confidence; a two-year transitional housing program that allows families a foundation to build a future free from violence; and a

comprehensive prevention education program that works to engage youth in dialogue about healthy relationships. In the 2018-2019 fiscal year alone, WRC brought hope and safety to over 4,466 families.

As part of our services, WRC operates a 31- bed domestic violence shelter called “Alternatives to Abuse” for families who are homeless due to domestic violence. This facility provides safe emergency housing, supportive services, and counseling to victims of family violence and their children, who are homeless due to dangerous and potentially life-threatening environments at home. The availability of a shelter like Alternatives to Abuse is particularly critical for low-income victims who seek to escape violent relationships. These survivors and children do not have the financial resources to use motels/hotels for the emergency housing and may instead find themselves homeless in their attempt to flee domestic abuse. Alternatives to Abuse shelter program has a proud and proven reputation for providing critically needed, oftentimes life-saving, services to survivors of abuse in an effective, efficient, and fiscally responsible manner for nearly forty-five years. Since its inception in 1980, survivors and children have taken refuge and provided 747,744 safe nights at Alternatives to Abuse. Our management systems and service delivery abilities have continuously demonstrated WRC’s capacity to successfully implement programs that prevent homelessness of victims of abuse and empowers them to achieve a brighter, safer future.

Recognizing that gender-based violence impacts each of our clients’ lives in individual ways, it is paramount to us at WRC that we differentiate our services in order to best support each survivor’s needs and goals. As an agency, we seek to not only provide a safe haven but to also provide clients and their families the support they need to revive courage and rebuild their lives. Since 1974, WRC has been dedicated to strengthening families by empowering survivors in crisis by supporting them to break the cycle of violence, free of the abusive relationships and develop healthy, productive, violence-free lives.

WRC uses funding from sources such as that from the City of Carlsbad Development Block Grant (CDBG) to serve as matching funds for other sources, including grants from the California Office of Emergency Services. This enables WRC to leverage these funds for maximum benefit. It is estimated that in the 2021-2022 fiscal year, funding from CDBG will be leveraged at a rate of 10 to 1.

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?

WRC is dedicated to stopping domestic violence and sexual assault by rebuilding lives together. We believe in providing the highest quality supportive services, counseling, shelter, and education to all people 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?

Women's Resource Center (WRC) has been in operation since 1974 and was incorporated in May 1975. For 47 years WRC has helped victims escape, rebuild their lives after abuse, gain economic independence; and stopped the cycle of violence in our community through victim empowerment and education of the next generation.

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

"Alternatives to Abuse" emergency shelter program serving survivors of abuse and their dependents has been in operation since May of 1980.

E. Please 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.)

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 ten years' experience in nonprofit management serving populations impacted by homelessness, human trafficking, substance abuse, and gender-based violence. WRC has a total staff of 34 full time, part-time and casual personnel across all program areas. Of this number, 12 are providing full- and part-time and casual staffing for the "Alternatives to Abuse" shelter program. Sofia Hughes, Director of Residential Services has a bachelor of science degree in Cellular and Molecular Biology from San Diego State University, completed in 2018, during which time she focused her extracurricular time on health disparities in under-resourced populations. Her experience working abroad in Central America with her father, spanning over several years, helped to empower indigenous women to market and sell their textiles to purchase their own farmland and livestock collective, all while recording their stories in their native

language to share with future generations. Sofia is responsible for the daily operations of the program and is supervised directly by our CEO Marina V. Araiza, MSW. "Alternatives to Abuse" shelter staff includes five house managers who are responsible for 24-hour supervision of the shelter's security and direct services; Program staff also includes two Assistant Directors of Residential Services who oversee programming and house managers. WRC's Deputy Director, Jill Marshall, Deputy Director has a bachelor's degree in Psychology from CSUSM and a Master's degree in nonprofit leadership and management from USD. Jill began working at WRC in 2002 and spent 10 years as a program director overseeing the agency's client services. For the past 8 years, as Deputy Director, she has been responsible for the day to day running of the agency and provides oversight for all agency programs. She has specialized training in Trauma Informed Care, Batterers intervention, domestic violence and sexual assault crisis intervention and Human resources. She serves on several county wide committees in leadership roles. Jill is responsible for financial procedures and reporting; she has extensive management and financial oversight experience and has been with WRC for eighteen years. Jill supervises case managers and counselors who are responsible for the treatment and guidance of clients in our shelter program. She, too, is supervised by WRC's CEO. Case managers are bilingual, have Bachelor's degrees and each have backgrounds in social service. Each of our counselors have Master's-level degrees and have been with WRC for one to five years.

In addition to paid staff, WRC relies on the support of our dedicated volunteers. We are proud to recognize the community volunteers that support WRC and the survivors we serve - 70 of which are residents of Carlsbad. In the 2019-2020 fiscal year, volunteers donated 14,092 hours of service to WRC.

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 the 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.

Consequent to such a long-established presence in the community many service providers that have direct contact with victims are well-informed of WRC's mission and services. Therefore, services providers, community partners and private citizens connect and refer victims to WRC on a regular basis. In addition, WRC has long standing collaborations and does regular community education and outreach to ensure we are always increasing knowledge and awareness of our services, and remain connected to the community.

WRC will use funds awarded from the City of Carlsbad towards our ongoing emergency shelter program, "Alternatives to Abuse", which provides safe haven and supportive services to individuals and dependent children who become homeless due to domestic and sexual violence. These monies will be allocated to support the shelter program's overall budget that allows WRC to accommodate survivors and children in the shelter with safe shelter, healthy food options, hygiene products, and supportive wrap-around services including case management, counseling services, and emergency services.

Since the inception of Alternatives to Abuse in 1980, WRC has been able to provide 716,173 nights of shelter to more than 15,000 survivors and children. The availability of this shelter program is imperative to the well-being and safety of hundreds of survivors and children every year. The critical and oftentimes life-saving services Alternatives to Abuse provides allow victims of violence to be able to escape violent situations, rest, recuperate, and gain resources and support in establishing a life free from abuse that does not require them to live on the streets of our local community.

II. FINANCIAL CAPACITY/STABILITY

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

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

Sources of Funding

No

Yes

CDBG

☒

Community Activities (or other General Fund monies) ☒

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

	Amount Received	Status
CDBG funds	2016-2017 \$20,000	Fully expended
	2017-2018 \$15,000	Fully expended
	2018-2019 \$10,000	Fully expended
	2019-2020 \$20,000	Fully expended
	2020-2021 \$25,000	Fully expended

Community Activities/Other

C. Did you receive any federal funds, including CDBG 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 the client's home, transportation provided to and from the facility, or relation to public transportation.)

WRC's confidentially-located shelter program location is the most accessible emergency shelter program in San Diego County for Carlsbad residents thanks to Oceanside's proximity and public transportation network that connects the two cities. Alternatives to Abuse shelter program is conveniently located within close proximity to a public transportation route, as is WRC's main office facility, so transportation to and from WRC's shelter program and main office is easily navigable and attainable for survivors. As there is currently no designated shelter for families homeless due to domestic violence in Carlsbad, WRC's Oceanside location is the most immediately accessible safe refuge for Carlsbad survivors and dependents who become homeless due to domestic violence.

WRC's services are immediately available to survivors 24/7 via our crisis hotline, staffed by crisis-trained and trauma-informed staff and volunteers. Through this hotline, survivors are able to request shelter at any time and work with WRC staff to plan safe escape and transportation to WRC's main office, from where they will be transported to our confidentially-located shelter.

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

25% 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

30% of clients are between 51 and 80 percent of the area median income

41% 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)

Alternatives to Abuse emergency shelter program is the opportunity and option for victims of abuse to be able to escape violent situations and have the time, space, and support to heal and plan a life free from violence. For survivors trapped in violent relationships, abuse can look multi-faceted and even invisible to outsiders looking in. Financial abuse affects nearly all of WRC's clients and is often cited as the largest barrier survivors have to escaping abuse. A 2015 study by the Centers for Financial Security found that 99% of domestic violence cases also involved financial abuse. Financial abuse takes many forms including: preventing the victim from having a job; forcing them to acquiesce their money, credit cards, or assets; demanding that a lease/home purchase be in the abuser's name so that they do not have any rights to their property; taking out loans in the victim's name without their consent; ruining their credit; and countless other methods abusers use to systematically trap their partner in economic dependence. Financial abuse occurs in nearly 99% of abusive relationships, and is the number one reason victims stay in or return to abusive relationships, which is further exacerbated when there are children involved. 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. Additionally, their sources reported that thirty-eight percent of all domestic violence victims become homeless at some point in their lives and between twenty-two and fifty-seven percent of all homeless women report that domestic violence was the immediate cause of their homelessness. We at WRC find these situations to be unacceptable. By maintaining a safe emergency shelter open to survivors and their children, WRC seeks to provide an alternative to survivors who seek to flee abuse. WRC's shelter offers a safe, non-isolating environment for survivors and their children to rest, recuperate, and plan next steps with the support of WRC's case management program. Case managers work individually with clients to assess their needs and guide them in receiving the resources and support necessary to rebuild their lives away from violence and find accessible and affordable transitional or permanent housing.

During their stay, linens, hygiene products, food, counseling services, and crisis services are provided at no cost to survivors and their families in the shelter. Clients may visit our thrift store to shop for clothing and footwear for themselves and their children using free vouchers. Located in a secure and confidential location in North County, our 28-day, 31-bed shelter program is more than a safe haven for survivors and their dependents; WRC's crisis-trained and trauma-informed

staff works individually with survivors to connect them with resources and programs that will best assist them in transitioning to a life no longer controlled by abuse.

WRC's "Alternatives to Abuse" emergency shelter program meets all three broad national objectives outlined in the City's Request for Proposal as well as the special focus of "Homeless services and programs" adopted by the City Council in 2017.

---In regard to national objectives:

(1) *Provides a direct benefit to low- and moderate-income persons:* Program experience since WRC's inception in 1980 indicates that an excess of 80% of "Alternatives to Abuse" shelter clients are extremely-low, low, and/or moderately-low income persons as described by the County of San Diego. These income guidelines are well within CDBG income level definitions.

(2) *Aid in the prevention or elimination of slums:* In the U.S. Department of Health & Human Services' Family & Youth Services Bureau's 2016 report on Domestic Violence and Homelessness, studies found that among mothers with children experiencing homelessness, more than eighty percent had previously experienced domestic violence. Additionally, their sources reported that thirty-eight percent of all domestic violence victims become homeless at some point in their lives and between twenty-two and fifty-seven percent of all homeless women report that domestic violence was the immediate cause of their homelessness. By providing a safe alternative to homelessness for survivors, WRC prevents these women and families from a life on the streets.

(3) *Meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where no other financial resources are available to meet such needs:* Domestic violence is a major national issues that cuts across all socioeconomic, racial, gender, and age demographics in our society. Abuse and violence occurs in staggering proportions across the nation with researchers estimating that an average of twenty people experience intimate partner violence each minute, equating to more than 10 million abuse victims annually (NCADV). Alongside this statistic, upwards of 3.3 million children are exposed to domestic violence each year. Psychological research shows that these children have higher levels of anger, hostility, disobedience, and withdrawal. They have similar health issues as adults: anxiety, sleep disorders, mental health and behavioral health issues. For reasons linked to these effects, persons who have witnessed domestic violence in the home are exponentially more likely to become involved in domestic violence in their adult life, either as victims or perpetrators. In this way, domestic violence is considered cyclical in nature and providing effective interventions is critical to stopping the cycle of violence from spreading to the next generation.

The repercussions of domestic violence affect more than just the victim and the family; research by Every town found that in at least 54% of mass shootings between January 2009 and December 2017, the perpetrator shot an intimate partner or family member. Domestic violence takes an economic toll as well. Some studies estimate that the total cost in the United States for the care of survivors exceeds \$12 billion annually and work productivity net loss is upwards of \$1.14 billion. Addressing the issue of domestic violence and providing safe alternatives is more than

an act of compassion, it is a concentrated effort to create a safer, more compassionate community for survivors, ourselves, and the next generation.

---In addition to meeting these national objectives, WRC's shelter program meets all three of the local Community Development Objectives:

1. **Affordable Housing:** *"Provide shelter or services to homeless or near homeless persons/families which result in an improved situation through employment, permanent housing, treatment of mental, or substance abuse problems, etc."* WRC's shelter program provides a safe haven where survivors and children who are (rendered homeless due to domestic violence may find temporary housing case management services that guide them in planning next steps and receiving assistance, and counseling services that help them transition and heal from a life of violence.
2. **Social Services (General):** *"Provide assistance to public service providers who meet the basic needs of lower income Carlsbad residents. Basic needs providers are defined as those that provide food, shelter, clothing, and in some cases, healthcare" and "Provide assistance to public service providers who offer counseling and self-improvement programs/activities for lower income Carlsbad residents."* With more than 95% of WRC clientele identified as low-income or below defined San Diego AMI, WRC's programming is directly focused on providing timely and specialized services to low-income families affected by domestic abuse in our community. "Alternatives to Violence" emergency shelter program provides all basic needs for clients including food, clothing, shelter, hygiene products, counseling services, and access to support groups.
3. **Social Services (Children and Adults):** *"Provide assistance to organizations which administer programs that directly benefit lower-income children living in Carlsbad. The programs must provide one or more of the following activities: day care, after-school care, cultural enrichment, recreation, and healthcare/immunization or self-improvement The City may also give priority to single-parent assistance programs such as counseling services."* Through our "Alternatives to Abuse" emergency shelter program, WRC provides trauma-informed counseling services to both single-parent survivors of domestic violence and their children. WRC utilizes specialized, clinically-approved approaches to provide holistic counseling services to adults and children affected by domestic violence including art therapy, play therapy, individual, and group counseling.

---WRC's "Alternatives to Violence" emergency shelter program also meets the City Council's established focus of *"homeless services and programs"* by providing confidential, safe shelter to families who become homeless due to violence in the home. Research by the San Diego Regional Task Force reports that approximately 50% of all homeless women in San Diego County became homeless due to domestic violence. WRC is a committed force in working to prevent future homelessness of victims of domestic violence by fostering a safe, accessible, and transformational space for survivors and their families to find refuge and resources to assist them in rebuilding their lives after abuse.

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

311 Persons of which 5.31 % are Carlsbad residents

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

☐ No ☒ Yes (Please specify)

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

Domestic violence affects people across all demographics including, but not limited to, gender, age, race, ethnicity, immigration status, sexual orientation, military/veteran status, ability status, and socioeconomic status. Oftentimes, in fact, marginalized populations experience elevated risk of experiencing domestic, dating, and/or sexual violence. WRC pays special attention to at-risk populations and works diligently to provide appropriate, trauma-informed and culturally sensitive services and outreach to be able to best serve special needs populations.

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

☒ No ☐ Yes (Please specify) \$

IV. IMPLEMENTATION OF ACTIVITY

A. Please submit a schedule for implementation as Attachment 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.

V. DOCUMENTATION

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

WRC utilizes Social Solutions' Apricot cloud-based database to collect and store information and track data about clients served and services provided. Data from this software is compiled and analyzed monthly as impact reports shared in our monthly newsletter.

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

WRC will track how many families utilize financial resources and supplies provided by using our database software, as well as general demographic information and types of emergency services received. In addition, each client will be given a survey to ensure we have met each client's direct needs and track the impact our program has on their emotional and financial wellbeing.

VI. PARTNERSHIPS, COLLABORATION, AND OUTREACH

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

WRC cherishes the partnerships and collaborations we have in place with many local San Diego organizations that share in our mission to empower and support those in need in our communities. In order to uplift survivors from the broad and damaging effects of gender-based violence that are felt physically, mentally, emotionally, and financially, we collaborate with a variety of different resources to work in tandem to support each other and our respective clients. WRC is collaborating with North County Food Bank to supply food items and diapers for distribution to families and persons in need. In addition, we are working daily as members of the North County Domestic Violence Coalition (including Center for Community Solutions, Community Resource Center, Palomar Health, North County Lifeline, San Diego Sheriff's Department, Vista Community Clinic etc.) to supply resources, shelter, and crisis services to survivors of gender-based violence who are being impacted during this crisis.

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

Signature: 

Title: Director of Development & Business Services

Date: 03/17/21

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 Division staff.

Date Received:

Date Reviewed:

Staff Person Completing Review:

National Objective:

Local Objective:

Eligibility Determination:

CDBG-CV PROJECT BUDGET

Organization: Women's Resource Center

Total organization budget: \$1,910,220.00

Program/Project name requesting funds: Alternatives to Abuse Domestic Violence Shelter

CDBG funds requested: \$10,000

Total program/project budget: \$480,000

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: \$10,000 (A)

b. Other federal funds (if any) (S) or (A)

c. State or local government funds: \$400,000(S)

d. Donations and contributions: \$70,000(S)

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): \$480,000

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

a. Wages and salaries

b. Personnel benefits

c. Materials and supplies: \$10,000

d. Program expenses and evaluation

e. Rent and utilities

f. Insurance

g. Mileage (@ 56 cents/mile calendar year 2021)

h. Incentives and Special Events

i. Indirect costs

j. _____

k. _____

l. TOTAL REQUESTED FUNDING (same as 1.a.): \$10,000

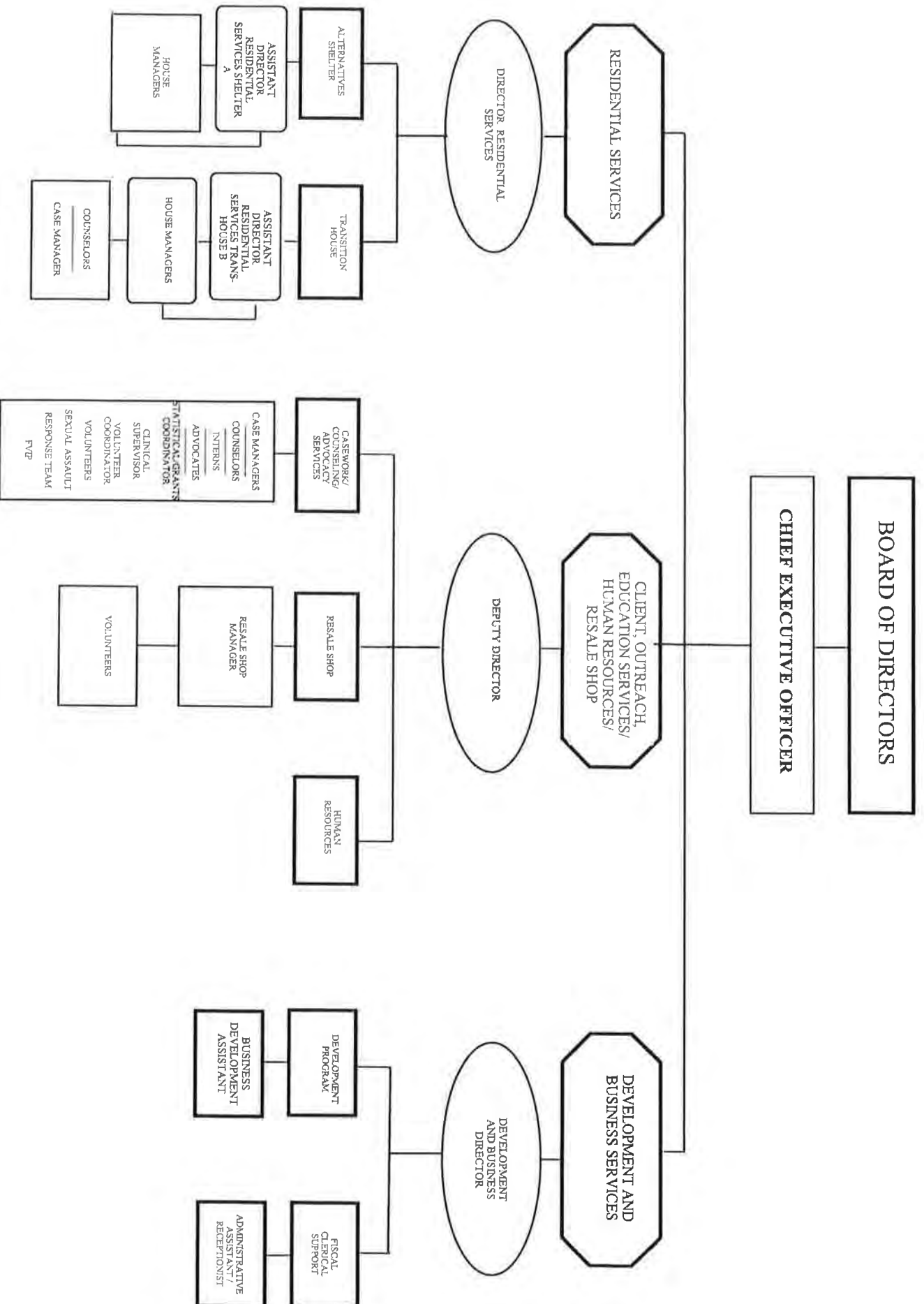
3. Percentage of project budget represented by CDBG request: 2.08 %

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

If WRC's full funding request is not met, we will have to look to even more fundraising efforts to meet the shortfall. There is no minimum threshold for funding. We will utilize any level of funding we receive.

Women's Resource Center Organizational Chart

Attachment B



WRC

Shelter Budget Income 2020-2021

GRANTS:

--- State of California - CalEMA - DV	400,000.00
--- City of Carlsbad	20,000.00

FOUNDATIONS:

--- Gumpert Foundation	20,000.00
--- Blue Shield of California	10,000.00
--- Price Charities Foundation	10,000.00
--- Daphne Culpeper Foundation	5,000.00

DONATIONS:

--- General	15,000.00
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TOTAL BUDGET INCOME

	480,000.00
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WRC

Shelter Budget Expenses 2020-2021

PERSONNEL:

--- Salaries	306,300.00
--- Benefits	75,200.00

PERSONNEL RELATED:

--- Workers Comp Insurance	18,000.00
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NON-PERSONNEL:

--- Utilities	15,000.00
--- Telephone	1,800.00
--- Office Supplies	1,500.00
--- Shelter/Trans Alarms	1,200.00
--- Food/Client Supplies	26,000.00
--- Audit/Tax Preparation	2,000.00
--- General Insurance	15,000.00
--- Facilities Maintenance	18,000.00

TOTAL BUDGET EXPENSES

	480,000.00
--	------------

		WOMEN'S RESOURCE CENTER				WOMEN'S RESOURCE CENTER			
			Income 2020-2021				Expenses 2020-2021		
			2020-2021				2020-2021		
Grants:									
---- State of California - CalOES - DV			530,000.00		991,471.00	52%	Personnel:		
---- State of California - CalOES - SA			308,265.00				---- Salaries	1,179,000.00	
---- City of Carlsbad			15,000.00				---- Taxes	94,160.00	
---- HUD - Transitional Housing			138,206.00				---- Medical	103,000.00	
Foundations					321,000.00	17%	---- Clinical Supervision	22,800.00	
---- General			105,000.00				Personnel Related:		
---- WRC Endowment Interest			16,000.00				---- Benefit Administration	4,000.00	3%
---- Gumpert Foundation							---- Mileage	3,000.00	
---- High Risk			36,000.00				---- Workers Comp Insurance	28,000.00	
---- Bilingual Outreach			5,000.00				---- Data Processing	13,000.00	
---- Children's			20,000.00				---- Background/Drug Testing	200.00	
---- General			80,000.00				---- Employment Advertising	500.00	
---- Scholarship/Transportation			5,000.00				Non-Personnel:		24%
---- Director's Fund			50,000.00				---- Utilities	60,000.00	
---- LGBTQ Outreach			4,000.00				---- Telephone	46,000.00	
Donations					124,500.00	7%	---- Director's Fund	30,000.00	
---- General			110,000.00				---- Technology	15,000.00	
---- Holiday Program			2,500.00				---- Rent - Records Storage	1,500.00	
---- Employee Giving Campaigns			2,000.00				---- Thrift Store Rent	77,760.00	
---- Friends of WRC			10,000.00				---- Taxes and Fees	15,500.00	
General Fundraising					30,000.00	2%	---- Credit Card Machine	5,500.00	
---- See's Candies							---- Office Supplies	20,000.00	
---- Other							---- Holiday Program	7,000.00	
---- Magical Evening			30,000.00				---- Copier Expenses	13,000.00	
Board Fundraising					5,000.00	0%	---- Postage	3,000.00	
---- Annual Campaign			5,000.00				---- Bookkeeper Services	27,000.00	
Project Generated					251,180.00	13%	---- General Printing	500.00	
---- FVIP			43,000.00				---- Shelter/Trans Alarms/Surveillance	5,000.00	
---- Thrift Shop			141,000.00				---- Food/Client Supplies	25,000.00	
---- Trans House Washer			1,000.00				---- Audit/Tax Preparation	11,000.00	
---- Trans House Utilities			16,000.00				---- General Insurance	23,000.00	
---- Trans House Rents			50,000.00				---- Publication/Membership	8,000.00	
---- Miscellaneous			180.00				---- Conferences/Staff Development	1,300.00	
Miscellaneous					187,069.00	10%	---- Scholarships	1,500.00	
---- Miscellaneous			2,070.00				---- General Fundraising	15,000.00	
Carry Forward			74,000.00				---- Facilities Maintenance	46,000.00	
Reserve			110,999.00				---- Miscellaneous		
							---- Transportation	5,000.00	
TOTAL BUDGET INCOME			1,910,220.00		1,910,220.00	100%	TOTAL BUDGET EXPENSES	1,910,220.00	100%



RESOLUTION TO AUTHORIZE
EXECUTION OF CONTRACTS
OPEN OR CLOSE BANK ACCOUNTS
PURCHASE/OPEN CERTIFICATES OF DEPOSIT
AND
SUBMIT GRANT APPLICATIONS

Be it resolved that WRC (Women's Resource Center) authorizes the following persons to execute contracts, grant sub-awards, grant amendments, grant extensions, open and/or close bank accounts, purchase/open certificates of deposit and submit grant applications on behalf of Women's Resource Center:

Marina Araiza
Jill Marshall
Brittney Romine
Lauren Jane Stephenson

This authorization shall remain in effect until 9/30/2021.

Date: June 11, 2019

Motion: Rebra Bement

Second: Mia Lovato

Ayes: 7 Nays: 0 Abstain: 0

Witness

Witness



Women's Resource Center

Board of Directors

2020-2021

Elected Office	Name	Business Affiliations
	Audrey Powers Thornton	Attorney
	Bill Chenoweth	Senior Vice President/Investment Officer/ Portfolio Manager at Northern Trust
	Debra Bement	Physician, Scripps Medical
Vice Chair	Geoff Sheffield	C3 Risk & Insurance Services
Chair	Kaj Leonard	Realtor
	Karen Bond	Private Foundation Administrator
	Kevin Cadieux	Senior Vice President at Qualcomm
	Kerstyn Keenan	Real Estate Accountant
Secretary	Kiersten Rielly	Program Coordinator SD Regional Economic Development
	Megan D. Carthen-Jackson P.h.D	Associate Instructor, California Baptist University
Treasurer	Raj Pillai, P.h.D	Professor of Management, Cal State San Marcos
	Tara Rio	Vice President of Corporate Affairs at Viasat