City of FRESNO



2022-2023 Requests for Funding

Planning and Development Department

2600 Fresno Street, Room 3065
Fresno, CA 93721
(559) 621-8003

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Public and Community Services

Entity	Project Name	Amount Requested
Boys and Girls Club	East, West, and Central Fresno Boys & Girls Clubs	$ 117,242
Chinatown Fresno Foundation	Business Visability Initiative of the Make Time Business School	$ 40,000
PARCS	Neighborhood Park After School Program	$ 315,000
PARCS	Senior Enrichment Program	$ 480,000
Self-Help Enterprises	Housing Rehab	$ 500,000
Valley Caregiver Resource Center	OASIS Adult Day Care Relaunch Pr	$ 40,000
Total		$ 1,492,242

Evaluation Process

Applications will be scored and ranked according to the below criteria.

Category	Points
Qualified / Disqualified: • Does the applicant demonstrate how the proposal aligns with one or more priorities outlined in the City of Fresno 2020- 2024 Consolidated Plan? (If no, the application is disqualified.) • Are the proposed activities eligible under the applicable funding source? (If no in part or full, the application is disqualified in part or full.) • Are the proposed costs eligible under the applicable funding source? (if no in part or full, the application is disqualified in part or full.) • Is the applicant an established corporation chartered and in good standing with the State of California or a 501(c)(3) tax-exempt organization? (if no, the application is disqualified) • Does the applicant have established financial and management systems? (if no, the application is disqualified) • Has the applicant failed to meet any other threshold eligibility requirements in the accompanying 2022-2023 Consolidated NOFA Handbook? (If yes, the application is disqualified.)	Qualified or Disqualified
Organizational Capacity: • Does the organization have demonstrated success in administering a similar activity? (0 years = 0 points; 1 or more years = 5 points) • Has the organization provided financial statements showing current assets sufficient to cover operating expenses for at least six months? (5 points) • Does this organization have any unresolved monitoring finding? (Up to -10)	10

Category	Points
Quality of the Proposal / Alignment to Community Needs: • Does the application clearly describe a community need and provide evidence that existing resources are insufficient to meet that need? (5 points) • Is the program targeted to specific areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs)? (10 points) • Does the applicant demonstrate a thorough plan of how to reach the target population and how they will affirmatively market the program to the target population? (Up to 15 points) • Does the application clearly describe how it will assist the City in meeting the goals outlined in the Consolidated Plan? (Up to 5 points) • Does the proposal include activities for youth? (5 points)	40
Impact and Outcome: • Does the proposed activity clearly define the outcome of the activity and how it will impact the priority needs described? (Up to 10 points) • Does the organization describe how their prior activities have resulted in meaningful impact? (Up to 5 points) • Does the proposal demonstrate that the activity will be completed in a timely manner? (Up to 5 points) • Does the organization clearly articulate how the program activities were developed in consultation with the target population? (Up to 10 points)	30
Cost Effectiveness / Leveraging: • Is the proposed budget consistent with the proposed program service(s)? (Up to 5 points) • Will the proposed activity leverage additional funds that would otherwise not be available? (Up to 5 points)	10
Coordination / Collaboration • To what extent does the applicant describe how its activities will be delivered in coordination with other community resources to address the overall needs of its clientele? (Up to 10 points)	10
Total Possible Points	**100**

Boys and Girls Club

PY 2022–2023 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization:	*Fictitious Name (if applicable):*
Boys & Girls Clubs of Fresno County	n/a
DUNS Number of Organization:	*Federal Tax ID Number:*
038122370	94-1149171
Date of Incorporation:	*Date of 501(c)(3) Determination:*
1949	4/24/1951
Mailing Address of Organization:	*Organization Website Address:*
540 N Augusta St., Fresno, CA 93701	www.bgcfresno.org
Name of President (or Chair of the Board):	*E-mail Address:*
Michael Goldfarb	mgoldfarb@mancoabbott.com
Name of Chief Executive or Executive Director:	*E-mail Address:*
Diane Carbray	*dcarbray@bgclubfc.org*
Name of the Secretary:	*E-mail Address:*
Lisa Nilmeier	lnilmeier@milano-ri. com
Name of Treasurer (or Chief Financial Officer):	*E-mail Address:*
Diane Carbray	dcarbray@bgclubfc.org

Principal Contact Person :	*Principal Contact's Title:*	*Principal Contact's Physical Address (Street Address, Suite, City, State, ZIP):*
Diane Carbray	President/CEO	540 N Augusta St. Fresno, CA 93701
Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
559 266 3117	559 285 1028	dcarbray@bgclubfc.org

Name of Authorized Signatory :	*Title of Authorized Signatory:*
Diane Carbray	*President/CEO*
Signature of Authorized Official:	*Date of Signature:*
Diane Carbray	3/3/22

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information

Part A, Section 2: Mission Statement
Please provide the organization's mission statement within the below space:

The Boys & Girls Clubs of Fresno County (B&GCFC) is a private, non-profit community-based 501(c)3 organization that has provided successful after-school programs for at-risk youth, including middle school students, since 1949. We have 15 Clubs serving children, youth and their families in both urban and rural neighborhoods. Each Club has been intentionally located in impoverished neighborhoods of great economic and social need. B&GCFC is the largest youth-serving organization in the County.

Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Our youth development services address three core areas: Academic Success, Character & Leadership, and Healthy Life Styles. We are open 5 days a week, after-school and during summer. Our membership fee is still $5.00 per year. If a youth is unable to meet this fee, we have them "earn" it by helping with a project.

This project emphasizes literacy, health and wellness at 3 Clubs in the City of Fresno. It provides resources and mentoring in a positive setting to the kids who need us most, helping to improve their quality of life.

Part A, Section 3: Organizational Capacity and Management
Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Diane Carbray	President/CEO	16
2) Kristin Saldivar	Chief Operating Officer	18
3) Richard Saldivar	Director of Operations	4
4)		
5)		

Board of Directors

How often does your Board of Directors regularly meet?
Monthly
List current Board of Directors below:

1) Michael Goldfarb
2) Lisa Nilmeier
3) Nick Bellasis
4) Jamin Brazil
5) Clayton Medina
6) Sue Quigley
7) Ryan Toncheff
8) Mary Braa
9) Lee Anne Briscoe
10) Jose Plascencia (+ 12 more)

Financial Management

1) Has an audit been performed on the proposing organization's accounting procedures within the last two years?

☒ Yes ☐ No If yes, name of auditor: Price, Paige & Company

2) Is the agency audited every year? ☒ Yes ☐ No

3) Were any management letters issued as a result of the last audit? If yes, explain.
No

4) Provide the name of staff responsible for your agency's accounting system

Name: Diane Carbray
Title: President/CEO
Phone/Email: 559 266 3117

Authorized Signatories

If your organization is selected for funding, signatures from persons bearing titles from each of the two lines below will be required by your organization.

1. Board Chair, President, or Vice President
2. Treasurer, Secretary, or Assistant Secretary

If you will be unable to provide the two requested signatures, or intend to otherwise deviate from the standard signature authority, please indicate the names and titles of the authorized signatories below and provide the names and titles of the person(s) authorized to execute agreements on behalf of your organization in your board certified resolution.

Authorized Signatory Name	Authorized Signatory Title
1) Michael Goldfarb	Board Chair
2) Diane Carbray	President/CEO

☒ Board Resolution providing for the signature authority of persons to sign agreements on behalf of the entity is attached (required before a subrecipient agreement will be executed).

To view the City's policy regarding signature authority, including a sample signature page and sample certification, view Administrative Order 4-1 at:
https://www.fresno.gov/personnel/human-resources-support/#tab-2

Part A, Section 4: Summary of Attached Applications:
Provide number and total dollar amount of applications by Application Type

- **Homeless and Homelessness Prevention Programs**

Number of Applications	*Total Dollar Amount Requested*
0	$

- **Public and Community Services**

Number of Applications	*Total Dollar Amount Requested*
1	$ 117,242

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
1	$ 117,242

Required Attachments to Part A
Select all attachments included.

☒ **Part A, Exhibit 1** – Organization's U.S. Internal Revenue Service 501(c)(3) Determination of Exemption Letter (Required)

☒ **Part A, Exhibit 2** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 3** – Bylaws of the Organization (Required)

☐ **Part A, Exhibit 4** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☒ **Part A, Exhibit 5** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 6** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds).

☐ **Part A, Exhibit 7** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 10 percent of modified total direct costs)

☒ **Part A, Exhibit 8** – Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application (Required; the Resolution must be submitted to the City by 4:00 PM, Friday, March 18, 2022)

PY 2022–2023 APPLICATION
Public and Community Service Programs

NOTE: This application is not for public services to benefit primarily homeless and individuals at risk of homelessness or for Fair Housing programs. If you are a homeless provider, please use the Homeless and Homelessness Prevention Application. Fair Housing Programs will be requested on a separate NOFA to be released on a date yet to be determined.

1. **Project Summary Information** – please complete the below summary information for the project/program.

   Project Name (10 words or less): East, West and Central Fresno Boys & Girls Clubs

   Amount Requested: $ 117,242.00

   This is a:

   ☒ New Project/Program

   ☐ Existing Project/Program

   Provide a short description of the proposed program/activity. (1 to 3 sentences and must fit in the provided space).

The Boys & Girls Clubs of Fresno County is requesting funds to provide afterschool enrichment programs to 1,012 young people living in low-income, high-crime neighborhoods in East, West and Central Fresno. We will provide programs that help girls and boys develop and adopt a healthy attitude and lifestyle, develop academic, behavioral, and social skills through homework completion, learning activities, and tutoring, support and guide teens in setting career goals and improving their employability skills, and provide teens with skill-building opportunities and hands-on work experience.

If this is a new project/program, please briefly explain how CDBG funds will be used to increase the level of service.

CDBG funds will be used to enhance current programming with effective mentoring and expand services to include the Zimmerman Boys & Girls Club, enabling us to reach more youth. We currently offer BGCA programs in 5 core areas of Education, Character & Citizenship, Health and Life Skills, Arts & Technology, and Sports & Fitness. Mentors will provide guidance, motivation, emotional support and role modeling. In addition, this funding will enable us to provide Career launch, a job training program and Junior Staff, a work experience program. Both programs help

teens develop decision-making, problem solving and critical thinking abilities, skills important for workplace success. This will help break the cycle of dropping out, delinquent behavior, unemployment and poverty.

2. Organizational Capacity

a. Briefly describe how your organization's prior activities have resulted in meaningful impact:

The Boys & Girls Clubs of Fresno County (B&GCFC) has a proven track record of making a difference in the lives of at-risk youth. We have been in continuous, successful operation since 1949. We engage and motivate youth, especially those from disadvantaged circumstances, to develop the qualities needed to become healthy, responsible citizens and leaders. We do this by implementing research-based, outcome-driven programs. We have a proven track record of making a difference in the lives of at-risk youth. B&GCFC participates in the National Youth Outcomes Initiative (NYOI), a survey administered to Club members each spring. Our 2021 survey results revealed that 86% of B&GCFC members 9-12 years old indicated they think the things they're learning in school are going to be very important for them later in life, and 91% said they choose activities that push them to learn new things. This is a major accomplishment considering that in the neighborhoods surrounding our Clubs, 26% of those 25 years and older have less than a 9th grade education.

b. Describe the organization's experience with administering federally-funded programs of this nature.

The Boys & Girls Clubs of Fresno County has been a recipient of federal funds over the last seven (7) years. We receive federal funding from the Office of Juvenile Justice and Delinquency Prevention and continue to fulfill the federal performance requirements (monthly reports and invoices) in this contract. We have been both timely and efficient in our monthly billings as well as our site visits with City of Fresno CDGB representatives. We are aware of, and have complied with reporting requirements and the proper administration of funds.

c. For how many years has the organization administered activities of the type described in this application?

73 years

d. Does the organization have the following in place (check box if 'yes')?

☒ Written policies and procedures for the proposed project or program (i.e. intake, eligibility)

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, and how existing resources are insufficient to meet this need:

Fresno has been identified by the Brookings Institution as having the 2nd highest rate of concentrated pockets of urban poverty in the US! Many of Fresno's families are living in extremely poor neighborhoods where they face higher crime rates, exhibit poorer physical and mental health outcomes, neighborhood schools don't perform as well, access to technology is limited, and dropout rates are higher.

Boys & Girls Clubs are purposely located in these poverty pockets. On average, 26% of adults in neighborhoods surrounding our Clubs have less than a 9th grade education, twice that of Fresno County overall (13%), and 5 times the National average (5%). Youth are exposed to gang activity, drug, and alcohol abuse on a daily basis. Law enforcement has identified more than 220 gangs and over 26,000 validated gang members in Fresno County.

b. Briefly describe the target population and how the project will meet the specific needs of the target population. and how the project will be marketed to the target population.

The Boys & Girls Clubs included in this application are located in poverty pockets. According to Census data, more than 60% of children living near the East Fresno, West Fresno and Zimmerman (Central Fresno) Boys & Girls Clubs are living in poverty. This is twice Fresno County's overall rate. According to Annie E. Casey Foundation 30% of children in Fresno County live with a parent who has less than 12 years of education. This lack of education perpetuates low household income.

All Boys & Girls Clubs serve children ages 6-18 and are open everyday after school.

The East Fresno Club is located in zip code 93702, 2 blocks from Cedar Courts, a Public Housing complex run by Fresno City Housing Authority. Approximately 25% of the Club's members reside in public housing and come daily to the Club. The area is ethnically diverse; 13% of the residents are Asian, 75% Hispanic, and 6% Black. The Club is one block from Sequoia Middle School. Club staff actively recruit kids to keep them occupied in interesting and engaging activities. This area is rife with gang activity. The Bulldog Gang dominates the streets. The Fresno Police Department Gang Suppression Unit estimates that gangs are

responsible for a significant portion of crime in the area. The target area accounts for many juvenile arrests. This is a severely distressed neighborhood.

The East Fresno Club attracts youth from three (3) elementary and middle schools (all Title 1) where 97-98% of the students are eligible for free lunch. American Fact Finder data indicates high risk factors for their future. The per capita income in zip code 93702 is $10,464. Of those 25 years and older, 35% have less than a 9th grade education and 28% of those 18 to 24 years old do not have a high school diploma. About two-thirds of the homes are occupied by renters and more than a third of all households with children only have a single-parent. This Club provides a place to find a caring, mentoring adult while their parent works. The cycle of violence, pregnancy, failure in schools, and high risk behavior has been daunting to these youth. The East Fresno Club provides them with a place to find a caring, mentoring adult, a positive place to envision and seek a successful future. This funding is needed to support the mentoring services we provide to the youth in this extremely distressed urban setting.

The West Fresno Club in West/Central Fresno was recently refurbished. It is surrounded by public housing. According to American Fact Finder, 58% of children in zip code 93706 live in poverty and the per capita income is $13,041—less than half the US per capita income of $31,177. The Club is adjacent to and within 1 mile of four (4) Public Housing complexes. Approximately 30% of Club members reside in public housing and come daily to the Club. The Club actively recruits kids to keep them occupied in interesting and engaging activities. This area is rife with gang activity. The "West Fresno Norte 14", "Modoc Boys", "Fink White Deuce", and "Fresno Bulldog" gangs dominate the streets and vie for their attention. Fresno Police estimate that gangs are responsible for a significant portion of crime in this area. The target area also accounts for many juvenile arrests. This is a severely distressed neighborhood.

The West Fresno Club (93706) is near three (3) elementary schools and 1 middle school, all Title 1, where 98% of the students are eligible for free lunch. American Fact Finder data indicates high risk factors for the future of children living in the Club's zip code. Of those 25 years and older 25% have less than a 9th grade education and 19% of 18 to 24 year olds do not have a high school degree. Unemployment in this area is 14% and 58% of the homes are occupied by renters. Thirty seven percent (37%) of all households with children have only a single-parent, an increase from last year. This Club has become the place to find a caring mentoring adult while the single parent works. The cycle of violence, pregnancy, failure in schools, and high risk behavior will only be broken through efforts to educate youth, providing them a positive place to nurture their hopes and dreams for a better life. The funding is needed to support the mentoring services we provide to the youth in this extremely distressed urban setting in this neighborhood.

The Zimmerman Boys & Girls Club, located in zip code 93701, is also in a very disadvantaged area. This Club is located on the grounds of a Title 1 middle school (nces.ed.gov) where 98% of the students are eligible to receive a free lunch. Recent data from American Fact Finder indicates that, despite a small increase in the per capita income, the percentage of children living in poverty in zip code 93701 increased from 73% to 76%. If the Club is not actively recruiting and keeping kids occupied in interesting and engaging activities, there are plenty of other things vying for their attention. The Bulldog Gang dominates the streets in this area. The Fresno Police Department Gang Suppression Unit estimates that gangs are responsible for a significant portion of crime in this area. The target area also accounts for many juvenile arrests.

According to American Fact Finder, recent data indicates 30% of those 25 years and older have less than a 9th grade education and 32% of 18 to 24 year olds do not have a high school degree. This lack of education perpetuates the low household income found in this area. Thirty nine percent (39%) of all households with children have only a single-parent, an increase from last year. This Club has become the place to find a caring mentoring adult. The cycle of violence, pregnancy, failure in schools, and high risk behavior will only be broken through efforts to educate youth, providing them a positive place to nurture their hopes and dreams for a better life. This funding is needed to support the mentoring services we provide to the youth in this distressed urban neighborhood.

The Boys & Girls Clubs of Fresno County (B&GCFC) has extensive experience implementing research-based, outcome-driven programs. We have a proven track record of making a difference for at-risk youth.

B&GCFC will market the programs included in this application to the target population by printing flyers and distributing them to schools and homes in East Fresno, West Fresno and Zimmerman (Central Fresno) Boys & Girls Club neighborhoods. Leadership will deepen existing relationships with and develop an outreach plan for schools in the neighborhood.

c. Describe consultation efforts made with the target population in the development of the proposed activity.

Boys & Girls Clubs of Fresno County is a community-based 501(c)(3) organization that has provided successful after-school programs for at-risk youth for 73 years. We have 15 Clubs serving youth and their families in both urban and rural neighborhoods. Each Club has been intentionally located in impoverished neighborhoods of great economic and social need. We are serving 15 geographic areas in Fresno and Madera counties. Our work complements Fresno Unified and Fresno County Office of Education by providing follow up help with homework at the Clubs. We collaborate with foundations and service organizations such as Kiwanis and Rotary for books and program supplies.

Additional organizations that we regularly consult with in collaborative efforts to develop services include Building Better Communities (providing over 1,000 meals per week to kids at Clubs), Fresno Police Department, Fresno and Madera County Law Enforcement (Teen Nights, recreation, sports, and barbeques), Fresno Housing Authority and Bringing Back Broken Neighborhoods Coalition (to improve community resources via meetings, block parties, fairs, etc.).

When looked at collectively, no other organizations in Fresno County serve youth and families are in the neighborhoods where Boys & Girls Clubs are located. Our facilities are unique and our services are unduplicated. Our Clubs are open after school 5 days a week, when kids have free time and need a safe and positive place to learn and grow.

d. Describe the marketing plan for the proposed activity and how the organization will ensure it reaches the target population.

Our Clubs are located in impoverished, ethnically diverse neighborhoods. As an organization our Unit Directors and staff at each of the Club sites effectively mirror our youth demographics, with diverse minority staff and male mentors. Ninety-three percent (93%) of our Club members identify as Latino, African American, Asian or mixed ethnicity and 58% are male. Out of 72 Club staff, 90% are Latino, African American, Asian or mixed ethnicity and 42% are male. We have strong minority mentors and staff with bi-lingual skills.

B&GC will market the programs included in this application to the target population by printing flyers and distributing them to schools and homes in Zimmerman, East and West Fresno neighborhoods. Leadership will deepen existing relationships with and develop an outreach plan for schools in the neighborhood. Staff will attend school fairs and utilize social media networks as well as individual Club websites to market to youth and their families.

e. The City's Analysis of Impediments to Fair Housing Choice recommends that the City prioritize investments in areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook). Will this program be:

☐ Offered Citywide

☒ Offered Citywide with an emphasis and affirmative marketing toward RECAPs

☐ Offered exclusively to residents of RECAPs

f. Describe the service area:
Note: Strong applications will include specifically defined services areas such as 'residents within ½ mile radius of [facility address]' or 'residents within the boundaries defined on the attached map.'

This application is requesting $117.242 in support of the West Fresno, East Fresno and Zimmerman Boys & Girls Clubs. All three Clubs are in Racially/Ethnically Concentrated Areas of Poverty (RECAPS). In addition to the following narrative, the attached maps (Exhibit E) describe the population within a 1/2 mile radius of each Club.

The West Fresno Club (930 Tulare Street) was built in 1958. There are three (3) elementary schools and 1 middle school in zip code 93706. All are Title 1. Ninety-two percent (92%) of the students at these schools are eligible for reduced fee/free lunch. The Club is adjacent to and within 1 mile of four (4) Public Housing complexes. Approximately 30% of Club members reside in public housing and come daily to the Club. It is the only safe place in this neighborhood where kids can go after school and in the evenings.

US Census data for zip code 93706 indicates 25% of adults have less than a 9th grade education and 58% of children live in poverty. Over a third of all households (37%) in this zip code have only one parent in the home. The per capita income of people living within 1/2 mile of the Club is $10,840—33% of California's per capita income ($33,128). The area is ethnically diverse; 10% of the residents are Asian, 65% Hispanic, and 17% Black.

The East Fresno Boys & Girls Club (1621 S Cedar Avenue) is located in southeast Fresno, zip code 93702. The East Fresno Club attracts youth from three (3) elementary and middle schools (all Title 1) where 97% of all students are eligible for reduced fee/free lunch. The Club is located two blocks from two Public Housing complexes and attracts young people who reside in public housing and come daily to the Club.

US Census data for zip code 93702 indicates 35% of adults 25 years and older have less than a 9th grade education and 61% of children live in poverty. About two-thirds of the homes are occupied by renters and more than a third of all households (37%) in zip code 93702 have only one parent in the home. The per capita income in this zip code is $10,464—only 32% of California's PCI. The 93702 area is ethnically diverse; 13% of the residents are Asian, 75% Hispanic, and 6% Black.

The Zimmerman Boys & Girls Club (540 N Augusta, Fresno, 92701) is located in Central Fresno. It is adjacent to Tehipite Middle School and also attracts youth from an elementary school located a few blocks away. Both are Title 1 schools.

California Department of Education data indicates 92% of children living within 1/2 mile of the Zimmerman B&G Club receive free/reduced price meals at school..

US Census data for zip code 93701 indicates 30% of adults 25 years and older have less than a 9th grade education and 76% of children are living in poverty. Eighty seven percent (87%) of the homes are renter occupied. The per capita income of those living within 1/2 mile of the Club is only $9,357--just 28% of California's PCI. The area is ethnically diverse with 11% Asian, 9% black and 70% Hispanic residents.

☒ Service area map attached as exhibit E

g. Estimate the number of unduplicated persons expected to benefit from the project:

1,012 unduplicated persons will receive a direct benefit from this project.

h. Income Documentation

CDBG-eligible programs primarily benefit persons who earn less than 80% of the area median income. A chart containing the income limits is included as a reference below. Applicants must select one of the three options for documenting how their activity will satisfy the income eligibility requirement. Please note, these income limits are subject to change. For the most current income limits please reference the link below:

https://www.hudexchange.info/resource/5334/cdbg-income-limits/

Household Size	30% AMI	50% AMI	80% AMI
1	14,650	24,400	39,050
2	16,750	27,900	44,600
3	18,850	31,400	50,200
4	20,900	34,850	55,750
5	22,600	37,650	60,250

☐ OPTION 1: Low-Income Clientele – Presumed Benefit
Select this option only if the program will exclusively serve one of the following clientele (select all that apply)

- ☐ Older Adults (62 and older)
- ☐ Severely Disabled Adults
- ☐ Abused Children
- ☐ Illiterate Adults
- ☐ Migrant Farm Workers

☐ OPTION 2: Low-Income Clientele – Other
Select this option if the program will serve a specific clientele not listed under the first option. The organization must document income eligibility for each program participant. Indicate below the types of documentation the organization will collect to verify income eligibility (select all that apply):

- ☐ Pay Stubs / Wage Statements
- ☐ W-2s
- ☐ Income Tax Returns
- ☐ Social Security Documentation
- ☐ Bank Statements
- ☐ Signed Certifications from Beneficiaries
- ☐ Other:
- ☐ Other:
- ☐ Other:

☒ OPTION 3: Low-Income Area
Select this option if the program will benefit all residents within the defined service area described in **3.d**.

i. Detailed Narrative Description of Project/Program
Describe the project/program in detail in the space below. Limit description to the space provided on this and the next page.

Boys & Girls Clubs implement five key elements for positive youth development by providing: 1) A safe, positive environment; 2) access to fun and a sense of belonging; 3) supportive relationships; 4) meaningful opportunities and expectations; and 5) formal and informal recognition.

Creating a supportive and inspiring community for young people cannot be overstated. High-quality youth development is fostered by an environment that is fun and safe, involves guidance provided by caring adults, and leads to a sense of belonging. With the help of City of Fresno CDBG funding, B&GCFC will address these key elements through the implementation of the following programs: Power Hour, Career Launch, Junior Staff, SMART Girls, Passport to Manhood and Healthy Habits.

Power Hour is a daily mandatory activity where youth, ages 6 to 18, focus on homework with tutors during the first hour after school. Professional, trained staff encourage young people to improve academic, behavioral and social skills through homework completion and tutoring. We provide one-on-one mentoring and homework help in a safe, socially-distanced, quiet space. This grant will enable us to continue offering extended learning opportunities and educational enrichment programming during the non-school hours, helping improve youth academic performance, discipline and encouraging them to graduate from high school, pursue a post-secondary education and develop a lifelong love of learning. Power Hour is offered at least 4x per week for 9 months. Staff document child participation with our child-tracking software. Attendance charts with stickers are used to encourage program participation and track accomplishments.

Career Launch is a 15-week career and job-training program that helps young people ages 13 to 18 explore a variety of careers, making sound educational decisions and prepare for the world of work. Staff implement a variety of activities to hone decision-making, problem solving and critical-thinking abilities—important skills for workplace success. Youth explore various careers based on their interests and talents. Teens learn to create resumes, complete job applications, and do mock interviews. Program activities focus on topics critical for career planning and job preparation. A total of 24 sessions, including "What is My Vision for the Future", "What's the Difference between a Job and a Career", "What is My Long Range Plan", "How can I Prepare for an Interview" are described in the Facilitators Guide.

Junior Staff Internships help promote leadership development and career preparation. It is a practical small-group program that assists Club teens age 13-18 in exploring a career in youth development or other human services with

a particular focus on Boys & Girls Club work. Every teen wants to earn money. Teen members are provided with age-appropriate skill-building opportunities and hands-on Club work experience in the areas of career development, apprenticeship, customer service and community service. In return they receive a paid stipend. Twenty-four teens will be chosen for these positions.

SMART Girls is a small-group program designed to help girls ages 8-17 develop and adopt a healthy attitude and lifestyle, as well as acquire and maintain a positive self-concept and, sound decision-making skills. It provides a safe setting in which girls can address health and social issues unique to them, and build the necessary skills to resist negative influences such as drugs, alcohol and premature sexual activity. Girls explore their own and societal attitudes and values as they build skills for eating right, staying physically fit, getting good health care and developing positive relationships with peers and adults.

Passport to Manhood addresses critical issues that young men face as they experience adolescense. Staff implements a 14-session program that concentrates on specific issues such as ethics, decision-making, wellness, ideas about fatherhood, employment and careers, cooperation and conflict, diversity, relationships and self-esteem. The goal of this program is to teach and promote responsibility, reinforce positive behavior and develop character in adolescent males.

Healthy Habits is a nutrition and healthy eating program. The program is organized into 14 sessions that guide members through 3 topic areas: defining health, applying nutritional information, and physical activity. Young people will learn how to de-stress and develop healthy lifestyles.

The Boys & Girls Clubs will engage youth and parents living in the neighborhood surrounding the Zimmerman, East Fresno, and West Fresno Clubs in a 6 week summer session involving Nutrition Education and Physical Activity. Families in this neighborhood make do with what they have and many times opt for cheap fast food rather than healthy alternatives. Participants will learn how to prepare healthy after-school snacks, make good food choices, and make healthy meals from fresh fruits and vegetables. In addition, they will prepare fresh fruit water as an alternative to soda for B&G members and parents.

Parents will be encouraged to participate, learning about healthy eating and incorporating this information into daily meals at home. With education about food choices and costs, and the in-person experience involving the new, fresh flavors of healthy foods, the participants will be encouraged to make changes in daily habits at school and home.

j. Collaboration
Briefly describe any collaboration efforts with other organizations for this project/program or related initiatives.

Collaborating Organization	Description of Collaboration
Building Better Communities	Provides free meals for kids, currently over 1,170 per week
Fresno Housing Authority	Recruitment/flyers, staffing, family involvement
Fresno Police Department	Meets, encourages, motivates, recreates and provides presentations and activities related to gang and drug prevention
Bringing Back Broken Neighborhoods Coalition	West Fresno collaborates to improve community resources via meetings, block parties, fairs, etc.
Fansler Foundation	Provides staffing and equipment for sports programs at Zimmerman, East & West Fresno Clubs
Central Valley Community Foundation	Resources for visiting colleges, providing pregnancy prevention classes to teens

4. Project/Program Budget

a. The City is interested in applicants that can deploy activities in a timely manner (12 months) while balancing the need to maintain high standards of program delivery. Please propose how you will address this need.

The Boys & Girls Clubs of Fresno County has extensive experience and capacity to manage, implement, and report to funders on grant program outcomes and financial reporting. Our experience with funders that require financial and program reporting include the County of Fresno CDBG, Fresno Housing Authority, Measure S funding in Sanger, Fresno County Probation Department, and the Office of Justice Juvenile Delinquency program on the federal level. We have successfully fulfilled all requirements and have the capacity and experience to provide the City of Fresno with all requested information and detail for youth participation.

B&GCFC has 15 Clubs located in urban and rural Fresno County. Our Clubs are open after school 5 days a week, when kids have free time and need a safe and positive place to learn and grow. We are unique in that we have our own facilities. Each Club has a computer lab, a games room, a library for homework help and art activities, and a Teen room. Every Club has full-time trained youth development professionals who are positive role models and mentors to both young people and their families.

All programs described in this proposal will be scheduled within a 12-month time period. Our proposal includes the following successful programs. Power Hour, offered throughout the school year, helps young people develop academic, behavioral and social skills through homework completion, learning activities and tutoring; SMART Girls, a 12-week program that will be offered twice, focuses on risky behaviors such as drug and alcohol use and premature sexual activity. Passport to Manhood, a 12-week program that will be offered twice, teaches and promotes responsibility, reinforcing positive behavior and developing character in adolescent males. Participants in Career Launch, an 8-week program, explore careers, how to make sound educational decisions, resume building, and job applications. Junior Staff, a 6-week program, provides hands-on work experience in areas of career development, apprenticeship, customer service and community service. Healthy Habits, a 12-week program that will be offered twice, improves knowledge of healthy habits, good nutrition and physical fitness, and strengthens participants' capacity to develop healthy lifestyles.

Our ability to offer these programs is dependent on the receipt of funding to support staff and materials.

BGCFC uses Child Tracking Software on a daily basis to track attendance and participation of each Club member. When they first become a member, they

sign up on a form and enter their age, ethnicity, school attended, parental consent, address and phone, any medications, etc. Information on the application is entered into our data base the day it is received. As the youth attends programs they write their name on the sign-in sheet and that data gets entered by the front counter staff on a daily basis. This way we know how many kids participated on any given day, and in what program they participated. In addition staff have qualitative observations on activities in the club, and positive and negative behaviors. They have weekly meetings to discuss members' progress in the Club and offer suggestions or role play to see how positive changes can be encouraged if needed. Information from all 3 Clubs informs leadership as to which staff or programs in which Clubs are successful and what if any remediation needs to take place. The organization is also able to tabulate the data as a whole for Board reports and strategizing growth for the future. Finally, it is reported to national Boys & Girls Clubs of America so that they can tabulate our work as an organization.

Our Clubs participate in the National Youth Outcomes Initiative (NYOI), survey administered to Club members each spring on a system developed by national BGCA. Those who attend the Club on average once per week or more are asked to take the survey, which gathers information on members' demographics, attendance and participation. Members are asked about their perceptions of the Club and the survey measures indicators of youth achievement.

The NYOI focuses on specific outcomes or behavioral changes in youth. The Internet-based survey tool is designed to collect and analyze data on whether Clubs are making a difference in member's lives. Once Club members complete the survey, the system automatically compiles the data and provides it to our organization.

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2022 – 2023. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
Fansler Foundation	Grant	$129,566	committed	

Taco Bell Foundation	Grant	$22,170	committed	
Rite Aid Foundation	Grant	$10,000	committed	
Kaiser Foundation	Grant	$25,000	committed	
OJJDP	Juvenile Delinquency	$45,623	committed	

c. Activity Budget Summary

Please complete Exhibit A – Operating Budget Summary.

The above referenced Budget worksheet is available at www.fresno.gov/housing under the 'Notices of Funding Available' tab.

Please note the following costs are not allowable for CDBG: bad debts; contingencies; contributions and donations; entertainment costs (including meals for social events and awards/graduation banquets); gifts or incentive awards to individuals; fines and penalties resulting from violations of or non-compliance with Federal, State, and Local laws; interest on borrowed capital; fundraising; investment management.

d. Prior-Year Financial Statement

Please attach a financial statement labeled as Exhibit B for the proposed program for the last full operating year. Failure to provide the financial statement will result in disqualification.

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY

☒ EXHIBIT B – PRIOR-YEAR AUDITED FINANCIAL STATEMENT INCLUDING STATEMENT OF ACTIVITIES, STATEMENT OF FINANCIAL POSITION AND STATEMENT OF CASH FLOWS (REQUIRED WHEN TOTAL FEDERAL GRANT AWARDS EQUALED OR EXCEEDED $750,000 DURING THE ANNUAL AUDIT PERIOD); OR

☐ EXHIBIT B – PRIOR-YEAR UNAUDITED FINANCIAL STATEMENT WHEN TOTAL FEDERAL GRANT AWARDS FOR THE ANNUAL AUDIT PERIOD WAS LESS THAN $750,000

Optional Additional Exhibits:

☒ EXHIBIT C – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

☒ EXHIBIT D – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)

☒ EXHIBIT E – SERVICE AREA MAP (REQUIRED IF NOT DESCRIBED IN 3.d.)

CITY OF FRESNO

OPERATING BUDGET SUMMARY (non-capital projects) - 2022

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
1 Director of Operations-direct services for program @ .15 FTE to oversee grant	$ 6,900	$ 1,656	$ 8,556	$ -	$ -	$ -	$ 37,570	Donors and corporate sponsors	$ 46,126
Unit Director West Fresno - Anna Smith @ .30FTE	$ 10,500	$ 2,520	$ 13,020	$ 2,000	$ -	$ -	$ 26,102	Foundations: Fansler, Taco Bell, Rite Aid, Kaiser, and OJJDP (Federal funding)	$ 41,122
Unit Director Zimmerman Club @ .30 FTE	$ 10,500	$ 2,520	$ 13,020	$ 2,000	$ -	$ -	$ 26,102	Foundations: Fansler, Taco Bell, Rite Aid, Kaiser, and OJJDP (Federal funding)	$ 41,122
Unit Director East Fresno Samantha Sierras @ .30FTE	$ 11,154	$ 2,677	$ 13,831	$ 2,000	$ -	$ -	$ 27,662	Foundations: Fansler, Taco Bell, Rite Aid, Kaiser, and OJJDP (Federal funding)	$ 43,493
3 Program Directors, 1 each at East Club, West Club and Zimmerman Club @ .30 FTE	$ 13,252	$ 3,180	$ 16,432	$ -	$ -	$ -	$ 20,615	Foundations: Fansler, Taco Bell, Rite Aid, Kaiser	$ 37,047
Program Assistant to implement Club programs at each of 3 Clubs @ .30 FTE	$ 12,825	$ 3,078	$ 15,903	$ -	$ -	$ -	$ 24,267	Foundations: Fansler, Taco Bell, Rite Aid, Kaiser	$ 40,170
Program Assistants (6) = 2 per Club x .50 FTE	$ -	$ -	$ -	$ -	$ -	$ -	$ 42,750	Foundations: Fansler, Taco Bell, Rite Aid, Kaiser	$ 42,750
Administrative Personnel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	No administrative Cost to this CDBG grant	$ -
Independent Contractors / Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
TOTAL PERSONNEL BUDGET	**$ 65,131**	**$15,631**	**$ 80,762**	**$ 6,000**	**$ -**	**$ -**	**$ 205,068**	**$ -**	**$ 291,830**
Supplies and Other Operating Costs									$ -
Worker's Comp			$ 670				$ 670	BGClub	$ 1,340
Insurance			$ 870				$ 670	BG Club	$ 1,540
Junior Staff - Workforce/career education: Teen employment stipends -3 Clubs x 3 sessions x 4 youth/session x $300 ($100/wk for 3 weeks)			$ 10,800						$ 2,880
Office Space - min. value at $4,000/year x 3 clubs			$ -				$ 12,000	In-kind BG Club utilities, furniture, computers, etc.	$ 12,000
Cooking equipment for the club and $150 / month for Healthy Habits cooking x 3 Clubs = $1800 x 3			$ 5,400				$ 3,600	In-kind BG Club existing utensils, blenders, kitchen equipment, pots, pans, etc.	$ 9,000
Office Supplies - computer supplies, paper, pens, etc. $30/mth x 3 clubs x 12			$ 1,080				$ 3,600	Donors and corporate sponsors	$ 4,680
Project Supplies - educational materials, arts, crafts books, sports equipment $50 x 3 clubs x 12			$ 1,800				$ 5,200	Donors and corporate sponsors	$ 7,000
Printing - flyers x 3 Clubs x $120			$ 360						$ 360
Travel			$ 400				$ 400	Donors	$ 800
Training			$ -					In kind Club	$ -
Internet/cable/TV/phone			$ 2,400				$ 2,400	In-kind BG Club	$ 4,800
Physical Education/Sports equipment $200 per Club			$ 600				$ 3,000	In-kind equipment in gymnasiums, baseball fields, soccer balls, etc.	$ 3,600
Facility Maintenance			$ 600						$ 600
TOTAL OCCUPANCY, SUPPLIES AND OTHER OPERATING BUDGET	**$ -**	**$ -**	**$ 24,980**	**$ -**	**$ -**	**$ -**	**$ 31,540**		**$ 56,520**
INDIRECT COSTS* (Select 1 indirect rate Only)									
Approved Indirect Cost Rate			$ -						$ -
De minimus 10 % Rate - BGC @ 9%			$ 11,500						$ 11,500
TOTAL INDIRECT COST BUDGET			**$ 11,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 11,500**
TOTAL PROJECT BUDGET			**$ 117,242**	**$ 6,000**	**$ -**	**$ -**	**$ 236,608**		**$ 359,850**

Please revise this form and annotate budget items as needed

All applicants are required to submit a copy of their organization's operating budget.

Part B, Exhibit D

COUNTY OF FRESNO
Lisa A. Smittcamp
District Attorney

March 2, 2022

RE: City of Fresno – CDBG Grant Application - Boys & Girls Clubs

To the City of Fresno,

It is my pleasure to support the Boys & Girls Clubs of Fresno County in seeking Community Development Block Grant Funds (CDBG) from the City of Fresno to support education, recreation, and prevention programs. As a member of their Board of Trustees, I am aware that the Boys & Girls Club has extensive experience providing successful after-school programs for youth and their families.

Our Asset Forfeiture Funds also support "Teen Nights" for the 3 Clubs listed in this grant at East Fresno, West Fresno, and Zimmerman. Our support encourages youth involvement with Law Enforcement officers to build trusting relationships between the youth and officers.

The Boys & Girls Clubs engage young people in activities with peers that help them reach their full potential. The Club serves children and families that have few resources. Youth come from families that have limited income and lack appropriate role models, so they receive little positive guidance. They are at high risk of becoming involved in drug use, gangs, and criminal activities.

The Boys & Girls Club provides a positive impact on the lives of youth in our City. CDBG funds will help the Clubs to serve youth activities involving problem-solving and critical thinking that develops their leadership skills, and physical activity that helps them manage stress and form positive relationships with peers.

I consider the Boys & Girls Clubs of Fresno County one of the leading youth development organizations in the region. I proudly support the Boys & Girls Clubs of Fresno County's grant application for CDBG funding and encourage you to give them every consideration.

Sincerely,

Lisa A. Smittcamp
District Attorney

2100 Tulare Street / Fresno, California 93721
(559) 600-3141 / Fax (559) 600-4400
Equal Opportunity Employer

Paul M. Gibson
1660 W. Alluvial Avenue
Fresno, CA 93711

March 1, 2022

To Whom It May Concern:

I'm writing in support of the Boys & Girls Club application for CDBG funding. As a youth development organization with skilled, caring professionals, the Boys & Girls Club of Fresno County is requesting funds to provide education, job training and recreation to young people at three (3) Boys & Girls Clubs: Zimmerman, West Fresno, and East Fresno.

Boys & Girls Clubs help young people shape their paths toward great futures. Staff members pay attention to each child's needs and their specific life situation. This allows staff to build healthy relationships and guide young people in developing the decision-making skills that are best for each child.

Both the East Fresno and West Fresno Boys & Girls Clubs are located in ethnically diverse neighborhoods where many households have only one parent and most have very little income. Nearly all the students attending nearby schools qualify for reduced fee/free lunch.

Boys & Girls Clubs are unique in that they have physical buildings or *Clubs* that are exclusive to kids and teens. They provide safe places where kids can go after school, a critical time. They offer programs and services that promote and enhance the development of boys and girls. There are no other organizations that serve youth through the implementation of research-based, outcome-driven programs in the neighborhoods surrounding Zimmerman, East and West Fresno Clubs.

The importance of supporting the Boys & Girls Club cannot be underestimated! Thank you for your thoughtful consideration of this application.

Sincerely,

Paul M. Gibson

California State Parks

Outdoor Equity Program Report

Project ID: 103885
Coordinates: 36.7508, -119.7793
Date: 7/15/2021

This is your project report for the site you have defined. Please refer to your **Project ID** above in any future communications about the project.

PROJECT AREA STATISTICS

County	Fresno
City	Fresno
Total Population	5,775
Youth Population	1,974
Senior Population	429
Households Without Access to a Car	489
Number of People in Poverty	3,235
Median Household Income	$22,608
Per Capita Income	$9,357
Park Acres	8.28
Park Acres per 1,000 Residents	1.43
Free/Reduced Priced Meals	91.6%
English Learners	15.5%

PROJECT AREA MAP

ZIMMERMAN BOYS & GIRLS CLUB
540 N. AUGUSTA ST.
FRESNO CA 93701



REPORT BACKGROUND

The project statistics have been calculated based on half mile radius around the point location selected. Only park acres within the project area's half mile radius are reported.

Population and people in poverty are calculated by determining the percent of any census block-groups that intersect with the project area. The project area is then assigned the sum of all the census block-group portions. An equal distribution in census block-groups is assumed. Rural areas are calculated at a census block level to improve results.

Median household and per capita income are calculated as a weighted average of the census block- group values that fall within the project area.

More information on the calculations is available on the methods page.

Demographics—American Community Survey (ACS) 5-year estimates 2014-2018; Decennial 2010 Census; the margin of error (MOE) was not analyzed.

Parks—California Protected Areas Database 2020a CFF adjusted (6/2020) - more information at http://www.CALands.org. Parks and park acres area based on best available source information but may not always contain exact boundaries or all parks in specific locations. Parks are defined further in the 2015 SCORP (pg. 4).

Schools—California Department of Education, 2019-2020.

Users can send updated information on parks to SCORP@parks.ca.gov

California State Parks

Outdoor Equity Program Report

Project ID: 103884
Coordinates: 36.7261, -119.8006
Date: 7/15/2021

This is your project report for the site you have defined. Please refer to your **Project ID** above in any future communications about the project.

PROJECT AREA STATISTICS

County	Fresno
City	Fresno
Total Population	4,538
Youth Population	1,643
Senior Population	537
Households Without Access to a Car	273
Number of People in Poverty	2,495
Median Household Income	$29,886
Per Capita Income	$10,840
Park Acres	9.11
Park Acres per 1,000 Residents	2.01
Free/Reduced Priced Meals	92.3%
English Learners	18.9%

PROJECT AREA MAP



REPORT BACKGROUND

The project statistics have been calculated based on half mile radius around the point location selected. Only park acres within the project area's half mile radius are reported.

Population and people in poverty are calculated by determining the percent of any census block-groups that intersect with the project area. The project area is then assigned the sum of all the census block-group portions. An equal distribution in census block-groups is assumed. Rural areas are calculated at a census block level to improve results.

Median household and per capita income are calculated as a weighted average of the census block- group values that fall within the project area.

More information on the calculations is available on the methods page.

Demographics—American Community Survey (ACS) 5-year estimates 2014-2018; Decennial 2010 Census; the margin of error (MOE) was not analyzed.

Parks—California Protected Areas Database 2020a CFF adjusted (6/2020) - more information at http://www.CALands.org. Parks and park acres area based on best available source information but may not always contain exact boundaries or all parks in specific locations. Parks are defined further in the 2015 SCORP (pg. 4).

Schools—California Department of Education, 2019-2020.

Users can send updated information on parks to SCORP@parks.ca.gov

California State Parks

Outdoor Equity Program Report

Project ID: 103882
Coordinates: 36.7263, -119.7541
Date: 7/15/2021

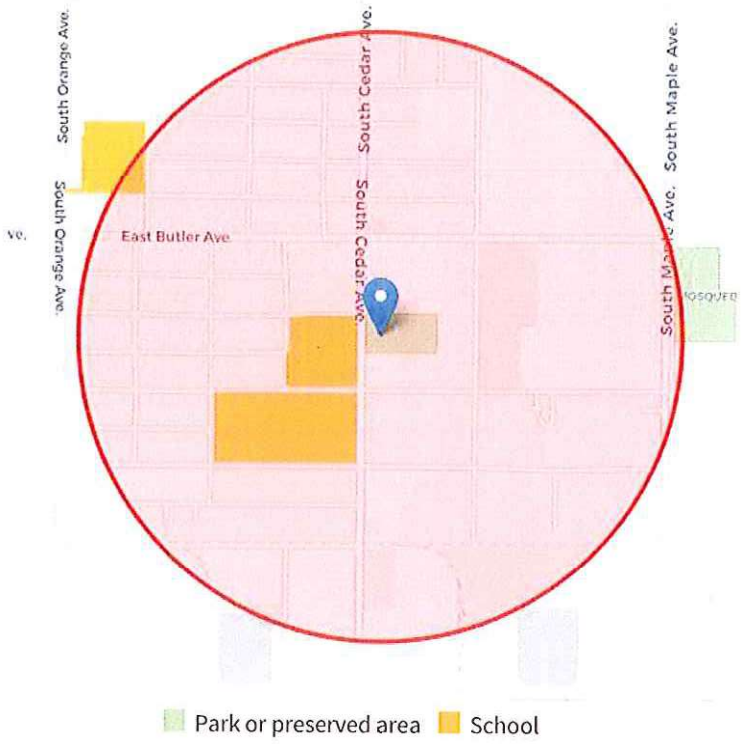
This is your project report for the site you have defined. Please refer to your **Project ID** above in any future communications about the project.

PROJECT AREA STATISTICS

County	Fresno
City	Fresno
Total Population	6,355
Youth Population	2,065
Senior Population	458
Households Without Access to a Car	208
Number of People in Poverty	2,582
Median Household Income	$26,972
Per Capita Income	$10,532
Park Acres	5.19
Park Acres per 1,000 Residents	0.82
Free/Reduced Priced Meals	92.6%
English Learners	20.4%

PROJECT AREA MAP

EAST FRESNO BOYS & GIRLS CLUB
1621 S. CEDAR AVE
FRESNO CA 93702



REPORT BACKGROUND

The project statistics have been calculated based on half mile radius around the point location selected. Only park acres within the project area's half mile radius are reported.

Population and people in poverty are calculated by determining the percent of any census block-groups that intersect with the project area. The project area is then assigned the sum of all the census block-group portions. An equal distribution in census block-groups is assumed. Rural areas are calculated at a census block level to improve results.

Median household and per capita income are calculated as a weighted average of the census block- group values that fall within the project area.

More information on the calculations is available on the methods page.

Demographics—American Community Survey (ACS) 5-year estimates 2014-2018; Decennial 2010 Census; the margin of error (MOE) was not analyzed.

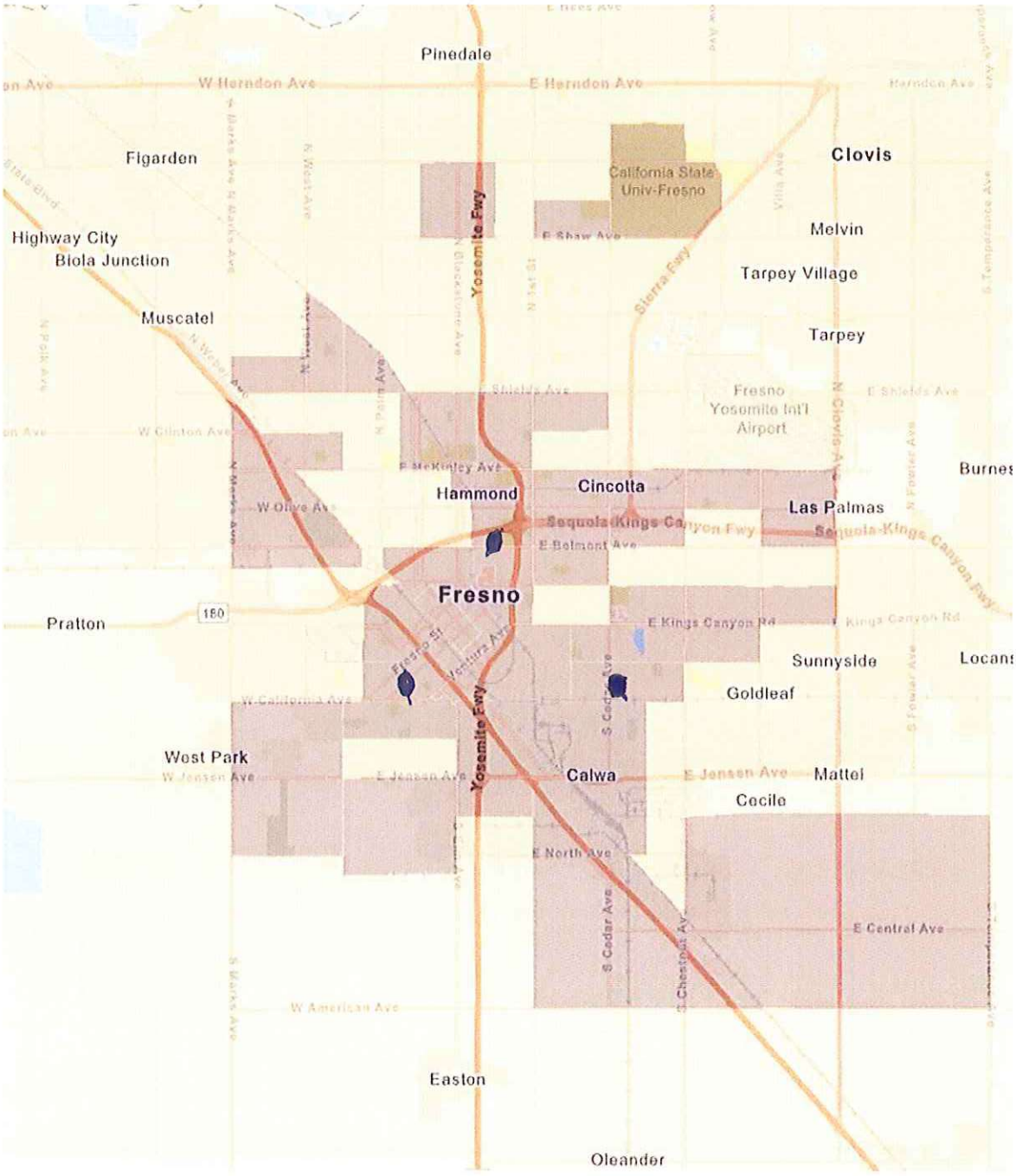
Parks—California Protected Areas Database 2020a CFF adjusted (6/2020) - more information at http://www.CALands.org. Parks and park acres area based on best available source information but may not always contain exact boundaries or all parks in specific locations. Parks are defined further in the 2015 SCORP (pg. 4).

Schools—California Department of Education, 2019-2020.

Users can send updated information on parks to SCORP@parks.ca.gov

Appendix G: Racially/Ethnically Concentrated Areas of Poverty (RECAPs)

The Owner-Occupied Home Repair, Public and Community Services, and Public Infrastructure and City-Owned Facility Improvements applications award additional points for projects that are targeted to areas designated by HUD as Racially/Ethnically Concentrated Areas of Poverty (RECAPs). The below map indicates the location of these census tracts within the City (shaded areas). If you are unsure if the location of your proposed activity is within a RECAP tract, contact us for support.



Chinatown Fresno Foundation

PY 2022–2023 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization:	*Fictitious Name (if applicable):*
Chinatown Fresno Foundation	
DUNS Number of Organization:	*Federal Tax ID Number:*
06-160-1710	82-4272279
Date of Incorporation:	*Date of 501(c)(3) Determination:*
1/5/2018	2/28/2018
Mailing Address of Organization:	*Organization Website Address:*
912 F Street	www.chinatownfresno.org
Name of President (or Chair of the Board):	*E-mail Address:*
Morgan Doizaki	mdoizaki@centralfish.com
Name of Chief Executive or Executive Director:	*E-mail Address:*
Jan Minami	*chinatown93706@gmail.com*
Name of the Secretary:	*E-mail Address:*
June Stanfield	kaysmith2665@gmail.com
Name of Treasurer (or Chief Financial Officer):	*E-mail Address:*
Eduardo Lopez	edster08@mail.fresnostate.edu

Principal Contact Person :	*Principal Contact's Title:*	*Principal Contact's Physical Address (Street Address, Suite, City, State, ZIP):*
Jan Minami	Project Director	912 F Street, Fresno CA 93706
Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
559.859.1763	559.393.0774	chinatown93706@gmail.com

Name of Authorized Signatory :	*Title of Authorized Signatory:*
Morgan Doizaki	*Board Chair*
Signature of Authorized Official:	*Date of Signature:*
see signature page attached	

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information

Part A, Section 2: Mission Statement
Please provide the organization's mission statement within the below space:

Foster civic pride and enhance the quality of life by generating additional sources of funds to support the improvement of the social, physical, and cultural environment of Historic Chinatown Fresno.

Part A, Section 3: Organizational Capacity and Management
Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) TBD - hiring	Executive Director	TBD
2) Jan Minami	Project Director	25
3)		
4)		
5)		

Board of Directors

How often does your Board of Directors regularly meet?
Monthly
List current Board of Directors below:

1) Renatta Carter-Ford
2) Alex Cervantes
3) Morgan Doizaki
4) Tom Freund
5) Ben Gitmed
6) Christina Husbands
7) Eduardo Lopez
8) Lupe Perez
9) Doug Seibert Jr
10) June Stanfield

Financial Management

1) Has an audit been performed on the proposing organization's accounting procedures within the last two years?

☐ Yes ☒ No If yes, name of auditor: _____

2) Is the agency audited every year? ☐ Yes ☒ No

3) Were any management letters issued as a result of the last audit? If yes, explain.
N/A

4) Provide the name of staff responsible for your agency's accounting system

Name: Jan Minami
Title: Project Director
Phone/Email: 559.859.1763

Authorized Signatories

If your organization is selected for funding, signatures from persons bearing titles from each of the two lines below will be required by your organization.

1. Board Chair, President, or Vice President
2. Treasurer, Secretary, or Assistant Secretary

If you will be unable to provide the two requested signatures, or intend to otherwise deviate from the standard signature authority, please indicate the names and titles of the authorized signatories below and provide the names and titles of the person(s) authorized to execute agreements on behalf of your organization in your board certified resolution.

Authorized Signatory Name	Authorized Signatory Title
1) Morgan Doizaki	Board Chair
2) Eduardo Lopez	Treasurer

☐ Board Resolution providing for the signature authority of persons to sign agreements on behalf of the entity is attached (required before a subrecipient agreement will be executed).

To view the City's policy regarding signature authority, including a sample signature page and sample certification, view Administrative Order 4-1 at:
https://www.fresno.gov/personnel/human-resources-support/#tab-2

Part A, Section 4: Summary of Attached Applications:
Provide number and total dollar amount of applications by Application Type

- **Homeless and Homelessness Prevention Programs**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public and Community Services**

Number of Applications	*Total Dollar Amount Requested*
1	$ 40,000

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
1	$ 40,000

Required Attachments to Part A
Select all attachments included.

☒ **Part A, Exhibit 1** – Organization's U.S. Internal Revenue Service 501(c)(3) Determination of Exemption Letter (Required)

☒ **Part A, Exhibit 2** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 3** – Bylaws of the Organization (Required)

☐ **Part A, Exhibit 4** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☒ **Part A, Exhibit 5** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 6** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds).

☐ **Part A, Exhibit 7** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 10 percent of modified total direct costs)

☐ **Part A, Exhibit 8 –** Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application (Required; the Resolution must be submitted to the City by 4:00 PM, Friday, March 18, 2022)

PY 2022–2023 APPLICATION
Public and Community Service Programs

NOTE: This application is not for public services to benefit primarily homeless and individuals at risk of homelessness or for Fair Housing programs. If you are a homeless provider, please use the Homeless and Homelessness Prevention Application. Fair Housing Programs will be requested on a separate NOFA to be released on a date yet to be determined.

1. **Project Summary Information** – please complete the below summary information for the project/program.

   Project Name (10 words or less): Business Visibility Initiative of the Make Time Business School

   Amount Requested: $ 4000,000.00

   This is a:

   ☐ New Project/Program

   ☒ Existing Project/Program

   Provide a short description of the proposed program/activity. (1 to 3 sentences and must fit in the provided space).

Make Time Business School offers free training for Chinatown micro-enterprise businesses. The focus this year is increasing visibility for Chinatown businesses. Building a strong social media presence and improving the physical appearances of the businesses benefit both individual businesses and the Chinatown commercial neighborhood.

If this is a new project/program, please briefly explain how CDBG funds will be used to increase the level of service.

CDBG funding will allow introduction of the Business Visibility Initiative to the Make Time Business School, giving Chinatown micro-enterprises access to one-to-one guidance that helps them expand their customer base and grow their businesses.

2. Organizational Capacity

a. Briefly describe how your organization's prior activities have resulted in meaningful impact:

Over four years, the Chinatown Fresno Foundation has united the community, created a Cultural Gallery to honor Chinatown heritage, launched the Empowerment Center and Make Time Business School to focus on business support and assistance, hired experienced business development personnel, developed connections with governments (City of Fresno, Fresno County) and organizations (Central Valley Community Foundation, Fresno County EDC), media, business owners and property owners.

b. Describe the organization's experience with administering federally-funded programs of this nature.

Project Director Jan Minami spent three years administering federal grants for Food Commons Fresno. The organization received and is implementing a CDBG grant for PY21.

c. For how many years has the organization administered activities of the type described in this application?

4

d. Does the organization have the following in place (check box if 'yes')?

☒ Written policies and procedures for the proposed project or program (i.e. intake, eligibility)

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, and how existing resources are insufficient to meet this need:

Even with ongoing support from the Foundation, many Chinatown businesses are struggling to improve their customer base and their bottom line. Disinvestment, road construction and the pandemic continue to create barriers to success.

New resources are needed to create visibility and expand the customer base for individual businesses, raising the level of Chinatown commerce. New resources are also needed to improve the physical appearance of businesses in this historic neighborhood.

b. Briefly describe the target population and how the project will meet the specific needs of the target population. and how the project will be marketed to the target population.

Over 75% of the businesses operating within the Chinatown neighborhood are micro-enterprises. They operate in a challenging market with no direct connection to a residential population, ongoing road construction and the pandemic. In this atmosphere of economic isolation, improving visibility of individual businesses will expand avenues to reach new customers.

Relying on input from micro-enterprises in Chinatown, we determined that improving the digital and physical appearance of businesses would have a strong immediate impact on the neighborhood.

All businesses will be contacted by direct mail. We will use in-person visits, phone calls and text messages when that is possible. The information will be included in our newsletter, on our website, and announced at meetings.

c. Describe consultation efforts made with the target population in the development of the proposed activity.

The Chinatown Board of Directors represent business and property owners in the neighborhood. Several of them own micro-enterprises. In discussing the needs of the business community, the Board, and particularly the Executive Board and Board Chair, have been active in creating and improving this year's proposal. Three additional micro-enterprises were consulted and helped shape the plan details.

Overall, six owners of micro-enterprises helped create and evaluate the proposed Business Visibility Initiative and approved the direction for the School.

d. Describe the marketing plan for the proposed activity and how the organization will ensure it reaches the target population.

MARKETING PLAN 1. Hire an outreach and social media specialist to work with businesses

2. Through an initial neighborhood assessment of all Chinatown businesses, create a comprehensive micro-enterprise database

3. Engage up to 20 micro-enterprise business owners in the Business Visibility Initiative of the Make Time Business School through an Organizational Meeting

4. Begin one-to-one consulting for social media and business/building image. Paid and volunteer experts, including Chinatown Fresno staff, will be brought in as needed

4. Track the efforts for feedback on social media improvements and improvements to interior spaces, facades and signage

5. Evaluate through a follow-up survey of Chinatown businesses and outside business experts to determine improvements made

e. The City's Analysis of Impediments to Fair Housing Choice recommends that the City prioritize investments in areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook). Will this program be:

☐ Offered Citywide

☐ Offered Citywide with an emphasis and affirmative marketing toward RECAPs

☒ Offered exclusively to residents of RECAPs

f. Describe the service area:
Note: Strong applications will include specifically defined services areas such as 'residents within ½ mile radius of [facility address]' or 'residents within the boundaries defined on the attached map.'

Chinatown Fresno is bounded by Ventura Street on the south, Freeway 99 on the west, Fresno Street on the north and the railroad tracks on the east.

As a mixed-use urban neighborhood located on the western boundary of Downtown Fresno, Chinatown Fresno is primarily commercial. Decades of disinterest and disinvestment by government, agencies and nonprofits has bred distrust. A concerted economic development effort is needed to support these businesses.

☒ Service area map attached as exhibit D

g. Estimate the number of unduplicated persons expected to benefit from the project:

20 unduplicated persons will receive a direct benefit from this project.

h. Income Documentation

CDBG-eligible programs primarily benefit persons who earn less than 80% of the area median income. A chart containing the income limits is included as a reference below. Applicants must select one of the three options for documenting how their activity will satisfy the income eligibility requirement. Please note, these income limits are subject to change. For the most current income limits please reference the link below:

https://www.hudexchange.info/resource/5334/cdbg-income-limits/

Household Size	30% AMI	50% AMI	80% AMI
1	14,650	24,400	39,050
2	16,750	27,900	44,600
3	18,850	31,400	50,200
4	20,900	34,850	55,750
5	22,600	37,650	60,250

☐ OPTION 1: Low-Income Clientele – Presumed Benefit
Select this option only if the program will exclusively serve one of the following clientele (select all that apply)

- ☐ Older Adults (62 and older)
- ☐ Severely Disabled Adults
- ☐ Abused Children
- ☐ Illiterate Adults
- ☐ Migrant Farm Workers

☐ OPTION 2: Low-Income Clientele – Other
Select this option if the program will serve a specific clientele not listed under the first option. The organization must document income eligibility for each program participant. Indicate below the types of documentation the organization will collect to verify income eligibility (select all that apply):

- ☐ Pay Stubs / Wage Statements
- ☐ W-2s
- ☐ Income Tax Returns
- ☐ Social Security Documentation
- ☐ Bank Statements
- ☐ Signed Certifications from Beneficiaries
- ☐ Other:
- ☐ Other:
- ☐ Other:

☒ OPTION 3: Low-Income Area
Select this option if the program will benefit all residents within the defined service area described in **3.d**.

i. Detailed Narrative Description of Project/Program
Describe the project/program in detail in the space below. Limit description to the space provided on this and the next page.

Chinatown Fresno deserves a prosperous business community. The Business Visibility Initiative of the Make Time Business School will create visibility for individual businesses as well as the Chinatown business community. Quoting Barak Obama, “When we succeed, we succeed because of our individual initiative, but also because we do things together.” Chinatown micro-enterprises have been succeeding because of their individual initiative. We offer the opportunity for them to succeed together – to be part of a stabilized and enhanced Chinatown business environment.

The Chinatown Fresno Foundation is committed to “strengthen our business and property assets.” This Initiative is aimed directly at building economic and community development through strengthening business and property assets. For Chinatown, the challenges are many. Chinatown Fresno is disconnected from the rest of Downtown Fresno by the railroad tracks, as well as from its former residential community to the west by Highway 99. Customers must make an effort to shop in Chinatown. Disappointed customers will not come back.

We have developed the Make Time Business School to make Chinatown micro-enterprises as competitive as possible, expanding economic opportunities for individual owners and fostering job growth. An expanding job market in Chinatown produced by the Business School and the Business Visibility Initiative can also lead to affordable housing demand, another priority in Chinatown.

Over 75% of Chinatown businesses are micro-enterprises. It is particularly challenging for owners of businesses this small to make time for business improvement and expansion. The Make Time Business School will address this challenge by approaching business visibility in multiple directions.

Not only will the Business School assure competence in social media skills, but a short video will be created for each business to use. These will be compiled as a promotion called Chinatown Thrive. Not only will each business receive a lengthy assessment of their interior and exterior spaces, but we are seeking separate funding for façade renovation and signage improvements. Restoration of historic signs that remain on many Chinatown buildings would be a bonus.

NEIGHBORHOOD ASSESSMENT An initial survey will be sent to all businesses, determining those that are micro-enterprises, those that have an

Detailed Narrative Description of Project/Program (Continued from previous page)

existing social media presence and those that are aware of their business image. An existing Chinatown database will be updated with this information. Ongoing feedback from businesses will be tracked and monitored. A similar survey will be conducted at the end of the year for comparison purposes.

ORGANIZATIONAL MEETING All Chinatown micro-enterprises will be invited to the organizational meeting by mail, e-newsletter, social media and in person. The purpose is to introduce the concept of developing a story for each business, a story that emphasizes the importance of the results of using a business's products or services. During this meeting, we can determine social media readiness, marketing and customer relations needs and the state of the business image, both digital and physical. This is the jumping-off point for one-on-one consulting for up to twenty individual business owners.

CONSULTING A new outreach person will be hired to work with businesses through the process of creating visibility. If a business needs a particular type of expertise beyond the scope of our staff, that experienced person will be found. In consultation with existing staff, a plan will be developed for each business.

OTHER NOTES

1. Micro-enterprises that are part of the Make Time Business School for PY21 will be more prepared than other businesses are likely to be, but there is much to be offered with this Initiative that goes beyond the basics of Year One and will be beneficial for all businesses. Though the focus is engaging businesses new to the Business School, those from PY21 are welcome if there is space.

2. By social media, we mean newsletter and website development, Facebook, Instagram, Yelp and email marketing.

3. A videographer will shoot and edit footage to develop a 30-second "sizzle reel" for each business. The combination of all the individual videos will be assembled to promote the Chinatown neighborhood.

SUMMARY Chinatown's commercial district consists primarily of micro-enterprises that operate in a long-neglected neighborhood. The PY21 Make Time Business School is proving to be an important resource for the businesses involved. Building on that effort, the Business Visibility Initiative will build steps to success that lead to job growth and improved quality of life in Chinatown.

j. Collaboration
Briefly describe any collaboration efforts with other organizations for this project/program or related initiatives.

Collaborating Organization	Description of Collaboration
Access+ Capital	Financial incentives for façade and signage improvemernts
Hmong Chamber of Commerce	Social media support
Fresno Area Hispanic Foundation	Technical support
Fresno County Economic Development Corporation	Technical support
Downtown Fresno Partnership	Business survey consultation

4. Project/Program Budget

a. The City is interested in applicants that can deploy activities in a timely manner (12 months) while balancing the need to maintain high standards of program delivery. Please propose how you will address this need.

Since the Chinatown Fresno Foundation currently operates the Make Time Business School for basic business instruction, the new Business Visibility Initiative can be incorporated easily. It can be developed within two months of approval. New outreach staff will be hired upon awarding of the funds. The Organizational Meeting will be scheduled in mid- to late-summer with consulting beginning by September. All work will wrap up by the end of February.

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2022 – 2023. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
Union Bank	Community Development	$5,000	Pending	June, 2022
Alaska Airlines Corporate Giving Program	Socioeconomic Mobility	$5,000	Pending	April 31, 2022
Sony	Create Action Grant Program	$10,000	Pending	April 15, 2022

c. Activity Budget Summary

Please complete Exhibit A – Operating Budget Summary.

The above referenced Budget worksheet is available at www.fresno.gov/housing under the 'Notices of Funding Available' tab.

Please note the following costs are not allowable for CDBG: bad debts; contingencies; contributions and donations; entertainment costs (including meals for social events and awards/graduation banquets); gifts or incentive awards to individuals; fines and penalties resulting from violations of or non-compliance with Federal, State, and Local laws; interest on borrowed capital; fundraising; investment management.

d. Prior-Year Financial Statement

Please attach a financial statement labeled as Exhibit B for the proposed program for the last full operating year. Failure to provide the financial statement will result in disqualification.

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY

☐ EXHIBIT B – PRIOR-YEAR AUDITED FINANCIAL STATEMENT INCLUDING STATEMENT OF ACTIVITIES, STATEMENT OF FINANCIAL POSITION AND STATEMENT OF CASH FLOWS (REQUIRED WHEN TOTAL FEDERAL GRANT AWARDS EQUALED OR EXCEEDED $750,000 DURING THE ANNUAL AUDIT PERIOD); OR

☒ EXHIBIT B – PRIOR-YEAR UNAUDITED FINANCIAL STATEMENT WHEN TOTAL FEDERAL GRANT AWARDS FOR THE ANNUAL AUDIT PERIOD WAS LESS THAN $750,000

Optional Additional Exhibits:

☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

☒ EXHIBIT C – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)

☒ EXHIBIT D – SERVICE AREA MAP (REQUIRED IF NOT DESCRIBED IN 3.d.)

Exhibit A: Operating Project Budget Summary (or, submit via Excel)

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel (enter position titles):									
Business Visibility Coordinator	19.000	4,750	**23,750**						**23,750**
Administrative Personnel (enter position titles):									
Executive Director	4,000	1,000	**5,000**						**5,000**
Independent Contractors / Consultants (enter position titles):									
Project Director	4,500		**4,500**						**4,500**
TOTAL PERSONNEL BUDGET	$27,500	$5,750	**$33,250**	$	$	$	$	$	**$33,250**
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
Organizational									
Meeting Expenses			**215**						**215**
Project Supplies			**1,000**						**1,000**
Content Experts			**900**						**900**
Videographer			**1,000**						**1,000**
façade Renovation							12,000		**12,000**
Signage Repair							3,000		**3,000**
TOTAL OTHER DIRECT COSTS			**$3,115**	$	$	$	$15,000	$	**$18,115**
INDIRECT COSTS (Select 1 indirect rate Only)									
Approved Indirect Cost Rate									
De minimus 10 % Rate			**3,635**						**3,635**
TOTAL INDIRECT COST BUDGET			**$3,635**	$	$	$	$	$	**$3,635**
TOTAL PROJECT BUDGET	**$27,500**	**$5,750**	**$40,000**	**$**	**$**	**$**	**$**	**$**	**$55,000**

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.

Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 10% of Modified Total Direct Costs (defined in 2 CFR 200.68).

FRESNO METRO MINISTRY
CELEBRATING 50 YEARS OF COMMUNITY INVESTMENT

3845 N. CLARK STREET. SUITE 101, FRESNO, CA 93726 PH. 559.485.1416 FAX 559.485.9109
INFO@FRESNOMETMIN.ORG WWW.FRESNOMETOMIN.ORG TAX ID # 94-2181848

March 2, 2022

Morgan Doizaki, Board Chair
Chinatown Fresno Foundation
912 F Street
Fresno CA 93706

Re: Community Development Block Grant,
Micro-Enterprise Assistance

Dear Morgan,

Fresno Metro Ministry, which founded the Better Blackstone Community Development Corporation, has worked closely with the Chinatown Fresno Foundation the past 4 years.

We know that neighborhood organizations like the Chinatown Fresno Foundation are essential to the commercial success of their neighborhood. As the Executive Director of Fresno Metro Ministry, and as CEO of Better Blackstone, I understand the importance of this organizational support. Better Blackstone is committed to seeing new investment and revitalization of the Blackstone corridor.

Both Better Blackstone and the Chinatown Fresno Foundation belong to the Community and Economic Development Partnership (CEDP), joining a dozen other neighborhood organizations throughout Fresno. Through CEDP, I am familiar with the operation of the Foundation and am confident that they can provide the business support services they are proposing.

Your ongoing initiative, the Make Time Business School, can have a tremendous impact on each participating business. Business success in a challenging neighborhood like Chinatown is based on understanding how to run a business and draw customers. Tackling visibility for businesses, both their online presence and their physical presence, is a smart move.

This Community Development Block Grant for Micro-Enterprise Assistance and the Make Time Business School would be greatly beneficial for the Chinatown district, and for Fresno as a whole. We strongly support your efforts and this grant application to support your efforts.

Sincerely,

Keith Bergthold

Executive Director of Fresno Metro Ministry, CEO, of Better Blackstone CDC

Morgan Doisaki, Board Chair

Chinatown Fresno Foundation

912 F. Street

Fresno, California 93706

RE: Proposal for Community Development Block Grant for Micro-Enterprise Assistance

March 3, 2022

I write to offer my full support for the proposal for the CCBG Block Grant for Micro-Enterprise Assistance by the Chinatown Fresno Foundation.

The classes I taught for the last 2 decades at Fresno State frequently involved local community benefit organizations, so I am familiar with many of the small nonprofits in Fresno. I have known about the Chinatown Fresno Foundation since their first year in operation. Students I taught engaged in projects with the Foundation. The organization is well-run, and I believe that they will continue to be successful in whatever program they put in place. Their initiative, the Make Time Business School, is an innovative way to encourage business owners to use some of their valuable time to improve their skills and become more successful. In these challenging times, the awards will be most beneficial. This Community Development Block Grant for Micro-Enterprise Assistance that would fund the Year Two of the Make Time Business School would be greatly beneficial for Chinatown and Chinatown businesses. As a downtown Fresno resident as well, I cannot think of a more appropriate use for these funds.

Sincerely,

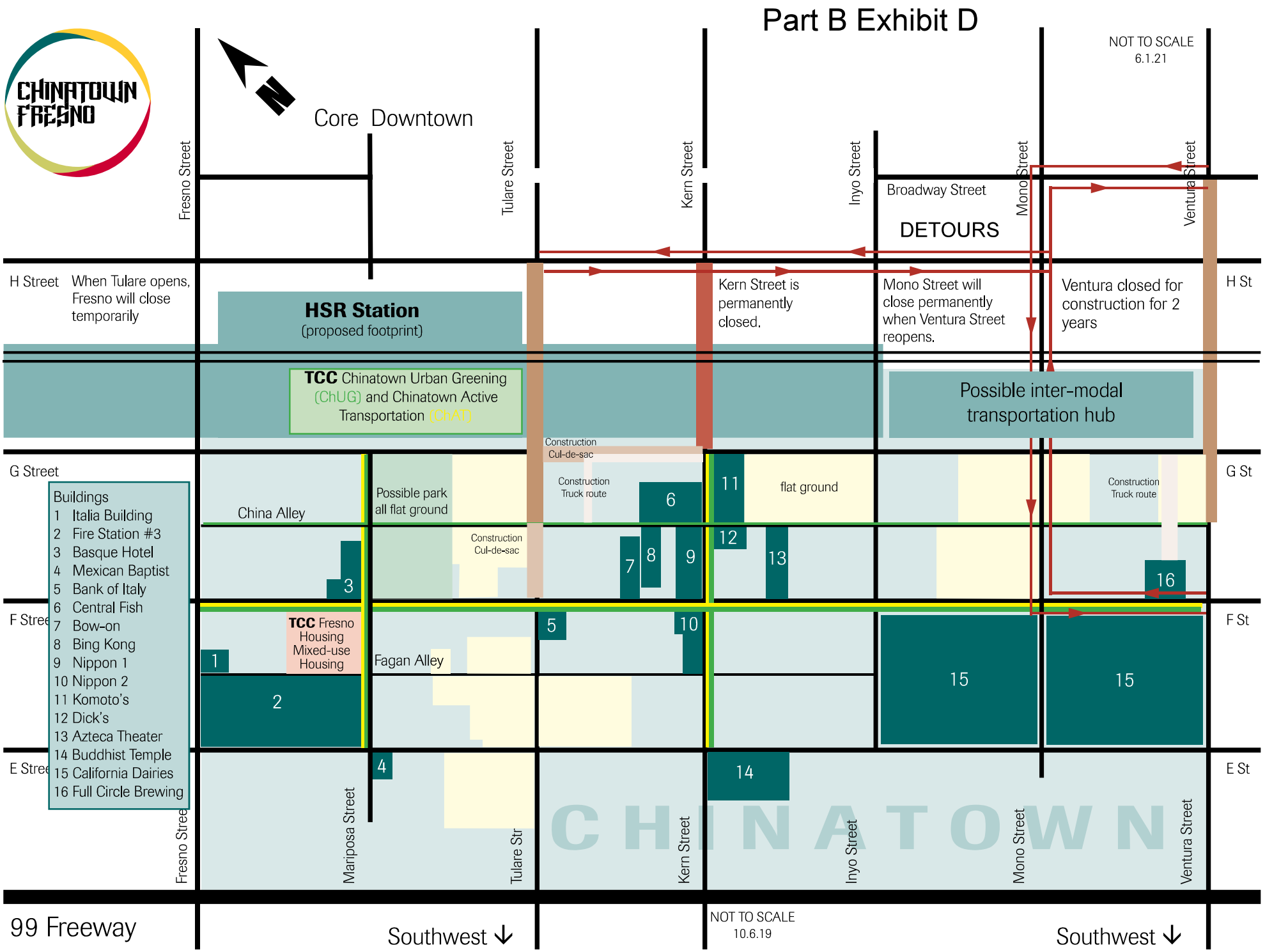


Don R. Simmons, Ph.D.

Distinguished Lecturer (Retired), Humanics at Fresno State

College of Social Sciences

California State University, Fresno


Part B Exhibit D
NOT TO SCALE
6.1.21
CHINATOWN FRESNO
Core Downtown
Fresno Street
Tulare Street
Kern Street
Inyo Street
Broadway Street
Mono Street
Ventura Street
DETOURS
H Street
When Tulare opens, Fresno will close temporarily
HSR Station
(proposed footprint)
Kern Street is permanently closed.
Mono Street will close permanently when Ventura Street reopens.
Ventura closed for construction for 2 years
H St
TCC Chinatown Urban Greening (ChUG) and Chinatown Active Transportation (ChAT)
Possible inter-modal transportation hub
Construction Cul-de-sac
G Street
G St
Construction Truck route
flat ground
China Alley
Possible park all flat ground
Construction Cul-de-sac
Construction Truck route
F Street
F St
TCC Fresno Housing Mixed-use Housing
Fagan Alley
E Street
E St
Mariposa Street
Fresno Street
Tulare Street
Kern Street
Inyo Street
Mono Street
Ventura Street
CHINATOWN
Buildings
1 Italia Building
2 Fire Station #3
3 Basque Hotel
4 Mexican Baptist
5 Bank of Italy
6 Central Fish
7 Bow-on
8 Bing Kong
9 Nippon 1
10 Nippon 2
11 Komoto's
12 Dick's
13 Azteca Theater
14 Buddhist Temple
15 California Dairies
16 Full Circle Brewing
99 Freeway
Southwest
NOT TO SCALE
10.6.19
Southwest

PARCS

PY 2022–2023 CONSOLIDATED NOFA
PART A – COVER PAGE:
UNIT OF GOVERNMENT

Part A, Section 1: General Information

Legal Name of the Unit of Government:
City of Fresno - PARCS

DUNS Number:
071887855

Federal Tax ID Number:
94-6000338

Office Location:
1515 E. Divisadero Street, Fresno, CA 93721

Organization Website Address:
https://www.fresno.gov/parks/

Director:
Aaron Aguirre

E-mail Address:
Aaron.Aguirre@Fresno.gov

Manager:
Shelby MacNab

E-mail Address:
Shelby.MacNab@Fresno.gov

Financial Officer:
Dary Boualamsy

E-mail Address:
Dary.Boualamsy@Fresno.gov

Principal Contact Person :
Shelby MacNab

Principal Contact's Title:
Business Manager

Principal Contact's Physical Address (Street Address, Suite, City, State, ZIP):
1515 E. Divisadero Street
Fresno, CA 93721

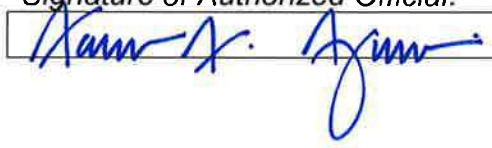
Primary Phone #:
559-621-2957

Alternative Phone #:
559-240-2041

E-mail Address:
Shelby.MacNab@Fesno.gov

Name of Authorized Signatory :
Aaron Aguirre

Title of Authorized Signatory:
Director

Signature of Authorized Official:


Date of Signature:
3.4.2022

PARCS After School Program

PY 2022–2023 APPLICATION
Public and Community Service Programs

NOTE: This application is not for public services to benefit primarily homeless and individuals at risk of homelessness or for Fair Housing programs. If you are a homeless provider, please use the Homeless and Homelessness Prevention Application. Fair Housing Programs will be requested on a separate NOFA to be released on a date yet to be determined.

1. **Project Summary Information –** please complete the below summary information for the project/program.

   Project Name (10 words or less): Neighborhood Park After School Program

   Amount Requested: $ 315,000.00

   This is a:

   ☐ New Project/Program

   ☒ Existing Project/Program

   Provide a short description of the proposed program/activity. (1 to 3 sentences and must fit in the provided space).

Funding for this program provides high quality after school program services, camps and enrichment activities for youth ages 5-17 at community centers and neighborhood parks. After school programming improves quality of life for youth through recreation.

If this is a new project/program, please briefly explain how CDBG funds will be used to increase the level of service.

CDBG funding will be used for staffing and to deliver drop-in and structured recreational programming at neighborhood community centers and parks. Short-term camps and enrichment activities in the areas like arts, theatre, dance, fitness, sports, culinary arts wil be funded to create access to new experiences for youth.

2. Organizational Capacity

a. Briefly describe how your organization's prior activities have resulted in meaningful impact:

The City of Fresno Parks, After School, Recreation and Community Services (PARCS) Department has provided after school and neighborhood park programming for decades. This programming provides a safe place for youth to build relationships with their peers, seek assistance with homework, develop new skills, pursue sports, arts and other recreational activities.

b. Describe the organization's experience with administering federally-funded programs of this nature.

The PARCS Department has participated in CDBG funded service delivery for more than a decade, and has the fiscal controls and staffing in place to manage federally-funded programs in accordance with regulations. The team responsible for oversight of the funding and operational oversight of the program has nearly 100 years of combined experience relevant to community program and grant administration.

c. For how many years has the organization administered activities of the type described in this application?

40

d. Does the organization have the following in place (check box if 'yes')?

☒ Written policies and procedures for the proposed project or program (i.e. intake, eligibility)

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, and how existing resources are insufficient to meet this need:

This proposal addresses the need for access to high quality, no-cost youth programming delivered at neighborhood locations that are safe and accessible to youth. No-cost after school programs are often oversubscribed and have long waitlists. Providing services at community centers helps address unmet demand for after school programming.

CDBG funding pays for part of the cost to deliver programming. Funds are leveraged with local funding to maximize reach.

b. Briefly describe the target population and how the project will meet the specific needs of the target population. and how the project will be marketed to the target population.

The target population to be served are youth ages 5-17 from low-income households. Youth in this age range need opportunities to develop social and emotional skills, reinforce academic skills, build resilience and try new sports and activities that enrich their quality of life. PARCS After School Programming provides the target population with activities designed to support development and resilience for youth of all ages. For marketing plans, see section 3-d.

c. Describe consultation efforts made with the target population in the development of the proposed activity.

After school programming provided at neighborhood community centers has been shaped based on feedback received from Operations Managers who are responsible for community center operations, and PARCS' Action Sports Program Manager. Their feedback indicates that youth would like to participate in drop in recreation as well as structured camps and special events that include opportunities to learn theatre arts, dance, art, culinary arts, gardening and other specialized skills.

d. Describe the marketing plan for the proposed activity and how the organization will ensure it reaches the target population.

After school programming, camps, or workshops will be marketed with flyers and posters placed at neighborhood center sites, shared on the City of Fresno website and social media accounts. Information will also be shared with principals and administrators at neighborhood schools within 1 mile of the community center. Printed and digital materials will be provided in multiple languages to maximize accessibility for target audiences. This marketing plan is presumed to reach the target population by using multiple communication methods across a variety of locations where our target population and their guardians congregate and/or seek information about recreation.

e. The City's Analysis of Impediments to Fair Housing Choice recommends that the City prioritize investments in areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook). Will this program be:

☐ Offered Citywide

☒ Offered Citywide with an emphasis and affirmative marketing toward RECAPs

☐ Offered exclusively to residents of RECAPs

f. Describe the service area:
Note: Strong applications will include specifically defined services areas such as 'residents within ½ mile radius of [facility address]' or 'residents within the boundaries defined on the attached map.'

Program will primarily serve youth within a 1 mile radius of each of the ten locations. All locations except Einstein Playground are located in RECAPS.

Alfonso Hernandez Jr./Dickey Youth Center - 1515 E. Divasadero

Einstein Playground - 3566 E. Dakota

Fink White - 535 S. Trinity Ave

Frank H. Ball - 760 Mayor Ave

Holmes Playground - 212 S. First

Lafayette Neighborhood Center - 1516 E. Princeton

Maxie L. Parks - 1802 E. California

Quigley - 808 W. Dakota

Romain Neighborhood Center - 745 N. First

Ted C. Wills Community Center - 770 N. San Pablo

☒ Service area map attached as exhibit B

g. Estimate the number of unduplicated persons expected to benefit from the project:

400 unduplicated persons will receive a direct benefit from this project.

h. Income Documentation

CDBG-eligible programs primarily benefit persons who earn less than 80% of the area median income. A chart containing the income limits is included as a reference below. Applicants must select one of the three options for documenting how their activity will satisfy the income eligibility requirement. Please note, these income limits are subject to change. For the most current income limits please reference the link below:

https://www.hudexchange.info/resource/5334/cdbg-income-limits/

Household Size	30% AMI	50% AMI	80% AMI
1	14,650	24,400	39,050
2	16,750	27,900	44,600
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4	20,900	34,850	55,750
5	22,600	37,650	60,250

☐ OPTION 1: Low-Income Clientele – Presumed Benefit
Select this option only if the program will exclusively serve one of the following clientele (select all that apply)

- ☐ Older Adults (62 and older)
- ☐ Severely Disabled Adults
- ☐ Abused Children
- ☐ Illiterate Adults
- ☐ Migrant Farm Workers

☐ OPTION 2: Low-Income Clientele – Other
Select this option if the program will serve a specific clientele not listed under the first option. The organization must document income eligibility for each program participant. Indicate below the types of documentation the organization will collect to verify income eligibility (select all that apply):

- ☐ Pay Stubs / Wage Statements
- ☐ W-2s
- ☐ Income Tax Returns
- ☐ Social Security Documentation
- ☐ Bank Statements
- ☐ Signed Certifications from Beneficiaries
- ☐ Other:
- ☐ Other:
- ☐ Other:

☒ OPTION 3: Low-Income Area
Select this option if the program will benefit all residents within the defined service area described in **3.d**.

i. Detailed Narrative Description of Project/Program
Describe the project/program in detail in the space below. Limit description to the space provided on this and the next page.

CDBG currently provides funding for 10 Neighborhood Centers located throughout the City of Fresno. These centers range in size from 1,500 square feet to 41,000 square feet and are primarily located in RECAPS, throughout the low income areas of Fresno. These neighborhood park sites included: Holmes playground, Ted C. Wills Community Center, Romain Playground, Maxie L Parks Community Center, Frank H. Ball Playground, Fink White Neighborhood Center, Quigley Park, Dickey Youth and Development Center, Einstein Park and Lafayette Park.

The centers are open Monday through Friday from either 3pm – 7pm or 3pm – 8pm depending on whether or not the facility has a gymnasium. In addition Frank H. Ball, Ted C. Wills, Holmes and Romain are open on Saturdays from noon-5pm.

During shelter in place and other COVID-19 restrictions, participation numbers declined. Based on these trends and increased marketing efforts, PARCS estimates a minimum of 400 unique participants in program year 22-23. Marketing efforts will aim to bring reach up to pre-pandemic numbers as COVID-19 restrictions are eased.

In addition to standard, drop-in recreation,specialized programming and camps will be piloted by staff during the program year to gauge youth interest and grow attendance at the centers. Staff will pilot promotion, registration and other aspect of specialized programming to inform best practices for operations.

Programming at the centers includes, but is not limited to the following;

- Performing arts and talent shows
- Family Fun night – which promotes family fitness, unity and recreation
- Nature hikes
- Teen Leadership Program – Learning valuable job skills
- Arts and Crafts
- Neighborhood Park Youth Sports leagues
- Character development programs

- Large group games
- Homework Centers
- Summer and Winter Break Day Camps
- A Healthy snack/ lunch program in partnership with the EOC
- Healthy cooking classes
- Karate Classes
- Break Dancing Classes
- Service Oriented Projects like Pride in your park, SPCA Clean up, etc.
- Thematic Holiday Special Events Including Kids Fest, Santa's Village, Haunted Yard, etc.

Programming at these centers provides a safe space for at-risk youth to seek mentorship and access to engaging recreational activities. Programming is designed to reach all ages and is tailored to respond to youth interests.

j. Collaboration
Briefly describe any collaboration efforts with other organizations for this project/program or related initiatives.

Collaborating Organization	Description of Collaboration
Fresno Economic Opportunities Comission (EOC)	Provides sack lunch for youth

4. Project/Program Budget

a. The City is interested in applicants that can deploy activities in a timely manner (12 months) while balancing the need to maintain high standards of program delivery. Please propose how you will address this need.

PARCS managers and supervisors have decades of experience leading recreational activities and youth programming. Staff providing direct services recieve training and tools to ensure programming is high quality. Programming schedules are prepared monthly and guide implementation at community centers. Established processes will allow PARCS to begin providing programming immediately following execution of the grant agreement.

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2022 – 2023. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
HUD	CDBG	$315,000	Pending	7/1/22
General/Measure P Funds	PARCS Operating	$4,400,000	Pending	7/1/22

c. Activity Budget Summary

Please complete Exhibit A – Operating Budget Summary.

The above referenced Budget worksheet is available at www.fresno.gov/housing under the 'Notices of Funding Available' tab.

Please note the following costs are not allowable for CDBG: bad debts; contingencies; contributions and donations; entertainment costs (including meals for social events and awards/graduation banquets); gifts or incentive awards to individuals; fines and penalties resulting from violations of or non-compliance with Federal, State, and Local laws; interest on borrowed capital; fundraising; investment management.

d. Prior-Year Financial Statement

Please attach a financial statement labeled as Exhibit B for the proposed program for the last full operating year. Failure to provide the financial statement will result in disqualification.

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY

☐ EXHIBIT B – PRIOR-YEAR AUDITED FINANCIAL STATEMENT INCLUDING STATEMENT OF ACTIVITIES, STATEMENT OF FINANCIAL POSITION AND STATEMENT OF CASH FLOWS (REQUIRED WHEN TOTAL FEDERAL GRANT AWARDS EQUALED OR EXCEEDED $750,000 DURING THE ANNUAL AUDIT PERIOD); OR

☐ EXHIBIT B – PRIOR-YEAR UNAUDITED FINANCIAL STATEMENT WHEN TOTAL FEDERAL GRANT AWARDS FOR THE ANNUAL AUDIT PERIOD WAS LESS THAN $750,000

Optional Additional Exhibits:

☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

☐ EXHIBIT – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)

☒ EXHIBIT B – SERVICE AREA MAP (REQUIRED IF NOT DESCRIBED IN 3.d.)

Exhibit A: Operating Project Budget Summary (or, submit via Excel)

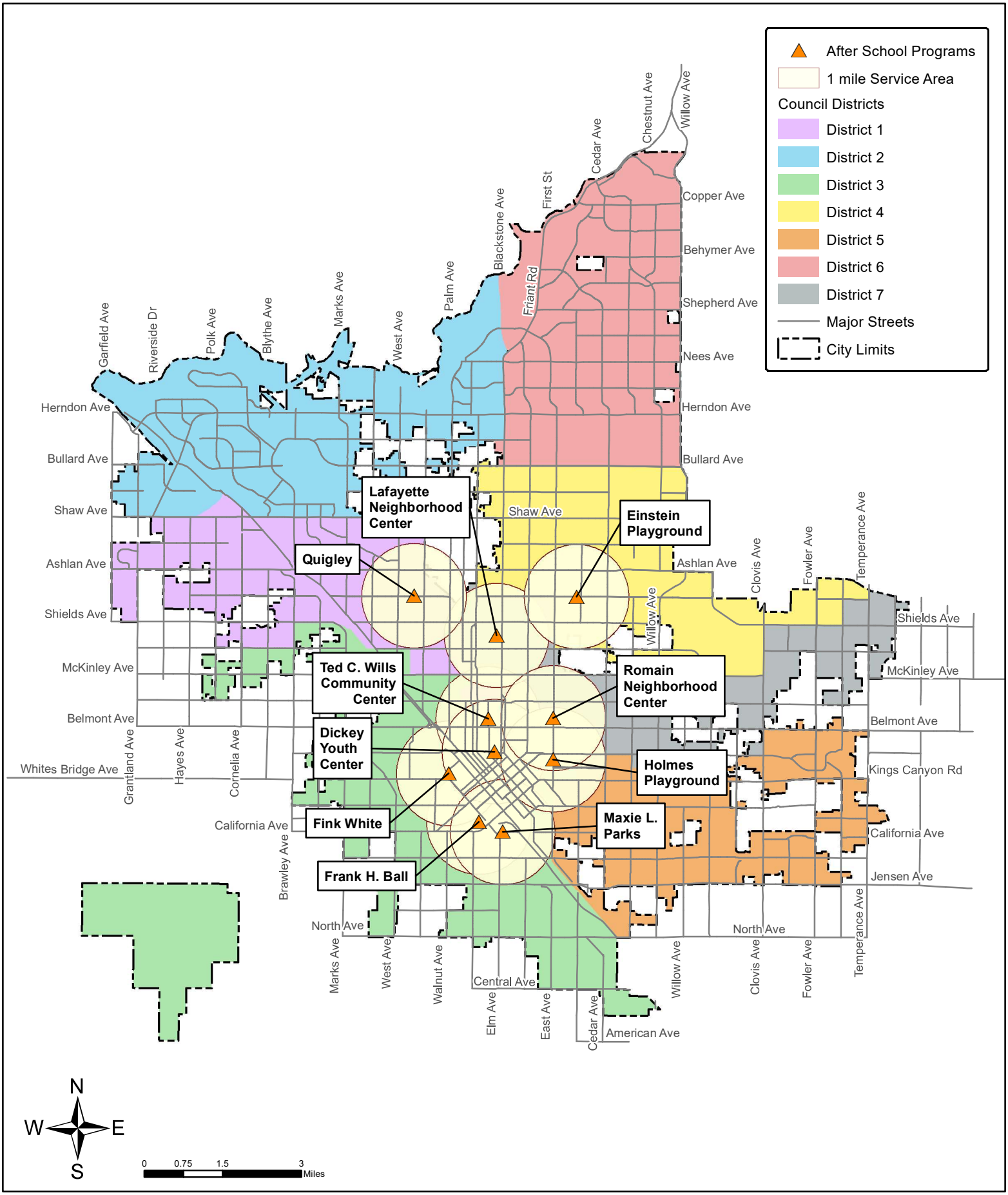
Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel (enter position titles):									
Administrative Personnel (enter position titles):									
Independent Contractors / Consultants (enter position titles):									
TOTAL PERSONNEL BUDGET	$	$	**$**	$	$	$	$	$	**$**
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
TOTAL OTHER DIRECT COSTS			**$**	$	$	$	$	$	**$**
INDIRECT COSTS (Select 1 indirect rate Only)									
Approved Indirect Cost Rate									
De minimus 10 % Rate									
TOTAL INDIRECT COST BUDGET			**$**	$	$	$	$	$	**$**
TOTAL PROJECT BUDGET	$	$	$	$	$	$	$	$	$

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.

Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 10% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Exhibit 2
After School Program Centers

City of Fresno, PARCS Department



File Path: H:\USER\ErikaAJ\MXDs\COF_PARCS_AfterSchoolPrograms_20220301.mxd

Updated: 3/1/2022

CITY OF FRESNO

OPERATING BUDGET SUMMARY (non-capital projects)

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel:									
Services Aides (temps)	291,070.00	23,930.00	**315,000.00**			1,836,339.00			**2,151,339.00**
Rec Specialist 18 @ 50%			-			627,532.92			**627,532.92**
Comm Rec Assistant 18 @50%			-			533,696.34			**533,696.34**
[enter position title]			-						-
[enter position title]			-						-
Administrative Personnel:									
Rec Manager (4) @25%			-			122,496.38			**122,496.38**
			-						-
			-						-
Independent Contractors / Consultants:									
[enter position title]			-						-
[enter position title]			-						-
TOTAL PERSONNEL BUDGET	$ 291,070.00	$ 23,930.00	**$ 315,000.00**	$ -	$ -	$ 3,120,064.65	$ -	$ -	**$ 3,435,064.65**
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
Supplies						1,323,306.00			**1,323,306.00**
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
TOTAL OTHER DIRECT COSTS			**$ -**	$ -	$ -	$ 1,323,306.00	$ -	$ -	**$ 1,323,306.00**
INDIRECT COSTS* (Select 1 indirect rate Only)									
Approved Indirect Cost Rate									-
De minimus 10 % Rate									-
TOTAL INDIRECT COST BUDGET			**$ -**	$ -	$ -	$ -	$ -	$ -	**$ -**
TOTAL PROJECT BUDGET	**$ 291,070.00**	**$ 23,930.00**	**$ 315,000.00**	**$ -**	**$ -**	**$ 4,443,370.65**	**$ -**	**$ -**	**$ 4,758,370.65**

Please revise this form and annotate budget items as needed

All applicants are required to submit a copy of their organization's operating budget.

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.

Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 10% of Modified Total Direct Costs (defined in 2 CFR 200.68).

PARCS Senior Enrichment Program

PY 2022–2023 APPLICATION
Public and Community Service Programs

NOTE: This application is not for public services to benefit primarily homeless and individuals at risk of homelessness or for Fair Housing programs. If you are a homeless provider, please use the Homeless and Homelessness Prevention Application. Fair Housing Programs will be requested on a separate NOFA to be released on a date yet to be determined.

1. **Project Summary Information –** please complete the below summary information for the project/program.

   Project Name (10 words or less): Senior Enrichment Program

   Amount Requested: $ 480,000.00

   This is a:

   ☐ New Project/Program

   ☒ Existing Project/Program

   Provide a short description of the proposed program/activity. (1 to 3 sentences and must fit in the provided space).

The Senior Enrichment Program provides recreational activities at up to 10 community centers in the City of Fresno for low and moderate income senior (>62 years) populations. Activities include: arts and crafts, educational and skill-building workshops, nutrition education, therapeutic recreation, gardening, special events and excursions. The purpose of the program is to improve quality of life and strengthen community resiliency.

If this is a new project/program, please briefly explain how CDBG funds will be used to increase the level of service.

In addition to funding existing programming, CDBG funding will be used to extend the service day at the Ted C. Wills community center to pilot full-day programming for seniors.

2. Organizational Capacity

a. Briefly describe how your organization's prior activities have resulted in meaningful impact:

The City of Fresno Parks, After School, Recreation and Community Services (PARCS) Department has an established senior hot meals program that includes senior recreation opportunities and reached 700+ unique individuals annually (pre-pandemic). The recreational opportunities offered at community centers throughout the City of Fresno have provided seniors a safe space to connect with their peers, pursue lifelong education, and enhance their quality of life through recreation.

b. Describe the organization's experience with administering federally-funded programs of this nature.

The PARCS Department has participated in CDBG funded service delivery for more than a decade, and has the fiscal controls and staffing in place to manage federally-funded programs in accordance with regulations. The team responsible for internal oversight of the funding and senior enrichment program delivery has over 35 years of combined experience relevant to program and grant administration.

c. For how many years has the organization administered activities of the type described in this application?

29

d. Does the organization have the following in place (check box if 'yes')?

☒ Written policies and procedures for the proposed project or program (i.e. intake, eligibility)

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, and how existing resources are insufficient to meet this need:

This proposal addresses the need to engage seniors in recreational opportunities, lifelong learning, skill development and community building to improve quality of life.

Senior Enrichment Programming is funded in part by CDBG, with local funding sources leveraged to make programming possible. Combining funds in this way ensures sufficient funding is available for program delivery.

b. Briefly describe the target population and how the project will meet the specific needs of the target population. and how the project will be marketed to the target population.

The target population are low- to moderate-income seniors aged 62 and older. Seniors have communicated a need for enrichment activities through surveys and ongoing collective action efforts to advocate for senior center services. Senior Enrichment Program services funded by CDBG are provided in lower-income areas of town where seniors tend to live on fixed incomes and may not have transportation or the means to participate in paid programming.

Providing no-cost recreational opportunities at neighborhood community centers in a congregate setting eliminates barriers to participation and strengthens independent living skills. It fosters a sense of community connection and supports social, emotional and physical wellness among populations that are vunerable to isolation and the mental and physical health impacts associated with it. Please see question "3-d" for the marketing plan.

c. Describe consultation efforts made with the target population in the development of the proposed activity.

The PARCS Department surveys seniors who are active in existing programming. According to surveys, seniors report an interest in recreational activities tailored specifically to their age group, interests and abilities. Based on the growing demand for senior programming, the PARCS Department has restructured to include a dedicated Program Manager role to lead senior programming. The Program Manager will use senior survey feedback and industry best practices to shape enrichment programming around the evolving needs of the target population.

d. Describe the marketing plan for the proposed activity and how the organization will ensure it reaches the target population.

The PARCS Department has hired a Communications Coordinator and a Program Manager who will work together to tailor marketing and outreach to serve senior populations. Services will be marketed to the target population through placing information on the City's website, social media accounts and distribution/posting of printed materials. All information will be provided in multiple languages in an accessible format. Printed materials (posters, banners, brochures and/or flyers) will be placed at community centers throughout the City. A senior survey will also be conducted to get feedback from existing participants to inform program operations and marketing.

To expand community outreach, referral information will be provided to two community service centers including United Way's Community Service Center (211) and the City of Fresno's Customer Service Center (311). Information will also be provided to community partners such as the Community Food Bank, Fresno Madera Agency on Aging, Fresno County libraries, social service programs and other organizations serving the target population.

This marketing plan is presumed to reach the target population by using multiple communication methods across a variety of locations where low-income seniors congregate and/or seek information or resources. The marketing plan will also focus on promoting enrichment and encouraging seniors to return to programming. Pre-pandemic the program reached approximately 700 older adults per year. Estimated reach for 2022-23 is a minimum of 350 seniors, with the aim of reaching higher numbers through marketing and promotion efforts.

e. The City's Analysis of Impediments to Fair Housing Choice recommends that the City prioritize investments in areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook). Will this program be:

☒ Offered Citywide

☒ Offered Citywide with an emphasis and affirmative marketing toward RECAPs

☐ Offered exclusively to residents of RECAPs

f. Describe the service area:
Note: Strong applications will include specifically defined services areas such as 'residents within ½ mile radius of [facility address]' or 'residents within the boundaries defined on the attached map.'

Services will be offered to low-income older adults and seniors (>62 years) at the following ten locations:

1) Bulldog and 6th - 1343 E. Barstow

2) Inspiration Park - 5770 W. Gettysburg

3) Lafayette Neighborhood Park - 1516 E. Princeton Ave

4) The Link - Mckinley and Blackstone - 1507 N Blackstone Ave

5) Mary Ella Brown Community Center - 1350 E. Annadale Ave.

6) Mosqueda Community Center - 4670 E. Butler Ave.

7) Pinedale Community Center - 7170 N. San Pablo Ave.

8) Romain Park - 745 N. First Street

9) Senior Citizens Village - 1917 S. Chestnut Ave.

10) Ted C. Wills Community Center - 770 N. San Pablo

☒ Service area map attached as exhibit B

g. Estimate the number of unduplicated persons expected to benefit from the project:

350 unduplicated persons will receive a direct benefit from this project.

h. Income Documentation

CDBG-eligible programs primarily benefit persons who earn less than 80% of the area median income. A chart containing the income limits is included as a reference below. Applicants must select one of the three options for documenting how their activity will satisfy the income eligibility requirement. Please note, these income limits are subject to change. For the most current income limits please reference the link below:

https://www.hudexchange.info/resource/5334/cdbg-income-limits/

Household Size	30% AMI	50% AMI	80% AMI
1	14,650	24,400	39,050
2	16,750	27,900	44,600
3	18,850	31,400	50,200
4	20,900	34,850	55,750
5	22,600	37,650	60,250

☒ OPTION 1: Low-Income Clientele – Presumed Benefit
Select this option only if the program will exclusively serve one of the following clientele (select all that apply)

- ☒ Older Adults (62 and older)
- ☐ Severely Disabled Adults
- ☐ Abused Children
- ☐ Illiterate Adults
- ☐ Migrant Farm Workers

☒ OPTION 2: Low-Income Clientele – Other
Select this option if the program will serve a specific clientele not listed under the first option. The organization must document income eligibility for each program participant. Indicate below the types of documentation the organization will collect to verify income eligibility (select all that apply):

- ☐ Pay Stubs / Wage Statements
- ☐ W-2s
- ☐ Income Tax Returns
- ☐ Social Security Documentation
- ☐ Bank Statements
- ☒ Signed Certifications from Beneficiaries
- ☐ Other:
- ☐ Other:
- ☐ Other:

☐ OPTION 3: Low-Income Area
Select this option if the program will benefit all residents within the defined service area described in **3.d**.

i. Detailed Narrative Description of Project/Program
Describe the project/program in detail in the space below. Limit description to the space provided on this and the next page.

Senior Enrichment Programming will be offered at up to 10 locations throughout the City. Programming is offered up to five days a week at each location for four hours, and includes a variety of programming to support the whole person, supporting physical, mental and social wellbeing for senior populations. Activities offered include: exercise and fitness classes, guest speakers, community service presentations, arts and crafts, educational workshops tailored to the unique needs of seniors, painting, bingo, gardening, cooking, nutrition education, digital literacy, intergenerational events, performing arts, games, dance, day-trip excursions and other special events.

Programming hours will be periodically extended to accommodate special events. Additionally, the PARCS program will pilot full day senior programming at one location (Ted C. Wills) in Spring 2023. The staffing budget reflects any extra costs for extended day programming to accommodate this pilot.

All CDBG funding will be used toward staffing costs. Local funding will be used toward staffing costs and supplies.

j. Collaboration
Briefly describe any collaboration efforts with other organizations for this project/program or related initiatives.

Collaborating Organization	Description of Collaboration
Fresno Madera Agency on Aging (FMAAA)	FMAAA provides funding for senior hot meals and/or meals on wheels programming. This complements senior enrichment by providing nutrition assistance for senior program participants. No funding is associated with this grant proposal.
Community Based Organizations	Partners from a variety of community based organizations will be invited as guest speakers to support PARCS enrichment programming. No CDBG funding will be used toward any associated fees or costs.

4. Project/Program Budget

a. The City is interested in applicants that can deploy activities in a timely manner (12 months) while balancing the need to maintain high standards of program delivery. Please propose how you will address this need.

As an established program with administrative and operational oversight in place, the Senior Enrichment Program can be delivered in a timely manner. The established and recurring nature of the senior enrichment schedule allows PARCS to document expenditures and regularly draw down CDBG grant funding in accordance with all program delivery requirements while maintainined high standards of program delivery.

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2022 – 2023. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
Local	General Fund	$50,000	Pending	7/1/22
Local	Measure P	$300,000	Pending	7/1/22
Federal	CDBG	$480,000	Pending	7/1/22

c. Activity Budget Summary

Please complete Exhibit A – Operating Budget Summary.

The above referenced Budget worksheet is available at www.fresno.gov/housing under the 'Notices of Funding Available' tab.

Please note the following costs are not allowable for CDBG: bad debts; contingencies; contributions and donations; entertainment costs (including meals for social events and awards/graduation banquets); gifts or incentive awards to individuals; fines and penalties resulting from violations of or non-compliance with Federal, State, and Local laws; interest on borrowed capital; fundraising; investment management.

d. Prior-Year Financial Statement

Please attach a financial statement labeled as Exhibit B for the proposed program for the last full operating year. Failure to provide the financial statement will result in disqualification.

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY

☐ EXHIBIT B – PRIOR-YEAR AUDITED FINANCIAL STATEMENT INCLUDING STATEMENT OF ACTIVITIES, STATEMENT OF FINANCIAL POSITION AND STATEMENT OF CASH FLOWS (REQUIRED WHEN TOTAL FEDERAL GRANT AWARDS EQUALED OR EXCEEDED $750,000 DURING THE ANNUAL AUDIT PERIOD); OR

☐ EXHIBIT B – PRIOR-YEAR UNAUDITED FINANCIAL STATEMENT WHEN TOTAL FEDERAL GRANT AWARDS FOR THE ANNUAL AUDIT PERIOD WAS LESS THAN $750,000

Optional Additional Exhibits:

☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

☐ EXHIBIT – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)

☒ EXHIBIT B – SERVICE AREA MAP (REQUIRED IF NOT DESCRIBED IN 3.d.)

Exhibit A: Operating Project Budget Summary (or, submit via Excel)

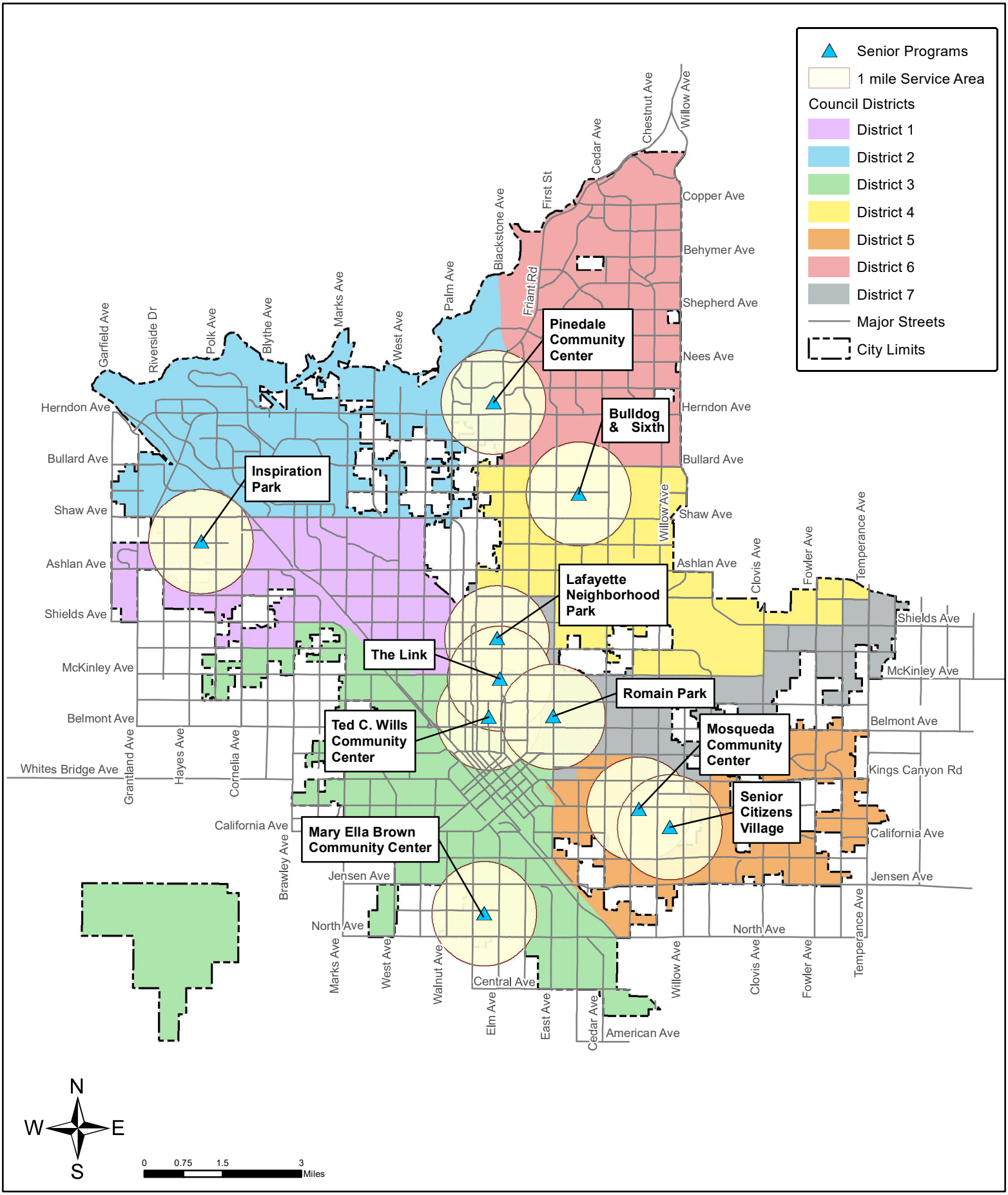
Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel (enter position titles):									
Administrative Personnel (enter position titles):									
Independent Contractors / Consultants (enter position titles):									
TOTAL PERSONNEL BUDGET	$	$	**$**	$	$	$	$	$	**$**
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
TOTAL OTHER DIRECT COSTS			**$**	$	$	$	$	$	**$**
INDIRECT COSTS (Select 1 indirect rate Only)									
Approved Indirect Cost Rate									
De minimus 10 % Rate									
TOTAL INDIRECT COST BUDGET			**$**	$	$	$	$	$	**$**
TOTAL PROJECT BUDGET	$	$	$	$	$	$	$	$	$

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.

Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 10% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Exhibit 1
Senior Program Centers

City of Fresno, PARCS Department



File Path: H:\USER\ErikaAJ\MXDs\COF_PARCS_SeniorPrograms_20220302.mxd

Updated: 3/2/2022

CITY OF FRESNO

OPERATING BUDGET SUMMARY (non-capital projects)

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel:									
Recreation Specialist 33%						20,582.10			**20,582.10**
Recreation Specialist(temp)	23,100.00	1,767.15	**24,867.15**						**24,867.15**
Services Aide (27 temps) 1080 hrs	421,200.00	32,221.80	**453,421.80**						**453,421.80**
			-						-
Administrative Personnel:									
Program Manager 33%			-			29,486.76			**29,486.76**
Operations Managers (4) 5%			-			20,774.08			**20,774.08**
			-						-
Independent Contractors / Consultants:									
			-						-
			-						-
TOTAL PERSONNEL BUDGET	$ 444,300.00	$ 33,988.95	**$ 478,288.95**	$ -	$ -	$ 70,842.94	$ -	$ -	**$ 549,131.89**
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
Supplies						248,028.00			**248,028.00**
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
TOTAL OTHER DIRECT COSTS			**$ -**	$ -	$ -	$ 248,028.00	$ -	$ -	**$ 248,028.00**
INDIRECT COSTS* (Select 1 indirect rate Only)									
Approved Indirect Cost Rate									-
De minimus 10 % Rate									-
TOTAL INDIRECT COST BUDGET			**$ -**	$ -	$ -	$ -	$ -	$ -	**$ -**
TOTAL PROJECT BUDGET	**$ 444,300.00**	**$ 33,988.95**	**$ 478,288.95**	**$ -**	**$ -**	**$ 318,870.94**	**$ -**	**$ -**	**$ 797,159.89**

Please revise this form and annotate budget items as needed

All applicants are required to submit a copy of their organization's operating budget.

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.

Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 10% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Self-Help Enterprises

PY 2022–2023 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization:	*Fictitious Name (if applicable):*
Self-Help Enterprises	
DUNS Number of Organization:	*Federal Tax ID Number:*
056179906	94-1592676
Date of Incorporation:	*Date of 501(c)(3) Determination:*
January 14, 1965	April 1965
Mailing Address of Organization:	*Organization Website Address:*
P.O. Box 6520, Visalia, CA 93291	www.selfhelpenterprises.org
Name of President (or Chair of the Board):	*E-mail Address:*
Thomas J. Collishaw, President/CEO	tomc@selfhelpenterprises.org
Name of Chief Executive or Executive Director:	*E-mail Address:*
Thomas J. Collishaw, President/CEO	*tomc@selfhelpenterprises.org*
Name of the Secretary:	*E-mail Address:*
Kathryn L. Long-Pence, Secretary	kathylp@selfhelpenterprises.org
Name of Treasurer (or Chief Financial Officer):	*E-mail Address:*
Kathryn L. Long-Pence, CFO	kathylp@selfhelpenterprises.org

Principal Contact Person :	*Principal Contact's Title:*	*Principal Contact's Physical Address (Street Address, Suite, City, State, ZIP):*
Susan Long	Program Director	8445 W. Elowin Court Visalia, CA 93290
Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
559-802-1630	559-651-1000	susanl@selfhelpenterprises.org

Name of Authorized Signatory :	*Title of Authorized Signatory:*
Thomas J. Collishaw	*President/CEO*
Signature of Authorized Official:	*Date of Signature:*
	3/3/22

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information

Part A, Section 2: Mission Statement
Please provide the organization's mission statement within the below space:

"Working together with low-income families to build and sustain healthy homes and communities."

Part A, Section 3: Organizational Capacity and Management
Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Susan Long	Program Director	26 Years
2) Melissa Valdez	Manager/Loan Processor	13 Year
3) Matt Fultz	Project Manager	15 Years
4) Gerardo Gomez	Project Manager	23 Years
5) Christy Hodson	Administrative Analyst	1 Year

Board of Directors

How often does your Board of Directors regularly meet?
Once per month (Fourth Tuesday of each month)
List current Board of Directors below:

1) Kayode Kadara, Chair
2) Martha Renteria, Vice Chair
3) Richard Barron
4) Mike Chrisman
5) Tim Denton
6) Olivia Gomez
7) Marvin Hansen
8) Dave Herb
9) Lupe Martinez
10) Yolanda Meraz

Financial Management

1) Has an audit been performed on the proposing organization's accounting procedures within the last two years?

☒ Yes ☐ No If yes, name of auditor: Price Paige & Co.

2) Is the agency audited every year? ☒ Yes ☐ No

3) Were any management letters issued as a result of the last audit? If yes, explain.
N/A

4) Provide the name of staff responsible for your agency's accounting system

Name: Kathryn L. Long-Pence

Title: Chief Financial Officer

Phone/Email: 559-802-1602/ kathylp@selfhelpenterprises.org

Authorized Signatories

If your organization is selected for funding, signatures from persons bearing titles from each of the two lines below will be required by your organization.

1. Board Chair, President, or Vice President
2. Treasurer, Secretary, or Assistant Secretary

If you will be unable to provide the two requested signatures, or intend to otherwise deviate from the standard signature authority, please indicate the names and titles of the authorized signatories below and provide the names and titles of the person(s) authorized to execute agreements on behalf of your organization in your board certified resolution.

Authorized Signatory Name	Authorized Signatory Title
1)	
2)	

☒ Board Resolution providing for the signature authority of persons to sign agreements on behalf of the entity is attached (required before a subrecipient agreement will be executed).

To view the City's policy regarding signature authority, including a sample signature page and sample certification, view Administrative Order 4-1 at:
https://www.fresno.gov/personnel/human-resources-support/#tab-2

Part A, Section 4: Summary of Attached Applications:
Provide number and total dollar amount of applications by Application Type

Homeless and Homelessness Prevention Programs

Number of Applications	*Total Dollar Amount Requested*
	$

Public and Community Services

Number of Applications	*Total Dollar Amount Requested*
1	$ 500,000

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
1	$ 500,000

Required Attachments to Part A
Select all attachments included.

☒ **Part A, Exhibit 1** – Organization's U.S. Internal Revenue Service 501(c)(3) Determination of Exemption Letter (Required)

☒ **Part A, Exhibit 2** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 3** – Bylaws of the Organization (Required)

☐ **Part A, Exhibit 4** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☒ **Part A, Exhibit 5** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 6** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds).

☒ **Part A, Exhibit 7** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 10 percent of modified total direct costs)

☒ **Part A, Exhibit 8** – Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application (Required; the Resolution must be submitted to the City by 4:00 PM, Friday, March 18, 2022)

PY 2022–2023 APPLICATION
Public and Community Service Programs

NOTE: This application is not for public services to benefit primarily homeless and individuals at risk of homelessness or for Fair Housing programs. If you are a homeless provider, please use the Homeless and Homelessness Prevention Application. Fair Housing Programs will be requested on a separate NOFA to be released on a date yet to be determined.

1. **Project Summary Information** – please complete the below summary information for the project/program.

   Project Name (10 words or less): Housing Rehab

   Amount Requested: $ 500,000.00

   This is a:

   ☐ New Project/Program

   ☒ Existing Project/Program

   Provide a short description of the proposed program/activity. (1 to 3 sentences and must fit in the provided space).

Execute emergency, minor, and substantial housing rehabilitation to remedy property maintenance, age, health and safety, and/or housing code issues of existing single-family residential units for low-income owner occupied households. Self-Help Enterprises staff will collaborate with homeowners and contractors to improve key building features including roofing, windows, and flooring, and property systems such as basic plumbing, electrical, cooling and/or security. The home repair and rehabilitation services are available to income eligible homeowners of single family residences located within City limits of Fresno.

If this is a new project/program, please briefly explain how CDBG funds will be used to increase the level of service.

N/A

2. Organizational Capacity

a. Briefly describe how your organization's prior activities have resulted in meaningful impact:

Self-Help Enterprises' (SHE) overall qualifications and ability to perform owner occupied home repair and rehabilitation services in the City of Fresno reside in considerable experience with CDBG, HOME, CalHome and BEGIN program administration and implementation. Self-Help Enterprises' construction experience spans over 50 years of project completions, including the repair and rehabilitation of more than 6,800 homes. This prior experience gives SHE a familiarity with the housing stock, rehabilitation needs, and program operations for many San Joaquin Valley communities and the low-income beneficiaries. SHE boasts a successful record as a CDBG, HOME, CalHome and BEGIN contractor in the City of Fresno and the greater San Joaquin Valley region. The City's owner occupied home repair and rehabilitation program will benefit from SHE's experienced staff. In total, SHE has partnered with 43 different San Joaquin Valley local jurisdictions to implement housing rehabilitation programs, homebuyer programs, and/or new unit development type projects. Since 2018, SHE has partnered with the City of Fresno on the implementation of a home repair program with CDBG funding. Under this program, SHE has completed 36 home repair projects that improved home features and systems for low-income homeowners at an average cost of about $21,880 per project. An additional 13 home repair projects are currently underway. SHE's staff will leverage this specific and overall experience and employ industry best practices when performing grant administration and completing home improvement projects. Working with SHE provides the City with highly skilled personnel that are easily accessible to the City and its residents. SHE has two office locations in the San Joaquin Valley, in Visalia and Madera respectively, to serve program participants and City Staff. Staff assigned to the City of Fresno are available to meet with the applicants and the City staff as needed. With a combined total of 40 years of experience, our loan staff is highly proficient in conducting applicant and property eligibility analysis, as well as loan-processing. The construction staff has over 35 years of combined construction experience. The total staff to be assigned to the City's program has an average tenure of 15 years with SHE. Self-Help Enterprises' staff is prepared for a rapid start-up of all funded activities by promoting the available services and recruiting participants as necessary. As part of its subrecipient responsibilities, SHE will regularly communicate with all City staff during the implementation of the home repair an rehabilitation program. Many of SHE's program and support staff are bilingual in Spanish and English, and interpreters are enlisted to assist participants who speak languages other than English and Spanish. Program marketing materials are distributed in multiple languages as needed.

b. Describe the organization's experience with administering federally-funded programs of this nature.

Self-Help Enterprises has extensive experience in grant writing for CDBG, HOME, and CalHOME housing rehabilitation and homebuyer programs, as well as public services and infrasturcure projects throughout eight counties in the San Joaquin Valley. SHE has prepared 532 successful grant applications for housing programs and services. Currently, Self-Help Enterprises is administering 32 CDBG, HOME, and CalHome funded Housing Rehabilitation and/or Homebuyer Assistance programs throughout communities in Fresno, Kern, Kings, Madera, Merced and Tulare Counties. In addition, SHE is also administering 23 CDBG CV Programs for both Subsistence Payments and Business Assistance in Merced, Fresno, Tulare, Kings and Kern Counties.

Self-Help Enterprises staff is extremely knowledgeable about cost-effective management methods, has considerable fiscal experience, and has worked with many differenty types of financing programs including:

-BEGIN

-CalHome

-Community Development Block Grant

-HOME Investment Partnership Program

-Neighborhood Stabilization Program

-HELP Program (Housing Enabled by Local Partnerships)

USDA Housing Preservation Grants

-USDA 502, 504, 514, 516 and 525 funds

-USDA Household Water Well Systems Grant

-CalHFA Financing

-Bank financing

-Low Income Housing Tax Credit Program

-Local Early Action Planning (LEAP)

-Permanent Local Housing Allocation (PLHA)

-Parks Grants

-State Water Resource Management Agency

-CA Department of Drinking Water

The 371 CDBG, 180 HOME and 81 CalHome funded programs implemented and administered by Self-Help Enterprises have been completed in a timely and cost-efficient fashion, in accordance with Department of Housing and Urban Development (HUD) and Department of Housing and Community Development (HCD) requirements, and free of negative audit findings.

Self-Help Enterprises' construction experience includes the following construction completions from 1965 through August 31, 2021:

-She has repaired and rehabilitated 6,786 homes;

-She has built 6,424 single family homes;

-SHE has developed 1,836 multifamily units; and

-SHE has aided community utility districts in providing 33,019 sewer and water connections throughout the Valley.

c. For how many years has the organization administered activities of the type described in this application?

   50

d. Does the organization have the following in place (check box if 'yes')?

   ☒ Written policies and procedures for the proposed project or program (i.e. intake, eligibility)

   ☒ Written Financial Management Policies and Procedures

   ☒ Non-Discrimination / Equal Opportunity Policy

   ☒ Conflict of Interest Policies and Procedures

   ☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, and how existing resources are insufficient to meet this need:

The City's Owner-Occupied Rehab Program is designed to help maintain decent, safe and affordable housing for Fresno's low/maderate-income families. It helps homeowners, who are finacially unable to make the necessary repairs, bring their homes into compliance with the City's Building Code and Housing Quality Standards. The Owner-Occupied Rehab Program will provide neighborhood revitalization and spot repair of substandard units. Without the Owner-Occupied Rehab Program, low-income homeowners would be forced to use credit, or apply for high-interest personal loans, that could potentially put them at an extreme financial hardship. Low-income homeowners would also be forced to live in unhealthy and unsafe housing and potentially be forced from their homes.

b. Briefly describe the target population and how the project will meet the specific needs of the target population. and how the project will be marketed to the target population.

Target propulation is low-income residents of City of Fresno. Self-Help Enterprises staff will collaborate with homeowners and contractors to improve key building features including roofing, windows, and flooring, and property systems such as basic plumbing, electrical, cooling and/or security. The home repair and rehabilitation services are available to income eligible homeowners of single family residences located within City limits. Marketing will be in a matter that will reach community, single-family home-owners and will be publicized in both english and spanish. Media will include flyers, brochures, door hangers, post-cards, newspaper ads, articles, public service announcements and social media. Fliers and brochures are distributed at local government buildings and other public offices, through the mail, as well as to community leaders, businessses and/or organizations that assist those not likely to apply without special outreach. Advertisements and articles are publised in newspapers that are widely circulated within the community. Targets for marketing will also include the local community organizations, service agencies, colleges and churches.

c. Describe consultation efforts made with the target population in the development of the proposed activity.

Home repair grants are available to all income-eligible households within the City of Fresno. Although the program will not be directed to Racially/Ethnically Concentrated Areas of Poverty (RECAPs), priority will be given to applicants located in RECAPs. The Program Operator will utilize a waiting list. In response to a homeowner's request, the homeowner is placed on the waiting list. Homeowners are offered the opportunity to qualify for assistance by waiting list priority (a first-come, first served basis). Assistance will be provided to eligible homeowners on a first-come, first served basis. Priority will be given to applicants who have not received prior assistance.

d. Describe the marketing plan for the proposed activity and how the organization will ensure it reaches the target population.

Marketing campaigns will target low-income, racially, ethically, diverse single-family home owners throughout the community and will be publicized in both english and spanish. Media will include flyers, brochures, door hangers, post-cards, newspaper ads, articles, public service announcements and social media. Flyers and brochures are distributed at local government buildings and other public offices, through the mail, as well as to community leaders, businessses and/or organizations that assist those not likely to apply without special outreach. Advertisements and articles are publised in newspapers that are widely circulated within the community. Targets for marketing will also include the local community organizations, service agencies, colleges and churches.

e. The City's Analysis of Impediments to Fair Housing Choice recommends that the City prioritize investments in areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook). Will this program be:

☐ Offered Citywide

☒ Offered Citywide with an emphasis and affirmative marketing toward RECAPs

☐ Offered exclusively to residents of RECAPs

f. Describe the service area:
Note: Strong applications will include specifically defined services areas such as 'residents within ½ mile radius of [facility address]' or 'residents within the boundaries defined on the attached map.'

Residents whithin the boudaries defined on the attached service area map

☒ Service area map attached as exhibit C

g. Estimate the number of unduplicated persons expected to benefit from the project:

10 unduplicated persons will receive a direct benefit from this project.

h. Income Documentation

CDBG-eligible programs primarily benefit persons who earn less than 80% of the area median income. A chart containing the income limits is included as a reference below. Applicants must select one of the three options for documenting how their activity will satisfy the income eligibility requirement. Please note, these income limits are subject to change. For the most current income limits please reference the link below:

https://www.hudexchange.info/resource/5334/cdbg-income-limits/

Household Size	30% AMI	50% AMI	80% AMI
1	14,650	24,400	39,050
2	16,750	27,900	44,600
3	18,850	31,400	50,200
4	20,900	34,850	55,750
5	22,600	37,650	60,250

☐ OPTION 1: Low-Income Clientele – Presumed Benefit
Select this option only if the program will exclusively serve one of the following clientele (select all that apply)

- ☐ Older Adults (62 and older)
- ☐ Severely Disabled Adults
- ☐ Abused Children
- ☐ Illiterate Adults
- ☐ Migrant Farm Workers

☒ OPTION 2: Low-Income Clientele – Other
Select this option if the program will serve a specific clientele not listed under the first option. The organization must document income eligibility for each program participant. Indicate below the types of documentation the organization will collect to verify income eligibility (select all that apply):

- ☒ Pay Stubs / Wage Statements
- ☒ W-2s
- ☒ Income Tax Returns
- ☒ Social Security Documentation
- ☒ Bank Statements
- ☒ Signed Certifications from Beneficiaries
- ☐ Other:
- ☐ Other:
- ☐ Other:

☐ OPTION 3: Low-Income Area
Select this option if the program will benefit all residents within the defined service area described in **3.d**.

i. Detailed Narrative Description of Project/Program
Describe the project/program in detail in the space below. Limit description to the space provided on this and the next page.

Home repair grants are available to all income-eligible households within the City of Fresno. Although the program will not be directed to Racially/Ethnically Concentrated Areas of Poverty (RECAP), priortity will be given to applicants located in RECAPs. Self-Help Enterprises (SHE) will operate a Home Repair and Rehabilitation Program with the following services for owner-occupants with incomes below 80% of the County median income with properties within the city limits. Grants may be combined to meet the needs of a homeowner as long as location and income eligibility requirements are met, but may never exceed a total amount of $50,000.

Substantial Housing Rehabilitation grants of up to $50,000 are available to income eligible owner-occupants within the City of Fresno limits. These grants are meant to assist eligible homeowners requiring repairs to and/or replacement of multiple home systems. The condition of the home systems (e.g., electrical, plumbing, heating and cooling, security) affect the household's health, safety, and general well-being. Homeowners must be current with property taxes, have sufficient equity to secure the necessary loan/grant amount, and possess homeowner's insurance. Credit worthiness criteria is not required.

SHE estimates completing a total of two (2) substantial rehabilitation projects at cost of about $50,000 per project under the 2022 funding year if funded. SHE also proposes to completing a total of eight (8) Home Repair projects at an average cost of $20,000 per project with 2022 funding. The available home repair activites include: 1) repair and/or replace a major home feature that causes a homeowner to live without basic plumbing, elecrical, cooling or security that is impaired or absent; 2) to aid homeowners experiencig problems related to the enforcement of government codes, ordinances or other requirements; and 3) the identification and abatement of Lead Based Paint found in older single-family residential units (e.g., built prior to 1976) to remove the presence of lead based paint helath and safety concerns.

Repairs may include replacement of damaged, deteriorated and otherwise unsuitable roofing and or siding that adversly affects the households's daily life and/or other property features, windows, repairs to electical and plumbing systems, sub-floor replacement, termite treatment, repair/replacement of doors and flooring, heating and colling systems and installation of modifications needed for those experiencing mobility disabilities.

Self-Help Enterprises anticipates the following challenges and/or limitations when implementing the Home Repair and Housing Rehabilitation Program: 1) identification and utilization of effective and inclusive marketing strategies; 2) applicants without homeowner's insurance; 3) incomplete applications and eligibility determinations; 4)

conflicts between homeowners and the contractors; and 5) processing delays due to timely completion of environmental reviews. 6) Increased cost of materials.

1) In collaboration with the City of Fresno, SHE will develop a marketing plan for the program services that leverages platforms and venues that reaches eligible households, particularly City of Fresno residents with protected characteristics. For example, marketing strategies and materials will satisfy language and accessibility needs.

2) SHE finds that particular homeowners with no mortgage and minimal financial means to complete home repairs often lack homeowners insurance simply because the cost to possess the proper insurance is considered too expensive. SHE will work with applicants to obtain reasonable homeowners insurance and develop a budget that allows them to maintain the coverage. When homeowners are unable to obtain coverage due to the home's condition, SHE will work with insurance providers to ensure the necessary home repairs are completed to allow the homeowner to obtain coverage.

3) SHE finds that many interested and eligible homeowners struggle to complete the program application and gather the documents for their eligibility determination. In this scenario, SHE loan processors meet directly with the applicants to provide assistance with the application and build their understanding of the involved requirements and steps. Deadlines are in place to foster timely completion of each application and project. Participants whom fail to uphold communications, provide the required documentation, and follow through on expectations are terminated from the program and advised that they are able to return to the pool of interested persons if they so choose at a later date.

4) SHE finds that there is a potential for conflict between a homeowner and a licensed contractor. Setting and executing a work plan for a home repair or rehabilitation project involves considerable communication and relationship management. SHE addresses this situation by following a detailed process for contractor selection and by conducting periodic inspections. Homeowners are provided a list of eligible contractors that is made up of licensed contractors identified by both the homeowners and SHE. All identified licensed contractors are invited to bid on the project. SHE's Project Manager completes a thorough inspection of the home with the owner and compiles a list of desired improvements with their input. From which a final work plan is created that satisfies critical needs, the available budget, and time constraints. All selected contractors are invited to the bid tour with the Project Manager. Those in attendance are provided with a bid package that outlines all work to be completed and material specifications. Contractors are encouraged to ask questions and obtain clarification where necessary to ensure a fair bid process. Once bids are received, the Project Manager will review all bids for completeness and cost reasonableness. Bids within 10% of the cost estimate will be presented to the homeowner for final selection.

Prior to the selection, the homeowner is encouraged to speak with the contractor and seek references. When the homeowner selects an eligible contractor, a contract will be developed between the homeowner and the contractor. Before the execution of a contract, the Project Manager will conduct a pre-construction conference with the homeowner and the contractor to discuss the project and build agreement on the scope of work and timeline for the project. The homeowner must sign off on all pay requests from the contractor. This signifies their agreement with the description of the completed work for which payment is being requested, as well as their satisfaction with said work. The Project Manager will conduct inspections throughout the project to monitor that the materials meet specifications and the work meets professional craftsmenship and local building standards. At the time of project completion, a final walkthrough is carried out with the homeowner and the contractor to review the quality of work, materials, and other items. The homeowner will sign off on the contractor's final payment at the conclusion of the walkthrough. It is the contractor's responsibility to provide the homeowner with all warranty information, a review of system operations and ongoing maintenance, and the contact information for suppliers and subcontractors.

5) Over the past several years SHE has experienced significant delays in the processing of Environmenatl Reviews, which has caused project delays and homeowners to become fustrated and upset with the process due to the on going need to request new or current information as income documents become stale after 30 days, in turn this has resulted in duplication of work for SHE staff and increased cost to administer/implement the program. SHE understands that they cannot assume the City's environmental responsibilities; however, SHE staff are very well versed in conducting HUD environmental reviews for housing rehabilitation programs. SHE hopes through continued open communication that we may be able to further support the City in expiditing the review and approval of Historic Preservation Reviews and final Envonrmental Review Reports in a timely manner.

j. Collaboration
Briefly describe any collaboration efforts with other organizations for this project/program or related initiatives.

Collaborating Organization	Description of Collaboration

4. Project/Program Budget

a. The City is interested in applicants that can deploy activities in a timely manner (12 months) while balancing the need to maintain high standards of program delivery. Please propose how you will address this need.

Given that we have maintained an ongoing program with a waitlist, we strive to depoly activities within the 18 month timeframe and have developed processes that allow us to do so; however timely approvals of environmental reviews continue to delay projects often requiring double the work and cost increase. We hope to continue to work with City staff to develop a process that will result in timely processing and approval of environmental reviews.

b. <u>List of Funding Sources</u>

Provide all planned funding anticipated/ committed for this activity for PY 2022 – 2023. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
N/A	N/A	N/A	N/A	N/A

c. Activity Budget Summary

Please complete Exhibit A – Operating Budget Summary.

The above referenced Budget worksheet is available at www.fresno.gov/housing under the 'Notices of Funding Available' tab.

Please note the following costs are not allowable for CDBG: bad debts; contingencies; contributions and donations; entertainment costs (including meals for social events and awards/graduation banquets); gifts or incentive awards to individuals; fines and penalties resulting from violations of or non-compliance with Federal, State, and Local laws; interest on borrowed capital; fundraising; investment management.

d. Prior-Year Financial Statement

Please attach a financial statement labeled as Exhibit B for the proposed program for the last full operating year. Failure to provide the financial statement will result in disqualification.

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY

☒ EXHIBIT B – PRIOR-YEAR AUDITED FINANCIAL STATEMENT INCLUDING STATEMENT OF ACTIVITIES, STATEMENT OF FINANCIAL POSITION AND STATEMENT OF CASH FLOWS (REQUIRED WHEN TOTAL FEDERAL GRANT AWARDS EQUALED OR EXCEEDED $750,000 DURING THE ANNUAL AUDIT PERIOD); OR

☐ EXHIBIT B – PRIOR-YEAR UNAUDITED FINANCIAL STATEMENT WHEN TOTAL FEDERAL GRANT AWARDS FOR THE ANNUAL AUDIT PERIOD WAS LESS THAN $750,000

Optional Additional Exhibits:

☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

☐ EXHIBIT – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)

☒ EXHIBIT C – SERVICE AREA MAP (REQUIRED IF NOT DESCRIBED IN 3.d.)

CITY OF FRESNO

OPERATING BUDGET SUMMARY (non-capital projects)

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel:									
Rehab Manager	10,240.00	3,379.20	**13,619.20**						**13,619.20**
Rehab Loan Processor	11,396.00	3,760.68	**15,156.68**						**15,156.68**
Rehab Project Technician	9,270.00	3,059.10	**12,329.10**						**12,329.10**
Project Manager	52,500.00	17,325.00	**69,825.00**						**69,825.00**
[enter position title]			-						-
Administrative Personnel:									
Program Director	2,630.00	867.90	**3,497.90**						**3,497.90**
Administrative Analsyst	9,246.00	3,051.18	**12,297.18**						**12,297.18**
Project Technician	3,674.00	1,212.42	**4,886.42**						**4,886.42**
Independent Contractors / Consultants:									
[enter position title]			-						-
[enter position title]			-						-
TOTAL PERSONNEL BUDGET	$ 98,956.00	$ 32,655.48	**$ 131,611.48**	$ -	$ -	$ -	$ -	$ -	**$ 131,611.48**
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
Office Space/Utilities/Phone			**4,000.00**						**4,000.00**
Office Supplies			**4,500.00**						**4,500.00**
Insurance			**4,500.00**						**4,500.00**
Travel			**3,800.00**						**3,800.00**
Marketing & Outreach			**250.00**						**250.00**
Postage			**500.00**						**500.00**
Director Grants			**305,000.00**						**305,000.00**
Professional Services			**19,188.00**						**19,188.00**
									-
									-
TOTAL OTHER DIRECT COSTS			**$ 341,738.00**	$ -	$ -	$ -	$ -	$ -	**$ 341,738.00**
INDIRECT COSTS* (Select 1 indirect rate Only)									
Approved Indirect Cost Rate 20.25%			**26,651.32**						**26,651.32**
De minimus 10 % Rate									-
TOTAL INDIRECT COST BUDGET			**$ 26,651.32**	$ -	$ -	$ -	$ -	$ -	**$ 26,651.32**
TOTAL PROJECT BUDGET	$ 98,956.00	$ 32,655.48	$ 500,000.80	$ -	$ -	$ -	$ -	$ -	$ 500,000.80

Please revise this form and annotate budget items as needed

All applicants are required to submit a copy of their organization's operating budget.

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.

Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 10% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Valley Caregiver Resource Center

PY 2022–2023 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization: Valley Caregiver Resource Center	*Fictitious Name (if applicable):*
DUNS Number of Organization: 791365703	*Federal Tax ID Number:* 77-0370104
Date of Incorporation: 6-13-1994	*Date of 501(c)(3) Determination:* 5-25-1988
Mailing Address of Organization: 5363 N Fresno St, Fresno, CA 93710	*Organization Website Address:* valleycrc.org
Name of President (or Chair of the Board): Kevin Gunner	*E-mail Address:* kgunner@dowlingaaron.com
Name of Chief Executive or Executive Director: Michelle DiBuduo	*E-mail Address:* mdibuduo@valleycrc.org
Name of the Secretary: Kevin Torosian	*E-mail Address:* dr_kevi@yahoo.com
Name of Treasurer (or Chief Financial Officer): Brandon Dukes	*E-mail Address:* bdukes@sebastiancorp.com

Principal Contact Person :	*Principal Contact's Title:*	*Principal Contact's Physical Address (Street Address, Suite, City, State, ZIP):*
Michelle DiBuduo	Executive Director	5363 N Fresno Street, Fresno, CA 93710
Primary Phone #: 559-224-9154	*Alternative Phone #:* 559-307-5442	*E-mail Address:* mdibuduo@valleycrc.org

Name of Authorized Signatory : Michelle DiBuduo	*Title of Authorized Signatory:* Executive Director
Signature of Authorized Official: Michelle DiBuduo	*Date of Signature:* 3-4-22

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information

Part A, Section 2: Mission Statement
Please provide the organization's mission statement within the below space:

Valley Caregiver Resource Center is committed to connecting the marginalized with what they need most in life, offering a comprehensive array of services designed to assist elders and their families master the challenges that accompany the aging process. As long-standing advocates and collaborators in preserving the health and quality of life of others, our aim is to promote personal and community wellbeing.

Part A, Section 3: Organizational Capacity and Management
Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) See attached list		
2)		
3)		
4)		
5)		

Board of Directors

How often does your Board of Directors regularly meet?
Quarterly
List current Board of Directors below:

1) See attached, Exhibit 5	6)
2)	7)
3)	8)
4)	9)
5)	10)

OASIS Adult Day Program
Key Personnel

Executive Director
Michelle DiBuduo
11 years of experience

Accounting & Budget Manager
Michelle Eaves
1 year of experience

Fiscal Manager
Tina Valla
20 years of experience

Fiscal Assistant
Stan Grice
1 year of experience

Program Manager
TBD

Site Coordinator
TBD

Program Assistant A
TBD

Program Assistant B
TBD

Program Assistant C
TBD

EXHIBIT 5

Valley Caregiver Resource Center
Board of Directors

Dr. Robert Cano

Michael Braa

Paul Carter

Gloria Cortez

Board Vice-President
Gina Cuttone

Treasurer
Brandon Dukes

Robyn Gonzales

Steve Grossman M.D.

Board President
Kevin Gunner

Katrina A. Hernandez

Ryan Liggett

Amanda R. Mortimer, Ph.D.

Jeremy Preis

David Reed

Skip Swain

Secretary
Dr. Kevin Torosian

Financial Management

1) Has an audit been performed on the proposing organization's accounting procedures within the last two years?

☒ Yes ☐ No If yes, name of auditor: Moss Adams LLP

2) Is the agency audited every year? ☒ Yes ☐ No

3) Were any management letters issued as a result of the last audit? If yes, explain.
No

4) Provide the name of staff responsible for your agency's accounting system

Name: Tina Valla
Title: Fiscal Manager
Phone/Email: 559-224-9154

Authorized Signatories

If your organization is selected for funding, signatures from persons bearing titles from each of the two lines below will be required by your organization.

1. Board Chair, President, or Vice President
2. Treasurer, Secretary, or Assistant Secretary

If you will be unable to provide the two requested signatures, or intend to otherwise deviate from the standard signature authority, please indicate the names and titles of the authorized signatories below and provide the names and titles of the person(s) authorized to execute agreements on behalf of your organization in your board certified resolution.

Authorized Signatory Name	Authorized Signatory Title
1)	
2)	

☐ Board Resolution providing for the signature authority of persons to sign agreements on behalf of the entity is attached (required before a subrecipient agreement will be executed).

To view the City's policy regarding signature authority, including a sample signature page and sample certification, view Administrative Order 4-1 at:
https://www.fresno.gov/personnel/human-resources-support/#tab-2

Part A, Section 4: Summary of Attached Applications:
Provide number and total dollar amount of applications by Application Type

- **Homeless and Homelessness Prevention Programs**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public and Community Services**

Number of Applications	*Total Dollar Amount Requested*
1	$ 40,000

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
1	$ 40,000

Required Attachments to Part A
Select all attachments included.

☒ **Part A, Exhibit 1** – Organization's U.S. Internal Revenue Service 501(c)(3) Determination of Exemption Letter (Required)

☒ **Part A, Exhibit 2** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 3** – Bylaws of the Organization (Required)

☐ **Part A, Exhibit 4** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☒ **Part A, Exhibit 5** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 6** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds).

☐ **Part A, Exhibit 7** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 10 percent of modified total direct costs)

☒ **Part A, Exhibit 8** – Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application (Required; the Resolution must be submitted to the City by 4:00 PM, Friday, March 18, 2022)

PY 2022–2023 APPLICATION
Public and Community Service Programs

NOTE: This application is not for public services to benefit primarily homeless and individuals at risk of homelessness or for Fair Housing programs. If you are a homeless provider, please use the Homeless and Homelessness Prevention Application. Fair Housing Programs will be requested on a separate NOFA to be released on a date yet to be determined.

1. **Project Summary Information** – please complete the below summary information for the project/program.

   Project Name (10 words or less): OASIS Adult Day Care relaunch project

   Amount Requested: $ 40,000.00

   This is a:

   ☐ New Project/Program

   ☒ Existing Project/Program

   Provide a short description of the proposed program/activity. (1 to 3 sentences and must fit in the provided space).

OASIS provides services that are essential and lifesaving to dependent adults that have early symptoms of Alzheimer's disease and other mild cognitive impairments. The services provided include personal care in a licensed, supervised, protective, and congregate setting that provides meaningful interactions alongside friends; with stimulating recreational, and therapeutic activities. After having to close operations as a result of the pandemic, OASIS is relaunching this much needed community program.

If this is a new project/program, please briefly explain how CDBG funds will be used to increase the level of service.

2. Organizational Capacity

a. Briefly describe how your organization's prior activities have resulted in meaningful impact:

Prior to the COVID-19 pandemic, OASIS has provided much needed services to some of our community's most vulnerable citizens for over 16 years. OASIS participants are Alzheimer's or dementia patients that are otherwise in good physical health, require minimal assistance with personal needs and have steady mobility. Activities are built to suit each person as an individual. The goal of OASIS, especially, is for individuals to remain as independent as possible and continue to live a life that's enjoyable and familiar. OASIS meets the needs of the caregiver as well by providing a break from the physical and emotional demands of caretaking.

b. Describe the organization's experience with administering federally-funded programs of this nature.

As a 501c3, VCRC and it's OASIS program has always relied on grant funding to supplement other fundraising efforts throughout our 16 year existence. Our experienced staff keeps required records and complies with all necessary funding, reporting, and audit requirements.

c. For how many years has the organization administered activities of the type described in this application?

16

d. Does the organization have the following in place (check box if 'yes')?

☒ Written policies and procedures for the proposed project or program (i.e. intake, eligibility)

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, and how existing resources are insufficient to meet this need:

If granted the requested CDBG funds in this proposal, the funds will help the program's relaunch project by enahancing marketing efforts to help ensure that our community members in the most need are aware of our services. Our marketing efforts target low-income and minority groups in our community that are underserved. OASIS has additional funding requests that are pending and the requested funding will help strengthen the program so that OASIS can continue serving the community well into the future. Current funding will not be enough to maintain the OASIS program long term and this is why OASIS needs to secure additional funding sources.

b. Briefly describe the target population and how the project will meet the specific needs of the target population. and how the project will be marketed to the target population.

OASIS provides services to older adults with various types of dementia. The goal of OASIS, especially, is for individuals to remain as independent as possible and continue to live a life that's enjoyable and familiar. OASIS meets the needs of the caregiver as well by providing a break from the physical and emotional demands of caretaking. The Alzheimer's Association reminds providers that self-care is essential; asking, "How can one provide excellent care when there's no opportunity for rest and restoration?" COVID-19 has brought on additional burdens for family caregivers including changes in health, financial struggles, food and housing insecurity, employment demands, social distancing, and changes to school schedules. Across our state many regional center adult day programs like our OASIS program had to be suspended due to COVID-19 and as these services waned the needs of the community for support and services increased. This is why VCRC is committed to resuming the services we offer through our OASIS program. The OASIS Day program is marketed to front line providers, such as area hospitals and medical groups that see our targeted population as well as areas of our community that are underserved. OASIS also has a radio and TV marketing plan ready to go once funding is secured.

c. Describe consultation efforts made with the target population in the development of the proposed activity.

Even though OASIS had to temporarily suspend services during the pandemic, we have continued to foster established relationships with participants and their families. Our community has let us know they are anxiously awaiting our program to resume services. In addition, we have learned from our community members how the pandemic has increased the need for our services. OASIS is licenced by the states Community Care Licensing Division and meets all required criteria to maintain good standing.

d. Describe the marketing plan for the proposed activity and how the organization will ensure it reaches the target population.

OASIS plans to use multimedia platforms such as KSEE 24 & KGPE 47 TV Stations, KMJ 580 & 940 KYNO Radio Stations, print mailings to targeted zip codes, and promote at community wellness and resource events. OASIS tracks participants demographic data to ensure the targeted population is being served. All participants are over the age of 60 in our Fresno community with mild memory impairment due to Alzheimer's Disease, Stroke, Parkinson's Disease and other illnesses that cause long term dementia.

e. The City's Analysis of Impediments to Fair Housing Choice recommends that the City prioritize investments in areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook). Will this program be:

☐ Offered Citywide

☒ Offered Citywide with an emphasis and affirmative marketing toward RECAPs

☐ Offered exclusively to residents of RECAPs

f. Describe the service area:
Note: Strong applications will include specifically defined services areas such as 'residents within ½ mile radius of [facility address]' or 'residents within the boundaries defined on the attached map.'

OASIS Adult Day is the only program of it's kind serving the Fresno community. Our service area is targeted to the citizens of Fresno.

☐ Service area map attached as exhibit

g. Estimate the number of unduplicated persons expected to benefit from the project:

15-30 unduplicated persons will receive a direct benefit from this project.

h. Income Documentation

CDBG-eligible programs primarily benefit persons who earn less than 80% of the area median income. A chart containing the income limits is included as a reference below. Applicants must select one of the three options for documenting how their activity will satisfy the income eligibility requirement. Please note, these income limits are subject to change. For the most current income limits please reference the link below:

https://www.hudexchange.info/resource/5334/cdbg-income-limits/

Household Size	30% AMI	50% AMI	80% AMI
1	14,650	24,400	39,050
2	16,750	27,900	44,600
3	18,850	31,400	50,200
4	20,900	34,850	55,750
5	22,600	37,650	60,250

☒ OPTION 1: Low-Income Clientele – Presumed Benefit
Select this option only if the program will exclusively serve one of the following clientele (select all that apply)

- ☒ Older Adults (62 and older)
- ☐ Severely Disabled Adults
- ☐ Abused Children
- ☐ Illiterate Adults
- ☐ Migrant Farm Workers

☐ OPTION 2: Low-Income Clientele – Other
Select this option if the program will serve a specific clientele not listed under the first option. The organization must document income eligibility for each program participant. Indicate below the types of documentation the organization will collect to verify income eligibility (select all that apply):

- ☐ Pay Stubs / Wage Statements
- ☐ W-2s
- ☐ Income Tax Returns
- ☐ Social Security Documentation
- ☐ Bank Statements
- ☐ Signed Certifications from Beneficiaries
- ☐ Other:
- ☐ Other:
- ☐ Other:

☐ OPTION 3: Low-Income Area
Select this option if the program will benefit all residents within the defined service area described in **3.d**.

i. Detailed Narrative Description of Project/Program
Describe the project/program in detail in the space below. Limit description to the space provided on this and the next page.

OASIS is a social day program designed for people with early symptoms of Alzheimer's disease or other mild cognitive impairments. OASIS provides personal care for dependent adults in a supervised, protective, and congregate setting during some portion of the day while also allowing them to do something meaningful alongside friends, with stimulating, recreational, and therapeutic activities. The program also allows caregivers the opportunity to take breaks, work outside the home, or run errands. In 2019, the California Department of Health Care Services conducted a survey that showed about half of those that seek caregiver resource center services reflect diverse communities. These diverse communities we know spend more time providing care with fewer resources. The OASIS program provides a resource to these communities by relieving the pressure of their caregivers and improves the public health in the Valley. OASIS provides services that are essential and lifesaving to dependent adults that have early symptoms of Alzheimer's disease and other mild cognitive impairments. The focus is providing services to those in social and economic need with special attention to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in underserved areas.

California's elderly population is expected to grow more than twice as fast as the total population. In the latest statistics, the Bureau of Labor Statistics counted 22% of the population of California is 60 years of age and older and 20-25% have some type of cognitive impairment or dementia. In just Fresno and Madera counties, that equates approximately between 47,000 and 59,000 people. Many of whom the family members are the sole unpaid caregivers. OASIS provides a daily structure for older adults, opportunities to socialize, and a safe place to belong. In many situations, we also provide a much needed respite for the unpaid caregiver.

These programs are expensive to maintain, but VCRC is committed to making every effort to include qualified participants which we have done through the OASIS program for the last 16 years. With the CDBG funding we will be able to reach further into our community to offer these lifesaving services. Staff and volunteers of these programs are responsible for both daily care of older adults in need and supporting the caregivers who face tremendous stress every day.

Detailed Narrative Description of Project/Program (Continued from previous page)

Participants in OASIS enjoy stimulating, recreational, and therapeutic activities every day, such as singing, brain games, and physical activities. All activities will encourage participant interaction and seek to establish, improve or maintain the participant's usefulness; stimulate the participant's desire to use their physical and mental abilities to the fullest while promoting the participants' sense of self-respect. Another activity is our Alive Inside program which uses music therapy with dementia patients. Data indicates that music for dementia patients can reduce agitation, elevate mood, and sharpen focus. OASIS works hard to preserve the independence of individuals in early stages of Alzheimer's or with a mild cognitive impairment, maintaining their dignity and treating them with respect. Distinct structure provides a sense of safety and security — surprise provokes anxiety and stress. Participants who come to OASIS find the rhythmic nature of the program comforting and their caregivers find rare time to care for themselves.

OASIS is licensed through Community Care Licensing and the California Department of Social Services, and maintains this license in good standing with the state. The total number of participants served each day during COVID-19 is determined by Community Care Licensing Division. Staffing and building size are determining factors. Each participant is provided an assessment of their functional capacities and impairments prior to entering program. An individualized written service plan will be developed within 30 days of the participant's first day of service and will be reviewed annually. The staff consists of qualified, trained professionals that provide an excellent standard of care. Staff members complete trainings, seminars, and professional development opportunities, and are required to be certified in CPR/First AID along with mandated dementia training. Everyone who attends OASIS is treated with respect, dignity, and the promise of a good faith effort to help. Services are more than a place to be dropped off in the morning — the program is committed to meet the unique needs of each family.

j. Collaboration
Briefly describe any collaboration efforts with other organizations for this project/program or related initiatives.

Collaborating Organization	Description of Collaboration
Caregiver Resource Center	Provision of additional respite services to caregivers, support groups, education
HICAP	Free counseling on Medicare benefits
LTC Ombudsman Program	Advocacy when transitioned to long-term care facilities

4. Project/Program Budget

a. The City is interested in applicants that can deploy activities in a timely manner (12 months) while balancing the need to maintain high standards of program delivery. Please propose how you will address this need.

OASIS plans to relaunch and be able to begin providing services to the community on June 1st 2022. The immediate goal is to be able to provide 2,640 hours of services monthly by September 1st 2022 and by January 1st 2023 be providing 5,280 hours of services monthly.

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2022 – 2023. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
City of Fresno	American Rescue Plan	750,000	Applied for	April 2022
County of Fresno	American Rescue Plan	451,071	Applied for	May 2022
Private Donor	Donation	Up to 100,000	Pending	May 2022
VCRC	Fundraising	Up to 15,000	Pending	May 2022
Community Donors	Donations	Up to 5,000	Pending	May 2022

OASIS BUDGET
2022-2023

EXHIBIT A: OPERATING PROJECT BUDGET SUMMARY - 12 MONTHS

ACCOUNT	TOTAL
4030 · ARPA Grant	451,071
TOTAL REVENUE	**451,071**
5001	
6010 · Staff Salaries & Wages	251,680
6060 · Payroll Taxes	20,683
6075 · Workers Comp	1,894
6080 · Health Insurance	22,535
6085 · Retirement	2,059
6110 · Staff Mileage	900
6215 · Furniture & Equip <$1000	0
6410 · Day Care Snacks	3,500
6420 · Meals	7,000
6510 · Program Supplies	6,500
6710 · Office Rent	32,535
6730 · Utilities	3,000
6740 · Facility Repair & Maint	3,000
6745 · Alarm/Security	150
6755 · Office Supplies	3,000
6760 · Postage	1,200
6765 · Printing	1,800
6770 · Telephone & Internet	1,800
6780 · Copy Machine	2,100
6930 · Licenses/Dues	5,000
6950 · Advertising/Outreach Expenses	**39,729**
6980 · Indirect Costs	41,006
Total Expenses	**451,071**
Net Income (Loss)	**0**

STAFF TO PARTICIPANT RATIO IS 1:8

POSITION	NAME	FTE	SALARY	TAXES	WC	HEALTH	RETIREMENT	TOTAL
Program Manager	Corona, Kristina	1.0	68,640	5,489	516	4,890	2,059	81,594
OASIS Site Coordinator	Munoz, Nora	1.0	37,440	3,102	282	3,529	0	44,353
Program Assistant - A	VACANT	1.0	36,400	3,023	274	3,529	0	43,226
Program Assistant - B	VACANT	1.0	36,400	3,023	274	3,529	0	43,226
Program Assistant - C	VACANT	1.0	36,400	3,023	274	3,529	0	43,226
Program Assistant - D	VACANT	1.0	36,400	3,023	274	3,529	0	43,226
		6.0	251,680	20,683	1,894	22,535	2,059	298,851

BUDGET NARRATIVE

Staff Mileage - Total $1,200
Program Manager and staff will increase public awareness and develop community partnerships by delivering program materials to clinics, senior centers, libraries, churches, etc.

Day Care Snacks - Total $3,500 & Meals - Total $7,000
Participants are provided light snacks during a four-hour stay and a nutritional lunch during a six to eight hour stay.

Program Supplies - Total $6,500
Activities provided include arts & crafts, games that provide mental stimulation, musical entertainment and singing, and getting involved in community service projects.

Cost of Space - Total $38,685
Rent: $2,711.23 per month
Utilities: $250 per month
Repair & Maintenance: $250 per month (Janitorial & Shredding)
Alarm & Security: $12.50 per month (Monitoring & Incidentals)

Office Supplies - Total $3,000
To include binders, file folders, printer paper, staples, pens, envelopes, batteries, boxes, storage costs, virtual meeting subscription, etc. $250 per month

Postage - Total $1,200
Includes mailing of flyers, program announcements, fiscal reports, surveys, etc. $100 per month

Printing - Total $1,800
Brochures, flyers, business cards, etc. $150 per month

Telephone & Internet - Total $1,800
To include equipment lease and monthly service charges for phone, tablets, fax, internet, and web hosting. $150 per month

Copy Machine - Total $2,100
To include copy machine lease, maintenance, and usage charges. $175 per month

Licenses & Dues - Total $5,000
To include license fee to California Association for Adult Day Services - $2264, license fee for program manager continuing education class - $349, license fee for annual movie access - $430, background checks for program assistants - $80 each, pre-employment physicals, food-handlers certification, and first aid/CPR training for progran assistants - $110 each

Advertising - Total $39,729
Media plan includes promoting on TV, radio, at special events, targeted print mailings, and social media ads

Indirect Costs - Total $41,006 (Limited to 10% of Direct Expenses)

c. Activity Budget Summary

Please complete Exhibit A – Operating Budget Summary.

The above referenced Budget worksheet is available at www.fresno.gov/housing under the 'Notices of Funding Available' tab.

Please note the following costs are not allowable for CDBG: bad debts; contingencies; contributions and donations; entertainment costs (including meals for social events and awards/graduation banquets); gifts or incentive awards to individuals; fines and penalties resulting from violations of or non-compliance with Federal, State, and Local laws; interest on borrowed capital; fundraising; investment management.

d. Prior-Year Financial Statement

Please attach a financial statement labeled as Exhibit B for the proposed program for the last full operating year. Failure to provide the financial statement will result in disqualification.

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY

☒ EXHIBIT B – PRIOR-YEAR AUDITED FINANCIAL STATEMENT INCLUDING STATEMENT OF ACTIVITIES, STATEMENT OF FINANCIAL POSITION AND STATEMENT OF CASH FLOWS (REQUIRED WHEN TOTAL FEDERAL GRANT AWARDS EQUALED OR EXCEEDED $750,000 DURING THE ANNUAL AUDIT PERIOD); OR

☐ EXHIBIT B – PRIOR-YEAR UNAUDITED FINANCIAL STATEMENT WHEN TOTAL FEDERAL GRANT AWARDS FOR THE ANNUAL AUDIT PERIOD WAS LESS THAN $750,000

Optional Additional Exhibits:

☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

☒ EXHIBIT – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)

☐ EXHIBIT – SERVICE AREA MAP (REQUIRED IF NOT DESCRIBED IN 3.d.)

MIKE KARBASSI
Councilmember, District Two - Northwest

Community Development Block Grant (CDBG) Committee
City of Fresno
Development and Resource Management Department
Attn: Consulting Project Manager
2600 Fresno Street
Fresno, CA 93721

To Whom it May Concern,

Our community is more than an assortment of buildings and businesses. Our community is the result of the hard work and determination of our pioneers. I am honored to provide this letter of support for Valley Caregiver Resources Center CDBG "OASIS" Project Proposal and their efforts to obtain the critical funding that is required to continue to provide services to the elders of our community.

A variety of programs and a 34-year history make VCRC a leading nonprofit care agency for our aging population and their families by helping seniors and their families navigate the costs, complications, and challenges of growing older. One of the most unique services VCRC provides is OASIS, a social day program designed for people with early symptoms of Alzheimer's disease or other mild cognitive impairments. OASIS provides personal care for dependent adults in a supervised, protective, and congregate setting during some portion of the day while also allowing them to do something meaningful alongside friends, with stimulating, recreational, and therapeutic activities. The program also allows caregivers the opportunity to take breaks, work outside the home, or run errands. In 2019, the California Department of Health Care Services conducted a survey that showed about half of those that seek caregiver resource center services reflect diverse communities. These diverse communities we know spend more time providing care with fewer resources. The OASIS program provides a resource to these communities by relieving the pressure of their caregivers and improves the public health in the Valley.

It has come to our attention that in the very near future, you will be voting to approve allocations for the City of Fresno and CDBG funds. I am respectfully requesting your support. The program for which they are seeking this funding is critical in their efforts to provide caregiver hours to some of our most vulnerable population. This program will serve a population of low-to-moderate-income seniors that is growing at an exponential rate and at a high risk of neglect, abuse, homelessness and even institutionalization. These treasured members of our community were already struggling prior to the pandemic and meeting their need now has never been so essential. I strongly encourage you to consider the proposed allocation for Valley Caregiver Resource Center in the category of Non-Profit Public Service.

MIKE KARBASSI
Councilmember, District Two - Northwest

Thank you for your support of Valley Caregiver Resource Center and their mission to provide support and education for unpaid family caregivers, especially in this challenging time for our aging population.

Sincerely,

Councilmember Mike Karbassi
City of Fresno, District 2

City of Fresno
City Hall • 2600 Fresno Street • Fresno, California 93721-3600
(559) 621-8000 • FAX (559) 237-4010 • www.fresno.gov

STATE CAPITOL
P.O. BOX 942849
SACRAMENTO, CA 94249-0023
(916) 319-2023
FAX (916) 319-2123

E-MAIL
Assemblymember.Patterson@assembly.ca.gov

Assembly
California Legislature

JIM PATTERSON
ASSEMBLYMAN, TWENTY-THIRD DISTRICT

DISTRICT OFFICE
[redacted] FRESNO STREET, SUITE 106
FRESNO, CA 93710
(559) 446-2029
FAX (559) 446-2028

Community Development Block Grant (CDBG) Committee
City of Fresno
Development and Resource Management Department
Attn: Consulting Project Manager
2600 Fresno Street
Fresno, CA 93721

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Thank you for your support of Valley Caregiver Resource Center and their mission to provide support and education for unpaid family caregivers, especially in this challenging time for our aging population.

Sincerely,

Jim Patterson
Assemblyman, 23rd AD

Homelessness and Homelessness Prevention

Entity	Project Name	Amount Requested
Fresno Housing Authority	HMIS	$ 21,231
Marjaree Mason Center	Eradicating Homelessness for Victims of Domestic Violence	$ 197,140
Poverello House	Rapid Rehousing	$ 316,031
Poverello House	HOPE Team	$ 197,140
WestCare California, Inc.	Unite	$ 243,459
WestCare California, Inc.	The Living Room	$ 849,665
Total		$ 1,824,666

Evaluation Process
Applications will be scored and ranked according to the below criteria.

Category	Points
Qualified / Disqualified: • Does the applicant demonstrate how the proposal aligns with one or more priorities outlined in the City of Fresno 2020- 2024 Consolidated Plan? (If no, the application is disqualified.) • Are the proposed activities eligible under the applicable funding source? (If no in part or full, the application is disqualified in part or full.) • Are the proposed costs eligible under the applicable funding source? (if no in part or full, the application is disqualified in part or full.) • Is the applicant an established corporation chartered and in good standing with the State of California or a 501(c)(3) tax-exempt organization? (if no, the application is disqualified) • Does the applicant have established financial and management systems? (if no, the application is disqualified) • Has the applicant failed to meet any other threshold eligibility requirements in the accompanying 2021-2022 Consolidated NOFA Handbook? (If yes, the application is disqualified.) • ESG Funding Applications- Has the applicant submitted a fully complete Match attachment? (If no, the application is disqualified.) • Has the applicant identified the target population? (If no, the application is disqualified.)	Qualified or Disqualified
Organizational Capacity: • Does the organization have material experience with HUD grants and contracts? (Up to 5 points) • Does the organization have demonstrated success in administering a similar activity? (0 years = 0 points; 1-4 years = 5 points; 5 or more years = 10 points) • Is the experience and training of the proposed program/project/activity staff consistent with the needs of the proposed activity(s)? (5 points) • Does the agency have facilities consistent with the proposed program activities? (5 points) • Does the agency have current, open monitoring findings? (Up to -10)	25

Category	Points
Quality of the Proposal / Alignment to Community Needs: • To what extent does the proposal address unmet community needs? (Up to 15 points) • Does the proposal describe barriers to program participation, and how the activity addresses those barriers? (Up to 5 points) • Has the proposal clearly identified how it will address the needs of one or more of the following populations: Domestic Violence Survivors, Veterans, LGBTQ, Deaf and Hard-of-Hearing, Persons with Intellectual Disabilities, Youth, Victims of Human Trafficking, Elderly (Up to 5 points) • Does the proposal describe how it will enable access to one or more of the following: employment programs and services, mental health services, addiction and recovery services (Up to 5 points)	30
Impact and Outcomes: • Has the applicant described how the target population will be reached and assessed? (Up to 5 points) • Do the proposed program services match the needs of the population? (Up to 5 points) • Does the organization clearly articulate how the program activities were developed in consultation with the target population? (Up to 5 points) • Does the organization describe how their prior activities have resulted in meaningful impact? (Up to 5 points)	20
Cost Effectiveness / Leveraging • ESG Only - Has the Match Attachment established that there is a reasonable expectation that the Match requirement can be met? (Up to 5 points) • Non-ESG Only - Will the proposed activity leverage additional funds that would otherwise not be available? (Up to 5 points) • Has the organization provided financial statements showing current assets sufficient to cover operating expenses for at least 6 months? (If yes, 5 points) • Is the proposed budget consistent with the proposed program service(s)? (Up to 5 points)	15

Category	Points
Coordination / Collaboration To what extent does the applicant describe how its activities will be delivered in coordination with other community resources to address the overall needs of its clientele? (Up to 10 points)	10
Total Possible Points	**100**

Fresno Housing Authority

PY 2022–2023 CONSOLIDATED NOFA
PART A – COVER PAGE:
UNIT OF GOVERNMENT

Part A, Section 1: General Information

Legal Name of the Unit of Government:	
Housing Authority City of Fresno	
DUNS Number:	*Federal Tax ID Number:*
071870877	94-6000749
Office Location:	*Organization Website Address:*
1331 Fulton Street; Fresno, CA 93721	fresnohousing.org
Director:	*E-mail Address:*
Tyrone Roderick Williams	TWilliams@fresnohousing.org
Manager:	*E-mail Address:*
Doreen Eley	deley@fresnohousing.org
Financial Officer:	*E-mail Address:*
Emily De La Guerra	edelaguerra@fresnohousing.org

Principal Contact Person :	*Principal Contact's Title:*	*Principal Contact's Physical Address (Street Address, Suite, City, State, ZIP):*
Doreen Eley	Assistant Director, Special Programs	1331 Fulton Street; Fresno, CA 93721

Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
5595135171	5594438431	deley@fresnohousing.org

Name of Authorized Signatory :	*Title of Authorized Signatory:*
Tyrone Roderick Williams	*Chief Executive Office*
Signature of Authorized Official:	*Date of Signature:*
Tyrone Roderick Williams	*March 3, 2022*

Part A, Section 2: Organizational Capacity and Management
Please provide key personnel information for HUD-funded projects:

Staff Name		Title	Years of Experience
1)	Tyrone Roderick Williams	CEO	20
2)	Emily De La Guerra	Chief Business Officer	11
3)	Doreen Eley	Assistant Director, Special Programs	19
4)	Tiffany Chavarria	Assistant Manager	38
5)			

Financial Management

Were any management letters issued as a result of the last audit? If yes, explain.
No

Provide the name of staff responsible for your agency's accounting system

Name: Emily De La Guerra
Title: Chief Business Officer
Phone/Email: 559/457-4266/edelaguerra@fresnohousing.org

Part A, Section 3: Summary of Attached Applications:
Provide number and total dollar amount of applications by Application Type

- **Homeless and Homelessness Prevention Programs**

Number of Applications	*Total Dollar Amount Requested*
1	$ 21,231

- **Public Infrastructure and City-Owned Facilities**

Number of Applications	*Total Dollar Amount Requested*
	$

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
1	$ 21,231

Required Attachments to Part A
Select all attachments included.

☒ **Part A, Exhibit 1** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 2** – Most Recent Audited Financial Statement (Required)

☐ **Part A, Exhibit 3** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 10 percent of modified total direct costs)

FY 2021–2022 APPLICATION
Homeless and Homelessness Prevention Programs

1. **Project Summary Information** – please complete the below summary for the project/program.

Project Name (10 words or less): ESG City of Fresno Homeless Management Information System

Amount Requested: $ 21,300.00

ESG Applicants Only – please provide a breakdown of amount requested by program component:

Street Outreach: $ 0.00

Emergency Shelter: $ 0.00

Homelessness Prevention: $ 0.00

Rapid Rehousing: $ 0.00

HMIS: $ 21,300.00

This is a:

☐ New Project/Program

☒ Existing Project/Program

Provide a short description of the proposed program/activity. (1 to 3 sentences and must fit in the provided space).

Fresno Housing will provide a functioning Homeless Management Information System (HMIS) for the purposes of gathering and analyzing community data from various programs including Emergency Solutions Grant (ESG). This system will be used to assess the effectiveness of the homeless response system and inform decision making on housing and services needs for individuals/families experiencing homelessness.

2. Organizational Capacity

a. Describe the organization's experience with administering federally-funded programs of this nature.

In terms of federally funded programs to assist those experiencing homelessness, Fresno Housing (FH) currently administers two U.S. Department of Housing and Urban Development Continuum of Care (HUD CoC) HMIS grants totaling $322,270. In addition, the organization administers seven HUD CoC housing grants totaling $2 million.

In addition FH is a Public Housing Authority that both manages developments and administers 13,000 Housing Choice Vouchers in both the City and County of Fresno. FH is also a developer of affordable housing in the City and County of Fresno.

b. For how many years has the organization administered activities of the type described in this application?

At least 14 years

c. Does the organization have the following in place (check box if 'yes')?

☒ Written policies and procedures for the proposed project or program (i.e. intake, eligibility)

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

☒ Facility utilization plan and policies
Note: If not, be aware, the City will require a facility utilization plan and policies prior to the execution of a subrecipient agreement.

d. Provide addresses for each applicable location of site(s) where activity will occur, and a brief description of the facilities.

Main activities for HMIS will occur at the FH main office - 1331 Fulton Street; Fresno, CA 93721.

☐ Maps attached as exhibit

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, and how existing resources are insufficient to meet this need:

This proposal addresses the data needs for the Fresno Madera Continuum of Care FMCoC) in terms of the HMIS system. Data collection and entry by agencies, including ESG recipients, is vital for the community to make data informed decisions on the housing and services needs of individuals and/or families experiencing homelessness. The data additionally informs the effectiveness of the community homeless response system. HMIS discerns metrics such as amount/type and utilization of various housing solutions. Other metrics include demographics to ascertain the level of racial equity in the community. Currently HMIS has over 100 users from CoC, State and ESG funded agencies.

b. Briefly describe the target population, how the project will meet the specific needs of the target population, and how the project will be marketed to the target population.

The target population of an HMIS proposal is the Fresno Madera Continuum of Care through its projects, including ESG projects that data will be entered into the system. Though for most funding sources, HMIS participation is a mandated activity, it is much more important to think of data as the lynchpin for both analyzing system effectiveness and using data to make informed decisions on the housing and services needed for those experiencing homelessness. In its role as HMIS Lead Agency, FH will work with all projects to ensure data quality and completeness through data entry training and analysis of subsequent data for the effectiveness of the homeless response system.

c. Summary of Services to be provided:
Select all services to be provided, including those that are not funded by the City.

- ☐ Emergency Shelter
- ☐ Transitional Housing
- ☐ Homeless Prevention/Housing Assistance
- ☐ Homeless Diversion
- ☐ Mental Health/Other Services
- ☐ - Individual and Family Counseling
- ☐ - Drug/Alcohol Treatment
- ☐ - Job Training
- ☐ - Children's Program
- ☐ - Parenting education
- ☐ - Domestic Violence Intervention
- ☐ - Self-Sufficiency Skills Training
- ☐ - Outreach
- ☐ - Assessment of Needs
- ☐ Permanent Housing with Supportive Services
- ☐ Affordable Housing
- ☐ Job Training/ Job Search
- ☐ Women's Program
- ☐ Day Care
- ☐ Youth Program
- ☐ Access to Medical
- ☐ Immigration Assistance
- ☐ Fair Housing Assistance
- ☐ Academic Support/Tutoring
- ☐ Referral Services
- ☐ Case Management
- ☐ Provide Meals
- ☐ Free Services
- ☐ Business Development to micro-enterprise
- ☒ Other (specify):Homeless Management Information System

d. Estimate the number of unduplicated persons expected to benefit from the project:

   130 unduplicated persons will receive a direct benefit from this project.

e. Please indicate which of these service types will be provided and the number of unduplicated persons who will benefit.

Check if Providing	Public and Community Service Types	Estimated No. Persons Assisted
☐	Operating Cost of Shelters for Persons who are homeless or impacted by HIV/AIDS	
☐	Rental Assistance/Subsidy	
☐	Supportive/Essential Services (not duplicated with services provided in conjunction with another activity)	
☐	Housing information services (not duplicated with services provided in conjunction with another activity)	

f. Describe the homeless or homelessness prevention service program. Please include information about barriers to program participation and how the activity will address those barriers, and any information about how the activity was developed or refined in consultation with the target population. Limit description to the space provided on this and the next page.

As stated, HMIS is a mandated component of all HUD CoC, ESG and many State of California programs. HMIS is the vehicle by which the community can judge the effectiveness of its homeless response system. HMIS provides metrics on a number of factors - number of housing and services projects for individuals/families experiencing homelessness by project type (PSH, RRH), existence of other projects endemic to assisting those experiencing homeless (Diversion, Homeless Prevention) and utilization of these projects to name a few. HMIS is responsible for grant reporting for the annual Housing Inventory Chart, System Performance Measures and the Longitudinal Study Analysis - all enumerate and analyze the effective of the community homeless response system. It is through these and other HMIS reports that the community can make data informed decisions on funding for particular types of projects, i.e. does the data show the community needs more PSH or RRH.

This ESG HMIS grant will contribute to the match needed to pay for those components - software, licenses and staff time for HMIS reporting particularly for community positions, such Coordinated Entry Housing Navigators, Community Coordinator, Community Matcher and ESG recipients.

There are no real barriers to HMIS participation; it is a matter of training. The HMIS team provides HMIS Data Entry training and will assist with some Data Collection training. The HMIS team has developed relationships with both end users and Agency Administrators - responsible for assisting end users and with HMIS team assistance, analyzing their program performance. Due to safety concerns in this moment of COVID-19, HMIS training is accomplished via self-paced videos. Once it is safe to do so, the HMIS team will resume in person training.

The HMIS team is always receptive to the needs of the community and end users. In this program year, the team will engage a consultant with many years of HMIS Lead Agency experience to ascertain best practices in the FMCoC HMIS Lead Agency role, including training components best suited in this changing data world. Also in the program year, the HMIS team will attend conferences particular to data and/or homelessness - i.e., National Human Services Data Consortium. The team belongs to many listservs and web-based groups around data and HMIS.

g. Collaboration
Briefly describe any collaboration efforts with other organizations for this project/program or related initiatives.

Collaborating Organization	Description of Collaboration
Fresno Madera Continuum of Care	FH is the HMIS Lead Agency for the CoC
State of California	As FH is the HMIS Lead Agency, FH works with the State on its new data system HDIS

4. Project/Program Budget

a. Activity Budget by Funding Type

Please provide a high-level summary of the total budget by federal and non-federal funds.

Proposed Activity Budget	Amount
Total ESG, HOPWA, CDBG and/or HOME Funds Requested	$21,300
Total Other Federal Funds (do not include the above funds on this line)	$245,770
Total Non-Federal Funds	$61,443
Total Proposed Activity Budget	$328,513

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for FY 2020 – 2021. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
HUD CoC	HMIS	$245,770		
CoC funded agencies	HMIS Match	$61,443		

c. Activity Budget Summary

Please complete Exhibit A – Operating Budget Summary.

The above referenced Budget worksheet is available in Excel format at www.fresno.gov/housing under 'Notices of Funding Available.'

d. Prior-Year Financial Statement

For existing programs, please attach a financial statement labeled as Exhibit B for the proposed program for the last full operating year. Failure to provide the financial statement will result in disqualification.

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY

☒ EXHIBIT B – HOMELESS AND HOMELESSNESS PREVENTION ESG SOURCES AND AMOUNTS OF MATCH AND MATCH QUESTIONAIRE

☒ EXHIBIT C – PRIORYEAR AUDITED FINANCIAL STATEMENT INCLUDING STATEMENT OF ACTIVITIES, STATEMENT OF FINANCIAL POSITION AND STATEMENT OF CASH FLOWS (REQUIRED WHEN TOTAL FEDERAL GRANT AWARDS EQUALED OR EXCEEDED $750,000 DURING THE ANNUAL AUDIT PERIOD); OR

☐ EXHIBIT C – PRIOR-YEAR UNAUDITED FINANCIAL STATEMENT WHEN TOTAL FEDERAL GRANT AWARDS FOR THE ANNUAL AUDIT PERIOD WAS LESS THAN $750,000

Optional Additional Exhibits:

☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

☐ EXHIBIT – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)

☐ EXHIBIT – SERVICE AREA MAP (REQUIRED IF NOT DESCRIBED IN **2.d.**)

Exhibit A: Operating Project Budget Summary (or, submit via Excel)

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel (enter position titles):									
1 FTE HMIS Coodinator	60,133.04	31,099.38							**91,212.42**
.7 FTE HMIS Analyst	45,716.22	22,646.44							**68,632.66**
Administrative Personnel (enter position titles):									
.10 FTE Assistant Director, Special Programs	12,924.86	4,300.06							**17,224.92**
Independent Contractors / Consultants (enter position titles):									
TOTAL PERSONNEL BUDGET	$118754.10	$58,045.88	**$**	$	$	$	$	$	**$176800**
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
Support, Maintenance, Security of HMIS System				42,200					
HUD Approved HMIS/CoC Training				10,000					
Central Office costs - IT/IS, Utilities, Communications				7,000					
Administrative Costs				9,770					
FMCoC Agency Match				61,443					
City of Fresno Match			**21,300**						
TOTAL OTHER DIRECT COSTS			**$21,300**	$130,413	$	$	$	$	**$151,713**
INDIRECT COSTS* (Select 1 indirect rate Only)									
Approved Indirect Cost Rate									
De minimus 10 % Rate									
TOTAL INDIRECT COST BUDGET			**$**	$	$	$	$	$	**$**
TOTAL PROJECT BUDGET	**$118754.10**	**$58,045.88**	**$21,300**	**$130,413**	**$**	**$**	**$**	**$**	**$328,513**

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.
Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 10% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Exhibit B:
ESG Match Follow-Up Questions and Match Exclusions

Please identify ESG Matching Funds (eligible Match Funds only) by name of the funding source and dollar amount. Please also provide answers to the below questions.

Source of ESG Match Funds (Eligible Match Only. Please be specific.)	**Dollar ($) Amount of Match**
As HMIS Lead Agency, Fresno Housing maintains the HMIS system which is endemic to fulfilling HUD data mandates for CoC, ESG and State programs. In addition, there is no other agency that can administer and maintain an HMIS system except Fresno Housing as HMIS Lead. As such, it is believed Fresno Housing should be considered an ESG vendor, not an ESG recipient	$0
TOTAL	**$0**

Please review the below Match statements and indicate whether they are correct or not.

In general, federal (other than ESG), state, local, or private funds may be used to satisfy the requirement that the subrecipient provide matching contributions to City of Fresno ESG funding, so long as the following conditions are met:

1. The matching funds to be contributed to the activity described in the NOFA Part B Application will be exclusively expended for the subrecipient's described activity and is an allowable ESG costs.

   ☐ Yes

   ☐ No

2. The matching funds will not be expended before the commencement date of the applicable ESG subrecipient agreement.

   ☐ Yes

   ☐ No

3. The matching funds will be expended by the expenditure deadline that applies to the ESG funds being matched.

   ☐ Yes

   ☐ No

4. The matching funds have not been and will not be used to match any other Federal program's funds nor any other ESG grant.

   ☐ Yes

   ☐ No

5. The subrecipient does not use ESG funds to meet another program's matching requirements.

   ☐ Yes

   ☐ No

6. The recipient will keep records of the source and use of the matching funds, including the particular fiscal year ESG grant for which the matching contribution is counted.

   ☐ Yes

   ☐ No

Note: Because the matching funds are contributed to the ESG program and expended for the subrecipient's allowable ESG costs, the following are not allowed to be used as match:

- SNAP benefits (food stamps), because the funds are being used to cover the program participant's costs;
- Housing Choice Vouchers, because the funds are used to pay the PHA's obligations under its Housing Assistance Payment contract with the owner; and
- The tenant's portion of the rent, because this amount is the tenant's obligation.

Please also note the following:

- The matching funds are provided based on the total grant amount and do not have to be provided on a component-by-component basis.
- HOME-TBRA funds cannot be used as match because the requirements for rental assistance are significantly different between the two programs. In particular, under the HOME TBRA program (24 CFR parts 92.209 and 92.253), subrecipient(s) **may not require** a program participant to accept any services (subrecipient may offer services, but cannot require them). In contrast, when providing ESG homelessness prevention or rapid re-housing assistance to a program participant, the recipient or subrecipient **must require** the program participant to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability and develop a plan to assist the program participant to retain permanent housing after the ESG assistance ends (24 CFR 576.401(e)). Because of these differences in the two programs, HOME TBRA funds may not be used as Match for the ESG funds.
- SHP funds generally cannot be used as match, because very few activity costs are allowable under both SHP and ESG. However, in some cases, such as where SHP funds are used for HMIS or street outreach costs that are allowable under ESG, SHP funds can be counted as match in accordance with conditions 1-8 above. Please note, however, that HMIS costs are only eligible to be used as match under ESG if they are eligible under section 576.107 and allocable to the ESG program, whether charged as direct costs or indirect costs. If the SHP HMIS funds are being used to pay for SHP projects' data entry, those data entry costs are not allocable to the ESG program and the funds used cannot be counted as match.

Marjaree Mason Center

PY 2022–2023 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization:	*Fictitious Name (if applicable):*
Marjaree Mason Center, Inc.	MMC
DUNS Number of Organization:	*Federal Tax ID Number:*
173284605	94-1156639
Date of Incorporation:	*Date of 501(c)(3) Determination:*
1998	1999
Mailing Address of Organization:	*Organization Website Address:*
1600 M Street, Fresno, CA 93721-1122	www.mmcenter.org
Name of President (or Chair of the Board):	*E-mail Address:*
Bonnie Her	bonniehermd@gmail.com
Name of Chief Executive or Executive Director:	*E-mail Address:*
Nicole Linder	*nicole@mmcenter.org*
Name of the Secretary:	*E-mail Address:*
Michael Carr	Michael.B.Carr@ABC.com
Name of Treasurer (or Chief Financial Officer):	*E-mail Address:*
Marcus Martin	marcus@mmcenter.org

Principal Contact Person :	*Principal Contact's Title:*	*Principal Contact's Physical Address (Street Address, Suite, City, State, ZIP):*
Nicole Linder	Executive Director	1600 M Street Fresno, CA 93721-1122
Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
559-487-1316	559-237-4706	nicole@mmcenter.org

Name of Authorized Signatory :	*Title of Authorized Signatory:*
Nicole Linder	*Executive Director*
Signature of Authorized Official:	*Date of Signature:*
Nicole Linder	03/03/2022

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information

Part A, Section 2: Mission Statement
Please provide the organization's mission statement within the below space:

Marjaree Mason Center's mission is to support and empower adults and their children affected by domestic violence while striving to prevent and end the cycle of abuse through education and advocacy.

Part A, Section 3: Organizational Capacity and Management
Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Nicole Linder	Executive Director	6
2) Leticia Campos	Deputy Director	13
3) Marcus Martin	Director of Finance	18
4) Laura Lopez	Residential Services Manager	16
5)		

Board of Directors

How often does your Board of Directors regularly meet?
Monthly
List current Board of Directors below:

1) Bonnie Her
2) Kerri Horn
3) Lauren Garabedian Ruff
4) Michael Carr
5) Mindy Castro
6) Giatri Dave
7) Casey Gray
8) Margaret Mims
9) Lisa Nichols
10) Rene Ramirez

Financial Management

1) Has an audit been performed on the proposing organization's accounting procedures within the last two years?

☒ Yes ☐ No If yes, name of auditor: Moss Adams

2) Is the agency audited every year? ☒ Yes ☐ No

3) Were any management letters issued as a result of the last audit? If yes, explain.
No

4) Provide the name of staff responsible for your agency's accounting system

Name: Marcus Martin
Title: Director of Finance
Phone/Email: 559-487-1304/marcus@mmcenter.org

Authorized Signatories

If your organization is selected for funding, signatures from persons bearing titles from each of the two lines below will be required by your organization.

1. Board Chair, President, or Vice President
2. Treasurer, Secretary, or Assistant Secretary

If you will be unable to provide the two requested signatures, or intend to otherwise deviate from the standard signature authority, please indicate the names and titles of the authorized signatories below and provide the names and titles of the person(s) authorized to execute agreements on behalf of your organization in your board certified resolution.

Authorized Signatory Name	Authorized Signatory Title
1) Bonnie Her	Board President
2) Michael Carr	Board Secretary

☒ Board Resolution providing for the signature authority of persons to sign agreements on behalf of the entity is attached (required before a subrecipient agreement will be executed).

To view the City's policy regarding signature authority, including a sample signature page and sample certification, view Administrative Order 4-1 at:
https://www.fresno.gov/personnel/human-resources-support/#tab-2

Part A, Section 4: Summary of Attached Applications:
Provide number and total dollar amount of applications by Application Type

- **Homeless and Homelessness Prevention Programs**

Number of Applications	*Total Dollar Amount Requested*
1	$ 197,140

- **Public and Community Services**

Number of Applications	*Total Dollar Amount Requested*
	$

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
1	$ 197,140

Required Attachments to Part A
Select all attachments included.

☒ **Part A, Exhibit 1** – Organization's U.S. Internal Revenue Service 501(c)(3) Determination of Exemption Letter (Required)

☒ **Part A, Exhibit 2** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 3** – Bylaws of the Organization (Required)

☐ **Part A, Exhibit 4** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☒ **Part A, Exhibit 5** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 6** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds).

☐ **Part A, Exhibit 7** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 10 percent of modified total direct costs)

☒ **Part A, Exhibit 8 –** Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application (Required; the Resolution must be submitted to the City by 4:00 PM, Friday, March 18, 2022)

PY 2022–2023 APPLICATION
Homeless and Homelessness Prevention Programs

1. **Project Summary Information** – please complete the below summary for the project/program.

Project Name (10 words or less): Eradicating Homelessness for Victims of Domestic Violence

Amount Requested: $ 197,140.00

ESG Applicants Only – please provide a breakdown of amount requested by program component:

Street Outreach: $ .00

Emergency Shelter: $ 197,140.00

Homelessness Prevention: $ .00

Rapid Rehousing: $ .00

HMIS: $ .00

This is a:

☐ New Project/Program

☒ Existing Project/Program

Provide a short description of the proposed program/activity. (1 to 3 sentences and must fit in the provided space).

Marjaree Mason Center is requesting ESG funding to support emergency shelter and support services for adults and their children experiencing domestic violence and/or at risk of homelessness due to abuse. Funds through this program will be used to support costs associated with Marjaree Mason Center's Eradicating Homlessness for Victims of Domestic Violence Program which provides 24/7 crisis response, emergency shelter, basic needs (food, clothing, blankets, hygeine items, diapers, etc.), case management, mental health services and coordinated entry system services that assist clients with obtaining longer-term safe housing and increase stability.

2. Organizational Capacity

a. Describe the organization's experience with administering federally-funded programs of this nature.

Established in 1979, Marjaree Mason Center (MMC) has over 40 years of experience in providing safe and confidential emergency shelter and comprehensive support services for adults and children affected by domestic violence, and is the only dedicated provider of these critical services in Fresno County. Since its inception, MMC has grown to provide a wide breadth of diverse services that are specifically designed to meet the unique needs of individuals impacted by the trauma of abuse. Comprehensive services include: 24/7 hotline and crisis response, safety planning and risk assessment, case management, advocacy, emergency and longer-term safe shelter, individual and group counseling, legal assistance, children services, child advocacy, community outreach, youth education and linkages to local community social service programs. All MMC programs and services are provided using trauma informed care practices that recognize the impact of trauma on the individuals physical and mental health and limit re-traumatization of clients participating in supportive services.

In order to increase access to these vital programs, MMC has adopted a "no wrong door" approach to providing services; this means that in addition to connecting with the agency direclty through the 24/7 hotline or crisis drop-in center, clients can be linked to services through a variety of community entry points including law enforcement, hospitals, medical providers, social servies agencies and other community-based organizations. Regardless of how a client is initially linked for services (either directly or indirectly), MMC's Crisis Response Team (CRT) is the first point of contact for individuals seeking shelter and /or services. This diverse multi-lingual team operates the 24/7 hotline, attends to crisis drop- ins, conducts risks assessments, develops safety plans and facilitates intakes for emergency shelter.

MMC's Deputy Director, Leticia Campos, has over 15 years of experience in providing client services and will have direct oversight of this project. She holds a Bachelors degree in Social Work and has been with MMC for over 10 years and has held several leadership roles within the agency. In her current role, as Deputy Director, Leticia oversees all direct client service programs inlcuding: CRT, the emergency shelter, housing programs (transitional, rapid rehousing and permanent) and the children's program. Fiscal oversight for this program will be provided by the Director of Finance and Technology, Marcus Martin. Marcus has been with MMC for over 15 years and has extensive experience in accounting, finance and internet technology. Currently, Marcus oversees all agency finances and monitors all contracts and provides oversight for all current and prior CDBG, ESG, HUD and HEAP funds as well as all data platforms and analytics for the agency.

On average, MMC manages more than 25 grants each year amounting to over $5.5 million in funding from federal, state and local government programs as well as

private foundations. For more than 20 years, MMC has consistently received and successfully fullfilled commitments and met objectives for government funding programs similar to this ESG opportunity. Further, MMC has a lengthy history demonstrating many years fiscal and programmatic stability with ensuring compliance with HUD, SHP, HPRP and ESG policies and regulations. The agency's Board of Directors have met all federal review standards and has an excellent history of maintaining feduciary oversight for the agency.

In addition to its long history and well established capacity to administer federally funded projects of this nature, MMC has developed a strong record of community partnership. Through collaborative partnerships with local community organizations, MMC is able to ensure uninterupted access to a diverse array of programs and services that support all survivors of domestic violence. MMC's collaborative partners include but are not limited to: the Fresno Housing Authority, (they are a collaborative applicant for HUD grants), local law enforcement agencies throughout Fresno County (including MMC Advocates stationed at Fresno PD and Fresno Sheriff's Department), Crime Victims Assistance Center (provide support to emergency shelter clients and assistance with relocation expenses and securing permanent housing), Meathead Movers and Wings (assist with moving and obtaining household items), local hospitals (CRMC, Kaiser Permanente, St. Agnes, Valley Children's Hospital), Centro La Familia and Fresno Unified School District (assist children with school related needs through Project First Step). MMC is also an active member and in good standing with the Fresno Madera Continuum of Care. MMC believes that maintaining strong partnerships with local organizations is essential to creating a community network of support that addresses the needs of all individuals, streamlines access to assistance and reduces duplication of services thereby maximizing community resources.

b. For how many years has the organization administered activities of the type described in this application?

   43

c. Does the organization have the following in place (check box if ‘yes’)?

   ☒ Written policies and procedures for the proposed project or program (i.e. intake, eligibility)

   ☒ Written Financial Management Policies and Procedures

   ☒ Non-Discrimination / Equal Opportunity Policy

   ☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

☒ Facility utilization plan and policies
Note: If not, be aware, the City will require a facility utilization plan and policies prior to the execution of a subrecipient agreement.

d. Provide addresses for each applicable location of site(s) where activity will occur, and a brief description of the facilities.

Marjaree Mason Center Adminstrative Offices and Crisis Drop-In Center: 1600 M Street, Fresno, CA 93721 (See Exhibit F) Marjaree Mason Center Emergency Shelter: Confidential domestic violence shelter located in Fresno, CA.

☒ Maps attached as exhibit F

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, and how existing resources are insufficient to meet this need:

Marjaree Mason Center is proposing to address the critical needs of individuals who are fleeing domestic violence by providing safe emergency shelter and support services, thereby reducing their risk of homelessness. Last year, MMC provided over 90,000 nights of emergency and longer-term safe shelter to 7,757 individuals (6,264 adults and 1,246 children) affected by domestic violence. These figures reflect a 19% increase in the number of clients provided with emergency shelter and crisis response services compared to the previous year. According to the DOJ, last year, Fresno Police Department (FPD) responded to 5,527 domestic violence calls for service in the City of Fresno; a 22% increase compared to the previous year. FPD also reports that the severity of domestic violence incidents leading to injury continues to grow, and last year, 8 individuals were murdered in Fresno as a direct result of domestic violence. According to the Department of Justice (DOJ), Fresno has the highest rates per capita of domestic violence calls to law enforcement in the state. This is especially troubling given that law enforcement and advocates agree that most instances of domestic violence go unreported.

The ongoing need and increase in clients seeking services mean that MMC's Emergency Shelter Program is nearly always filled to capacity. This coupled with social distance mandates and safety precautions related to COVID-19 have dramatically affected MMC's ability to provide enough safe housing for those in need. Since the onset of COVID-19, MMC has operated using a hybrid model that provides shelter to clients Safe House (at a reduced capacity) as well as off-site in alternative shelter. This shift in the shelter program has enabled MMC to maintain the health and safety of clients and staff by ensuring social distance measures can be observed without interrupting access to vital support services.

Rising rates of reported domestic violence in our community are reflected in the increased number of victims seeking emergency shelter and the increase in their average length of stay in the shelter. Clients housed in off-site location are provided with the same services as those staying the the Safe House. This inlcudes safety planning, food, clothing and basic hygiene needs, case management, counseling, legal advocacy (assisting with filing restraining orders), housing assistance, children's services and referrals for additional community partners as needed. These increases impact the number of clients the agency can provide safe shelter and supportive services to at any given time, thereby increasing the need for additional funding support. Unfortunately, MMC's Emergency Shelter Program is the least funded program in the agency as many funders prefer to provide support for longer-term programs such as Permanent Housing and Rapid Rehousing programs. While MMC recognizes the importance

of providing long-term care programs (and works diligently to transfer clients from emergency programs to transitional and permanent housing programs), we must first meet their immediate needs by offering robust emergency programs that address their present crisese and support their basic needs.

b. Briefly describe the target population and how the project will meet the specific needs of the target population.

The target population for this project includes includes all individuals in Fresno County who are experiencing domestic violence and who are either homeless or at risk of homelessness due to the abuse. Domestic violence effects all populations regardless of ethnicity, age, religion, gender, language, sexual orientation, location or economic ability. While MMC provides services to all individuals seeking support, the vast majority of clients are individuals or families who are defined as low/moderate income (LMI) and/or homeless by the Department of Housing and Urban Development (HUD). Last year 100% of MMC clients fell within the HUD definition for LMI and homeless.

All MMC services are provided by knowledgable staff who have been trained in using Trauma Informed Care principles to provide supportive services and are tailored to meet the unique needs of each victim. Domestic violence is a viscious cycle of power and control that includes (but is not limited to) isolation, physical assault, verbal abuse, emotional abuse, sexual abuse and financial abuse; the long-term effects of which often lead victims to experience depression, anxiety, fear, homelessness, unemployment and financial instability. MMC services are designed to meet each client where they are; this means that they can work at their own pace and drive their own care based on their level of ability and readiness. Clients are not requred to participate in agency programs in order to receive services.

c. Describe how the project will be marketed to the target population.

Victims of domestic violence face a wide variety of barriers to accessing services, these include isolation from friends and family, no transportation, little or no access to money, unemployment, language barriers and physical distance from services. Due to the significant danger of domestic violence, the variety of barriers victims face and the limited amount of resources available, most MMC programs and services are provided at no cost. Supportive services inlcude, but are not limited to: diverse programs, transportation, translation services, child care assistance, utility assistance and housing assistance. In order to ensure that services are accessible to all victims, MMC works closely with a variety community partners to provide domestic violence awareness classess that teach first reponders, local service providers and community organizations how to recognize abuse, provide intervention when abuse is present and how to directly link victims to MMC for safe shelter and comprehensive supportive services when needed.

In order to increase access to services, MMC operates offices at 7 sites located throughout Fresno County; these include two safe and confidential shelters, administrative offices and satelite locations in Reedley and Mendota which provide support for individuals located in rural communities. Additionally, MMC employs Community Navigators who are able to travel to victims and meet them in safe places within their communities rather than requiring them to travel to the crisis drop-in center to receive support. Further, in order to increase awareness of domestic violence and available services, MMC routinely attends community events to facilitate outreach and education services that provide comprehensive information about MMC and how to access agency services.

d. Summary of Services to be provided:
Select all services to be provided, including those that are not funded by the City.

- ☒ Emergency Shelter
- ☒ Transitional Housing
- ☒ Homeless Prevention/Housing Assistance
- ☒ Homeless Diversion
- ☒ Mental Health/Other Services
  - ☒ - Individual and Family Counseling
  - ☐ - Drug/Alcohol Treatment
  - ☐ - Job Training
  - ☒ - Children's Program
  - ☒ - Parenting education
  - ☒ - Domestic Violence Intervention
  - ☒ - Self-Sufficiency Skills Training
  - ☒ - Outreach
  - ☒ - Assessment of Needs
- ☒ Permanent Housing with Supportive Services
- ☐ Affordable Housing
- ☒ Job Training/ Job Search
- ☒ Women's Program
- ☒ Day Care
- ☒ Youth Program
- ☒ Access to Medical
- ☒ Immigration Assistance
- ☒ Fair Housing Assistance
- ☒ Academic Support/Tutoring
- ☒ Referral Services
- ☒ Case Management
- ☒ Provide Meals
- ☒ Free Services
- ☐ Business Development to micro-enterprise
- ☒ Other (specify):Legal Advocacy/Restraining Order Assistance

e. Estimate the number of unduplicated persons expected to benefit from the project:

200 unduplicated persons will receive a direct benefit from this project.

f. Please indicate which of these service types will be provided and the number of unduplicated persons who will benefit.

Check if Providing	Public and Community Service Types	Estimated No. Persons Assisted
☒	Operating Cost of Shelters for Persons who are homeless or impacted by HIV/AIDS	200
☐	Rental Assistance/Subsidy	
☒	Supportive/Essential Services (not duplicated with services provided in conjunction with another activity)	200
☒	Housing information services (not duplicated with services provided in conjunction with another activity)	200

g. Describe the homeless or homelessness prevention service program. Please include information about barriers to program participation and how the activity will address those barriers, and any information about how the activity was developed or refined in consultation with the target population. Limit description to the space provided on this and the next page.

All MMC programs and services continue to be impacted by COVID-19. In order to protect the health and safety of clients and staff, MMC is using a hybrid model to facilitate services and provide direct support to clients; this means that risk assessments, safety planning, case management, legal advocacy, counseling and children's supportive services are being provided remotely rather than in person unless strictly necessary. Additionally, due to the communal nature of our facility, and the need to ensure isolation friendly housing to decrease the likelihood of virus transmission, MMC is using a hybrid housing model that shelters clients in the agency's Safe House (at a reduced capacity) and in isolation friendly off-site safe shelter. While necessary, the shift in shelter accommodations and adaptations to service delivery has significantly increased the cost of providing these vital programs.

Support through this program will ensure that MMC is able to meet the increased demand and ensure uninterrupted access to safe shelter and the full continuum of support services that are critical to individuals recovering from domestic violence. Services that will be provided through this program include: 24/7 crisis response, safe shelter, safety planning, risk assessment, case management, victim advocacy, counseling, legal advocacy, children's services and linkages to additional community programs as needed. Clients experiencing barriers (lack of transportation, language, physical distance from services, lack of support system, etc.) to access services will be provided with support that specifically addresses their needs such as transportation via train/bus tickets or Lyft, translation services, in person support via an MMC Community Navigator and childcare while clients participate in agency services. MMC's 24/7 Crisis Response Team (CRT) will provide immediate crisis intervention services including: risk assessments, safety planning, emergency shelter, transportation, food and referrals for additional services and/or organizations.

Marjaree Mason Center's Safe House Program ensures that victims of domestic violence are provided with a safe place to reside while their traumatic situation is addressed, and they attain the support needed to return to the community safely. The average length of stay in emergency shelter is 34 days, however this can vary based on each client or family's individual needs. MMC Safe Houses feature private rooms for each family, large communal kitchens and play areas for children. Families are welcome to bring items to make them feel more at home, such as personal linens, pillows, and toys. In the past, when necessary, due to capacity limits, Marjaree Mason Center has housed client's offsite at alternate locations; this practice has increased due to COVID-

19 and the communal nature of the facility. These locations are also confidential.

While enrolled in MMC programs, all clients are connected to a case manager who remains connected to them for the duration of their care. Case managers will assist them with program enrollment, coordinate referrals, safety plan and help clients develop their plan of care. All services are provided using trauma informed care practices that allow each client to drive their own care based on their unique needs. MMC facilitators will provide group psychoeducational sessions which will include, but are not limited to: SAFE (Survivors of Abuse: Free and Empowered), Children's Group, Parenting, Anger Management and Batterer's Intervention. These groups assist clients in developing coping strategies, recognizing emotions, anger management tools, healthy communication, understanding power and control, child development and healthy parenting.

Through the Children's Enrichment Center, MMC provides support to children and their families and collaborates with multiple agencies in Fresno to offer additional assistance and resources. Children's services are provided in partnership with schools, mental health services, and through assessments to determine what, if any, other needs the children may have. In addition to being a positive and safe place where children can learn, grow and play, the Enrichment Center contains books, puzzles, games, and fun activities for children of all ages. Child supervision is provided while moms attend onsite counseling, legal classes, or groups. Children's services are provided by knowledgeable professionals who are trained to work with children in crisis and/or Marriage and Family Therapists. To ensure that children of victims don't fall through the cracks while receiving services, MMC works with Fresno Unified Department to connect families to social workers through Project Access.

Through the Coordinated Entry System (CES), and in collaboration with community partners, MMC works to connect clients to stable housing programs. While enrolled in the Emergency Program, MMC Case Managers work with clients to determine their next steps towards stability. This can be accomplished either through re-unification with friends or family and/or through linkages to an MMC internal permanent housing project, or external housing project. In order to make the connection to a permanent housing project, clients are added to a "by-name list"- which encompasses their combined "scores" from a lethality risk assessment and the Vulnerability Index- Service Prioritization Assessment Tool (VI-SPDAT). Depending on their overall "score" clients are then prioritized accordingly for housing. While added to the by-name list, clients are connected with an MMC Housing Locator that will prepare and support the client in becoming "document ready." Once document ready, the clients are then eligible to be "matched" with an identified housing project. The identified housing project can be an MMC internal connection, or

an external connection through the overall “community” housing availability. On average, clients remain on the by-name list for 198 days before being connected to permanent housing. This time consuming process makes the need for emergency shelter and support services critical in reducing the risk of homelessness and in assisting clients with achieving independence and stability.

h. Collaboration
Briefly describe any collaboration efforts with other organizations for this project/program or related initiatives.

Collaborating Organization	Description of Collaboration
Fresno Police Department	Fresno Police Department: MMC collaborates with the Fresno Police Department on a daily basis. We have two MMC Victim Advocates stationed directly within the Fresno Police Department office; who support and respond to victims that unfortunately have law enforcement involvement due to domestic violence. MMC PD Advocates, collaboratively work with detectives and officers, in responding, supporting and navigating these survivors through their available options for shelter and support services.
The Poverello House	Over the last 20 years the Marjaree Mason Center has collaborated with the Poverello house to provide meals for clients receiving safe shelter. Through this partnership, MMC purchases and distributes daily meals for clients that have been prepared by the Poverello House and delivered to the Center.
Fresno Unified School District	Marjaree Mason Center collaborates with FUSD for all levels of support for those children impacted by DV and residing in the MMC Emergency Safe House. Through Project First Step, a FUSD Liasion, collaborates with the MMC Children's team for all FUSD children residing in the safe house, and in need of educational support. Often times, children of victims are uprooted from their school, need to remain out of school due to safety issues, and/or the family lacks the educational resources needed. FUSD and MMC staff work hand in hand to ensure families and the children are supported.
Fresno Housing Authority	The Marjaree Mason Center has managed multiple HUD RRH grants in partnership with Fresno Housing Authority over the past several years. These HUD funded RRH housing projects focus on providing support for survivors of Domestic Violence. Additionally, through the support of these RRH projects MMC is able to focus on the financial and

	long term housing stability of each client served. The long-term goals is to support clients/families in regaining their self-sufficiently and above all a sense of safety.

4. Project/Program Budget

a. Activity Budget by Funding Type

Please provide a high-level summary of the total budget by federal and non-federal funds.

Proposed Activity Budget	Amount
Total ESG, HOPWA, CDBG and/or HOME Funds Requested	$197,140
Total Other Federal Funds (do not include the above funds on this line)	$477400
Total Non-Federal Funds	$1,106,600
Total Proposed Activity Budget	$1,781,140

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for FY 2022 – 2023. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
California Office of Emergency Services	Domestic Violence Assistance Program	$150,000	Committed	
California Office of Emergency Services	Domestic Violence Assistance Program	$324,650	Pending	10/01/2022
HUD	Coordinated Entry	$160,000	Committed	

HUD	Coordinated Entry	$317,400	Pending	12/01/2022
Private Donations	Private Donations	$614,900	Pending	7/01/2022
County of Fresno	Marriage License Fee	$17,050	Committed	

c. Activity Budget Summary

Please complete Exhibit A – Operating Budget Summary.

The above referenced Budget worksheet is available in Excel format at www.fresno.gov/housing under 'Notices of Funding Available.'

d. Prior-Year Financial Statement

For existing programs, please attach a financial statement labeled as Exhibit B for the proposed program for the last full operating year. Failure to provide the financial statement will result in disqualification.

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY

☒ EXHIBIT B – HOMELESS AND HOMELESSNESS PREVENTION ESG SOURCES AND AMOUNTS OF MATCH AND MATCH QUESTIONAIRE

☒ EXHIBIT C – PRIORYEAR AUDITED FINANCIAL STATEMENT INCLUDING STATEMENT OF ACTIVITIES, STATEMENT OF FINANCIAL POSITION AND STATEMENT OF CASH FLOWS (REQUIRED WHEN TOTAL FEDERAL GRANT AWARDS EQUALED OR EXCEEDED $750,000 DURING THE ANNUAL AUDIT PERIOD); OR

☐ EXHIBIT C – PRIOR-YEAR UNAUDITED FINANCIAL STATEMENT WHEN TOTAL FEDERAL GRANT AWARDS FOR THE ANNUAL AUDIT PERIOD WAS LESS THAN $750,000

Optional Additional Exhibits:

☒ EXHIBIT D – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

☒ EXHIBIT E – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)

☒ EXHIBIT F – SERVICE AREA MAP (REQUIRED IF NOT DESCRIBED IN **2.d.**)

CITY OF FRESNO

OPERATING BUDGET SUMMARY (non-capital projects)

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel:									
Case Managers	20,151.00	4,098.00	**24,249.00**	24,000.00	96,000.00				**144,249.00**
Client Services Residential	80,568.18	20,795.00	**101,363.18**	300,000.00	150,000.00				**551,363.18**
Maintenance Technician	5,484.00	1,157.00	**6,641.00**				39,000.00		**45,641.00**
Maintenance Custodian			-				36,000.00		**36,000.00**
[enter position title]			-						-
Administrative Personnel:									
Housing Manager			-	75,000.00					**75,000.00**
Director of Facilities			-	25,000.00	15,000.00		58,000.00		**98,000.00**
Staff Accountant			-	10,000.00	10,000.00		35,000.00		**55,000.00**
Independent Contractors / Consultants:									
[enter position title]			-						-
[enter position title]			-						-
TOTAL PERSONNEL BUDGET	$ 106,203.18	$ 26,050.00	**$ 132,253.18**	$ 434,000.00	$ 271,000.00	$ -	$ 168,000.00	$ -	**$ 1,005,253.18**
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
Repairs and Maintenance			**20,300.00**		10,000.00	2,000.00	35,000.00		**67,300.00**
Telephone Expense			**10,000.00**		4,000.00	1,000.00	150,000.00		**165,000.00**
Utlilities Expense			**15,000.00**		15,000.00		30,000.00		**60,000.00**
Software			**1,665.00**		10,000.00	10,000.00	20,000.00		**41,665.00**
Office Supplies					4,000.00		1,000.00		**5,000.00**
Project/Program Supplies					15,000.00	500.00	1,500.00		**17,000.00**
Travel					2,500.00		500.00		**3,000.00**
Food							150,000.00		**150,000.00**
Postage/ Printing							1,000.00		**1,000.00**
Hotel					100,000.00				**100,000.00**
Auto Maintenance						2,000.00	2,000.00		**4,000.00**
TOTAL OTHER DIRECT COSTS			**$ 46,965.00**	$ -	$ 160,500.00	$ 15,500.00	$ 391,000.00	$ -	**$ 613,965.00**
INDIRECT COSTS* (Select 1 indirect rate Only)									
Approved Indirect Cost Rate									-
De minimus 10 % Rate			**17,921.82**	**43,400.00**	**43,150.00**	**1,550.00**	**55,900.00**	-	**161,921.82**
TOTAL INDIRECT COST BUDGET			**$ 17,921.82**	$ 43,400.00	$ 43,150.00	$ 1,550.00	$ 55,900.00	$ -	**$ 161,921.82**
TOTAL PROJECT BUDGET	**$ 106,203.18**	**$ 26,050.00**	**$ 197,140.00**	**$ 477,400.00**	**$ 474,650.00**	**$ 17,050.00**	**$ 614,900.00**	**$ -**	$ 1,781,140.00

Please revise this form and annotate budget items as needed

All applicants are required to submit a copy of their organization's operating budget.

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.

Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 10% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Exhibit B:
ESG Match Follow-Up Questions and Match Exclusions

Please identify ESG Matching Funds (eligible Match Funds only) by name of the funding source and dollar amount. Please also provide answers to the below questions.

Source of ESG Match Funds (Eligible Match Only. Please be specific.)	**Dollar ($) Amount of Match**
California Office of Emergency Services CalOES	$101,363
Marriage and License Fees	$17,050
Private Donations	$78,727
TOTAL	**$197,140**

Please review the below Match statements and indicate whether they are correct or not.

In general, federal (other than ESG), state, local, or private funds may be used to satisfy the requirement that the subrecipient provide matching contributions to City of Fresno ESG funding, so long as the following conditions are met:

1. The matching funds to be contributed to the activity described in the NOFA Part B Application will be exclusively expended for the subrecipient's described activity and is an allowable ESG costs.

   ☒ Yes

   ☐ No

2. The matching funds will not be expended before the commencement date of the applicable ESG subrecipient agreement.

   ☒ Yes

   ☐ No

3. The matching funds will be expended by the expenditure deadline that applies to the ESG funds being matched.

   ☒ Yes

   ☐ No

4. The matching funds have not been and will not be used to match any other Federal program's funds nor any other ESG grant.

   ☒ Yes

   ☐ No

5. The subrecipient does not use ESG funds to meet another program's matching requirement.

   ☒ Yes

   ☐ No

6. The recipient will keep records of the source and use of the matching funds, including the particular fiscal year ESG grant for which the matching contribution is counted.

   ☒ Yes

   ☐ No

Note: Because the matching funds are contributed to the ESG program and expended for the subrecipient's allowable ESG costs, the following are not allowed to be used as match:

- SNAP benefits (food stamps), because the funds are being used to cover the program participant's costs;

- Housing Choice Vouchers, because the funds are used to pay the PHA's obligations under its Housing Assistance Payment contract with the owner; and

- The tenant's portion of the rent, because this amount is the tenant's obligation.

Please also note the following:

- The matching funds are provided based on the total grant amount and do not have to be provided on a component-by-component basis.

- HOME-TBRA funds cannot be used as match because the requirements for rental assistance are significantly different between the two programs. In particular, under the HOME TBRA program (24 CFR parts 92.209 and 92.253), subrecipient(s) **may not require** a program participant to accept any services (subrecipient may offer services, but cannot require them). In contrast, when providing ESG homelessness prevention or rapid re-housing assistance to a program participant, the recipient or subrecipient **must require** the program participant to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability and develop a plan to assist the program participant to retain permanent housing after the ESG assistance ends (24 CFR 576.401(e)). Because of these differences in the two programs, HOME TBRA funds may not be used as Match for the ESG funds.

- SHP funds generally cannot be used as match, because very few activity costs are allowable under both SHP and ESG. However, in some cases, such as where SHP funds are used for HMIS or street outreach costs that are allowable under ESG, SHP funds can be counted as match in accordance with conditions 1-8 above. Please note, however, that HMIS costs are only eligible to be used as match under ESG if they are eligible under section 576.107 and allocable to the ESG program, whether charged as direct costs or indirect costs. If the SHP HMIS funds are being used to pay for SHP projects' data entry, those data entry costs are not allocable to the ESG program and the funds used cannot be counted as match.

Exhibit E

City of
FRESNO
POLICE DEPARTMENT

PACO BALDERRAMA
Chief of Police

Mariposa Mall
P.O. Box 1271
Fresno, CA 93715-1271

March 4, 2022

Planning and Development Department
Housing and Community Development Division
2600 Fresno Street, Room 3065
Fresno, CA 93721

Re: Letter of Support for the Marjaree Mason Center

To Whom It May Concern:

The Fresno Police Department is pleased to support Marjaree Mason Center's application for the Emergency Solutions Grants (ESG) and the Community Development Block Grant (CDBG) Programs through the City of Fresno's 2022-23 Consolidated NOFA. The Marjaree Mason Center is proposing to use funds through this program to provide emergency shelter and comprehensive supportive services to victims of domestic violence. In addition to emergency shelter, individuals and families who are homeless or at risk of homelessness due to domestic violence will receive case management, safety planning, counseling, legal assistance, food/clothing, assistance with their children, life skills workshops and other supportive services.

For over 40 years, Marjaree Mason Center has provided safe shelter and supportive services for victims of domestic violence throughout Fresno County. Last year alone, the Marjaree Mason Center provided over 7,757 individuals (including 6,264 adults and 1,246 children) with over 90,000 nights of confidential safe shelter. Marjaree Mason Center is a safe haven for individuals facing a life-threatening crisis. According to the Department of Justice, Fresno County has the highest per capita rates of domestic violence in California and the need for emergency shelter and domestic violence support services continues to grow. For years, Fresno Police Department has collaborated with the Marjaree Mason Center to provide support services to individuals experiencing homelessness and recovering from trauma due to domestic violence.

On behalf of the Fresno Police Department, I would like to extend our full support to the Marjaree Mason Center, and ask that the City of Fresno strongly consider the Marjaree Mason Center's full request for funding to support its Emergency Shelter and supportive programs.

Sincerely,

Paco Balderrama, Chief of Police
2323 Mariposa Street
Room 2075
Fresno, CA 93721
559.621.7000

Exhibit E

Fresno Unified School District

Achieving our Greatest Potential!

BOARD OF EDUCATION
Elizabeth Jonasson Rosas, President
Genoveva Islas, Clerk
Valerie F. Davis
Claudia Cazares
Major Terry Slatic USMC (Retired)
Keshia Thomas
Trustee Area 5 (Vacant)

SUPERINTENDENT
Robert G. Nelson, Ed.D.

March 2, 2022

Planning and Development Department
Housing and Community Development Division
2600 Fresno Street, Room 3065
Fresno, CA 93721

Re: Letter of Support for the Marjaree Mason Center

To Whom It May Concern,

The Fresno Unified School District Department of Prevention & Intervention is pleased to support the Marjaree Mason Center's (MMC's) application for the Emergency Solutions Grants (ESG) through the City of Fresno 2022-23 Consolidated NOFA. The Marjaree Mason Center is proposing to utilize funds through this grant program to provide emergency shelter and supportive services to individuals affected by domestic violence and homeless or at risk of experiencing homelessness. This funding would be life changing for many of our students and families.

Marjaree Mason Center has provided emergency shelter and domestic violence supportive services for over 40 years. Their mission is to support and empower adults and their children affected by domestic violence, while striving to prevent and end the cycle of abuse through education and advocacy. To this aim, MMC offers a full range of services including crisis support, safe shelter, case management, safety planning, legal assistance and counseling. Last year alone, the Marjaree Mason Center provided 7,575 individuals (including 6,264 adults and 1,246 children) with over 90,000 nights of emergency and longer-term safe shelter. We are fortunate to have this resource in our community and pleased to work in partnership with MMC to provide social work support and educational resources to their residents.

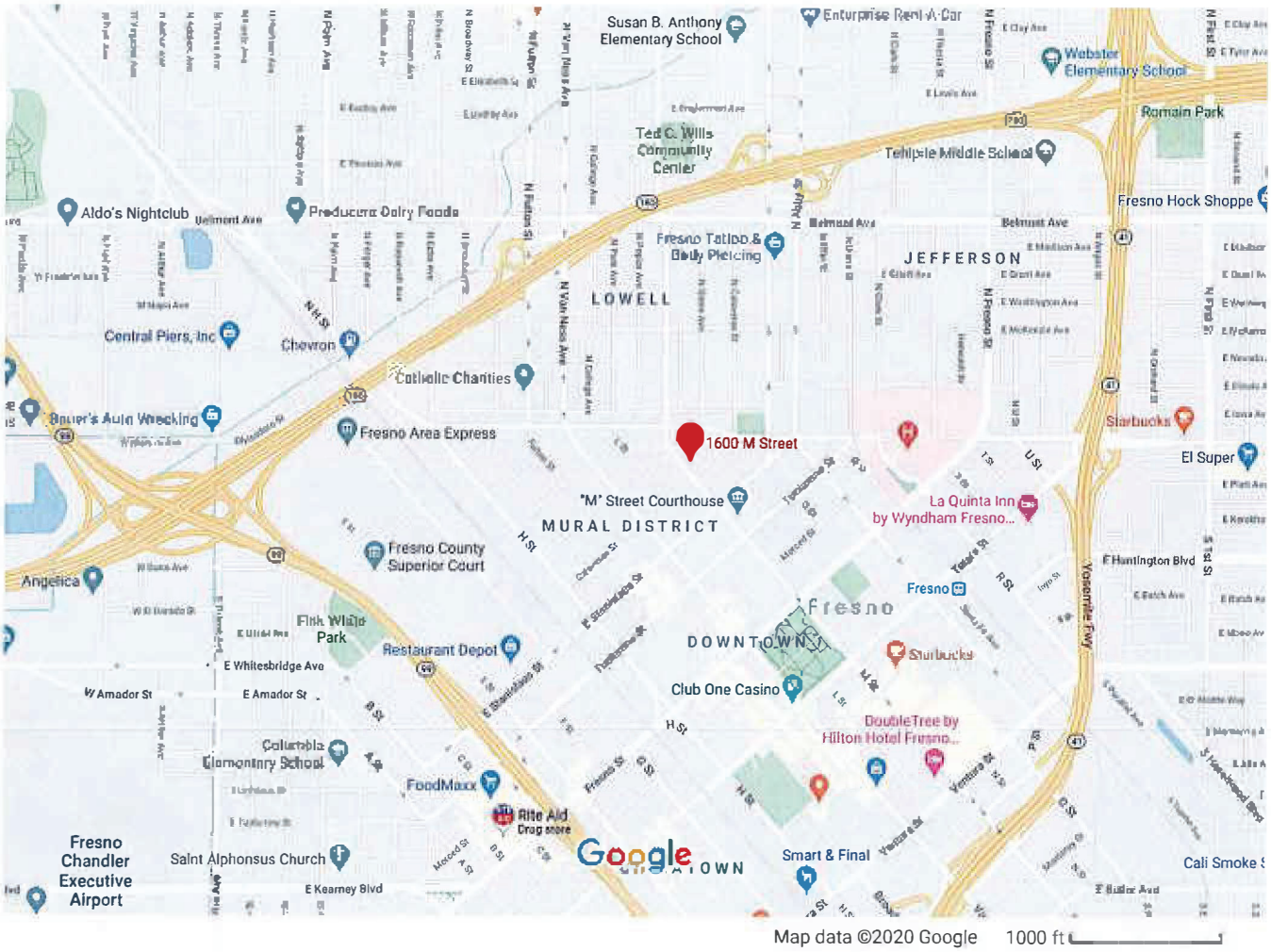
Fresno Unified continues to partner with MMC to serve our students and families that have been impacted by domestic violence and homelessness. We fully support Marjaree Mason Center in pursuing this grant opportunity and asks that the City of Fresno strongly consider their full request for Emergency Shelter and domestic violence services funding. Should you have questions or require additional information, feel free to contact me at 559.457.3340

Sincerely,

Ambra O'Connor, J.D.
Executive Director Prevention & Intervention
Fresno Unified School District

Exhibit F

Google Maps 1600 M St



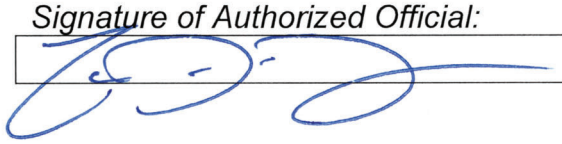
Poverello House

PY 2022–2023 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization:	*Fictitious Name (if applicable):*
Poverello House	
DUNS Number of Organization:	*Federal Tax ID Number:*
127482537	770007985
Date of Incorporation:	*Date of 501(c)(3) Determination:*
11/25/1983	11/25/1983
Mailing Address of Organization:	*Organization Website Address:*
412 F. Street, Fresno CA 93706	www.poverellohouse.org
Name of President (or Chair of the Board):	*E-mail Address:*
Curtis Davies	infor@poverellohouse.org
Name of Chief Executive or Executive Director:	*E-mail Address:*
Zachary Darrah	*zdarrah@poverellohouse.org*
Name of the Secretary:	*E-mail Address:*
Paula Cappozi	capozzipr@comcast.net
Name of Treasurer (or Chief Financial Officer):	*E-mail Address:*
Linda Bowman	lbowman@poverellohouse.org

Principal Contact Person :	*Principal Contact's Title:*	*Principal Contact's Physical Address (Street Address, Suite, City, State, ZIP):*
Sara Mirhadi	Chief Programs Officer	6722 N. Carnegie Ave, Fresno CA 93722
Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
559 498-6988	559 960-4429	mirhadi@poverellohouse.org

Name of Authorized Signatory :	*Title of Authorized Signatory:*
Zachary Darrah	*Chief Executive Officer*
Signature of Authorized Official:	*Date of Signature:*
	3/3/2022

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information

Part A, Section 2: Mission Statement
Please provide the organization's mission statement within the below space:

"Believing in the dignity of every person, at Poverello House we work to enrich the lives and spirits of all who pass our way by stewarding the resources made available to us through Providential and community support

Part A, Section 3: Organizational Capacity and Management
Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Zachary D. Darrah	Chief Executive Officer	14
2) Paul Stack	Chief Operations Officer	20
3) Sara Mirhadi	Chief Programs Officer	11
4) Linda Bowman	Chief Financial Officer	
5)		

Board of Directors

How often does your Board of Directors regularly meet?
Once a month
List current Board of Directors below:

1) Curtis Davies
2) Prashant Patel
3) Hank Bennett
4) Paula Capozzi
5) Stephanie Negin
6) Robert Veneski
7) G. Andrew Slater
8) James Walls Jr
9) Victor Salazar
10) Nick Amendola, Charles Farnsworth, John Frye Jr., Christopher Hansen, Constance Jones, Adam Mendes, Ken

Ramos, Becky Nelson, Marc Bady

Financial Management

1) Has an audit been performed on the proposing organization's accounting procedures within the last two years?

☒ Yes ☐ No If yes, name of auditor: Price Paige & Company

2) Is the agency audited every year? ☐ Yes ☐ No

3) Were any management letters issued as a result of the last audit? If yes, explain.
No

4) Provide the name of staff responsible for your agency's accounting system

Name: Linda Bowman

Title: Chief Financial Officer

Phone/Email: (559) 498-6988/ lbowman@poverellohouse.org

Authorized Signatories

If your organization is selected for funding, signatures from persons bearing titles from each of the two lines below will be required by your organization.

1. Board Chair, President, or Vice President
2. Treasurer, Secretary, or Assistant Secretary

If you will be unable to provide the two requested signatures, or intend to otherwise deviate from the standard signature authority, please indicate the names and titles of the authorized signatories below and provide the names and titles of the person(s) authorized to execute agreements on behalf of your organization in your board certified resolution.

Authorized Signatory Name	Authorized Signatory Title
1)	
2)	

☒ Board Resolution providing for the signature authority of persons to sign agreements on behalf of the entity is attached (required before a subrecipient agreement will be executed).

To view the City's policy regarding signature authority, including a sample signature page and sample certification, view Administrative Order 4-1 at:
https://www.fresno.gov/personnel/human-resources-support/#tab-2

Part A, Section 4: Summary of Attached Applications:
Provide number and total dollar amount of applications by Application Type

- **Homeless and Homelessness Prevention Programs**

Number of Applications	*Total Dollar Amount Requested*
2	$ 513,171

- **Public and Community Services**

Number of Applications	*Total Dollar Amount Requested*
	$

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
2	$ 513,171

Required Attachments to Part A
Select all attachments included.

☒ **Part A, Exhibit 1** – Organization's U.S. Internal Revenue Service 501(c)(3) Determination of Exemption Letter (Required)

☒ **Part A, Exhibit 2** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 3** – Bylaws of the Organization (Required)

☒ **Part A, Exhibit 4** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☒ **Part A, Exhibit 5** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 6** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds).

☒ **Part A, Exhibit 7** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 10 percent of modified total direct costs)

☒ **Part A, Exhibit 8** – Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application (Required; the Resolution must be submitted to the City by 4:00 PM, Friday, March 18, 2022)

PY 2022–2023 APPLICATION
Homeless and Homelessness Prevention Programs

1. **Project Summary Information** – please complete the below summary for the project/program.

   Project Name (10 words or less): Poverello House Rapid Rehousing Program

   Amount Requested: $ 316,031.00

   ESG Applicants Only – please provide a breakdown of amount requested by program component:

Street Outreach:	$ 197,140.00
Emergency Shelter:	$ .00
Homelessness Prevention:	$ .00
Rapid Rehousing:	$ 316,031.00
HMIS:	$ .00

   This is a:

   ☐ New Project/Program

   ☒ Existing Project/Program

   Provide a short description of the proposed program/activity. (1 to 3 sentences and must fit in the provided space).

The proposed progam is to provide direct case management and rental support for those experiencing homelessness in the City of Fresno for up to one year. This program will support security deposits, pay for costs associated with PG&E arrears and direct rental support. Case Managers will work with program participants during this timeframe to develop a plan to sustain housing beyond the rapid rehousing program support.

2. Organizational Capacity

a. Describe the organization's experience with administering federally-funded programs of this nature.

HUD Contracts/HMIS: In 2007, Poverello House (PH) become the grant recipient of HUD funds for Naomi's House. This funding contiuned to 2018. In 2015, PH received ESG funds for the motel voucher program that provided vouchers for homeless families. This funding continued for several years. Currently Poverello House has two ESG Grants with the City of Fresno that include Outreach and Rapid Rehousing. PH is also recieves ESG-CV for outreach and shelter services. To date, there has not been any corrective action regarding those grants. PH has complied with all reporting requirements for these programs. All of Poverello House's Homeless Programs enter data into HMIS.

b. For how many years has the organization administered activities of the type described in this application?

2 years

c. Does the organization have the following in place (check box if 'yes')?

☒ Written policies and procedures for the proposed project or program (i.e. intake, eligibility)

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

☒ Facility utilization plan and policies
Note: If not, be aware, the City will require a facility utilization plan and policies prior to the execution of a subrecipient agreement.

d. Provide addresses for each applicable location of site(s) where activity will occur, and a brief description of the facilities.

City of Fresno and 412 F. Street, Fresno, CA 93706

☒ Maps attached as exhibit

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, and how existing resources are insufficient to meet this need:

The program's purpose is to provide people experiencing homelessness with housing assistance for up to one year within the City of Fresno. According to the 2020 Point in Time Count, there were in the City of Fresno 2510 people who were experiencing homelessness. Due to the economic downturn attributed to COVID-19, it is anticipated that more people will become homeless. The City of Fresno estimates that there are 4,000 people experiencing homelessness living in the city. The eviction moratorium will potentially lift in several months, and the number of people experiencing homelessness will dramatically increase. Poverello House's Rapid Re-Housing program addresses the need to house people who are experiencing homelessness.

b. Briefly describe the target population and how the project will meet the specific needs of the target population.

Poverello House's Rapid Rehousing Program targets people who are experiencing homelessness living within the City of Fresno. Poverello House will receive referrals to the Rapid Re-Housing program through the coordinated entry system. The ESG Case Manager will case manage those clients who have, through navigation services, have been "matched" to Poverello House's ESG Rapid Rehousing program.

c. Describe how the project will be marketed to the target population.

Poverello House will work with the Coordinated Entry System Management entity to inform all agencies about the Rapid Rehousing Programs. Poverello House will provide workshops and brochures to agencies regarding the program. Since Poverello House's program will be part of the Coordinated Entry System, clients eligible for the program will be "matched" to it.

d. Summary of Services to be provided:
Select all services to be provided, including those that are not funded by the City.

- ☒ Emergency Shelter
- ☐ Transitional Housing
- ☒ Homeless Prevention/Housing Assistance
- ☒ Homeless Diversion
- ☒ Mental Health/Other Services
  - ☒ - Individual and Family Counseling
  - ☒ - Drug/Alcohol Treatment
  - ☒ - Job Training
  - ☐ - Children's Program
  - ☐ - Parenting education
  - ☒ - Domestic Violence Intervention
  - ☒ - Self-Sufficiency Skills Training
  - ☒ - Outreach
  - ☒ - Assessment of Needs
- ☐ Permanent Housing with Supportive Services
- ☒ Affordable Housing
- ☒ Job Training/ Job Search
- ☒ Women's Program
- ☐ Day Care
- ☐ Youth Program
- ☒ Access to Medical
- ☐ Immigration Assistance
- ☐ Fair Housing Assistance
- ☐ Academic Support/Tutoring
- ☒ Referral Services
- ☒ Case Management
- ☒ Provide Meals
- ☒ Free Services
- ☐ Business Development to micro-enterprise
- ☒ Other (specify):Free laundry and showers, 3 meals a day, 365 days a year

e. Estimate the number of unduplicated persons expected to benefit from the project:

30 unduplicated persons will receive a direct benefit from this project.

f. Please indicate which of these service types will be provided and the number of unduplicated persons who will benefit.

Check if Providing	Public and Community Service Types	Estimated No. Persons Assisted
☐	Operating Cost of Shelters for Persons who are homeless or impacted by HIV/AIDS	
☒	Rental Assistance/Subsidy	30
☐	Supportive/Essential Services (not duplicated with services provided in conjunction with another activity)	
☐	Housing information services (not duplicated with services provided in conjunction with another activity)	

g. Describe the homeless or homelessness prevention service program. Please include information about barriers to program participation and how the activity will address those barriers, and any information about how the activity was developed or refined in consultation with the target population. Limit description to the space provided on this and the next page.

Poverello House's Rapid Re-Housing program addresses the need to house people who are experiencing homelessness. The Rapid Re-housing program will include case management and rental assistance for up to one year. This program will provide Rapid Re-Housing for at least 30 homeless households. Below is an outline of the program:

•Rental assistance will be provided for up to one year. The Case Managers will inform the client that the program will provide rental assistance for three months and will re-evaluate every three months if rental assistance is needed for an additional three months. This can continue for up to one year.

•While enrolled in the Rapid Rehousing program, the client will receive case management for one year, even if they are no longer receiving rental assistance during the enrollment period.

Rental assistance will include the following; outstanding utility bills, double deposit assistance, application fees, and credit check fees.

Landlord Engagement: A Landlord Engagement Specialist will recruit and secure landlords that will accept clients from the ESG Program.

Poverello House will receive referrals to the Rapid Re-Housing program through the coordinated entry system. The ESG Case Manager will accept those clients who, have through navigation services, been "matched" to Poverello House's ESG Rapid Rehousing program. Once matched to the program, the ESG case manager will work to secure housing for the client. The ESG case manager will work with the Landlord Engagement Coordinator to secure and work with potential landlords for the project. The ESG case manager will also create a supportive services plan that would include the following: mental health services through their primary care provider or, if necessary, through the Fresno County Department of Behavioral Health; supportive services through Fresno County Department of Social Services; job resources, substance abuse interventions and any other additional supportive services. After the client is housed, the case manager will contact the client once a week through the telephone or in person. The case manager will be required to meet the client in person at least once a month. Every three months, the case manager will re-evaluate the client's progress to determine if rental assistance needs to continue for another three months. If the case manager determines that rental assistance is no longer required, the case manager will still provide non-financial support to the client until the enrollment period has ended. The purpose of continued case management is to prevent the client from falling into homelessness. Agency Capacity and

Experience: Since 1973, Poverello House has provided services to needy families and people experiencing homelessness. Poverello House provides 3 meals a day, 365 days a year. Poverello House also provides overnight emergency shelter for men, women, and families. Every night, approximately 100 people who experience homelessness access our shelter services. In 2015, Poverello House collaborated with WestCare on an Emergency Solutions Grant to provide rapid rehousing to homeless individuals. Robert Huerta, while an ESG case manager, linked approximately 55 clients to Rapid Rehousing. In 2019 ,Poverello House, through its shelter programs and the Multi-Agency Access Program (MAP), linked over 400 people to permanent housing. About half of those clients accessed housing programs through the coordinated entry system. Robert Huerta, Client Services Manager, will supervise the Rapid Re-Housing program. Robert has 10 years of experience in outreach, case management, HMIS data collection, landlord engagement, coordinated entry processes, staff training, and program development. Currently Poverello House's Rapid Rehousing Program provided 26 households with rental assistance and case management. The program will be supervised by Sara Mirhadi, Chief Programs Officer, who has extensive experience in developing and managing homeless programs. She also has experience managing federal grants such as HUD, ESG, CDGB, and Emergency Food and Shelter program HUD Contracts/HMIS: In 2007, Poverello House become the grant recipient of HUD funds for Naomi's House. In 2015, Poverello House received ESG funds for the motel voucher program that provided vouchers for homeless families. This funding continued for several years. To date, there has not been any corrective action regarding those grants. Poverello House has complied with all reporting requirements for these programs. Poverello House participates in the Homeless Management Information System (HMIS). Currently, the Village of Hope, Naomi's House, and Family Navigation services enter data into the HMIS system. Match, Financial Capacity and Compliance: Poverello House will provide a 1:1 cash and in-kind match for the program. These funds will provide for two ESG case managers, rental assistance, a Landlord Engagement Specialist, and an ESG Accounts Payable Assistant (to assist in processing payments for program). Poverello House will provide $165,466 cash and $150,565 as an in-kind match for ESG eligible activities. These funds will be used to provide rental assistance to people experiencing homelessness. Poverello House currently has sufficient liquidity on hand to cover operating costs for at least three months and personnel costs for six months. Poverello House has a diverse funding base. 70% of funding comes from private donors and foundations. Poverello House does not have any monitoring findings with the City of Fresno. Consolidated Plan: According to the Consolidated Plan, homelessness was the number one issue in the community. This grant directly addresses the issue of homeliness by connecting people who are experiencing homelessness to permanent housing. The program also provides extensive case management to prevent the client from falling back into homelessness.

h. Collaboration
Briefly describe any collaboration efforts with other organizations for this project/program or related initiatives.

Collaborating Organization	Description of Collaboration
All Agencies participating in the Coordinated Entry System	Agencies participating in the Coordinated Entry System submit their client's paperwork/documents to be "matched" to a housing program. These agencies include Westcare, KingsView, Turning Point, RH Community Builders, Centro La Familia, and Fresno County Department of Behavioral Services and Social Services.

4. Project/Program Budget

a. Activity Budget by Funding Type

Please provide a high-level summary of the total budget by federal and non-federal funds.

Proposed Activity Budget	Amount
Total ESG, HOPWA, CDBG and/or HOME Funds Requested	$316,031
Total Other Federal Funds (do not include the above funds on this line)	$
Total Non-Federal Funds	$316,031
Total Proposed Activity Budget	$632,062

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for FY 2022 – 2023. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
Poverello House		316,031	Committed	

c. Activity Budget Summary

Please complete Exhibit A – Operating Budget Summary.

The above referenced Budget worksheet is available in Excel format at www.fresno.gov/housing under 'Notices of Funding Available.'

d. Prior-Year Financial Statement

For existing programs, please attach a financial statement labeled as Exhibit B for the proposed program for the last full operating year. Failure to provide the financial statement will result in disqualification.

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY

☒ EXHIBIT B – HOMELESS AND HOMELESSNESS PREVENTION ESG SOURCES AND AMOUNTS OF MATCH AND MATCH QUESTIONAIRE

☐ EXHIBIT C – PRIORYEAR AUDITED FINANCIAL STATEMENT INCLUDING STATEMENT OF ACTIVITIES, STATEMENT OF FINANCIAL POSITION AND STATEMENT OF CASH FLOWS (REQUIRED WHEN TOTAL FEDERAL GRANT AWARDS EQUALED OR EXCEEDED $750,000 DURING THE ANNUAL AUDIT PERIOD); OR

☐ EXHIBIT C – PRIOR-YEAR UNAUDITED FINANCIAL STATEMENT WHEN TOTAL FEDERAL GRANT AWARDS FOR THE ANNUAL AUDIT PERIOD WAS LESS THAN $750,000

Optional Additional Exhibits:

☒ EXHIBIT D – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

☐ EXHIBIT – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)

☒ EXHIBIT E – SERVICE AREA MAP (REQUIRED IF NOT DESCRIBED IN **2.d.**)

EXHIBIT B

BUDGET SUMMARY

Agreement "Between" City of Fresno and POVERELLO HOUSE

Emergency Solutions Grant

POV RAPID RE-HOUSING

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel:									
ESG Case Manager (2 FTE)	87,360.00	17,472.00	**104,832.00**						**104,832.00**
Landlord Eng. Specialist							42,432.00		**42,432.00**
ESG A/P Assistant							19,968.00		**19,968.00**
Administrative Personnel:									
Client Services Mgr	21,000.00	4,200.00	**25,200.00**						**25,200.00**
Chief Program Officer	8,000.00	1,600.00	**9,600.00**				11,400.00		**21,000.00**
Chief Financial Officer			-				23,000.00		**23,000.00**
Independent Contractors / Consultants:									
			-						-
TOTAL PERSONNEL BUDGET	$ 116,360.00	$ 23,272.00	**$ 139,632.00**	$ -	$ -	$ -	$ 96,800.00	$ -	**$ 236,432.00**
Occupancy, Supplies, and Other Operating									
Office Rent							8,431.00		**8,431.00**
Utilities							3,250.00		**3,250.00**
Telecommunications							3,200.00		**3,200.00**
Office Supplies			**145.00**				2,000.00		**2,145.00**
Project Supplies (Specify)							3,200.00		**3,200.00**
Printing							1,161.00		**1,161.00**
Travel							1,500.00		**1,500.00**
Training									-
Internet							1,600.00		**1,600.00**
Postage									-
Other (Specify)									-
TOTAL OCCUPANCY, SUPPLIES AND OTHER OPERATING BUDGET			**$ 145.00**	$ -	$ -	$ -	$ 24,342.00	$ -	**$ 24,487.00**
INDIRECT COSTS (Select 1 indirect rate Only)									
Approved Cost Allocation Plan Rate									-
De minimus 10 % Rate			**31,720.00**				29,423.00		**61,143.00**
TOTAL INDIRECTCOST BUDGET			**$ 31,720.00**	$ -	$ -	$ -	$ 29,423.00	$ -	**$ 61,143.00**
Program Expense Budget									
Grant Assistance to Beneficiaries			**144,534.00**				165,466.00		**310,000.00**
Loans to Beneficiaries									-
Other (Specify)									-
TOTAL PROGRAM EXPENSE BUDGET			**$ 144,534.00**	$ -	$ -	$ -	$ 165,466.00	$ -	**$ 310,000.00**
TOTAL PROJECT BUDGET	$ 116,360.00	$ 23,272.00	$ 316,031.00	$ -	$ -	$ -	$ 316,031.00	$ -	$ 632,062.00

* Please revise this form and annotate budget items as needed

All applicants are required to submit a copy of their organization's operating budget.

Exhibit B:
ESG Match Follow-Up Questions and Match Exclusions

Please identify ESG Matching Funds (eligible Match Funds only) by name of the funding source and dollar amount. Please also provide answers to the below questions.

Source of ESG Match Funds (Eligible Match Only. Please be specific.)	**Dollar ($) Amount of Match**
Poverello House	$316,031
TOTAL	**$316,031**

Please review the below Match statements and indicate whether they are correct or not.

In general, federal (other than ESG), state, local, or private funds may be used to satisfy the requirement that the subrecipient provide matching contributions to City of Fresno ESG funding, so long as the following conditions are met:

1. The matching funds to be contributed to the activity described in the NOFA Part B Application will be exclusively expended for the subrecipient's described activity and is an allowable ESG costs.

   ☒ Yes

   ☐ No

2. The matching funds will not be expended before the commencement date of the applicable ESG subrecipient agreement.

   ☒ Yes

   ☐ No

3. The matching funds will be expended by the expenditure deadline that applies to the ESG funds being matched.

   ☒ Yes

   ☐ No

4. The matching funds have not been and will not be used to match any other Federal program's funds nor any other ESG grant.

   ☒ Yes

   ☐ No

5. The subrecipient does not use ESG funds to meet another program's matching requirement.

   ☒ Yes

   ☐ No

6. The recipient will keep records of the source and use of the matching funds, including the particular fiscal year ESG grant for which the matching contribution is counted.

   ☒ Yes

   ☐ No

Note: Because the matching funds are contributed to the ESG program and expended for the subrecipient's allowable ESG costs, the following are not allowed to be used as match:

- SNAP benefits (food stamps), because the funds are being used to cover the program participant's costs;
- Housing Choice Vouchers, because the funds are used to pay the PHA's obligations under its Housing Assistance Payment contract with the owner; and
- The tenant's portion of the rent, because this amount is the tenant's obligation.

Please also note the following:

- The matching funds are provided based on the total grant amount and do not have to be provided on a component-by-component basis.
- HOME-TBRA funds cannot be used as match because the requirements for rental assistance are significantly different between the two programs. In particular, under the HOME TBRA program (24 CFR parts 92.209 and 92.253), subrecipient(s) **may not require** a program participant to accept any services (subrecipient may offer services, but cannot require them). In contrast, when providing ESG homelessness prevention or rapid re-housing assistance to a program participant, the recipient or subrecipient **must require** the program participant to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability and develop a plan to assist the program participant to retain permanent housing after the ESG assistance ends (24 CFR 576.401(e)). Because of these differences in the two programs, HOME TBRA funds may not be used as Match for the ESG funds.
- SHP funds generally cannot be used as match, because very few activity costs are allowable under both SHP and ESG. However, in some cases, such as where SHP funds are used for HMIS or street outreach costs that are allowable under ESG, SHP funds can be counted as match in accordance with conditions 1-8 above. Please note, however, that HMIS costs are only eligible to be used as match under ESG if they are eligible under section 576.107 and allocable to the ESG program, whether charged as direct costs or indirect costs. If the SHP HMIS funds are being used to pay for SHP projects' data entry, those data entry costs are not allocable to the ESG program and the funds used cannot be counted as match.

Poverello House

Enriching the lives and spirits of all who pass our way

March 3, 2022

Erika Lopez
City of Fresno
2600 Fresno Street
Fresno, CA 93722

Re: Cash Match Commitment Letter

Dear Ms. Lopez:

Thank you for giving Poverello House the opportunity to apply for grant funding under the Emergency Solutions Grant (ESG). Poverello House is applying for $316,031 in grant funds. Poverello House is committed to provide an additional cash match and in-kind totaling $316,031 for the program. Poverello House since 2012, has provided matching funding for HUD programs.

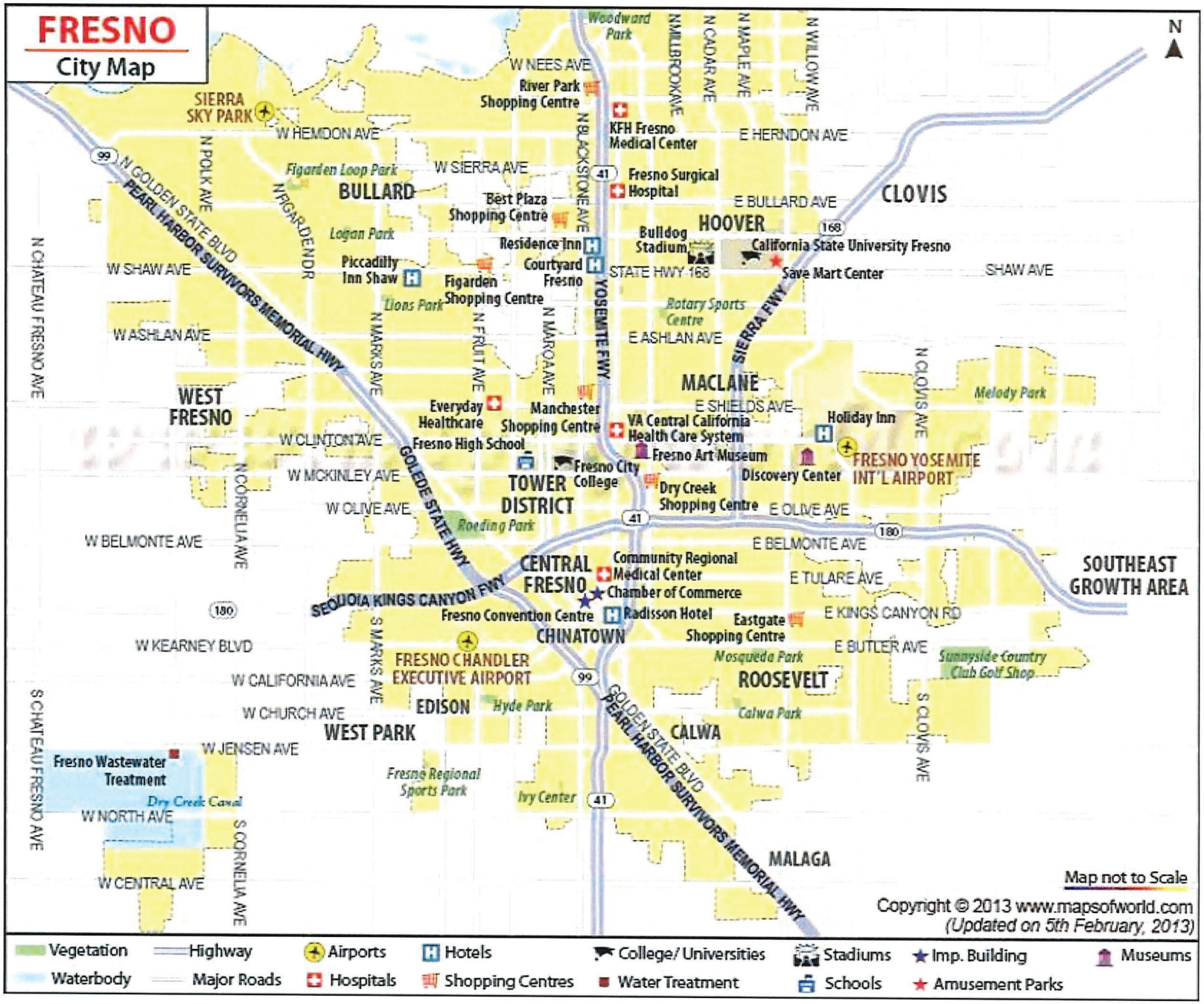
If you have any questions, please do not hesitate to contact me at 559.498-6988. We look forward to continuing our partnership with the city of Fresno.

Sincerely,

Zachary D. Darrah
CEO Poverello House

412 F Street, Fresno, CA 93706-3409 | tel: 559.498.6988 | www.poverellohouse.org

Mailing Address: P.O. Box 12225, Fresno, CA 93777-2225


FRESNO
City Map
N
SIERRA SKY PARK
W HEMDON AVE
N GOLDEN STATE BLVD
PEARL HARBOR SURVIVORS MEMORIAL HWY
N POLK AVE
N FIGARDEN DR
Figarden Loop Park
BULLARD
W SIERRA AVE
Logan Park
W SHAW AVE
Piccadilly Inn Shaw
Lions Park
W ASHLAN AVE
N CHATEAU FRESNO AVE
WEST FRESNO
N MARKS AVE
N FRUIT AVE
N MAROA AVE
W CLINTON AVE
W MCKINLEY AVE
W OLIVE AVE
W BELMONTE AVE
N CORNELIA AVE
GOLDEN STATE HWY
SEQUOIA KINGS CANYON FWY
W KEARNEY BLVD
W CALIFORNIA AVE
W CHURCH AVE
S MARKS AVE
S CHATEAU FRESNO AVE
W JENSEN AVE
Fresno Wastewater Treatment
Dry Creek Canal
W NORTH AVE
W CENTRAL AVE
S CORNELIA AVE
Fresno Regional Sports Park
EDISON
WEST PARK
FRESNO CHANDLER EXECUTIVE AIRPORT
Hyde Park
Roeding Park
CENTRAL FRESNO
CHINATOWN
TOWER DISTRICT
Fresno Convention Centre
Community Regional Medical Center
Chamber of Commerce
Radisson Hotel
Fresno City College
Fresno High School
Everyday Healthcare
Manchester Shopping Centre
Ivy Center
Woodward Park
W NEES AVE
River Park Shopping Centre
SIERRA FWY
N BLACKSTONE AVE
N MILLBROOK AVE
N CEDAR AVE
N MAPLE AVE
N WILLOW AVE
KFH Fresno Medical Center
E HERNDON AVE
Fresno Surgical Hospital
Best Plaza Shopping Centre
Residence Inn
Courtyard Fresno
Figarden Shopping Centre
YOSEMITE FWY
STATE HWY 168
E BULLARD AVE
CLOVIS
HOOVER
Bulldog Stadium
California State University Fresno
Save Mart Center
SHAW AVE
Rotary Sports Centre
E ASHLAN AVE
MACLANE
E SHIELDS AVE
VA Central California Health Care System
Fresno Art Museum
Discovery Center
Holiday Inn
FRESNO YOSEMITE INT'L AIRPORT
N CLOVIS AVE
Melody Park
Dry Creek Shopping Centre
E OLIVE AVE
E BELMONTE AVE
E TULARE AVE
E KINGS CANYON RD
Eastgate Shopping Centre
SOUTHEAST GROWTH AREA
Nosqueda Park
E BUTLER AVE
Sunnyside Country Club Golf Shop
ROOSEVELT
Calwa Park
CALWA
S CLOVIS AVE
GOLDEN STATE BLVD
PEARL HARBOR SURVIVORS MEMORIAL HWY
MALAGA
Map not to Scale
Copyright © 2013 www.mapsofworld.com
(Updated on 5th February, 2013)
Vegetation
Waterbody
Highway
Major Roads
Airports
Hospitals
Hotels
Shopping Centres
College/ Universities
Water Treatment
Stadiums
Schools
Imp. Building
Amusement Parks
Museums

PY 2022–2023 APPLICATION
Homeless and Homelessness Prevention Programs

1. **Project Summary Information** – please complete the below summary for the project/program.

Project Name (10 words or less): HOPE Team: Homeless Outreach Progressive Engagement

Amount Requested: $ 197,140.00

ESG Applicants Only – please provide a breakdown of amount requested by program component:

Street Outreach:	$ 197,140.00
Emergency Shelter:	$ .00
Homelessness Prevention:	$ .00
Rapid Rehousing:	$ 316,031.00
HMIS:	$ .00

This is a:

☐ New Project/Program

☒ Existing Project/Program

Provide a short description of the proposed program/activity. (1 to 3 sentences and must fit in the provided space).

The HOPE Team provides street outreach to people experiencing homelessness that live in the City of Fresno. The purpose of the team is to link people experiencing homelessness to navigation services and shelter.

2. Organizational Capacity

a. Describe the organization's experience with administering federally-funded programs of this nature.

HUD Contracts/HMIS: In 2007, Poverello House (PH) become the grant recipient of HUD funds for Naomi's House. This funding contiuned to 2018. In 2015, PH received ESG funds for the motel voucher program that provided vouchers for homeless families. This funding continued for several years. Currently Poverello House has two ESG Grants with the City of Fresno that include Outreach and Rapid Rehousing. PH is also recieves ESG-CV for outreach and shelter services. To date, there has not been any corrective action regarding those grants. PH has complied with all reporting requirements for these programs

b. For how many years has the organization administered activities of the type described in this application?

10 years

c. Does the organization have the following in place (check box if 'yes')?

☒ Written policies and procedures for the proposed project or program (i.e. intake, eligibility)

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

☒ Facility utilization plan and policies
Note: If not, be aware, the City will require a facility utilization plan and policies prior to the execution of a subrecipient agreement.

d. Provide addresses for each applicable location of site(s) where activity will occur, and a brief description of the facilities.

City of Fresno and 412 F. Street, Fresno, CA 93706

☒ Maps attached as exhibit E

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, and how existing resources are insufficient to meet this need:

The Homeless Outreach Progressive Engagement (HOPE) Team will provide outreach services in the COF daily. The HOPE Team will have up to 8 outreach workers. The HOPE Team will focus on the City of Fresno. 4 HOPE team members will be funded through ESG. Poverello House will provide four additional workers as part of the cash match. There are currently outreach teams, but it is not enough to canvass the entire City of Fresno daily (including weekends) and in early evening hours. According to the last Point In Time Count in 2020, there were over 2,510 people experiencing homelessness in the City of Fresno (COF). It is anticipated that this number has increased since the onset of COVID-19. The City of Fresno estimates that there are over 4,000 people experiencing homelessness living within the city. Without a dedicated outreach team, the likelihood of people experiencing homelessness accessing services decreases dramatically.

b. Briefly describe the target population and how the project will meet the specific needs of the target population.

The target population will be people experiencing homelessness who are unsheltered and not linked to navigation services. Poverello House is currently working with the City of Fresno's HART Team to create a map of exisiting encampments in the policing districts. This encampment map will be updated on a quartely basis. Based on this information, the outreach team will go and make contact with these individuals living in the encampments. The HOPE Team will also assist people experiencing homelessness that are not living in encampments. The outreach team will also reach out to local organizations such as the Salvation Army, Chinatown Fresno Foundation, and other community-based organizations to target people experiencing homelessness. Research indicates that it takes a minimum of seven encounters with a person experiencing homelessness before they will accept services. Additional outreach workers will increase the likelihood that a person experiencing homelessness will engage in services. The outreach team will work to establish rapport with the clients to increase this likelihood.

c. Describe how the project will be marketed to the target population.

The HOPE Outreach team will market its services to the target by directly engaging with clients who are experiencing homelessness. Poverello House has over 45 years of providing direct services to clients. The HOPE Outreach Team will directly engage with clients experiencing homelessness seven days a week between 7:00 a.m to 7:00 p.m. They are also driving around the City of Fresno in clearly marked vehicles with the Poverello House logo and HOPE Outreach Team written on all sides of the vehicles. Poverello House also works with Community Based Organizations such as the Salvation Army and the Fresno-Madera Continuum of Care to inform the community of the services they offer for people experiencing homelessness.

d. Summary of Services to be provided:
Select all services to be provided, including those that are not funded by the City.

- ☒ Emergency Shelter
- ☐ Transitional Housing
- ☒ Homeless Prevention/Housing Assistance
- ☒ Homeless Diversion
- ☒ Mental Health/Other Services
  - ☒ - Individual and Family Counseling
  - ☒ - Drug/Alcohol Treatment
  - ☒ - Job Training
  - ☐ - Children's Program
  - ☐ - Parenting education
  - ☒ - Domestic Violence Intervention
  - ☒ - Self-Sufficiency Skills Training
  - ☒ - Outreach
  - ☒ - Assessment of Needs
- ☐ Permanent Housing with Supportive Services
- ☒ Affordable Housing
- ☒ Job Training/ Job Search
- ☒ Women's Program
- ☐ Day Care
- ☐ Youth Program
- ☒ Access to Medical
- ☐ Immigration Assistance
- ☐ Fair Housing Assistance
- ☐ Academic Support/Tutoring
- ☒ Referral Services
- ☒ Case Management
- ☒ Provide Meals
- ☒ Free Services
- ☐ Business Development to micro-enterprise
- ☒ Other (specify):Free laundry and showers, 3 meals a day, 365 days a year

e. Estimate the number of unduplicated persons expected to benefit from the project:

600 unduplicated persons will receive a direct benefit from this project.

f. Please indicate which of these service types will be provided and the number of unduplicated persons who will benefit.

Check if Providing	Public and Community Service Types	Estimated No. Persons Assisted
☐	Operating Cost of Shelters for Persons who are homeless or impacted by HIV/AIDS	
☐	Rental Assistance/Subsidy	
☐	Supportive/Essential Services (not duplicated with services provided in conjunction with another activity)	
☒	Housing information services (not duplicated with services provided in conjunction with another activity)	600

g. Describe the homeless or homelessness prevention service program. Please include information about barriers to program participation and how the activity will address those barriers, and any information about how the activity was developed or refined in consultation with the target population. Limit description to the space provided on this and the next page.

Program Design/Quality of Proposal: Poverello House (PH) will provide outreach to people experiencing homelessness who are not engaged in navigation services and/or in emergency shelter within the City of Fresno (COF). The purpose of the program is to link people experiencing homelessness to navigation services and shelter. The Homeless Outreach Progressive Engagement (HOPE) Team will provide outreach services in the COF daily. The HOPE Team will have up to eight (8) outreach workers. The HOPE Team will focus on the City of Fresno. Four (4) HOPE Team members will be funded through ESG. Poverello House will provide four (4) additional workers as part of the cash match. The additional four (4) workers will collaborate with existing outreach teams, which include the HERO Team and Poverello House's outreach team targeting homeless encampments in the City of Fresno. The HOPE Team will also work with the City of Fresno's HART Team to address people experiencing homelessness living in encampments. The HOPE Team duties will include the following: 1) Outreach to people experiencing homelessness throughout the City of Fresno, 2) linking them to navigation services, 3) linking to shelters, temporary housing or family, 4) connecting them to supportive services, 5) providing homeless verifications for programs such as Multi-Agency Access Program (MAP Point) and other housing programs and 6) Work with the City of HART Team to address people experiencing homelessness living in encampments. The HOPE Team will be responsible for engaging clients "where they are at," which includes building rapport, addressing any immediate needs, and linking them to housing navigation services. At the initial contact, the HOPE Team member will utilize the community's coordinated entry system to determine if diversion tactics are appropriate. After the initial screening and diversion practices are exhausted, the client will be connected to housing navigation services. They will also be assessed for any emergency service needs such as medical, mental health, and shelter services. The HOPE Team can link clients to Poverello House's Enrichment Center which provides mental health services. The HOPE Team will provide transportation and bus tokens for clients to get to essential appointments. The HOPE Team will focus on individuals who are not currently being assisted with navigation services. The goal of the HOPE Team is to provide outreach to 600 unduplicated clients. The HOPE Team will also target people who are experiencing homelessness who are highly vulnerable. The highly vulnerable population includes people over 65 and victims of human trafficking. Agency Capacity and Experience: Since 1973, Poverello House (PH) has provided services to needy families and people experiencing homelessness. PH provides 3 meals-a-day, 365 days-a-year. PH also provides overnight emergency shelter for men, women, and families. Nightly, approximately 100 people who experience homelessness access shelter services on campus. Since 2013, PH has participated in community outreach teams such as the HOME Team and the HERO Team. Currently, PH has taken the lead in Project -Off-

Ramp, which links people living on the City of Fresno Freeways to shelter and navigation services. Through Project Off-Ramp, the HOPE Team has relocated 604 inidividuals living in encampments into city funded mergency shelter. The HOPE Team also responds to homeless situations reported through the 3-1-1 system. Robert Huerta, Client Services Manager, will lead the HOPE Team. Robert has 10 years of experience in outreach, case management, HMIS data collection, landlord engagement, coordinated entry processes, staff training, and program development. He will work directly with Sara Rios, Map Point Community Coordinator, who has 10 years in coordinating outreach teams, training navigators in coordinated entry, and case management. They will be supervised by Sara Mirhadi, Chief Programs Officer, who has extensive experience in developing and managing homeless programs. She also has experience managing federal grants such as HUD, ESG, CDGB, and the Emergency Food and Shelter Program. These programs include rural and urban outreach, emergency shelters such as Naomi's House, Village of Hope, Community of Hope, Family Navigation Services and Map Point. The PH team of Robert Huerta, Sara Rios, and Sara Mirhadi will train eight outreach workers in street outreach and navigation services. HUD Contracts/HMIS: In 2007, Poverello House (PH) became the grant recipient of HUD funds for Naomi's House. PH participates in the Homeless Management Information System (HMIS). Currently, the Village of Hope, Naomi's House, Family Navigation Services, and Community of Hope uilize the HMIS system. Match, Financial Capacity and Compliance: Poverello House (PH) will provide a 1:1 in-kind match by providing four (4) additional outreach workers that will focus on the Santa Clara/Chinatown areas or any area deemed a priority by the City of Fresno. This structure will allow PH to utilize both private and public funding to provide outreach services throughout the City of Fresno (COF). PH has already secured private funding for the additional outreach workers. PH currently has sufficient liquidity on hand to cover operating costs for at least three months and personnel costs for six months. PH has a diverse funding base. 70% of funding comes from private donors and foundations. PH does not have any monitoring findings with the COF.Consolidated Plan: According to the Consolidated Plan, homelessness was the number one issue in the community. This program directly addresses the issue of homelessness by connecting the homeless population to the services and resources in the community. This program addresses the barriers that people experiencing homelessness encounter daily such as having reliable transportation and accessing the resources that are available in the community. Impact and Outcomes: The HOPE team will contact up to 600 unduplicated contacts, and 75% will be linked to navigation and emergency housing services.

h. Collaboration
Briefly describe any collaboration efforts with other organizations for this project/program or related initiatives.

Collaborating Organization	Description of Collaboration
City of Fresno Police Department	The HOPE Team will receive referrals from the HART Police Department and police officers who encounter people experiencing homelessness living in encampments and other areas of the City of Fresno
City of Fresno HART Team	The HOPE Team will receive referrals from the City of Fresno's HART Team that is generated from the City of Fresno's 3-1-1 system. The HOPE Team will work with the City of Fresno's HART Code team to address people experiencing homelessness living in encampments
Chinatown Fresno Foundation	The HOPE Team will receive referrals from Chinatown Fresno Foundation of regarding homeless individuals living in the area.
The Salvation Army	The HOPE Team will receive referrals from the Salvation Army's outreach personnel who have contacted people experiencing homelessness throughout the City of Fresno

4. Project/Program Budget

a. Activity Budget by Funding Type

Please provide a high-level summary of the total budget by federal and non-federal funds.

Proposed Activity Budget	Amount
Total ESG, HOPWA, CDBG and/or HOME Funds Requested	$197,140
Total Other Federal Funds (do not include the above funds on this line)	$
Total Non-Federal Funds	$197,140
Total Proposed Activity Budget	$394,280

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for FY 2022 – 2023. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
Poverello House		197,300	Committed	

c. Activity Budget Summary

Please complete Exhibit A – Operating Budget Summary.

The above referenced Budget worksheet is available in Excel format at www.fresno.gov/housing under 'Notices of Funding Available.'

d. Prior-Year Financial Statement

For existing programs, please attach a financial statement labeled as Exhibit B for the proposed program for the last full operating year. Failure to provide the financial statement will result in disqualification.

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY

☒ EXHIBIT B – HOMELESS AND HOMELESSNESS PREVENTION ESG SOURCES AND AMOUNTS OF MATCH AND MATCH QUESTIONAIRE

☒ EXHIBIT C – PRIORYEAR AUDITED FINANCIAL STATEMENT INCLUDING STATEMENT OF ACTIVITIES, STATEMENT OF FINANCIAL POSITION AND STATEMENT OF CASH FLOWS (REQUIRED WHEN TOTAL FEDERAL GRANT AWARDS EQUALED OR EXCEEDED $750,000 DURING THE ANNUAL AUDIT PERIOD); OR

☒ EXHIBIT C – PRIOR-YEAR UNAUDITED FINANCIAL STATEMENT WHEN TOTAL FEDERAL GRANT AWARDS FOR THE ANNUAL AUDIT PERIOD WAS LESS THAN $750,000

Optional Additional Exhibits:

☒ EXHIBIT D – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

☐ EXHIBIT – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)

☐ EXHIBIT E – SERVICE AREA MAP (REQUIRED IF NOT DESCRIBED IN **2.d.**)

CITY OF FRESNO

OPERATING BUDGET SUMMARY (non-capital projects)

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel:									
Street Outreach Coordinator	37,440.00	7,488.00	**44,928.00**						**44,928.00**
Street Outreach Worker	35,360.00	7,072.00	**42,432.00**						**42,432.00**
Street Outreach Worker	35,360.00	7,072.00	**42,432.00**						**42,432.00**
Street Outreach Worker	32,841.00	-	**32,841.00**				9,591.00		**42,432.00**
Street Outreach Worker							39,936.00		**39,936.00**
Street Outreach Worker							39,936.00		**39,936.00**
Street Outreach Worker							39,936.00		**39,936.00**
Street Outreach Worker			-				39,936.00		**39,936.00**
Administrative Personnel:									
Chief Programs Officer	4,000.00	800.00	**4,800.00**						**4,800.00**
Client Services Manager	9,820.98	1,964.20	**11,785.18**						**11,785.18**
[enter position title]			-						-
Independent Contractors / Consultants:									
[enter position title]			-						-
[enter position title]			-						-
TOTAL PERSONNEL BUDGET	$ 154,821.98	$ 24,396.20	**$ 179,218.18**	$ -	$ -	$ -	$ 169,335.00	$ -	**$ 348,553.18**
Occupancy, Supplies, and Other Operating									
Office Rent									-
Utilities									-
Telecommunications							2,400.00		**2,400.00**
Office Supplies									-
Project Supplies (Specify)							3,477.18		**3,477.18**
Printing									-
Travel							4,000.00		**4,000.00**
Training									-
Internet									-
Postage			-						-
Other (HMIS)									-
TOTAL OCCUPANCY, SUPPLIES AND OTHER OPERATING BUDGET			**$ -**	$ -	$ -	$ -	$ 9,877.18	$ -	**$ 9,877.18**
INDIRECT COSTS (Select 1 indirect rate Only)									
Approved Cost Allocation Plan Rate									-
De minimus 10 % Rate			**17,921.82**				17,927.82		**35,849.64**
TOTAL INDIRECTCOST BUDGET			**$ 17,921.82**	$ -	$ -	$ -	$ 17,927.82	$ -	**$ 35,849.64**
Program Expense Budget									
Grant Assistance to Beneficiaries									-
Loans to Beneficiaries									-
Other (Specify)									-
TOTAL PROGRAM EXPENSE BUDGET			**$ -**	$ -	$ -	$ -	$ -	$ -	**$ -**
TOTAL PROJECT BUDGET	**$ 154,821.98**	**$ 24,396.20**	**$ 197,140.00**	**$ -**	**$ -**	**$ -**	**$ 197,140.00**	**$ -**	**$ 394,280.00**

* Please revise this form and annotate budget items as needed

All applicants are required to submit a copy of their organization's operating budget.

Exhibit B:
ESG Match Follow-Up Questions and Match Exclusions

Please identify ESG Matching Funds (eligible Match Funds only) by name of the funding source and dollar amount. Please also provide answers to the below questions.

Source of ESG Match Funds (Eligible Match Only. Please be specific.)	**Dollar ($) Amount of Match**
Poverello House	197,140
TOTAL	

Please review the below Match statements and indicate whether they are correct or not.

In general, federal (other than ESG), state, local, or private funds may be used to satisfy the requirement that the subrecipient provide matching contributions to City of Fresno ESG funding, so long as the following conditions are met:

1. The matching funds to be contributed to the activity described in the NOFA Part B Application will be exclusively expended for the subrecipient's described activity and is an allowable ESG costs.

   ☒ Yes

   ☐ No

2. The matching funds will not be expended before the commencement date of the applicable ESG subrecipient agreement.

   ☒ Yes

   ☐ No

3. The matching funds will be expended by the expenditure deadline that applies to the ESG funds being matched.

   ☒ Yes

   ☐ No

4. The matching funds have not been and will not be used to match any other Federal program's funds nor any other ESG grant.

   ☒ Yes

   ☐ No

5. The subrecipient does not use ESG funds to meet another program's matching requirement.

   ☒ Yes

   ☐ No

6. The recipient will keep records of the source and use of the matching funds, including the particular fiscal year ESG grant for which the matching contribution is counted.

   ☒ Yes

   ☐ No

Note: Because the matching funds are contributed to the ESG program and expended for the subrecipient's allowable ESG costs, the following are not allowed to be used as match:

- SNAP benefits (food stamps), because the funds are being used to cover the program participant's costs;
- Housing Choice Vouchers, because the funds are used to pay the PHA's obligations under its Housing Assistance Payment contract with the owner; and
- The tenant's portion of the rent, because this amount is the tenant's obligation.

Please also note the following:

- The matching funds are provided based on the total grant amount and do not have to be provided on a component-by-component basis.
- HOME-TBRA funds cannot be used as match because the requirements for rental assistance are significantly different between the two programs. In particular, under the HOME TBRA program (24 CFR parts 92.209 and 92.253), subrecipient(s) **may not require** a program participant to accept any services (subrecipient may offer services, but cannot require them). In contrast, when providing ESG homelessness prevention or rapid re-housing assistance to a program participant, the recipient or subrecipient **must require** the program participant to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability and develop a plan to assist the program participant to retain permanent housing after the ESG assistance ends (24 CFR 576.401(e)). Because of these differences in the two programs, HOME TBRA funds may not be used as Match for the ESG funds.
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Poverello House

Enriching the lives and spirits of all who pass our way

March 3, 2022

Erika Lopez
City of Fresno
2600 Fresno Street
Fresno, CA 93722

Re: Cash Match Commitment Letter

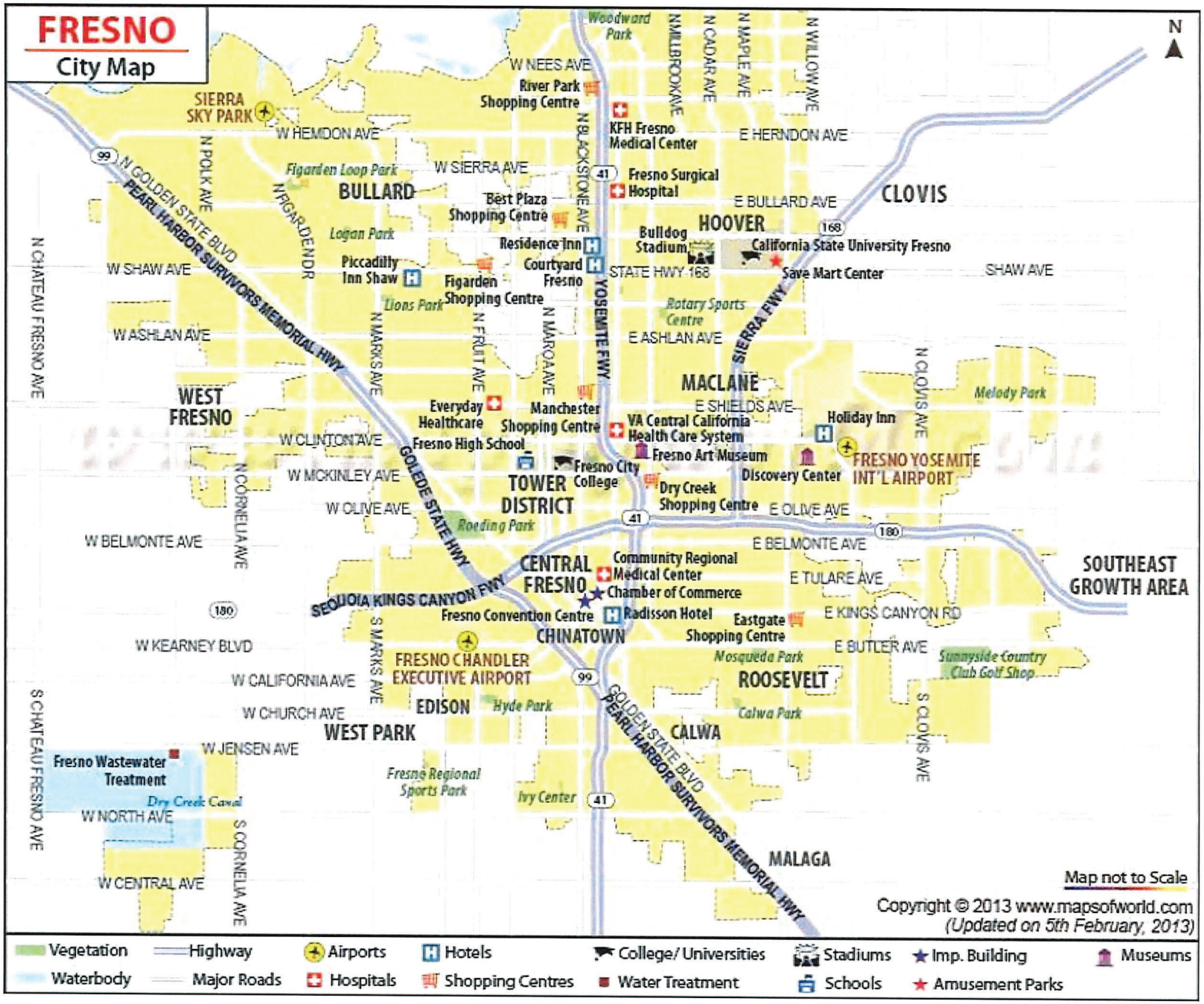
Dear Ms. Lopez:

Thank you for giving Poverello House the opportunity to apply for grant funding under the Emergency Solutions Grant (ESG). Poverello House is applying for $197,300 in grant funds. Poverello House is committed to provide an additional cash match of $197,300 for the program. Since 2013, Poverello House has participated in outreach to people experiencing homelessness in the City and County of Fresno. The outreach team has enabled people experiencing homelessness to be linked to navigation services and shelter.

If you have any questions, please do not hesitate to contact me at 559.498-6988. We look forward to continuing our partnership with the city of Fresno.

Sincerely,

Zachary D. Darrah
CEO Poverello House


FRESNO
City Map
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SIERRA SKY PARK
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N MARKS AVE
N FRUIT AVE
N MAROA AVE
W CLINTON AVE
W MCKINLEY AVE
W OLIVE AVE
W BELMONTE AVE
N CORNELIA AVE
GOLDEN STATE HWY
SEQUOIA KINGS CANYON FWY
W KEARNEY BLVD
W CALIFORNIA AVE
W CHURCH AVE
S MARKS AVE
S CHATEAU FRESNO AVE
W JENSEN AVE
Fresno Wastewater Treatment
Dry Creek Canal
W NORTH AVE
W CENTRAL AVE
S CORNELIA AVE
Fresno Regional Sports Park
EDISON
WEST PARK
FRESNO CHANDLER EXECUTIVE AIRPORT
Hyde Park
Roeding Park
CENTRAL FRESNO
CHINATOWN
TOWER DISTRICT
Fresno Convention Centre
Community Regional Medical Center
Chamber of Commerce
Radisson Hotel
Fresno City College
Fresno High School
Everyday Healthcare
Manchester Shopping Centre
Ivy Center
Woodward Park
W NEES AVE
River Park Shopping Centre
SIERRA FWY
N BLACKSTONE AVE
N MILLBROOK AVE
N CEDAR AVE
N MAPLE AVE
N WILLOW AVE
KFH Fresno Medical Center
E HERNDON AVE
Fresno Surgical Hospital
Best Plaza Shopping Centre
Residence Inn
Courtyard Fresno
Figarden Shopping Centre
YOSEMITE FWY
STATE HWY 168
E BULLARD AVE
CLOVIS
HOOVER
Bulldog Stadium
California State University Fresno
Save Mart Center
SHAW AVE
Rotary Sports Centre
E ASHLAN AVE
MACLANE
E SHIELDS AVE
VA Central California Health Care System
Fresno Art Museum
Discovery Center
Holiday Inn
FRESNO YOSEMITE INT'L AIRPORT
N CLOVIS AVE
Melody Park
Dry Creek Shopping Centre
E OLIVE AVE
E BELMONTE AVE
E TULARE AVE
E KINGS CANYON RD
Eastgate Shopping Centre
SOUTHEAST GROWTH AREA
Nosqueda Park
E BUTLER AVE
Sunnyside Country Club Golf Shop
ROOSEVELT
Calwa Park
CALWA
S CLOVIS AVE
GOLDEN STATE BLVD
PEARL HARBOR SURVIVORS MEMORIAL HWY
MALAGA
Map not to Scale
Copyright © 2013 www.mapsofworld.com
(Updated on 5th February, 2013)
Vegetation
Waterbody
Highway
Major Roads
Airports
Hospitals
Hotels
Shopping Centres
College/ Universities
Water Treatment
Stadiums
Schools
Imp. Building
Amusement Parks
Museums

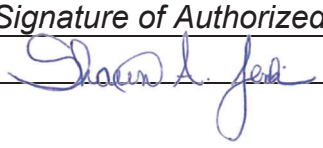
WestCare California, Inc.

PY 2022–2023 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization:	*Fictitious Name (if applicable):*
WestCare California, Inc.	N/A
DUNS Number of Organization:	*Federal Tax ID Number:*
054612767	23-7368450
Date of Incorporation:	*Date of 501(c)(3) Determination:*
October 1973	November 1974
Mailing Address of Organization:	*Organization Website Address:*
1900 N Gateway Blvd Ste 100 Fresno CA 93727	www.westcare.com/california
Name of President (or Chair of the Board):	*E-mail Address:*
Dr. Toussaint M. Streat	toussaint.streat@kp.org
Name of Chief Executive or Executive Director:	*E-mail Address:*
Richard Steinberg	*richard.steinberg@westcare.com*
Name of the Secretary:	*E-mail Address:*
Ken Ortbals	ken.ortbals@westcare.com
Name of Treasurer (or Chief Financial Officer):	*E-mail Address:*
Ken Ortbals	ken.ortbals@westcare.com

Principal Contact Person :	*Principal Contact's Title:*	*Principal Contact's Physical Address (Street Address, Suite, City, State, ZIP):*
Shawn Jenkins	Chief Operating Officer	1900 N Gateway Blvd Ste 100 Fresno CA 93727-1625
Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
559-974-2919	559-251-4800	shawn.jenkins@westcare.com

Name of Authorized Signatory :	*Title of Authorized Signatory:*
Shawn Jenkins	*Chief Operating Officer*
Signature of Authorized Official:	*Date of Signature:*
	*3/1/2022*

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information

Part A, Section 2: Mission Statement
Please provide the organization's mission statement within the below space:

MISSION:WestCare empowers everyone with whom we come into contact to engage in a process of healing, growth, and change benefitting themselves, their families, coworkers, and communities.

VISION: WestCare devotes our best collective and individual efforts to "uplift the human spirit" by consistenly improving, expanding, and strengthening the quality, efficacy, and cost-effectiveness of everything we do in building for the future.

MOTTO: Uplifting the human spirit

Part A, Section 3: Organizational Capacity and Management
Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Richard Steinberg	President / CEO	40+
2) Ken Ortbals	Executive Vice President / Chief Financial Officer	20+
3) Shawn Jenkins	Chief Operating Officer	30+
4) Beverly Watts-Davis	Chief Office of Program Support / Senior Vice President	30+
5) Dr. Jason Engel	Chief Clinical Officer	20+

Board of Directors

How often does your Board of Directors regularly meet?
quarterly
List current Board of Directors below:

1) Dr. Toussaint M. Streat ~ Chair
2) James (Jim) L. Wadhams
3) Thomas (Tom) J. Walsh, II
4) Mary A.Y. Okada
6) Ramón (Ray) A. Abadin
7) Derrick T. Boazman
8) Richard (Dick) E. Steinberg ~ President
9) Ken Ortbals, Treasurer and Secretary

5) William (Bill) J. Ekstrom, Jr. 10)

Financial Management

1) Has an audit been performed on the proposing organization's accounting procedures within the last two years?

☒ Yes ☐ No If yes, name of auditor: Roos & McNabb CPA's

2) Is the agency audited every year? ☒ Yes ☐ No

3) Were any management letters issued as a result of the last audit? If yes, explain.
No

4) Provide the name of staff responsible for your agency's accounting system

Name: Ken Ortbals
Title: Chief Financial Officer
Phone/Email: 702-385-2090 x10202 / ken.ortbals@westcare.com

Authorized Signatories

If your organization is selected for funding, signatures from persons bearing titles from each of the two lines below will be required by your organization.

1. Board Chair, President, or Vice President
2. Treasurer, Secretary, or Assistant Secretary

If you will be unable to provide the two requested signatures, or intend to otherwise deviate from the standard signature authority, please indicate the names and titles of the authorized signatories below and provide the names and titles of the person(s) authorized to execute agreements on behalf of your organization in your board certified resolution.

Authorized Signatory Name	Authorized Signatory Title
1) Shawn Jenkins	Chief Operating Officer
2)	

☒ Board Resolution providing for the signature authority of persons to sign agreements on behalf of the entity is attached (required before a subrecipient agreement will be executed).

To view the City's policy regarding signature authority, including a sample signature page and sample certification, view Administrative Order 4-1 at:
https://www.fresno.gov/personnel/human-resources-support/#tab-2

Part A, Section 4: Summary of Attached Applications:
Provide number and total dollar amount of applications by Application Type

- **Homeless and Homelessness Prevention Programs**

Number of Applications	*Total Dollar Amount Requested*
2	$ 1,093,124

- **Public and Community Services**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
2	$ 1,093,124

Required Attachments to Part A
Select all attachments included.

☒ **Part A, Exhibit 1** – Organization's U.S. Internal Revenue Service 501(c)(3) Determination of Exemption Letter (Required)

☒ **Part A, Exhibit 2** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 3** – Bylaws of the Organization (Required)

☐ **Part A, Exhibit 4** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☒ **Part A, Exhibit 5** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 6** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds).

☒ **Part A, Exhibit 7** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 10 percent of modified total direct costs)

☒ **Part A, Exhibit 8 –** Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application (Required; the Resolution must be submitted to the City by 4:00 PM, Friday, March 18, 2022)

PY 2022–2023 APPLICATION
Homeless and Homelessness Prevention Programs

1. **Project Summary Information** – please complete the below summary for the project/program.

   Project Name (10 words or less): Project Unite

   Amount Requested: $ 243,459.00

   ESG Applicants Only – please provide a breakdown of amount requested by program component:

   Street Outreach: $ 0.00

   Emergency Shelter: $ 0.00

   Homelessness Prevention: $ 18,669.00

   Rapid Rehousing: $ 224,790.00

   HMIS: $ 0.00

   This is a:

   ☐ New Project/Program

   ☒ Existing Project/Program

   Provide a short description of the proposed program/activity. (1 to 3 sentences and must fit in the provided space).

   WestCare California, Inc. is seeking funding to continue providing rapid rehousing and homelessness prevention services through Project Unite. During the grant period, Project Unite will will provide: 1) 7 households with homelessness prevention services; 2) 11 households with rapid rehousing assistance; and 3) 18 households will receive case management services. The program will engage homeless and chronically homeless extremely low-income (30% area median income) individuals and families, including Veterans who are not eligible for housing assistance through Supportive Services for Veteran Families and VASH.

2. Organizational Capacity

a. Describe the organization's experience with administering federally-funded programs of this nature.

WestCare California, a subsidiary of WestCare Foundation, has provided behavioral health and human services including street outreach and engagement, housing and homelessness prevention, case management, substance use disorder treatment, and co-occurrring mental health disorder services to the Fresno community since 1973. WestCare provides services for low-income individuals and families including, but not limited to, people living with HIV/AIDS, criminal justice populations, Veterans, adolescents, men, women, and women with children.

With ongoing funding from multiple federal, state, and local agencies including HUD, Health and Human Services, SAMHSA, Veterans Administration, cities and counties, corporations, and private foundations, WestCare California administers 60 separate contracts throughout the State of California with a budget of approximately $60 million and more than 400 staff. WestCare's leadership team possesses decades of experience in administering homelessness prevention and housing programs.

WestCare currently operates several housing programs through a variety of funders including Project Unite and Housing Opportunities for People with AIDS (HOPWA) under contract with the City of Fresno; Project LiftOFF funded by HUD; and Coordinated Entry for the Fresno Madera Continuum of Care also funded by HUD, among others.

WestCare has sufficient cash reserves to guarantee at least three months of program service in the event that funding from this source is delayed or unavailable.

b. For how many years has the organization administered activities of the type described in this application?

47

c. Does the organization have the following in place (check box if 'yes')?

☒ Written policies and procedures for the proposed project or program (i.e. intake, eligibility)

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

☒ Facility utilization plan and policies
Note: If not, be aware, the City will require a facility utilization plan and policies prior to the execution of a subrecipient agreement.

d. Provide addresses for each applicable location of site(s) where activity will occur, and a brief description of the facilities.

WestCare's Housing Department offices are located at 1900 N. Gateway Blvd., Ste. 100, Fresno, CA 93727. This facility houses senior leadership, Housing Department staff, and administrative support staff and provides dedicated office space for private client meetings, conference rooms, and a complete training facility.

☒ Maps attached as exhibit F

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, and how existing resources are insufficient to meet this need:

There is a great need in the City of Fresno for housing and supportive services for an increasing homeless population. The 2022 Point in Time Count, which documents all persons living on the streets in Fresno and Madera Counties, took place February 23-25 but the data is not yet available. The 2021 Point in Time Count was cancelled because of the global coronavirus pandemic, so 2020 is the most recent data available. According to the 2020 Point in Time Count, of the 2,510 homeless households reported in January 2020, 1,674 were unsheltered and 836 were sheltered. That is a 45.3% increase in the unsheltered population and a 150.3% increase in the sheltered population. And these numbers have only continued to increase as the pandemic lingers on.

WestCare continues to work diligently to secure additional funding from both public and private sources to address the huge increase in demand for housing services and reduce the current gaps in funding to meet this need. Of the 456 individuals currently on the Fresno-Madera Continuum of Care's By Name List, 136 (30%) fall under the category for rapid rehousing intervention, so continued funding is urgently required to address this unmet need.

b. Briefly describe the target population and how the project will meet the specific needs of the target population.

WestCare has a long history of successfully housing and treating people in need in Fresno County, including the most vulnerable populations who are considered the hardest to reach – extremely low-income households, disabled individuals, Veterans, people living with HIV/AIDS, chronically homeless individuals, people fleeing domestic violence, and people with co-occurring substance use and mental health disorders.

The people WestCare serves need comprehensive case management services and often require linkages to multiple supportive services in addition to housing, including physical and mental health care, substance use disorder treatment, acquisition of basic educational skills, life skills training, vocational skills and job search assistance, and enrollment in benefits for which the client may not be aware of their eligibility. WestCare staff is highly experienced in the provision of effective, stigma free services for people who may have many barriers to successful outcomes. All of WestCare's programs follow the housing first model

and are person-centered, gender-responsive, and trauma-informed and follow proven, evidence-based practices in service delivery.

Project Unite provides comprehensive services based on each participant's unique needs, including:

• Conducting assessments to determine housing and supportive services needs

• Developing individualized plans for housing and supportive services

• Providing prevention, diversion, and rapid re-housing assistance

• Provision of financial, utility, and/or rental assistance

• Obtaining needed documents (license, birth certificate, etc.)

• Helping participants set up appointments and complete paperwork

• Attending appointments with participants

• Locating, securing, and maintaining stable permanent housing (within 30-60 days)

• Obtaining federal, state, and local benefits (Medi-Cal, CalFresh, WIC, etc.)

• Monitoring and evaluating participants' progress

• Updating assessments and service plans to reflect current needs and interests

• Continuing engagement with supports and services until permanently housed

• Providing linkages/warm hand-off to other available services, including:

o Financial literacy, budgeting, paying rent, and bills

o Transportation passes/vouchers

o Employment

o Social and recreational opportunities

o Apartment maintenance/upkeep

o Tenant rights and responsibilities

o Household and personal safety

o Being a good neighbor

o Conflict resolution

o Developing supportive and positive relationships

c. Describe how the project will be marketed to the target population.

Project Unite will market its services to the target population through regular outreach activities to engage people in need and educate them about available housing assitance and other resources offered in the community by WestCare and other partners in the FMCoC. Additionally, Project Unite's Case Manager will continue to actively participate in Coordinated Entry Services weekly Case Conferencing meetings where potential clients are discussed and decisions on referrals are made. The program also produces brochures describing available services and distributes these marketing materials at community events to notify the community about available services.

d. Summary of Services to be provided:
Select all services to be provided, including those that are not funded by the City.

- ☒ Emergency Shelter
- ☒ Transitional Housing
- ☒ Homeless Prevention/Housing Assistance
- ☒ Homeless Diversion
- ☒ Mental Health/Other Services
  - ☒ - Individual and Family Counseling
  - ☒ - Drug/Alcohol Treatment
  - ☒ - Job Training
  - ☒ - Children's Program
  - ☒ - Parenting education
  - ☒ - Domestic Violence Intervention
  - ☒ - Self-Sufficiency Skills Training
  - ☒ - Outreach
  - ☒ - Assessment of Needs
- ☒ Permanent Housing with Supportive Services
- ☒ Affordable Housing
- ☒ Job Training/ Job Search
- ☒ Women's Program
- ☒ Day Care
- ☒ Youth Program
- ☒ Access to Medical
- ☐ Immigration Assistance
- ☐ Fair Housing Assistance
- ☒ Academic Support/Tutoring
- ☒ Referral Services
- ☒ Case Management
- ☒ Provide Meals
- ☒ Free Services
- ☐ Business Development to micro-enterprise
- ☐ Other (specify):

e. Estimate the number of unduplicated persons expected to benefit from the project:

64 unduplicated persons will receive a direct benefit from this project.

f. Please indicate which of these service types will be provided and the number of unduplicated persons who will benefit.

Check if Providing	Public and Community Service Types	Estimated No. Persons Assisted
☐	Operating Cost of Shelters for Persons who are homeless or impacted by HIV/AIDS	
☒	Rental Assistance/Subsidy	64
☐	Supportive/Essential Services (not duplicated with services provided in conjunction with another activity)	
☐	Housing information services (not duplicated with services provided in conjunction with another activity)	

g. Describe the homeless or homelessness prevention service program. Please include information about barriers to program participation and how the activity will address those barriers, and any information about how the activity was developed or refined in consultation with the target population. Limit description to the space provided on this and the next page.

WestCare is seeking continued funding for rapid rehousing and homelessness prevention for Project Unite. This program prioritizes the housing, health, and well-being of homeless and chronically homeless extremely low-income individuals, and those at risk of homelessness, without regard for gender, sexual orientation, or disability, and fulfills all criteria of Housing First.

The project's goals are to: 1) Establish supportive relationships with the street homeless population, providing linkages and support to decrease the number of persons experiencing unsheltered and chronic homelessness in Fresno; 2) Increase participants' income and ability to obtain and maintain permanent housing; 3) Assist participants in establishing and maintaining a healthy lifestyle.

WestCare's proposed activities are consistent with the priorities outlined in the City of Fresno 2020-2024 Consolidated Plan. The specific priority addressed under this application is for "Homelessness and the Prevention of Homelessness" to "provide assistance for the homeless and those at risk of becoming homeless through safe low-barrier shelter options, housing first collaborations, and associated supportive services." WestCare's proposed services are interventions that are consistent with the plan's priorities regarding homelessness, will help participants regain housing stability, and are grounded in the Housing First approach. WestCare and partners provide all aspects of homeless housing and homelessness prevention including emergency shelter, bridge housing, housing relocation, rental assistance and housing stabilization, linkages to care and access to substance use disorder treatment services, and case management.

Project Unite aligns with the Consolidated Plan's high prioritization of homelessness remediation. The plan's goal regarding homelessness is to provide assistance including shelter operations, rapid rehousing, and homelessness prevention. Project Unite provides homeless housing and homelessness prevention services including emergency shelter, bridge housing, housing relocation, rental assistance, and housing stabilization. The plan also prioritizes providing assistance to low-income and special needs households through linkages to care and access to substance use disorder treatment services, and case management - services which are all provided by WestCare. WestCare also fulfills the plan's goal of providing facilities through collaboration for persons with special needs, such as domestic violence victims, through a partnership with the Marjaree Mason Center.

Detailed Narrative Description of Project/Program (Continued from previous page)

WestCare applies the Housing First approach to meet the people we serve where they are. WestCare works with a broad network of community partners in the Fresno-Madera Continuum of Care and its Coordinated Entry system, a collaboration that also conducts street outreach. Potential participants are also identified through WestCare's other programs, including San Joaquin Valley Veterans, and WestCare's own outreach staff. Project Unite accepts walk-ins and referrals from city and county agencies, as well as the Veterans Administration Medical Center. Intake is done through Coordinated Entry.

Participants are immediately prioritized for available housing using the standardized Vulnerability Index-Service Prioritization and Decision Assistance Tool (VI-SPADT), length of homelessness, and severity of need. All contacts resulting from outreach or identification are entered into HMIS to prevent service duplication and ensure efficient, expedited service delivery. Case managers immediately begin working with participants upon enrollment to develop Individual Service Plans (ISP) producing short- and long-term goals, including care linkages. Initially, participants and case managers meet weekly or even daily, until the participant gains more stability in their living situation. Permanent housing is usually obtained within 30-60 days. Participants typically remain in the program for three to six months but can remain longer, depending on individual needs. Additional services include life skills, literacy, and job-readiness programs, based on individual needs.

People experiencing homelessness face formidable barriers in their attempts to improve their housing stability. Lack of reliable transportation, need for childcare, lack of steady work history because of homelessness or inadequate preparation for employment, absence of technical skills, lack of benefits for which they may be eligible, and the inability to navigate complex systems can all impede housing stability. Project Unite mitigates these factors through comprehensive services including providing transportation to appointments, linking participants to medical and mental health providers, substance use disorder treatment, vocational and educational services, and assisting them in successfully enrolling in benefits for which they may be eligible.

At WestCare, we believe that getting feedback from participants is the best way to continuously improve the effectiveness and efficiency of our programs. To this end, participant satisfaction surveys are issued to clients to receive feedback on services from their perspective. The goal of these surveys is to gather participant's opinions about the program and determine how satisfied they were with the services they received. These surveys are critical to WestCare's program design process because the information they collect can help program leadership to identify any shortcomings the program may have, discover any unmet needs that participants may have, and determine areas for improvement. The surveys ask for participant feedback on a number of important program areas, including their satisfaction with the program's location and facility quality, enrollment and intake processes, content of services provided, length of services provided, satisfaction with staff members, cultural competence, and achieved outcomes.

h. Collaboration
Briefly describe any collaboration efforts with other organizations for this project/program or related initiatives.

Collaborating Organization	Description of Collaboration
Marjaree Mason Center	domestic violence counseling
Turning Point of Central California	emergency shelter, bridge housing
Wings Advocacy Fresno	furniture and household goods
RH Community Builders	emergency shelter
Mental Health Systems	emergency shelter, bridge housing
Kingsview Behavioral Health Systems	street outreach

4. Project/Program Budget

a. Activity Budget by Funding Type

Please provide a high-level summary of the total budget by federal and non-federal funds.

Proposed Activity Budget	Amount
Total ESG, HOPWA, CDBG and/or HOME Funds Requested	$1,093,124
Total Other Federal Funds (do not include the above funds on this line)	$0
Total Non-Federal Funds	$243,459
Total Proposed Activity Budget	$1,336,583

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for FY 2022 – 2023. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
Day 1 Families Fund	Housing Assistance	$2,500,000	committed	N/A

c. Activity Budget Summary

Please complete Exhibit A – Operating Budget Summary.

The above referenced Budget worksheet is available in Excel format at www.fresno.gov/housing under 'Notices of Funding Available.'

d. Prior-Year Financial Statement

For existing programs, please attach a financial statement labeled as Exhibit B for the proposed program for the last full operating year. Failure to provide the financial statement will result in disqualification.

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY

☒ EXHIBIT B – HOMELESS AND HOMELESSNESS PREVENTION ESG SOURCES AND AMOUNTS OF MATCH AND MATCH QUESTIONAIRE

☒ EXHIBIT C – PRIORYEAR AUDITED FINANCIAL STATEMENT INCLUDING STATEMENT OF ACTIVITIES, STATEMENT OF FINANCIAL POSITION AND STATEMENT OF CASH FLOWS (REQUIRED WHEN TOTAL FEDERAL GRANT AWARDS EQUALED OR EXCEEDED $750,000 DURING THE ANNUAL AUDIT PERIOD); OR

☐ EXHIBIT C – PRIOR-YEAR UNAUDITED FINANCIAL STATEMENT WHEN TOTAL FEDERAL GRANT AWARDS FOR THE ANNUAL AUDIT PERIOD WAS LESS THAN $750,000

Optional Additional Exhibits:

☒ EXHIBIT D – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

☒ EXHIBIT E – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)

☒ EXHIBIT F – SERVICE AREA MAP (REQUIRED IF NOT DESCRIBED IN **2.d.**)

EXHIBIT A - OPERATING BUDGET SUMMARY

CITY OF FRESNO

OPERATING BUDGET SUMMARY (non-capital projects)

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel:									
Director of Housing	17,000.00	3,723.00	**20,723.00**			20,723.00			**41,446.00**
Case Manager	45,760.00	10,021.44	**55,781.44**			55,781.44			**111,562.88**
			-						
			-						
			-						
Administrative Personnel:									
			-						
			-						
			-						
Independent Contractors / Consultants:									
			-						
			-						
TOTAL PERSONNEL BUDGET	$ 62,760.00	$ 13,744.44	**$ 76,504.44**	$ -	$ -	$ 76,504.44	$ -	$ -	**$ 153,008.88**
Occupancy, Supplies, and Other Operating									
Office Rent	$ -		-			-			-
Utilities	2,400.00		**2,400.00**			2,400.00			**4,800.00**
Computers/Copier/Equipment	300.00		**300.00**			300.00			**600.00**
Telecommunications	1,800.00		**1,800.00**			1,800.00			**3,600.00**
Office Supplies	600.00		**600.00**			600.00			**1,200.00**
Project Supplies (Specify)			-			-			-
Staff Recruitment	200.00		**200.00**			200.00			**400.00**
Travel	1,200.00		**1,200.00**			1,200.00			**2,400.00**
Training	-		-			-			-
Vehicle Lease/Insurance	-		-			-			-
Other (Specify)									
TOTAL OCCUPANCY, SUPPLIES AND OTHER OPERATING BUDGET	**$ 6,500.00**		**$ 6,500.00**	$ -	$ -	$ 6,500.00	$ -	$ -	**$ 13,000.00**
INDIRECT COSTS (Select 1 indirect rate Only)									
Approved Cost Allocation Plan Rate - 26%	50,237.49		**50,237.49**			50,237.49			**100,474.98**
De minimus 10 % Rate									-
TOTAL INDIRECTCOST BUDGET	50,237.49		**$ 50,237.49**	$ -	$ -	$ 50,237.49	$ -	$ -	**$ 100,474.98**
Program Expense Budget									
RAPID REHOUSING - Grant Assistance to Beneficiaries			-			-			-
Rental Assistance	69,300.00		**69,300.00**			69,300.00			**138,600.00**
Security & Utility Deposits	23,100.00		**23,100.00**			23,100.00			**46,200.00**
Utility Payments	3,000.00		**3,000.00**			3,000.00			**6,000.00**
HOMELESS PREVENTION - Grant Assistance to Beneficiaries									-
Rental Assistance	7,350.00		**7,350.00**			7,350.00			**14,700.00**
Security & Utility Deposits	6,300.00		**6,300.00**			6,300.00			**12,600.00**
Utility Payments	1,166.68		**1,166.68**			1,166.68			**2,333.36**
STREET OUTREACH - Grant Assistance to Beneficiaries			-						-
WestCare Street Outreach		-	-			-			-
Loans to Beneficiaries			-						-
Other (Specify)									-
TOTAL PROGRAM EXPENSE BUDGET	110,216.68	-	**$ 110,216.68**	$ -	$ -	$ 110,216.68	$ -	$ -	**$ 220,433.36**
TOTAL PROJECT BUDGET	**$ 229,714.17**	**$ 13,744.44**	**$ 243,458.61**	**$ -**	**$ -**	**$ 243,458.61**	**$ -**	**$ -**	**$ 486,917.22**

* Please revise this form and annotate budget items as needed

All applicants are required to submit a copy of their organization's operating budget.

EXHIBIT B - MATCH QUESTIONNAIRE

Exhibit B:
ESG Match Follow-Up Questions and Match Exclusions

Please identify ESG Matching Funds (eligible Match Funds only) by name of the funding source and dollar amount. Please also provide answers to the below questions.

Source of ESG Match Funds (Eligible Match Only. Please be specific.)	**Dollar ($) Amount of Match**
Day 1 Families Fund	$243,459
TOTAL	**$243,459**

Please review the below Match statements and indicate whether they are correct or not.

In general, federal (other than ESG), state, local, or private funds may be used to satisfy the requirement that the subrecipient provide matching contributions to City of Fresno ESG funding, so long as the following conditions are met:

1. The matching funds to be contributed to the activity described in the NOFA Part B Application will be exclusively expended for the subrecipient's described activity and is an allowable ESG costs.

   ☒ Yes

   ☐ No

2. The matching funds will not be expended before the commencement date of the applicable ESG subrecipient agreement.

   ☒ Yes

   ☐ No

3. The matching funds will be expended by the expenditure deadline that applies to the ESG funds being matched.

   ☒ Yes

   ☐ No

4. The matching funds have not been and will not be used to match any other Federal program's funds nor any other ESG grant.

   ☒ Yes

   ☐ No

5. The subrecipient does not use ESG funds to meet another program's matching requirement.

   ☒ Yes

   ☐ No

6. The recipient will keep records of the source and use of the matching funds, including the particular fiscal year ESG grant for which the matching contribution is counted.

   ☒ Yes

   ☐ No

Note: Because the matching funds are contributed to the ESG program and expended for the subrecipient's allowable ESG costs, the following are not allowed to be used as match:

- SNAP benefits (food stamps), because the funds are being used to cover the program participant's costs;
- Housing Choice Vouchers, because the funds are used to pay the PHA's obligations under its Housing Assistance Payment contract with the owner; and
- The tenant's portion of the rent, because this amount is the tenant's obligation.

Please also note the following:

- The matching funds are provided based on the total grant amount and do not have to be provided on a component-by-component basis.
- HOME-TBRA funds cannot be used as match because the requirements for rental assistance are significantly different between the two programs. In particular, under the HOME TBRA program (24 CFR parts 92.209 and 92.253), subrecipient(s) **may not require** a program participant to accept any services (subrecipient may offer services, but cannot require them). In contrast, when providing ESG homelessness prevention or rapid re-housing assistance to a program participant, the recipient or subrecipient **must require** the program participant to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability and develop a plan to assist the program participant to retain permanent housing after the ESG assistance ends (24 CFR 576.401(e)). Because of these differences in the two programs, HOME TBRA funds may not be used as Match for the ESG funds.
- SHP funds generally cannot be used as match, because very few activity costs are allowable under both SHP and ESG. However, in some cases, such as where SHP funds are used for HMIS or street outreach costs that are allowable under ESG, SHP funds can be counted as match in accordance with conditions 1-8 above. Please note, however, that HMIS costs are only eligible to be used as match under ESG if they are eligible under section 576.107 and allocable to the ESG program, whether charged as direct costs or indirect costs. If the SHP HMIS funds are being used to pay for SHP projects' data entry, those data entry costs are not allocable to the ESG program and the funds used cannot be counted as match.

EXHIBIT E - LETTER OF SUPPORT

FRESNO VIBRANT COMMUNITIES
QUALITY HOUSING HOUSING ENGAGED RESIDENTS

1331 Fulton Street
Fresno, California 93721

(559) 443-8400
TTY (800) 735-2929

www.fresnohousing.org

March 1, 2022

WestCare California, Inc.
1900 N. Gateway Blvd., Ste. 100
Fresno, CA 93727-1625

Re: Letter of Support for WestCare California, Inc.

Dear Grant Review Committee:

Fresno Housing is pleased to support WestCare California's application for Emergency Solutions Grant (ESG) funding to provide rapid rehousing and homelessness prevention services in the City of Fresno. WestCare California is an important partner, and its work to support and house people experiencing homelessness continues to be greatly needed and highly valued.

Through many collaborations, WestCare California and its partners serve hundreds of people experiencing homelessness in Fresno City each year, including the chronically homeless, veterans, and families. WestCare California is instrumental in providing housing and other supportive programs for these most vulnerable, and deserving, members of our community.

WestCare California is an important leader in enabling Fresno City to reach its goals to end homelessness and preventing its return for individuals and families in need. We look forward to continuing our critical work with WestCare California and improving the quality of life for our entire community.

Respectfully,

Doreen Eley

Doreen Eley
Assistant Director, Special Programs

EXHIBIT E - LETTER OF SUPPORT

Turning Point of Central California, Inc.

PO Box 7447
Visalia, CA 93290-7447
559-732-8086

March 1, 2022

WestCare California, Inc.
1900 N. Gateway Blvd., Ste. 100
Fresno, CA 93727-1625

Re: Letter of Support for WestCare California, Inc.

Dear Grant Review Committee:

Turning Point of Central CA, Inc (TPOCC) is pleased to support WestCare California's application for Emergency Solutions Grant (ESG) funding to provide rapid rehousing and homelessness prevention services in the City of Fresno. WestCare California is an important partner, and its work to support and house people experiencing homelessness continues to be greatly needed and highly valued.

Through many collaborations, WestCare California and its partners serve hundreds of people experiencing homelessness in Fresno City each year, including the chronically homeless, veterans, and families. WestCare California is instrumental in providing housing and other supportive programs for these most vulnerable, and deserving, members of our community.

WestCare California is an important leader in enabling Fresno City to reach its goals to end homelessness and preventing its return for individuals and families in need. We look forward to continuing our critical work with WestCare California and improving the quality of life for our entire community.

Respectfully,

Jody Ketcheside
Deputy Chief Operating Officer
Turning Point of Central CA, Inc

EXHIBIT F - SERVICE AREA MAP

United States › California › Fresno › Westcare California

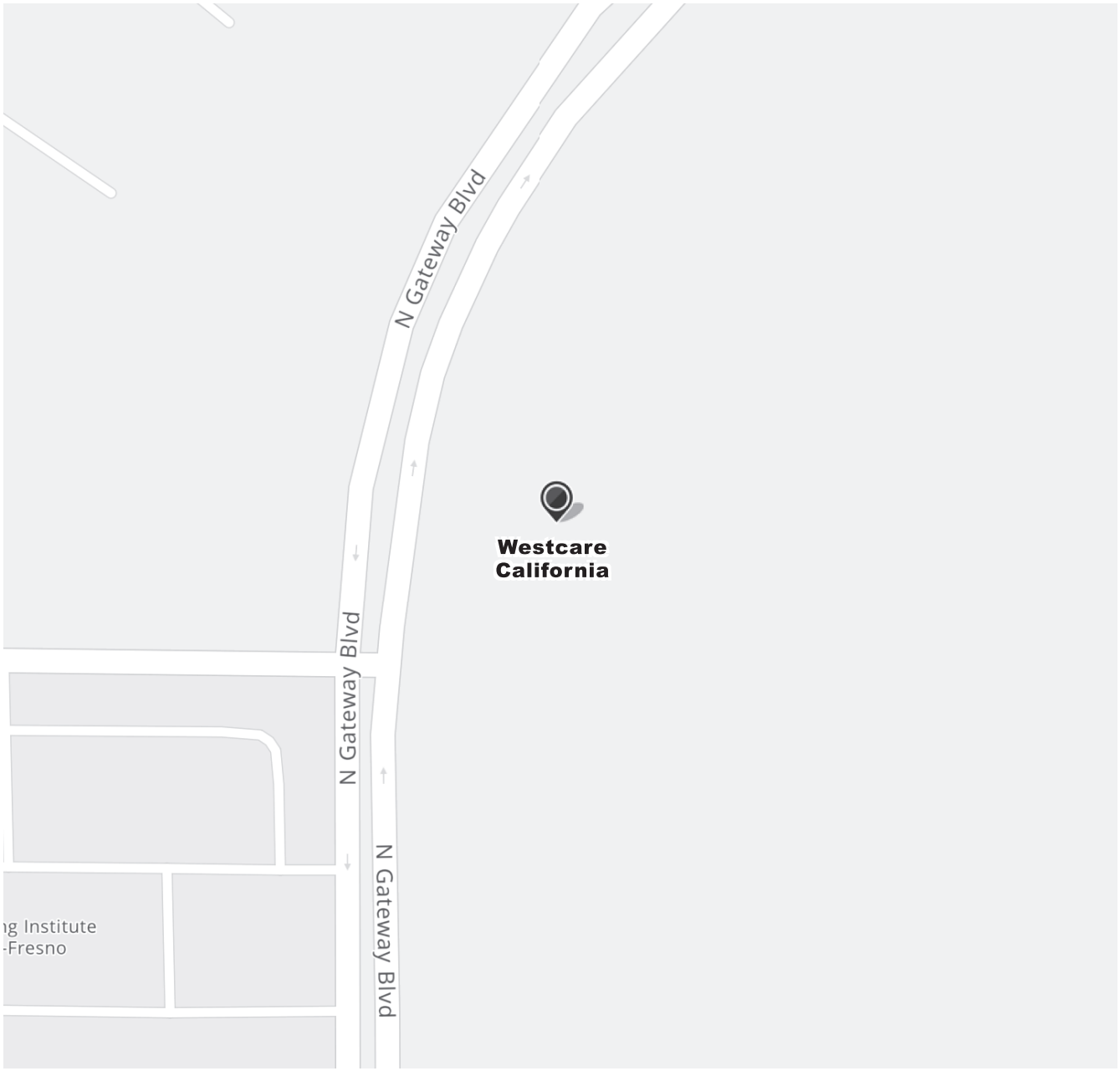
MapQuest

Westcare California

1900 N Gateway Blvd, Fresno, CA 93727
(559) 251-4800

About This Place

Partial Data by Infogroup (c) 2022. All rights reserved.
Partial Data by Foursquare.



PY 2022–2023 APPLICATION
Homeless and Homelessness Prevention Programs

1. **Project Summary Information** – please complete the below summary for the project/program.

   Project Name (10 words or less): The Living Room

   Amount Requested: $ 849,665.00

   ESG Applicants Only – please provide a breakdown of amount requested by program component:

Street Outreach:	$	.00
Emergency Shelter:	$	.00
Homelessness Prevention:	$	.00
Rapid Rehousing:	$	.00
HMIS:	$	.00

   This is a:

   ☐ New Project/Program

   ☒ Existing Project/Program

   Provide a short description of the proposed program/activity. (1 to 3 sentences and must fit in the provided space).

   WestCare California, Inc. is the lead agency partnering with Fresno Housing Authority to renew HOPWA grant funding to continue providing Short Term Rental and Mortgage Assistance (STRMU), Tenant-Based Rental Assistance (TBRA), transitional housing, homelessness prevention, rapid re-housing, supportive services, and housing information to homeless and at-risk of homelessness individuals affected by HIV/AIDS and their families in Fresno. The primary goals of the proposed program are to help participants achieve both permanent housing and health stability.

2. Organizational Capacity

a. Describe the organization's experience with administering federally-funded programs of this nature.

WestCare California, a subsidiary of WestCare Foundation, has provided health and human services including street outreach and engagement, housing and homelessness prevention, case management, substance use disorder treatment, and co-occurrring mental health disorder services to the Fresno community since 1973. WestCare provides services for low-income individuals and families including people living with HIV/AIDS, criminal justice populations, Veterans, adolescents, men, women, and women with children.

WestCare has administered the Short-Term Rental Assistance, outreach, and case management components of HOPWA since 2009 and has systems in place for connecting with and helping the high priority HOPWA subpopulations including unsheltered homeless persons living in places not intended for human habitation, chronically homeless persons, homeless Veterans, and other highly vulnerable homeless persons such as victims of domestic violence, households with children, and youth aging out of the foster care system. Since 1996, WestCare has operated The Living Room, one of the only community centers for people living with HIV/AIDS in the Central Valley.

With ongoing funding from multiple federal, state, and local agencies including HUD, Health and Human Services, SAMHSA, Veterans Administration, cities and counties, and private foundations, WestCare administers 60 separate contracts throughout California with a budget of approximately $60 million and more than 400 staff. WestCare's leadership team possesses decades of experience in administering homelessness prevention and housing programs.

WestCare currently operates several housing programs through a variety of funders including: Housing Opportunities for People with AIDS (HOPWA) and Project Unite under contract with the City of Fresno; Project LiftOFF funded by HUD; and Coordinated Entry for the Fresno Madera Continuum of Care (CoC) also funded by HUD, among others. WestCare has sufficient cash reserves to guarantee at least three months of program service in the event that funding from this source is delayed or unavailable.

b. For how many years has the organization administered activities of the type described in this application?

47

c. Does the organization have the following in place (check box if 'yes')?

☒ Written policies and procedures for the proposed project or program (i.e. intake, eligibility)

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

☒ Facility utilization plan and policies
Note: If not, be aware, the City will require a facility utilization plan and policies prior to the execution of a subrecipient agreement.

d. Provide addresses for each applicable location of site(s) where activity will occur, and a brief description of the facilities.

At the beginning of 2021, The Living Room moved to a new building located at 1330 E Olive Ave, Fresno, CA 93728 to accommodate the growing needs of the community. The new facility has 4 offices for staff, 3 of which are private and can be used for counseling or testing. The facility also has a kitchen, drop-in center, dining room, living room/group room/tv room, two bathrooms, and a reception area. Outside, there is a patio in the rear, which allows the program to host outside lunches and social events, and a large parking lot. The building is located in Fresno's Tower District, which is an LGBTQ friendly area known for its diversity, vibrant arts scene, and friendly neighbors. Multiple festivals are held in the area including the annual Gay Pride parade and festival. The Living Room's office is located on multiple bus lines and is ADA accessible.

☒ Maps attached as exhibit F

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, and how existing resources are insufficient to meet this need:

Currently, there are more than 2,000 diagnosed people living with HIV/AIDS in Fresno County. WestCare serves approximately 700 of these individuals annually through The Living Room, which provides outreach, housing assistance, HIV/HCV testing, linkages to medical care, navigation/case management services, support groups, hot meals, financial help, social gatherings, prevention education, an emergency food pantry, as well as a safe drop-in space for the program's participants.

The Living Room serves a primary target population of Latino men who have sex with men (MSM) who have the highest incidence rates for HIV and AIDS in Fresno County. In fact, most of the HIV transmission in the county has been linked to MSM, who represent more than 85% of total new cases, with the majority of new cases self-identifying as Hispanic.

After achieving an all-time low of new HIV cases in Fresno during the 2000s, in 2011 the HIV transmission rate sky rocketed 73% over the county's previous fiveyear average. To this day, Fresno's HIV transmission rates have never returned to pre-2010 levels. Additionally, over the last several years, HIV transmission rates in Fresno County have dramatically increased among people under 35 years of age representing nearly 50% of all new HIV cases occurring in the county. Alarmingly, Fresno's HIV transmission rates among young adults have even exceeded rates reported in San Francisco, which has a significantly larger population.

In 2009, just before the HIV transmission rates began to increase, the State of California cut more than $80 million from its HIV budget. As a result of these cuts, many community-based organizations dedicated to ending the HIV epidemic in California closed their doors. Although The Living Room managed to survive, it went from serving approximately 400 participants per month down to just over 50 each month, drastically reducing the amount of HIV prevention and education services available in Fresno County. Significant reinvestment is needed to support Fresno's HIV infrastructure to reverse the rising tide of new HIV cases and chart a new trajectory towards "getting to zero."

b. Briefly describe the target population and how the project will meet the specific needs of the target population.

The Living Room's participants are primarily composed of minority racial and ethnic groups who subsist with fixed limited incomes, high unemployment, and inadequate education. Subgroups served that are disparately impacted by HIV/AIDS include people who inject drugs (PWID) and men who have sex with men (MSM), as well as African American and Hispanic individuals.

The Living Room serves marginalized people in need of comprehensive case management services who often require linkages to multiple supportive services in addition to housing, including physical and mental health care, substance use disorder treatment, acquisition of basic educational skills, life skills training, vocational skills and job search assistance, and enrollment in benefits for which the client may not be aware of their eligibility. The Living Room staff is highly experienced in the provision of effective, stigma free services for people who may have many barriers to successful outcomes. All of The Living Room's programs are person-centered, gender-responsive, and trauma-informed and follow proven, evidence-based practices in service delivery.

c. Describe how the project will be marketed to the target population.

The Living Room will market its services to the target population through regular outreach activities to engage people in need and educate them about available housing assitance and other resources offered in the community by WestCare and other partners in the Fresno Madera Continuum of Care (FMCoC). The Living Room also uses social media as a marketing tool. We have separate Facebook pages for The Living Room and The Fresno AIDS Walk, both of which describe our services, as does our Fresno AIDS Walk web site. The Living Room also does Zoom meetings and presentations with local organizations such as PFLAG, Spectrum Center, Trans-E-Motion, and The LGBTQ Center. Finally, The Living Room frequently engages medical providers to educate them about services offered.

d. Summary of Services to be provided:
Select all services to be provided, including those that are not funded by the City.

- ☒ Emergency Shelter
- ☒ Transitional Housing
- ☒ Homeless Prevention/Housing Assistance
- ☒ Homeless Diversion
- ☒ Mental Health/Other Services
  - ☒ - Individual and Family Counseling
  - ☒ - Drug/Alcohol Treatment
  - ☒ - Job Training
  - ☐ - Children's Program
  - ☐ - Parenting education
  - ☐ - Domestic Violence Intervention
  - ☒ - Self-Sufficiency Skills Training
  - ☒ - Outreach
  - ☒ - Assessment of Needs
- ☒ Permanent Housing with Supportive Services
- ☒ Affordable Housing
- ☒ Job Training/ Job Search
- ☐ Women's Program
- ☐ Day Care
- ☐ Youth Program
- ☒ Access to Medical
- ☐ Immigration Assistance
- ☐ Fair Housing Assistance
- ☒ Academic Support/Tutoring
- ☒ Referral Services
- ☒ Case Management
- ☒ Provide Meals
- ☒ Free Services
- ☐ Business Development to micro-enterprise
- ☒ Other (specify):transportation passes

e. Estimate the number of unduplicated persons expected to benefit from the project:

200 unduplicated persons will receive a direct benefit from this project.

f. Please indicate which of these service types will be provided and the number of unduplicated persons who will benefit.

Check if Providing	Public and Community Service Types	Estimated No. Persons Assisted
☐	Operating Cost of Shelters for Persons who are homeless or impacted by HIV/AIDS	
☒	Rental Assistance/Subsidy	200
☐	Supportive/Essential Services (not duplicated with services provided in conjunction with another activity)	
☐	Housing information services (not duplicated with services provided in conjunction with another activity)	

g. Describe the homeless or homelessness prevention service program. Please include information about barriers to program participation and how the activity will address those barriers, and any information about how the activity was developed or refined in consultation with the target population. Limit description to the space provided on this and the next page.

WestCare is seeking continued funding for a collaborative program with the Fresno Housing Authority (FHA). Under this agreement, the program will provide provide Short-Term Rent, Mortgage, or Utility Assistance (STRMU) for 40 households, Tenant-Based Rental Assistance (TBRA) for 20 households, and 32 units in transitional short-term housing facilities developed, leased, or operated with HOPWA funds. All participants in this program will be individuals and families affected by HIV/AIDS who are homeless or at-risk of homelessness. WestCare's proposed activities are consistent with the priorities outlined in the City of Fresno 2020-2024 Consolidated Plan. The specific priority addressed under this application is for "Homelessness and the Prevention of Homelessness" to "provide assistance for the homeless and those at risk of becoming homeless through safe low-barrier shelter options, housing first collaborations, and associated supportive services." WestCare's proposed services are interventions that are consistent with the plan's priorities regarding homelessness, will help participants regain housing stability, and are grounded in the Housing First approach. WestCare and partners provide all aspects of homeless housing and homelessness prevention including emergency shelter, transitional housing, housing relocation, rental assistance and housing stabilization, linkages to care and access to substance use disorder treatment services, and case management. The Consolidated Plan's HOPWA-specific goals continue to prioritize short-term rent, mortgage, and utility assistance (STRMU), tenant-based rental assistance (TBRA); and transitional housing. WestCare and FHA are currently providing these services, plus outreach, case management, and supportive services. All clients who are assessed for housing are entered into a database for consideration for Section 8 vouchers. WestCare expects to identify and serve 200 individuals during FY 2022-2023 in the high priority sub-populations of people living with HIV/AIDS including unsheltered homeless individuals living outdoors or in places not intended for human habitation, chronically homeless individuals, homeless Veterans, youth aging out of foster care, domestic violence victims, and households with children. Participants will continue to be identified through outreach and partnerships including the Fresno Madera Continuum of Care, Marjaree Mason Center, San Joaquin Valley Veterans, The Living Room, Community Regional Medical Center, Kaiser Permanente, LGBTQ organizations, referrals from other agencies, self-referrals, and walk-ins.

Detailed Narrative Description of Project/Program (Continued from previous page)

Eligibility will be determined using: 1) Documented medical diagnosis of HIV/AIDS of at least one member of the household; 2) Documented living situation of homelessness or at-risk for homelessness; 3) Documented low-income status at or below 80 percent of the area median income (AMI). Priority will be given to those households documenting residency in the City of Fresno, Fresno County, and living at or below the poverty level.

All of the program's proposed services will provide participants and their families with appropriate, safe, high-quality, stable housing, and the case management and supportive services they need to maintain mental, physical, and emotional health. Eligible activities and services to be provided include: 1) Short-Term Rent, Mortgage, or Utility Assistance (STRMU) for 40 households; 2) Tenant-Based Rental Assistance (TBRA) for 20 households; and 3) 32 units provided in transitional short-term housing developed, leased, or operated with HOPWA funds. Additionally, WestCare will continue to provide housing information services including counseling, information, and referral/linkage. Supportive services provided will continue to include a detailed needs assessment using the Vulnerability Index and Service Assessment Tool (VI-SPDAT), case management, permanent housing placement, substance use disorder treatment, personal assistance, nutritional services, transportation, and assistance in enrolling in public benefits. All services will be entered into HMIS.

People experiencing homelessness face formidable barriers in their attempts to improve their housing stability. Lack of reliable transportation, need for childcare, lack of steady work history because of homelessness or inadequate preparation for employment, absence of technical skills, lack of benefits for which they may be eligible, and the inability to navigate complex systems can all impede housing stability. WestCare mitigates these factors through comprehensive services including providing transportation to appointments, linking participants to medical and mental health providers, substance use disorder treatment, vocational and educational services, and assisting them in successfully enrolling in benefits for which they may be eligible.

At WestCare, we believe that getting feedback from participants is the best way to continuously improve the effectiveness and efficiency of our programs. To this end, participant satisfaction surveys are issued to clients to receive feedback on services from their perspective. The goal of these surveys is to gather participant’s opinions about the program and determine how satisfied they were with the services they received. These surveys are critical to WestCare’s program design process because the information they collect can help program leadership to identify any shortcomings the program may have, discover any unmet needs that participants may have, and determine areas for improvement. The surveys ask for participant feedback on a number of important program areas, including their satisfaction with the program’s location and facility quality, enrollment and intake processes, content of services provided, length of services provided, satisfaction with staff members, cultural competence, and achieved outcomes.

h. Collaboration
Briefly describe any collaboration efforts with other organizations for this project/program or related initiatives.

Collaborating Organization	Description of Collaboration
Fresno Housing Authority	Tenant-Based Rental Assistance
Kaiser Permanente	primary medical care
Family Healthcare Network - Specialty Services Clinic	primary medical care
Clinica Sierra Vista	primary medical care
Trans-E-Motion	support groups, community education
Spectrum Center	LGBTQ programming, social and community events

4. Project/Program Budget

a. Activity Budget by Funding Type

Please provide a high-level summary of the total budget by federal and non-federal funds.

Proposed Activity Budget	Amount
Total ESG, HOPWA, CDBG and/or HOME Funds Requested	$1,093,124
Total Other Federal Funds (do not include the above funds on this line)	$0
Total Non-Federal Funds	$243,459
Total Proposed Activity Budget	$1,336,583

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for FY 2022 – 2023. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date

c. Activity Budget Summary

Please complete Exhibit A – Operating Budget Summary.

The above referenced Budget worksheet is available in Excel format at www.fresno.gov/housing under 'Notices of Funding Available.'

d. Prior-Year Financial Statement

For existing programs, please attach a financial statement labeled as Exhibit B for the proposed program for the last full operating year. Failure to provide the financial statement will result in disqualification.

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY

☐ EXHIBIT B – HOMELESS AND HOMELESSNESS PREVENTION ESG SOURCES AND AMOUNTS OF MATCH AND MATCH QUESTIONAIRE

☒ EXHIBIT C – PRIORYEAR AUDITED FINANCIAL STATEMENT INCLUDING STATEMENT OF ACTIVITIES, STATEMENT OF FINANCIAL POSITION AND STATEMENT OF CASH FLOWS (REQUIRED WHEN TOTAL FEDERAL GRANT AWARDS EQUALED OR EXCEEDED $750,000 DURING THE ANNUAL AUDIT PERIOD); OR

☐ EXHIBIT C – PRIOR-YEAR UNAUDITED FINANCIAL STATEMENT WHEN TOTAL FEDERAL GRANT AWARDS FOR THE ANNUAL AUDIT PERIOD WAS LESS THAN $750,000

Optional Additional Exhibits:

☐ EXHIBIT D – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

☒ EXHIBIT E – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)

☒ EXHIBIT F – SERVICE AREA MAP (REQUIRED IF NOT DESCRIBED IN **2.d.**)

EXHIBIT A - OPERATING BUDGET SUMMARY

CITY OF FRESNO

OPERATING BUDGET SUMMARY (non-capital projects)

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel:									
Program Director	70,000.00	15,330.00	85,330.00						85,330.00
Case Manager	47,840.00	10,476.96	58,316.96						58,316.96
Case Manager	45,760.00	10,021.44	55,781.44						55,781.44
Case Manager/Housing Retention Specialist	45,760.00	10,021.44	55,781.44						55,781.44
Client Services Specialist/Navigator	47,840.00	10,476.96	58,316.96						58,316.96
Administrative Personnel:									
			-						-
			-						-
			-						-
Independent Contractors / Consultants:									
TBRA - Fresno Housing Authority	78,000.00		78,000.00						78,000.00
			-						-
TOTAL PERSONNEL BUDGET	$ 257,200.00	$ 56,326.80	$ 313,526.80	$ -	$ -	$ -	$ -	$ -	$ 313,526.80
Occupancy, Supplies, and Other Operating									
Office Rent	$ 56,400.00		56,400.00						56,400.00
Utilities	10,200.00		10,200.00						10,200.00
Telecommunications	7,404.84		7,404.84						7,404.84
Office Supplies	9,750.00		9,750.00						9,750.00
Client Personal Needs	18,500.00		18,500.00						18,500.00
Client Travel	4,200.00		4,200.00						4,200.00
Repairs/Maintenance	2,500.00		2,500.00						2,500.00
Travel	4,800.00		4,800.00						4,800.00
Training	3,050.00		3,050.00						3,050.00
Vehicle Lease/Insurance	19,176.00		19,176.00						19,176.00
HMIS Licensing	990.00		990.00						990.00
Employee Recruitment	1,500.00		1,500.00						1,500.00
Other (Specify)									-
TOTAL OCCUPANCY, SUPPLIES AND OTHER OPERATING BUDGET	$ 138,470.84		$ 138,470.84	$ -	$ -	$ -	$ -	$ -	$ 138,470.84
INDIRECT COSTS (Select 1 indirect rate Only)									
Approved Cost Allocation Plan Rate 26%	164,391.36		164,391.36						164,391.36
De minimus 10 % Rate									-
TOTAL INDIRECT COST BUDGET	164,391.36		$ 164,391.36	$ -	$ -	$ -	$ -	$ -	$ 164,391.36
Program Expense Budget									
Grant Assistance to Beneficiaries - Sober Living (18 persons / 30 days / $28/day)	15,000.00		15,000.00						15,000.00
Bridge Housing (4 units - #208, #213, new unit Dakota Ln) @ $995/unit/month + deposit	49,550.00		49,550.00						49,550.00
Short-Term Rent, Mortgage, Utilities (STRMU)	90,726.00		90,726.00						90,726.00
Loans to Beneficiaries									-
Other (Specify)									-
TOTAL PROGRAM EXPENSE BUDGET	155,276.00		$ 155,276.00	$ -	$ -	$ -	$ -	$ -	$ 155,276.00
TOTAL PROJECT BUDGET	$ 793,338.20	$ 56,326.80	$ 849,665.00	$ -	$ -	$ -	$ -	$ -	$ 849,665.00

* Please revise this form and annotate budget items as needed

All applicants are required to submit a copy of their organization's operating budget.

EXHIBIT E - LETTER OF SUPPORT

COMMUNITY
MEDICAL CENTERS

Fresno Community Hospital and Medical Center

March 2, 2022

WestCare California, Inc.
1900 N. Gateway Blvd., Ste. 100
Fresno, CA 93727-1625

Re: Letter of Support for WestCare California, Inc.

Dear Grant Review Committee:

Fresno Community Hospital and Medical Center is pleased to support WestCare California's grant application in response the City of Fresno's Housing Opportunities for People with AIDS (HOPWA) Notice of Funding Availability. WestCare is an important partner, and its work to prevent the spread of HIV in Fresno County continues to be greatly needed and highly valued.

Fresno Community Hospital and Medical Center has worked with WestCare since 2007, and we have found its staff to be highly knowledgeable in HIV prevention, testing, and outreach. They provide program participants with the tools, resources, and referrals necessary to achieve their goals and thrive in their lives. WestCare is a recognized leader in providing effective services in a culturally competent, trauma-informed, and gender-responsive environment. They have devoted significant resources to understanding and successfully addressing the needs of Fresno's most vulnerable residents.

We look forward to continuing our critical work with WestCare California and improving the quality of life for our entire community. We highly recommend your favorable consideration of their grant proposal.

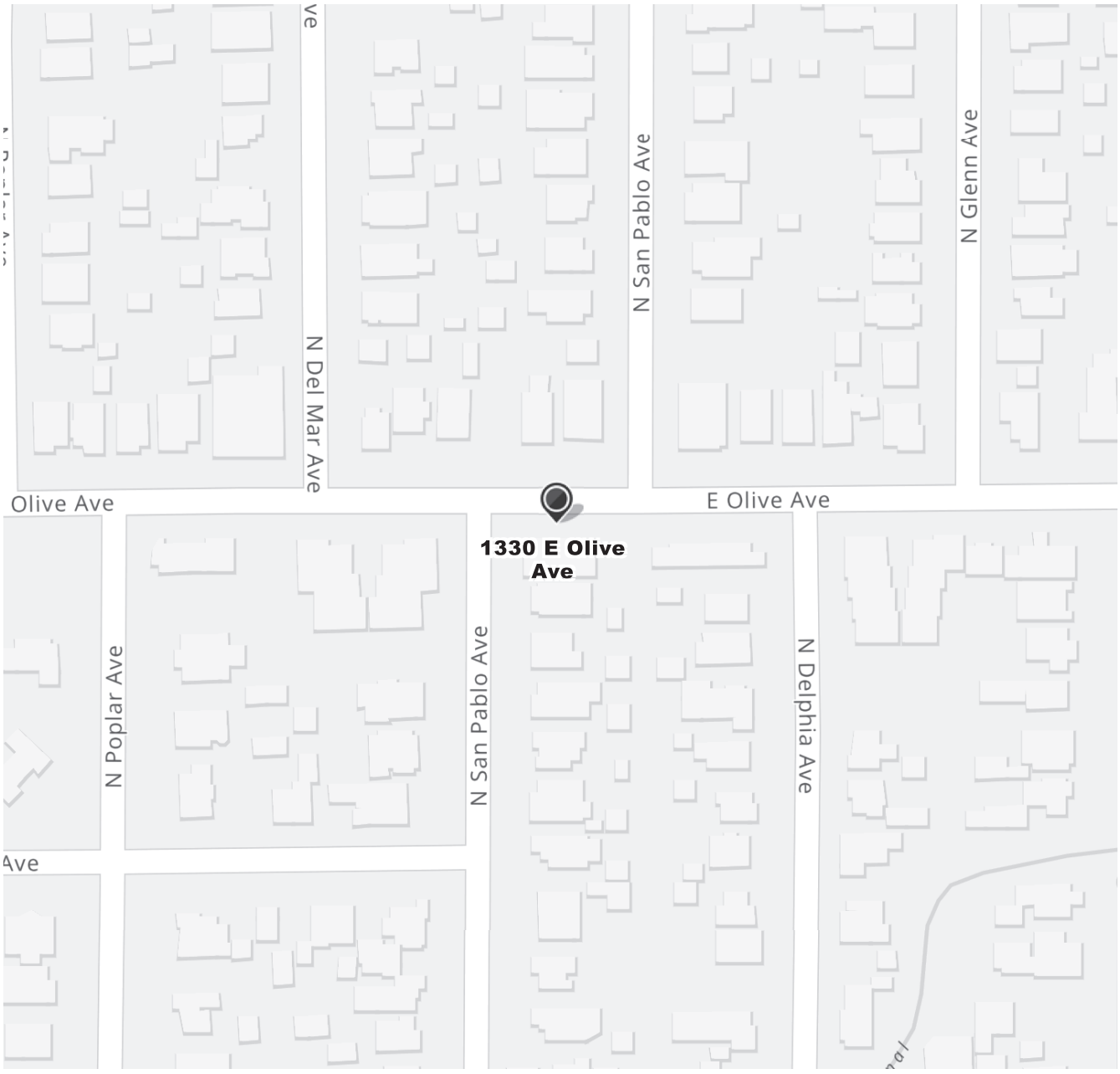
Respectfully,

Robyn E. Gonzales
Vice President of Operations

EXHIBIT F - SERVICE AREA MAP

1330 E Olive Ave

Fresno | CA 93728-3639



Community & Public Facility Improvements

Entity	Project Name	Amount Requested
DPW	Tenth & Roberts	$ 375,000
DPW	Clinton-Hughes-Shields-West	$ 6,619,468
DPW	Gettysburg-First-Fairmont-Millbrook	$ 4,892,892
Total		$ 11,887,360

Evaluation Process

Applications will be scored and ranked according to the below criteria.

Category	Points
Qualified / Disqualified: • Does the applicant demonstrate how the proposal aligns with one or more priorities outlined in the City of Fresno 2020- 2024 Consolidated Plan? (If no, the application is disqualified.) • Are the proposed activities eligible under the applicable funding source? (If no in part or full, the application is disqualified in part or full.) • Are the proposed costs eligible under the applicable funding source? (if no in part or full, the application is disqualified in part or full.) • Has the applicant failed to meet any other threshold eligibility requirements in the accompanying 2022-2023 Consolidated NOFA Handbook? (If yes, the application is disqualified.) • Does the application clearly define a service area that meets low-and-moderate income criteria, or demonstrate that the primary activities to be enabled by the improvement benefit at least 51% low- and moderate-income persons?	Qualified or Disqualified
Quality of the Proposal / Alignment to Community Needs • Does the application provide sufficient evidence that the improvement was identified as a community need by low- and moderate-income residents, and that an assessment demonstrates the need takes priority among competing needs? (20 points) • Are existing resources insufficient to meet the need? (10 points) • Is the program targeted to specific areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs)? (10 points)	40
Impact and Outcome: • Does the proposal clearly describe how the improvement will be completed in a timely manner? (Up to 15 points) • Does the proposal clearly articulate how the proposal was developed and how any final designs will be prepared in consultation with the target population? (Up to 15 points)	30

Category	Points
Cost Effectiveness / Leveraging: • Is the proposed budget well-researched and consistent with the proposed benefits? (Up to 10 points) • Will the proposed activity leverage additional funds that would otherwise not be available? (Up to 10 points)	20
Coordination / Collaboration • Will the proposed improvement enable coordination between organizations and resources to serve the overall needs of beneficiaries? (10 points)	10
Total Possible Points	**100**

PY 2022–2023 APPLICATION
Public Infrastructure and City-Owned Facility Improvements

1. **Project Summary Information** – please complete the below summary information for the project/program.

   Project Name (10 words or less): Roberts Avenue and Tenth Street Neighborhood Street Improvement

   Amount Requested: $ 375,000.00

   Provide a short description of the proposed project. (1 to 3 sentences and must fit in the provided space).

This project is located on Tenth Street from Barstow Avenue to Roberts Avenue and on Roberts Avenue from Tenth Street to Cedar Avenue. The work includes roadway pavement removal, re-compaction, and repairs to roadway base, as needed, followed by pavement reconstruction. Barriers to pedestrian access will be removed with this project, and curb ramps will also be reconstructed to improve sidewalk accessibility.

2. Organizational Capacity

a. Describe the unit's experience with administering federally-funded projects of this nature.

The City of Fresno Department of Public Works has decades of experience administering federally funded projects, including CDBG. Public Works has successfully delivered on hundreds of millions of dollars in Federally funded grant projects. Staff in the division are experienced and equipped to deliver CDBG projects on time and on budget, and most recently completed several road reconstruction and sidewalk reconstruction projects funded by CDBG.

b. For how many years has the unit administered activities of the type described in this application?

The City of Fresno Department of Public Works has administered road and sidewalk reconstruction projects since its inception and has successfully delivered CDBG funded neighborhood reconstruction projects for decades.

c. Does the unit have the following in place (check box if 'yes')?

☒ Written policies and procedures for the proposed project or program (i.e. intake, eligibility)

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, and how existing resources are insufficient to meet this need:

This project is located on Tenth Street from Barstow Avenue to Roberts Avenue and on Roberts Avenue from Tenth Street to Cedar Avenue. The proposed improvements include roadway pavement removal, re-compaction, and repairs to roadway base, as needed, followed by pavement reconstruction. Barriers to pedestrian access will be removed with this project. Curb ramps will also be reconstructed to improve sidewalk accessibility.

The proposed project has been reviewed for eligibility and was determined to serve predominately residential uses (see Exhibit B). As a disadvantaged community, existing funding for reconstruction projects is insufficient. The City of Fresno must apply for grant funding to obtain resources to reconstruct neighborhood streets and sidewalk.

b. The City's Analysis of Impediments to Fair Housing Choice recommends that the City prioritize investments in areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook). Please select one of the following:

☒ The investment is not located within a RECAP

☐ The investment and its service area are located within RECAPs

c. Describe the service area:
Note: Strong applications will include specifically defined services areas such as 'residents within ½ mile radius of [facility address]' or 'residents within the boundaries defined on the attached map.'

The capital improvements are expected to benefit the residents included within the boundaries identified on the attached map. An estimated 2,545 people will be served by the improvements, 2,045 of which are low-moderate income.

☒ Service area map attached as exhibit B

d. Estimate the *annual* number of unduplicated persons expected to receive a direct benefit from the project:

2,545 unduplicated persons will receive a direct benefit from this project.

e. Select the proposed beneficiaries of the proposed project (select all that apply):

☐ Children and Youth

☐ Abused Children

☐ Older Adults (62 and older)

☐ Severely Disabled Adults

☐ Public Housing Residents

☐ Victims of Domestic Violence

☐ Illiterate Adults

☐ Migrant Farm Workers

☒ Low-Income Persons in General

☐ Homeless Individuals

☐ Persons at Risk of Homelessness

☐ Other (Specify:)

f. What are the expected outcomes of the project?

The expected outcomes of the project are improved neighborhood infrastructure and improved accessibility for neighborhood residents.

The project will achieve one of the goals of the annual action plan in that it will promote quality of life and neighborhood revitalization through improvements to current public infrastructure and facilities, and close gaps in a neighborhood with aging, lower quality, and nonexistent public infrastructure and facilities.

g. Income Documentation

CDBG-eligible projects must primarily benefit persons who earn less than 80% of the area median income. A chart containing the income limits is included as a reference below. Applicants must select one of the following three options for documenting how their project or program will satisfy the CDBG income eligibility requirement.

View the most current CDBG income limits at https://www.hudexchange.info/resource/5334/cdbg-income-limits/

Household Size	30% AMI	50% AMI	80% AMI
1	14,650	24,400	39,050
2	16,750	27,900	44,600
3	18,850	31,400	50,200
4	20,900	34,850	55,750
5	22,600	37,650	60,250

SELECT ONE OF THE THREE OPTIONS ON THE FOLLOWING PAGE

☐ OPTION 1: Low-Income Clientele – Presumed Benefit
Select this option if the program will exclusively serve one of the following clientele (select all that apply)

- ☐ Older Adults (62 and older)
- ☐ Illiterate Adults
- ☐ Severely Disabled Adults
- ☐ Migrant Farm Workers
- ☐ Abused Children

☐ OPTION 2: Low-Income Clientele – Other
Select this option if the activity will benefit low- and moderate-income persons other than the specific clientele listed under the first option. The organization must be willing to document income eligibility for each beneficiary participating in programs at the facility (see continuation of use).

Indicate below the types of documentation the organization will collect to verify income eligibility (select all that apply):

- ☐ Pay Stubs / Wage Statements
- ☐ W-2s
- ☐ Income Tax Returns
- ☐ Social Security Documentation
- ☐ Bank Statements
- ☐ Signed Certifications from Beneficiaries
- ☐ Other:
- ☐ Other:
- ☐ Other:

☒ OPTION 3: Low-Income Area
Select this option if the improvement will benefit residents within the defined service area described in **Error! Reference source not found.**.

NOTE: the service area must be primarily residential, and the participants receiving benefit from the improvement must primarily reside within the service area. If a portion of the participants receiving benefit from the improvement reside outside the service area, additional information about these participants may be required to qualify under Option 3: Low-Income Area.

h. Continuation of Use

Pursuant to 24 CFR 570.505, recipients receiving CDBG funds may not change the use or planned use of any property for which CDBG-funded improvements were made unless the recipient provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and the new use of such property qualifies as meeting one of the national objectives in §570.208 (formerly §570.901) and is not a building for the general conduct of government.

☒ The applicant agrees to comply with 24 CFR 570.505 and to consult with the Housing & Community Development Division prior to implementing any change of use for facilities improved with CDBG funds.

Please describe your unit's capacity to maintain the facility or improvements into the future.

The City of Fresno Department of Public Works will maintain these facilities following local operations and maintenance procedures.

i. Detailed Narrative Description of Project
Describe the project in detail in the space below. Include any information about how the project has or will incorporate input from its anticipated beneficiaries. Limit description to the space provided on this and the next page.

This project is located on Tenth Street from Barstow Avenue to Roberts Avenue and on Roberts Avenue from Tenth Street to Cedar Avenue. It is recommended for funding at the request of neighborhood residents. Numerous complaints from the community have been received through FresGo and the Streets and Landscape Maintenance Division regarding the condition of the pavement within the area. This project is expected to benefit neighborhood residents.

This project will include approximately 10,900 square yards of pavement surface reconstruction. Reconstruction will include roadway pavement removal, re-compaction, and repairs to roadway base, as needed, followed by pavement reconstruction. The project will also include reconstruction of curbs and gutters. Barriers to pedestrian access will be removed with this project. Curb ramps will also be reconstructed to improve sidewalk accessibility. Approximately 2 curb ramps will be reconstructed.

Neighborhood residents would be the target population to be served by this project. It is estimated that approximately 2,545 residents would benefit from this project

Detailed Narrative Description of Project (Continued from previous page)

j. Please attach any drawing or visual plans that have been drafted as an exhibit to this application.

☐ Drawings or visual plans are attached as exhibit

k. Collaboration
Briefly describe any collaboration efforts with other organizations for this project or activities enabled through this investment.

Collaborating Organization	Description of Collaboration

4. Project/Program Budget

a. The City is interested in investments that provide benefit to residents in a timely manner (12 months) while balancing the need to maintain high standards of project delivery. Please propose how you will address this need.

This project will be constructed in CDBG Program Year 2023, following receipt of the Notice of Grant Award (NOGA).

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2022–2023. If the unit has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
N/A				

c. Activity Budget Summary

Please complete Exhibit A – Capital Budget Summary.

The above referenced Budget worksheet is available in Excel format by sending a request to Kimberly.archie@fresno.gov with a copy to HCDD@fresno.gov.

Please note the following costs are not allowable for CDBG: bad debts; contingencies; contributions and donations; entertainment costs (including meals for social events and awards/graduation banquets); gifts or incentive awards to individuals; fines and penalties resulting from violations of or non-compliance with Federal, State, and Local laws; interest on borrowed capital; fundraising; investment management.

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY

Optional Additional Exhibits:

☐ EXHIBIT – DRAWINGS OR PLANS (IF AVAILABLE)

☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

☐ EXHIBIT – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)

☒ EXHIBIT B – SERVICE AREA MAP (REQUIRED IF NOT DESCRIBED IN **Error! Reference source not found.**)

Exhibit A: Capital Project Budget Summary (or, submit via Excel)

Budgeted Category	City of Fresno CDBG	Other Federal Funds	State Funds	Local Funds	Private Funds (List Source)	Subrecipient Contribution	Other (List Source)	Total Cost
Property Acquisition								
Land Acquisition								
Building and Improvements								
Related Acquisition Soft Costs								
Total Acquisition	**$**	$	$	$	$	$	$	**$**
Construction Hard Costs								
Renovation Cost								
New Construction Cost								
Off-site Improvements								
Renovation / Construction / Off Site Contingency								
Environmental Mitigation								
Permits								
Connection / Tap Fees								
Construction Period Utilities								
Other: (Specify)	**$370,000 Reconstructi on**							**$370,000 Reconstructi onf**
Total Construction Hard Cost	**$370,000**	$	$	$	$	$	$	**$370,000**
Professional Fees								
Architect								
Engineer								
A & E Reimburseables								
Survey								
Environmental Consultant	**$5,000**							**$5,000**
Geotechnical								
Testing and Inspection								
Construction Estimator								
Project Management								
Total Professional Fees Budget	**$5,000**	$	$	$	$	$	$	**$5,000**

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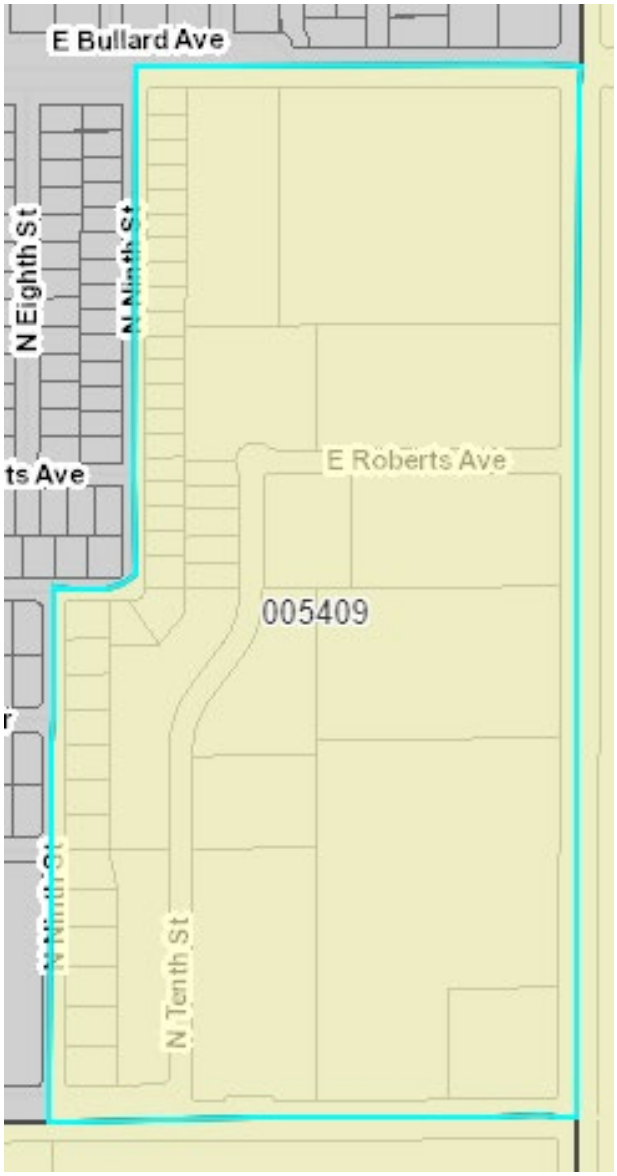
Budgeted Category	City of Fresno CDBG	Other Federal Funds	State Funds	Local Funds	Private Funds (List Source)	Subrecipient Contribution	Other (List Source)	Total Cost
Project Financing Fees and Costs								
Appraisal								
Title and Recording								
Construction Escrow								
Application Fees								
Financing Fees								
Construction Interest								
Lender Inspections								
Lender Legal								
Total Project Financing	**$**	$	$	$	$	$	$	**$**
Miscellaneous								
Real Estate taxes								
Builder's Risk Insurance								
Property Insurance								
Liability Insurance								
Pollution Insurance								
Other: (Specify)								
Other: (Specify)								
Total Miscellaneous	**$**	$	$	$	$	$	$	**$**
Furnishings & Equipment								
Program Equipment								
Data & Communications Equipment								
Security Equipment								
Furnishings								
Other: (Specify)								
Other: (Specify)								
Total Furnishings & Equipment	**$**	$	$	$	$	$	$	**$**
GRAND TOTAL	**$375,000**	**$**	**$**	**$**	**$**	**$**	**$**	**$375,000**

Roberts – Tenth CDBG Map

This project will include approximately 10,900 square yards of pavement surface reconstruction. Reconstruction will include roadway pavement removal, re-compaction, and repairs to roadway base as needed followed by pavement reconstruction. Pavement reconstruction includes reconstruction of curbs and gutters. Barriers to pedestrian access will be removed with this project. Curb ramps will also be reconstructed to improve sidewalk accessibility. Approximately 2 curb ramps will be reconstructed.



City of FRESNO



2011-2015 Census: Low to Moderate Income Data by Block Group

TRACT	BLOCK GROUP	LOW/MOD	RESIDENTS	LMI %
54.09	1	2045	2545	80.35%

PY 2022–2023 APPLICATION
Public Infrastructure and City-Owned Facility Improvements

1. **Project Summary Information** – please complete the below summary information for the project/program.

   Project Name (10 words or less): Clinton - Hughes - Shields - West Neighborhood Street Improvement

   Amount Requested: $ 6,619,468.00

   Provide a short description of the proposed project. (1 to 3 sentences and must fit in the provided space).

This project is located in and serves the Homan Elementary neighborhood within the limits of Clinton Avenue, Hughes Avenue, Shields Avenue, and West Avenue. The work includes roadway pavement removal, re-compaction, and repairs to roadway base, as needed, followed by pavement reconstruction. Barriers to pedestrian access will be removed with this project, and curb ramps will also be reconstructed to improve sidewalk accessibility.

2. Organizational Capacity

a. Describe the unit's experience with administering federally-funded projects of this nature.

The City of Fresno Department of Public Works has decades of experience administering federally funded projects, including CDBG. Public Works has successfully delivered on hundreds of millions of dollars in Federally funded grant projects. Staff in the division are experienced and equipped to deliver CDBG projects on time and on budget, and most recently completed several road reconstruction and sidewalk reconstruction projects funded by CDBG.

b. For how many years has the unit administered activities of the type described in this application?

The City of Fresno Department of Public Works has administered road and sidewalk reconstruction projects since its inception and has successfully delivered CDBG funded neighborhood reconstruction projects for decades.

c. Does the unit have the following in place (check box if 'yes')?

☒ Written policies and procedures for the proposed project or program (i.e. intake, eligibility)

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, and how existing resources are insufficient to meet this need:

This project is located in the Homan Elementary neighborhood within the limits of Clinton Avenue, Hughes Avenue, Shields Avenue, and West Avenue. The proposed improvements include roadway pavement removal, re-compaction, and repairs to roadway base, as needed, followed by pavement reconstruction. Barriers to pedestrian access will be removed with this project. Curb ramps will also be reconstructed to improve sidewalk accessibility.

The proposed project has been reviewed for eligibility and was determined to serve predominately residential and school uses (see Exhibit B). As a disadvantaged community, existing funding for reconstruction projects is insufficient. The City of Fresno must apply for grant funding to obtain resources to reconstruct neighborhood streets and sidewalk.

b. The City's Analysis of Impediments to Fair Housing Choice recommends that the City prioritize investments in areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook). Please select one of the following:

☒ The investment is not located within a RECAP

☐ The investment and its service area are located within RECAPs

c. Describe the service area:
Note: Strong applications will include specifically defined services areas such as 'residents within ½ mile radius of [facility address]' or 'residents within the boundaries defined on the attached map.'

The capital improvements are expected to benefit the residents included within the boundaries identified on the attached map. An estimated 2,715 people will be served by the improvements, 1,895 of which are low-moderate income.

☒ Service area map attached as exhibit B

d. Estimate the *annual* number of unduplicated persons expected to receive a direct benefit from the project:

2,715 unduplicated persons will receive a direct benefit from this project.

e. Select the proposed beneficiaries of the proposed project (select all that apply):

☒ Children and Youth

☐ Abused Children

☐ Older Adults (62 and older)

☐ Severely Disabled Adults

☐ Public Housing Residents

☐ Victims of Domestic Violence

☐ Illiterate Adults

☐ Migrant Farm Workers

☒ Low-Income Persons in General

☐ Homeless Individuals

☐ Persons at Risk of Homelessness

☐ Other (Specify:)

f. What are the expected outcomes of the project?

The expected outcomes of the project are improved neighborhood infrastructure and improved accessibility for neighborhood residents.

The project will achieve one of the goals of the annual action plan in that it will promote quality of life and neighborhood revitalization through improvements to current public infrastructure and facilities, and close gaps in a neighborhood with aging, lower quality, and nonexistent public infrastructure and facilities.

g. Income Documentation

CDBG-eligible projects must primarily benefit persons who earn less than 80% of the area median income. A chart containing the income limits is included as a reference below. Applicants must select one of the following three options for documenting how their project or program will satisfy the CDBG income eligibility requirement.

View the most current CDBG income limits at https://www.hudexchange.info/resource/5334/cdbg-income-limits/

Household Size	30% AMI	50% AMI	80% AMI
1	14,650	24,400	39,050
2	16,750	27,900	44,600
3	18,850	31,400	50,200
4	20,900	34,850	55,750
5	22,600	37,650	60,250

SELECT ONE OF THE THREE OPTIONS ON THE FOLLOWING PAGE

☐ OPTION 1: Low-Income Clientele – Presumed Benefit
Select this option if the program will exclusively serve one of the following clientele (select all that apply)

- ☐ Older Adults (62 and older)
- ☐ Severely Disabled Adults
- ☐ Abused Children
- ☐ Illiterate Adults
- ☐ Migrant Farm Workers

☐ OPTION 2: Low-Income Clientele – Other
Select this option if the activity will benefit low- and moderate-income persons other than the specific clientele listed under the first option. The organization must be willing to document income eligibility for each beneficiary participating in programs at the facility (see continuation of use).

Indicate below the types of documentation the organization will collect to verify income eligibility (select all that apply):

- ☐ Pay Stubs / Wage Statements
- ☐ W-2s
- ☐ Income Tax Returns
- ☐ Social Security Documentation
- ☐ Bank Statements
- ☐ Signed Certifications from Beneficiaries
- ☐ Other:
- ☐ Other:
- ☐ Other:

☒ OPTION 3: Low-Income Area
Select this option if the improvement will benefit residents within the defined service area described in **Error! Reference source not found.**.

NOTE: the service area must be primarily residential, and the participants receiving benefit from the improvement must primarily reside within the service area. If a portion of the participants receiving benefit from the improvement reside outside the service area, additional information about these participants may be required to qualify under Option 3: Low-Income Area.

h. Continuation of Use

Pursuant to 24 CFR 570.505, recipients receiving CDBG funds may not change the use or planned use of any property for which CDBG-funded improvements were made unless the recipient provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and the new use of such property qualifies as meeting one of the national objectives in §570.208 (formerly §570.901) and is not a building for the general conduct of government.

☒ The applicant agrees to comply with 24 CFR 570.505 and to consult with the Housing & Community Development Division prior to implementing any change of use for facilities improved with CDBG funds.

Please describe your unit's capacity to maintain the facility or improvements into the future.

The City of Fresno Department of Public Works will maintain these facilities following local operations and maintenance procedures.

i. Detailed Narrative Description of Project
Describe the project in detail in the space below. Include any information about how the project has or will incorporate input from its anticipated beneficiaries. Limit description to the space provided on this and the next page.

This project is located in the Homan Elementary neighborhood within the limits of Clinton Avenue, Hughes Avenue, Shields Avenue, and West Avenue. It is recommended for funding at the request of neighborhood residents. Numerous complaints from the community have been received through FresGo and the Streets and Landscape Maintenance Division regarding the condition of the pavement within the area. This project is expected to benefit neighborhood residents, as well as Homan Elementary students and families.

This project will include approximately 100,600 square yards of pavement surface reconstruction. Reconstruction will include roadway pavement removal, re-compaction, and repairs to roadway base, as needed, followed by pavement reconstruction. The project will also include reconstruction of curbs and gutters. Barriers to pedestrian access will be removed with this project. Curb ramps will also be reconstructed to improve sidewalk accessibility. Approximately 87 curb ramps will be reconstructed.

Neighborhood residents and school attendees would be the target population to be served by this project. It is estimated that approximately 2,715 residents would benefit from this project

This project could be scaled, if needed, to break up the neighborhood into multiple phases.

Detailed Narrative Description of Project (Continued from previous page)

j. Please attach any drawing or visual plans that have been drafted as an exhibit to this application.

☒ Drawings or visual plans are attached as exhibit C

k. Collaboration
Briefly describe any collaboration efforts with other organizations for this project or activities enabled through this investment.

Collaborating Organization	Description of Collaboration

4. Project/Program Budget

a. The City is interested in investments that provide benefit to residents in a timely manner (12 months) while balancing the need to maintain high standards of project delivery. Please propose how you will address this need.

In the next 12 months, Public Works will have the project designed with local Measure C funds. We will be ready to advertise the CDBG project for construction once the CDBG funds are authorized in the 2022-23 program year. Actual construction will occur in Summer 2023.

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2022–2023. If the unit has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
Measure C	Measure C Street Maintenance	$619,124	Pending	5/2022

c. Activity Budget Summary

Please complete Exhibit A – Capital Budget Summary.

The above referenced Budget worksheet is available in Excel format by sending a request to Kimberly.archie@fresno.gov with a copy to HCDD@fresno.gov.

Please note the following costs are not allowable for CDBG: bad debts; contingencies; contributions and donations; entertainment costs (including meals for social events and awards/graduation banquets); gifts or incentive awards to individuals; fines and penalties resulting from violations of or non-compliance with Federal, State, and Local laws; interest on borrowed capital; fundraising; investment management.

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY

Optional Additional Exhibits:

☒ EXHIBIT C – DRAWINGS OR PLANS (IF AVAILABLE)

☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

☐ EXHIBIT – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)

☒ EXHIBIT B – SERVICE AREA MAP (REQUIRED IF NOT DESCRIBED IN **Error! Reference source not found.**)

Exhibit A: Capital Project Budget Summary (or, submit via Excel)

Budgeted Category	City of Fresno CDBG	Other Federal Funds	State Funds	Local Funds	Private Funds (List Source)	Subrecipient Contribution	Other (List Source)	Total Cost
Property Acquisition								
Land Acquisition								
Building and Improvements								
Related Acquisition Soft Costs								
Total Acquisition	**$**	$	$	$	$	$	$	**$**
Construction Hard Costs								
Renovation Cost								
New Construction Cost								
Off-site Improvements								
Renovation / Construction / Off Site Contingency	**$515,937 Contingency**							**$515,937 Contingency**
Environmental Mitigation								
Permits								
Connection / Tap Fees								
Construction Period Utilities								
Other: (Specify)	**$5,329,626 Reconstructi on**							**$5,329,626 Reconstructi on**
Total Construction Hard Cost	**$5,845,563**	$	$	$	$	$	$	**$5,845,563**
Professional Fees								
Architect								
Engineer				$619,124 Preliminary Engineering				**$619,124 Preliminary Engineering**
A & E Reimburseables								
Survey								
Environmental Consultant								
Geotechnical								
Testing and Inspection								
Construction Estimator								
Project Management	**$773,905**							**$773,905**

	Construction Engineering							Construction Engineering
Total Professional Fees Budget	**$773,905**	$	$	$619,124	$	$	$	**$1,393,029**

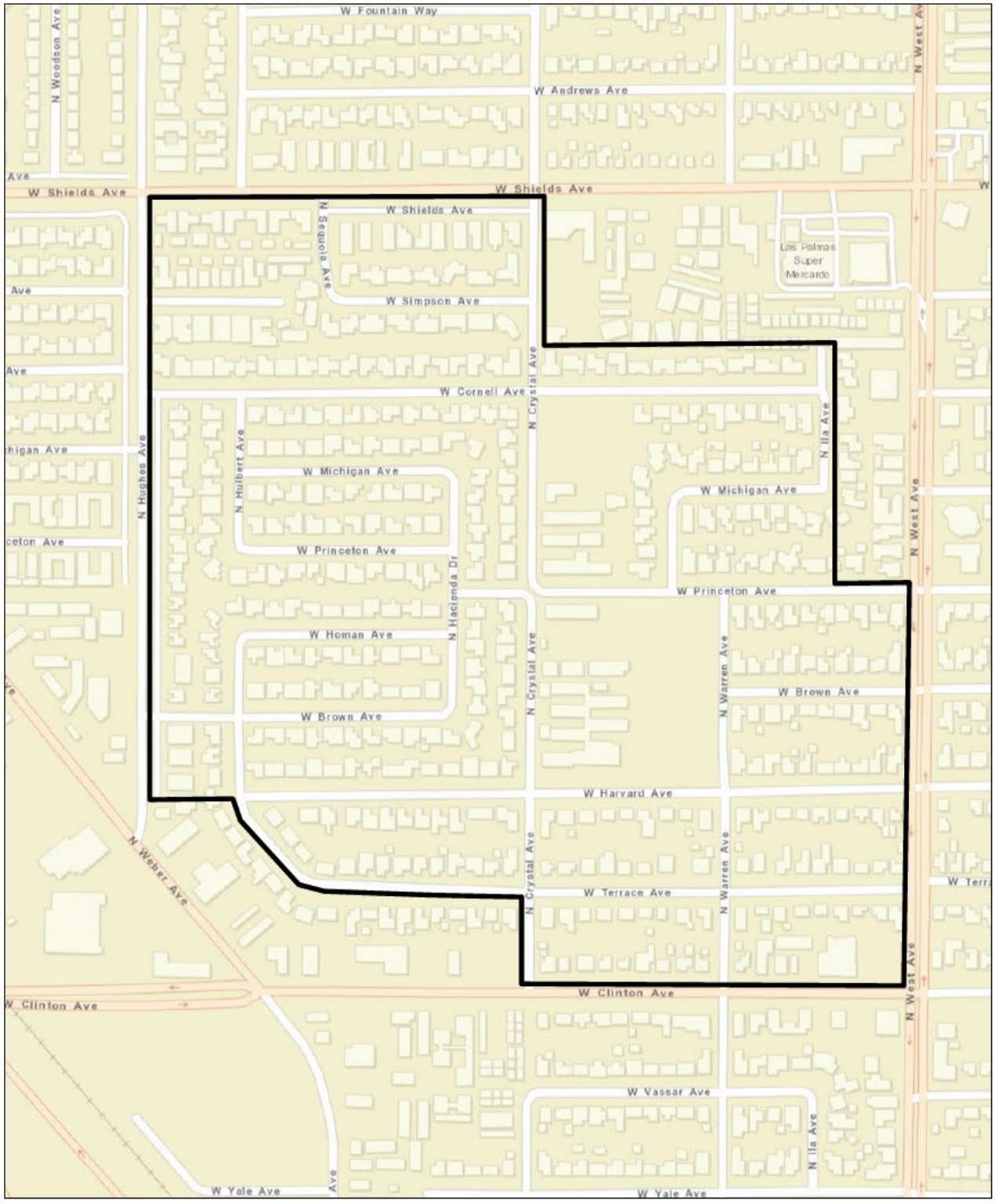
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Budgeted Category	City of Fresno CDBG	Other Federal Funds	State Funds	Local Funds	Private Funds (List Source)	Subrecipient Contribution	Other (List Source)	Total Cost
Project Financing Fees and Costs								
Appraisal								
Title and Recording								
Construction Escrow								
Application Fees								
Financing Fees								
Construction Interest								
Lender Inspections								
Lender Legal								
Total Project Financing	**$**	$	$	$	$	$	$	**$**
Miscellaneous								
Real Estate taxes								
Builder's Risk Insurance								
Property Insurance								
Liability Insurance								
Pollution Insurance								
Other: (Specify)								
Other: (Specify)								
Total Miscellaneous	**$**	$	$	$	$	$	$	**$**
Furnishings & Equipment								
Program Equipment								
Data & Communications Equipment								
Security Equipment								
Furnishings								
Other: (Specify)								
Other: (Specify)								
Total Furnishings & Equipment	**$**	$	$	$	$	$	$	**$**

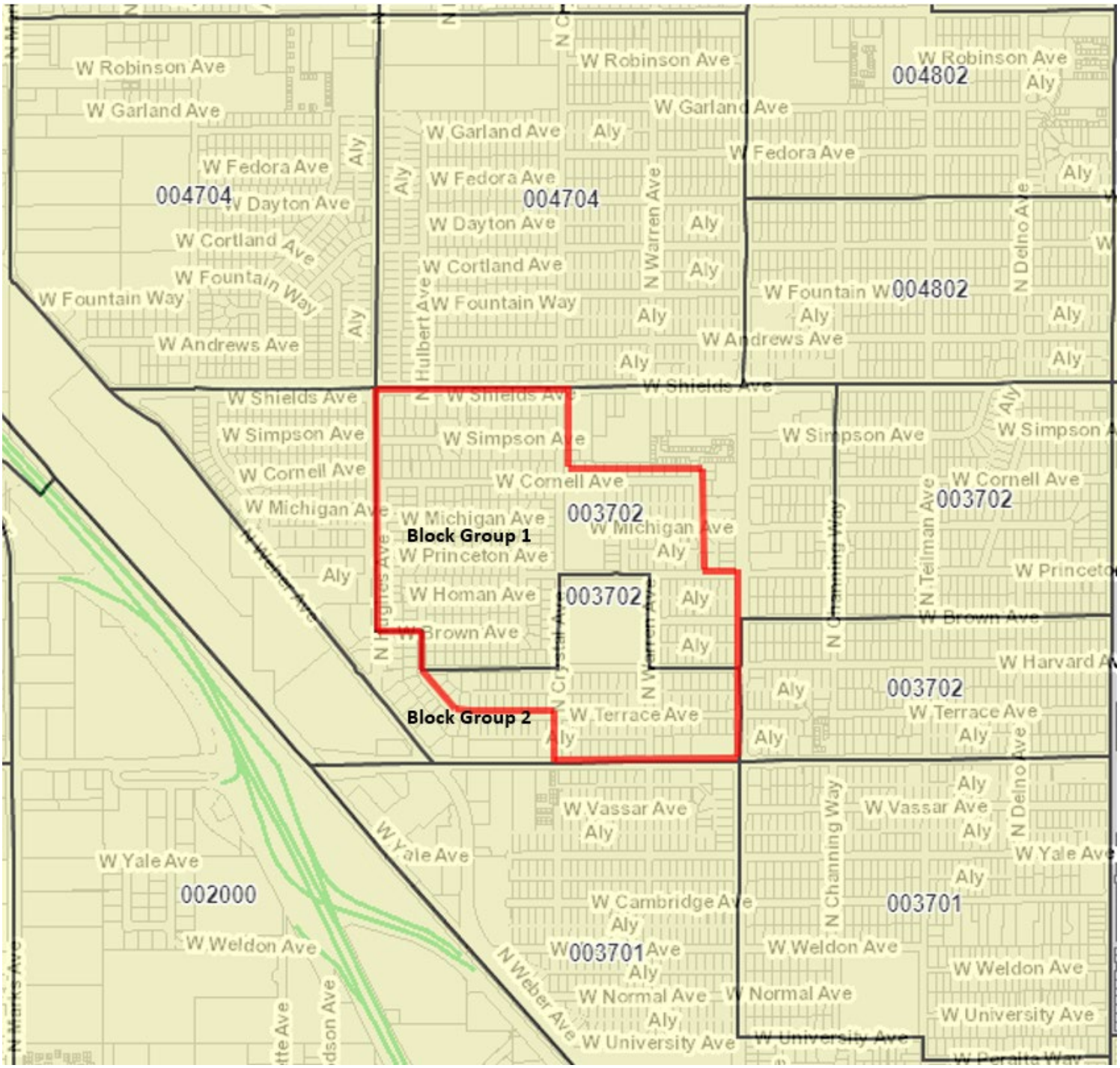
GRAND TOTAL	**$6,619,468**	**$**	**$**	**$619,124**	**$**	**$**	**$**	**$7,238,592**

Clinton-Hughes-Shields-West CDBG Map

This project will include approximately 100,600 square yards of pavement surface reconstruction. Reconstruction will include roadway pavement removal, re-compaction, and repairs to roadway base as needed followed by pavement reconstruction. Pavement reconstruction includes reconstruction of curbs and gutters. Barriers to pedestrian access will be removed with this project. Curb ramps will also be reconstructed to improve sidewalk accessibility. Approximately 87 curb ramps will be reconstructed.



City of FRESNO



2011-2015 Census: Low to Moderate Income Data by Block Group

TRACT	BLOCK GROUP	LOW/MOD	RESIDENTS	LMI %
37.02	1	1125	1570	71.66%
37.02	2	770	1145	67.25%
		1895	2715	69.80%

City of FRESNO

DEPARTMENT OF PUBLIC WORKS

BY:	SPS	DATE:	03/03/22	ACCT.	FILE NO.	Sheet 1	of 2
CHKD.		DATE:		DWG. REF.	Clinton-Hughes-Shields-West CDBG Map v2		

SUBJECT: **HOMAN ELEM. NBHD. STREETS RECONSTRUCTION**

PRELIMINARY ENGINEER'S ESTIMATE

CDBG - 2022

CONSTRUCTION COST (CON)

ITEM	QUANTITY		DESCRIPTION OF WORK	UNIT PRICE	PARTICIPATING COST	NON-PARTICIPATING COST
1	1	L.S.	Mobilization	100,000.00	$ 100,000.00	0
2	1	L.S.	Mediator	10,000.00	$ 10,000.00	0
3	1	L.S.	Traffic Control	75,000.00	$ 75,000.00	0
4	1	L.S.	Clearing and Grubbing	100,000.00	$ 100,000.00	0
5	1	L.S.	Dust Control	25,000.00	$ 25,000.00	0
6	1	L.S.	Prepare SWPPP and Fugitive Dust Control Plans	2,500.00	$ 2,500.00	0
7	1	L.S.	Storm Water Pollution Prevention Plan Implementation	10,000.00	$ 10,000.00	0
8	87	EA	Curb Ramps	8,500.00	$ 739,500.00	0
9	1,044	S.F.	ADA Detectable Warning	25.00	$ 26,100.00	0
10	6,800	S.F.	Concrete Sidewalk	15.00	$ 102,000.00	0
11	10	EA	Residential Driveway	3,500.00	$ 35,000.00	0
12	2,400	L.F.	Concrete Curb & Gutter (6" CF)	28.00	$ 67,200.00	0
13	2,500	S.F.	Valley Gutter	25.00	$ 62,500.00	0
14	1	L.S.	Signing and Striping (Thermoplastic)	10,000.00	$ 10,000.00	0
15	16,767	C.Y.	Roadway Excavation	30.00	$ 503,000.00	0
16	100,600	S.Y.	AC Grinding (0.25' Minimum)	14.00	$ 1,408,400.00	0
17	16,767	Tons	AC Overlay (0.25' Minimum)	100.00	$ 1,676,666.67	0
18	1,740	L.F.	AC Plug	25.00	$ 43,500.00	0
19	67	EA	Adjust SS and SD Manholes Finish Grade	2,000.00	$ 134,000.00	0
20	29	EA	Adjust Water Valves to Finish Gardes	1,000.00	$ 29,000.00	0
21	0	EA	USER ENTERD ITEM		$ -	0
			STREET IMPROVEMENTS SUBTOTAL		**$ 5,159,366.67**	**$ -**
			TOTAL STREET IMPROVEMENTS (PARTICIPATING + NON-PARTICIPATING)		**$5,159,366.67**	

PROJECT TOTAL (CONSTRUCTION COST + ROW, INCLUDES PARTICIPATING & NON-PARTICIPATING)

10% CONTINGENCY	$ 515,936.67	$ -	
CONSTRUCTION SUBTOTAL W/CONTINGENCY	**$5,675,303.33**		
CONSTRUCTION (CON) ESCALATION FACTOR	$ 170,259.10	$ -	
CONSTRUCTION SUBTOTAL (CON) W/CONTINGENCY & ESCALATION FACTOR APPLIED	$ 5,845,562.43	$ -	
CONSTRUCTION (CON) TOTAL W/CONTINGENCY & ESCALATION FACTOR APPLIED	**$5,845,562.43**		
12% ENGINEERING (PE)	$ 619,124.00	$ -	
ENGINEERING (PE) TOTAL	**$619,124.00**		
15% CONSTRUCTION ENGINEERING (CE)	$ 773,905.00	$ -	
CONSTRUCTION ENGINEERING (CE) TOTAL	**$773,905.00**		
R.O.W. ACQUISITION w/R.O.W. Contingency & Escalation Factor	$ -	$ -	
R.O.W. ACQUISITION (R.O.W.) TOTAL w/R.O.W. Contingency & Escalation Factor	**$0.00**		
PROJECT SUBTOTAL (CON + PE + CE + R.O.W.)	$ 7,238,591.43	$ -	
PROJECT TOTAL (CON + PE + CE + R.O.W.)	**$7,238,591.43**		

ESCALATION RATE
3%

ESCALATION YEARS
1

PROJECT TOTALS BY PHASE

Phase	Phase Descripton		PARTICIPATING COST	NON-PARTICIPATING COST
PE	The PE phase is calculated as a percentage of the construction costs including contingency and escalation factor applied to the afformentioned items.	PE	$ 619,124.00	$ -
			$619,124.00	
ROW	The R.O.W. phase includes "cost to cure" to the property as a result of the project, City/Escrow administrative costs, R.O.W. cost per sf, contigency and escalation factor applied to the aforementioned items.	ROW	$0.00	$0.00
			$0.00	
CE	The CE phase is calculated as a percentage of the construction costs and includes contingency and escalation factor.	CE	$773,905.00	$0.00
			$773,905.00	
CON	The Construction Phase includes the project construction costs, and also includes a contingency and escalation factor applied to the aforementioned items.	CON	$5,845,562.43	$0.00
			$5,845,562.43	

CON TOTAL (CON+CE)	**$6,619,467.43**

NOTES:
1. The quantities above are estimates based on record data, aerial photographs or other sources, as such, the quantities are subject to change during the design phase.
2. This project is priceed for competetive public bid and in-house design.
3. This project is assumed to be catergorically exempt from CEQA miitgations due to the nature of the work.
4. No ROW is assumed to be needed to reconstruct the returns and ramps to ADA standards.

Pavement & Base Calculator

SY Reconstruction (Streets): 100600

	Section			Quantity		Quantity		Unit Weight (tons/c.y.)		
	SF?	AC (ft)	AB (ft)	AC (c.y.)	AB (c.y.)	AC	AB	AC	AB	
AC		0.5	0.5	0	0.0	0.0	0.0	2.0	1.3	New asphalt (0.5') and base (0.5')
	Section			Quantity		Quantity (TONS)				
	SF?	AC (ft)	AB (ft)	AC (c.y.)	AB (c.y.)	AC	AB	AC	AB	
AC	905400	0.25	0	8383.3	0.0	16766.7	0.0	2.0	1.3	0.25' min. overlay at (100600.00sy, 905400sf)
	Section			Quantity		Quantity (TONS)				
	SF?	AC (ft)	AB (ft)	AC (c.y.)	AB (c.y.)	AC	AB	AC	AB	
AC		0.4	0	0	0.0	0.0	0.0	2.0	1.3	0.4' min. overlay at (0.00sy, sf)

Total ROW Take = 0sf from 0 parcels. ROW take is necessary to allow installation of roadway, standard ' sidewalk and 'LS and to correct nonconforming ROW.

Assumptions: Provide adequate descripions of methodologies, scope or other pertenant project information here.

PY 2022–2023 APPLICATION
Public Infrastructure and City-Owned Facility Improvements

1. **Project Summary Information** – please complete the below summary information for the project/program.

   Project Name (10 words or less): Gettysburg - First - Fairmont - Millbrook Neighborhood Street Improvement

   Amount Requested: $ 4,892,892.00

   Provide a short description of the proposed project. (1 to 3 sentences and must fit in the provided space).

This project is located in and serves the Tioga Middle School neighborhood within the limits of Gettysburg Avenue, First Street, Santa Ana Avenue, Fourth Street, and Millbrook Avenue. The work includes roadway pavement removal, re-compaction, and repairs to roadway base, as needed, followed by pavement reconstruction. Barriers to pedestrian access will be removed with this project, and curb ramps will also be reconstructed to improve sidewalk accessibility.

2. Organizational Capacity

a. Describe the unit's experience with administering federally-funded projects of this nature.

The City of Fresno Department of Public Works has decades of experience administering federally funded projects, including CDBG. Public Works has successfully delivered on hundreds of millions of dollars in Federally funded grant projects. Staff in the division are experienced and equipped to deliver CDBG projects on time and on budget, and most recently completed several road reconstruction and sidewalk reconstruction projects funded by CDBG.

b. For how many years has the unit administered activities of the type described in this application?

The City of Fresno Department of Public Works has administered road and sidewalk reconstruction projects since its inception and has successfully delivered CDBG funded neighborhood reconstruction projects for decades.

c. Does the unit have the following in place (check box if 'yes')?

☒ Written policies and procedures for the proposed project or program (i.e. intake, eligibility)

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, and how existing resources are insufficient to meet this need:

This project is located in and serves the Tioga Middle School neighborhood within the limits of Gettysburg Avenue, First Street, Santa Ana Avenue, Fourth Street, and Millbrook Avenue. The proposed improvements include roadway pavement removal, re-compaction, and repairs to roadway base, as needed, followed by pavement reconstruction. Barriers to pedestrian access will be removed with this project. Curb ramps will also be reconstructed to improve sidewalk accessibility.

The proposed project has been reviewed for eligibility and was determined to serve predominately residential and school uses (see Exhibit B). As a disadvantaged community, existing funding for reconstruction projects is insufficient. The City of Fresno must apply for grant funding to obtain resources to reconstruct neighborhood streets and sidewalk.

b. The City's Analysis of Impediments to Fair Housing Choice recommends that the City prioritize investments in areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook). Please select one of the following:

☒ The investment is not located within a RECAP

☐ The investment and its service area are located within RECAPs

c. Describe the service area:
Note: Strong applications will include specifically defined services areas such as 'residents within ½ mile radius of [facility address]' or 'residents within the boundaries defined on the attached map.'

The capital improvements are expected to benefit the residents included within the boundaries identified on the attached map. An estimated 3,180 people will be served by the improvements, 1,690 of which are low-moderate income.

☒ Service area map attached as exhibit B

d. Estimate the *annual* number of unduplicated persons expected to receive a direct benefit from the project:

3,180 unduplicated persons will receive a direct benefit from this project.

e. Select the proposed beneficiaries of the proposed project (select all that apply):

☒ Children and Youth

☐ Abused Children

☐ Older Adults (62 and older)

☐ Severely Disabled Adults

☐ Public Housing Residents

☐ Victims of Domestic Violence

☐ Illiterate Adults

☐ Migrant Farm Workers

☒ Low-Income Persons in General

☐ Homeless Individuals

☐ Persons at Risk of Homelessness

☐ Other (Specify:)

f. What are the expected outcomes of the project?

The expected outcomes of the project are improved neighborhood infrastructure and improved accessibility for neighborhood residents.

The project will achieve one of the goals of the annual action plan in that it will promote quality of life and neighborhood revitalization through improvements to current public infrastructure and facilities, and close gaps in a neighborhood with aging, lower quality, and nonexistent public infrastructure and facilities.

g. Income Documentation

CDBG-eligible projects must primarily benefit persons who earn less than 80% of the area median income. A chart containing the income limits is included as a reference below. Applicants must select one of the following three options for documenting how their project or program will satisfy the CDBG income eligibility requirement.

View the most current CDBG income limits at https://www.hudexchange.info/resource/5334/cdbg-income-limits/

Household Size	30% AMI	50% AMI	80% AMI
1	14,650	24,400	39,050
2	16,750	27,900	44,600
3	18,850	31,400	50,200
4	20,900	34,850	55,750
5	22,600	37,650	60,250

SELECT ONE OF THE THREE OPTIONS ON THE FOLLOWING PAGE

☐ OPTION 1: Low-Income Clientele – Presumed Benefit
Select this option if the program will exclusively serve one of the following clientele (select all that apply)

- ☐ Older Adults (62 and older)
- ☐ Illiterate Adults
- ☐ Severely Disabled Adults
- ☐ Migrant Farm Workers
- ☐ Abused Children

☐ OPTION 2: Low-Income Clientele – Other
Select this option if the activity will benefit low- and moderate-income persons other than the specific clientele listed under the first option. The organization must be willing to document income eligibility for each beneficiary participating in programs at the facility (see continuation of use).

Indicate below the types of documentation the organization will collect to verify income eligibility (select all that apply):

- ☐ Pay Stubs / Wage Statements
- ☐ W-2s
- ☐ Income Tax Returns
- ☐ Social Security Documentation
- ☐ Bank Statements
- ☐ Signed Certifications from Beneficiaries
- ☐ Other:
- ☐ Other:
- ☐ Other:

☒ OPTION 3: Low-Income Area
Select this option if the improvement will benefit residents within the defined service area described in **Error! Reference source not found.**.

NOTE: the service area must be primarily residential, and the participants receiving benefit from the improvement must primarily reside within the service area. If a portion of the participants receiving benefit from the improvement reside outside the service area, additional information about these participants may be required to qualify under Option 3: Low-Income Area.

h. Continuation of Use

Pursuant to 24 CFR 570.505, recipients receiving CDBG funds may not change the use or planned use of any property for which CDBG-funded improvements were made unless the recipient provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and the new use of such property qualifies as meeting one of the national objectives in §570.208 (formerly §570.901) and is not a building for the general conduct of government.

☒ The applicant agrees to comply with 24 CFR 570.505 and to consult with the Housing & Community Development Division prior to implementing any change of use for facilities improved with CDBG funds.

Please describe your unit's capacity to maintain the facility or improvements into the future.

The City of Fresno Department of Public Works will maintain these facilities following local operations and maintenance procedures.

i. Detailed Narrative Description of Project
Describe the project in detail in the space below. Include any information about how the project has or will incorporate input from its anticipated beneficiaries. Limit description to the space provided on this and the next page.

This project is located in and serves the Tioga Middle School neighborhood within the limits of Gettysburg Avenue, First Street, Santa Ana Avenue, Fourth Street, and Millbrook Avenue. It is recommended for funding at the request of neighborhood residents. Numerous complaints from the community have been received through FresGo and the Streets and Landscape Maintenance Division regarding the condition of the pavement within the area. This project is expected to benefit neighborhood residents, as well as Tioga Middle School students and families.

This project will include approximately 68,300 square yards of pavement surface reconstruction. Reconstruction will include roadway pavement removal, re-compaction, and repairs to roadway base, as needed, followed by pavement reconstruction. The project will also include reconstruction of curbs and gutters. Barriers to pedestrian access will be removed with this project. Curb ramps will also be reconstructed to improve sidewalk accessibility. Approximately 66 curb ramps will be reconstructed.

Neighborhood residents and school attendees would be the target population to be served by this project. It is estimated that approximately 3,180 residents would benefit from this project.

This project could be scaled, if needed, to break up the neighborhood into multiple phases.

Detailed Narrative Description of Project (Continued from previous page)

j. Please attach any drawing or visual plans that have been drafted as an exhibit to this application.

☒ Drawings or visual plans are attached as exhibit C

k. Collaboration
Briefly describe any collaboration efforts with other organizations for this project or activities enabled through this investment.

Collaborating Organization	Description of Collaboration

4. Project/Program Budget

a. The City is interested in investments that provide benefit to residents in a timely manner (12 months) while balancing the need to maintain high standards of project delivery. Please propose how you will address this need.

In the next 12 months, Public Works will have the project designed with local Measure C funds. We will be ready to advertise the CDBG project for construction once the CDBG funds are authorized in the 2022-23 program year. Actual construction will occur in Summer 2023.

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2022–2023. If the unit has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
Measure C	Measure C Street Maintenance	$457,636	Pending	5/2022

c. Activity Budget Summary

Please complete Exhibit A – Capital Budget Summary.

The above referenced Budget worksheet is available in Excel format by sending a request to Kimberly.archie@fresno.gov with a copy to HCDD@fresno.gov.

Please note the following costs are not allowable for CDBG: bad debts; contingencies; contributions and donations; entertainment costs (including meals for social events and awards/graduation banquets); gifts or incentive awards to individuals; fines and penalties resulting from violations of or non-compliance with Federal, State, and Local laws; interest on borrowed capital; fundraising; investment management.

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY

Optional Additional Exhibits:

☒ EXHIBIT C – DRAWINGS OR PLANS (IF AVAILABLE)

☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

☐ EXHIBIT – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)

☒ EXHIBIT B – SERVICE AREA MAP (REQUIRED IF NOT DESCRIBED IN **Error! Reference source not found.**)

Exhibit A: Capital Project Budget Summary (or, submit via Excel)

Budgeted Category	City of Fresno CDBG	Other Federal Funds	State Funds	Local Funds	Private Funds (List Source)	Subrecipient Contribution	Other (List Source)	Total Cost
Property Acquisition								
Land Acquisition								
Building and Improvements								
Related Acquisition Soft Costs								
Total Acquisition	**$**	$	$	$	$	$	$	**$**
Construction Hard Costs								
Renovation Cost								
New Construction Cost								
Off-site Improvements								
Renovation / Construction / Off Site Contingency	**$381,363 Contingency**							**$381,363 Contingency**
Environmental Mitigation								
Permits								
Connection / Tap Fees								
Construction Period Utilities								
Other: (Specify)	**$3,939,484 Reconstructi on**							**$3,939,484 Reconstructi on**
Total Construction Hard Cost	**$4,320,847**	$	$	$	$	$	$	**$4,320,847**
Professional Fees								
Architect								
Engineer				$457,636 Preliminary Engineering				**$457,636 Preliminary Engineering**
A & E Reimburseables								
Survey								
Environmental Consultant								
Geotechnical								
Testing and Inspection								
Construction Estimator								
Project Management	**$572,045**							**$572,045**

	Construction Engineering							Construction Engineering
Total Professional Fees Budget	**$572,045**	$	$	$457,636	$	$	$	**$1,029,681**

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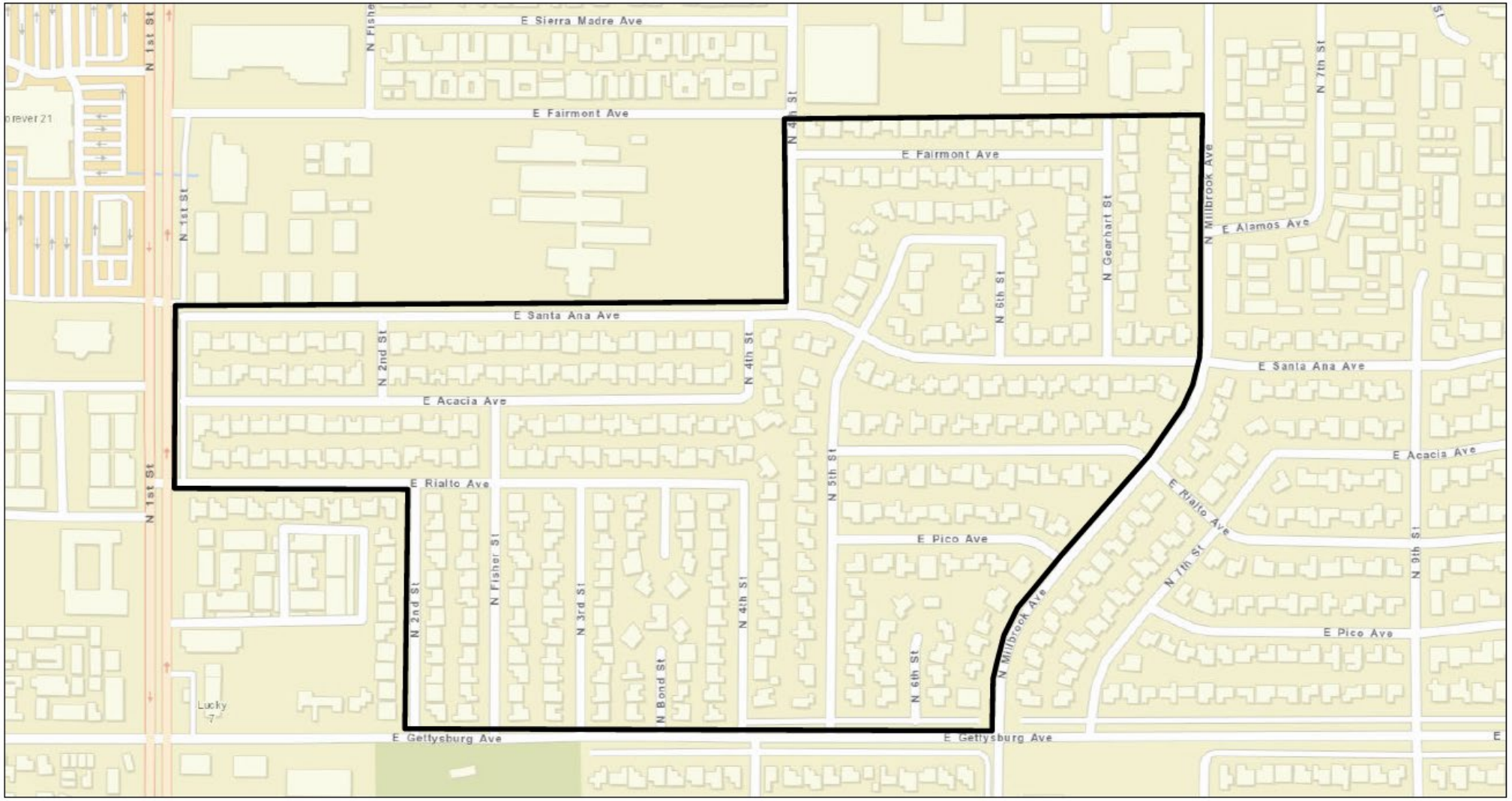
Budgeted Category	City of Fresno CDBG	Other Federal Funds	State Funds	Local Funds	Private Funds (List Source)	Subrecipient Contribution	Other (List Source)	Total Cost
Project Financing Fees and Costs								
Appraisal								
Title and Recording								
Construction Escrow								
Application Fees								
Financing Fees								
Construction Interest								
Lender Inspections								
Lender Legal								
Total Project Financing	**$**	$	$	$	$	$	$	**$**
Miscellaneous								
Real Estate taxes								
Builder's Risk Insurance								
Property Insurance								
Liability Insurance								
Pollution Insurance								
Other: (Specify)								
Other: (Specify)								
Total Miscellaneous	**$**	$	$	$	$	$	$	**$**
Furnishings & Equipment								
Program Equipment								
Data & Communications Equipment								
Security Equipment								
Furnishings								
Other: (Specify)								
Other: (Specify)								
Total Furnishings & Equipment	**$**	$	$	$	$	$	$	**$**

GRAND TOTAL	**$4,892,892**	**$**	**$**	**$457,636**	**$**	**$**	**$**	**$5,350,528**

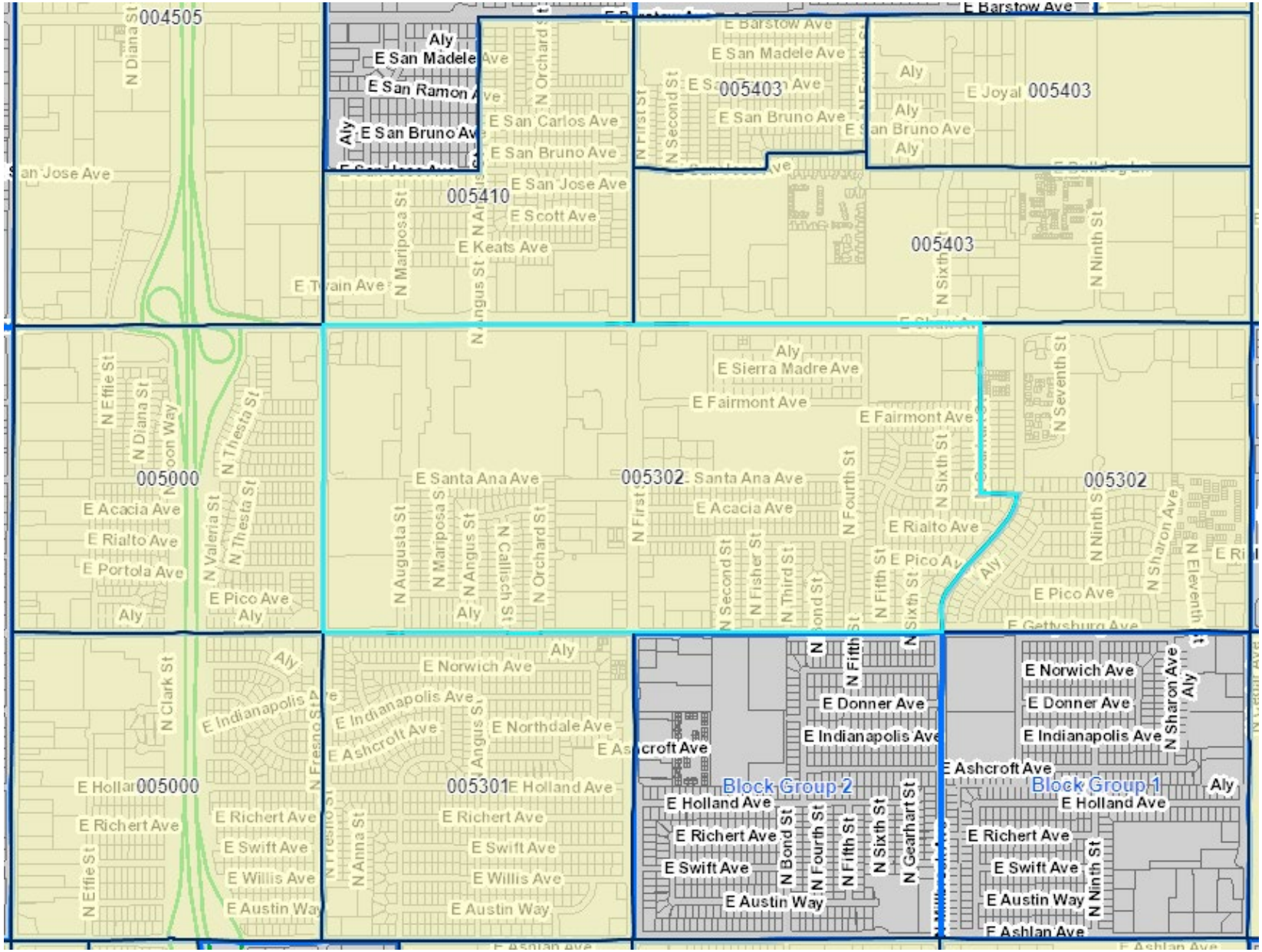
Exhibit B

Gettysburg/First/Fairmont/Millbrook

This project will include approximately 68,300 square yards of pavement surface reconstruction. Reconstruction will include roadway pavement removal, re-compaction and repairs to roadway base as needed followed by pavement reconstruction. Pavement reconstruction includes reconstruction of curbs and gutters. Barriers to pedestrian access will be removed with this project. Curb ramps will also be reconstructed to improve sidewalk accessibility. Approximately 66 curb ramps will be reconstructed.



City of FRESNO



2011-2015 Census: Low to Moderate Income Data by Block Group

TRACT	BLOCK GROUP	LOW/MOD	RESIDENTS	LMI %
53.02	2	1690	3180	53.14%

City of FRESNO

DEPARTMENT OF PUBLIC WORKS

BY:	SPS	DATE:	03/03/22	ACCT.	FILE NO.	Sheet 1	of 2
CHKD.		DATE:		DWG. REF.	Gettysburg-First-Fairmont-Millbrook CDBG Map v2.PDF		

SUBJECT: **TIOGA MS NBHD. STREET RECONSTRUCTION**

PRELIMINARY ENGINEER'S ESTIMATE

CDBG - 2022

CONSTRUCTION COST (CON)

ITEM	QUANTITY		DESCRIPTION OF WORK	UNIT PRICE	PARTICIPATING COST	NON-PARTICIPATING COST
1	1	L.S.	Mobilization	75,000.00	$ 75,000.00	0
2	1	L.S.	Mediator	10,000.00	$ 10,000.00	0
3	1	L.S.	Traffic Control	50,000.00	$ 50,000.00	0
4	1	L.S.	Clearing and Grubbing	75,000.00	$ 75,000.00	0
5	1	L.S.	Dust Control	20,000.00	$ 20,000.00	0
6	1	L.S.	Prepare SWPPP and Fugitive Dust Control Plans	2,500.00	$ 2,500.00	0
7	1	L.S.	Storm Water Pollution Prevention Plan Implementation	7,500.00	$ 7,500.00	0
8	66	EA	Curb Ramps	8,500.00	$ 561,000.00	0
9	792	S.F.	ADA Detectable Warning	25.00	$ 19,800.00	0
10	9,600	S.F.	Concrete Sidewalk	15.00	$ 144,000.00	0
11	10	EA	Residential Driveway	3,500.00	$ 35,000.00	0
12	7,100	L.F.	Concrete Curb & Gutter (6" CF)	28.00	$ 198,800.00	0
13	1	L.S.	Signing and Striping (Thermoplastic)	7,500.00	$ 7,500.00	0
14	11,383	C.Y.	Roadway Excavation	30.00	$ 341,500.00	0
15	68,300	S.Y.	AC Grinding (0.25' Minimum)	14.00	$ 956,200.00	0
16	11,383	Tons	AC Overlay (0.25' Minimum)	100.00	$ 1,138,333.33	0
17	1,740	L.F.	AC Plug	25.00	$ 43,500.00	0
18	47	EA	Adjust SS and SD Manholes Finish Grade	2,000.00	$ 94,000.00	0
19	34	EA	Adjust Water Valves to Finish Gardes	1,000.00	$ 34,000.00	0
20	0	EA	USER ENTERD ITEM		$ -	0
			STREET IMPROVEMENTS SUBTOTAL		**$ 3,813,633.33**	**$ -**
			TOTAL STREET IMPROVEMENTS (PARTICIPATING + NON-PARTICIPATING)		**$3,813,633.33**	

PROJECT TOTAL (CONSTRUCTION COST + ROW, INCLUDES PARTICIPATING & NON-PARTICIPATING)

10% CONTINGENCY	$ 381,363.33	$ -	
CONSTRUCTION SUBTOTAL W/CONTINGENCY	**$4,194,996.67**		
CONSTRUCTION (CON) ESCALATION FACTOR	$ 125,849.90	$ -	
CONSTRUCTION SUBTOTAL (CON) W/CONTINGENCY & ESCALATION FACTOR APPLIED	$ 4,320,846.57	$ -	
CONSTRUCTION (CON) TOTAL W/CONTINGENCY & ESCALATION FACTOR APPLIED	**$4,320,846.57**		
12% ENGINEERING (PE)	$ 457,636.00	$ -	
ENGINEERING (PE) TOTAL	**$457,636.00**		
15% CONSTRUCTION ENGINEERING (CE)	$ 572,045.00	$ -	
CONSTRUCTION ENGINEERING (CE) TOTAL	**$572,045.00**		
R.O.W. ACQUISITION w/R.O.W. Contingency & Escalation Factor	$ -	$ -	
R.O.W. ACQUISITION (R.O.W.) TOTAL w/R.O.W. Contingency & Escalation Factor	**$0.00**		
PROJECT SUBTOTAL (CON + PE + CE + R.O.W.)	$ 5,350,527.57	$ -	
PROJECT TOTAL (CON + PE + CE + R.O.W.)	**$5,350,527.57**		

ESCALATION RATE: 3%

ESCALATION YEARS: 1

PROJECT TOTALS BY PHASE

Phase	Phase Descripton		PARTICIPATING COST	NON-PARTICIPATING COST
PE	The PE phase is calculated as a percentage of the construction costs including contingency and escalation factor applied to the afformentioned items.		$ 457,636.00	$ -
		PE	**$457,636.00**	
ROW	The R.O.W. phase includes "cost to cure" to the property as a result of the project, City/Escrow administrative costs, R.O.W. cost per sf, contigency and escalation factor applied to the aforementioned items.		$0.00	$0.00
		ROW	**$0.00**	
CE	The CE phase is calculated as a percentage of the construction costs and includes contingency and escalation factor.		$572,045.00	$0.00
		CE	**$572,045.00**	
CON	The Construction Phase includes the project construction costs, and also includes a contingency and escalation factor applied to the aforementioned items.		$4,320,846.57	$0.00
		CON	**$4,320,846.57**	

CON TOTAL (CON + CE)	$4,892,891.57

NOTES:
1. The quantities above are estimates based on record data, aerial photographs or other sources, as such, the quantities are subject to change during the design phase.
2. This project is priceed for competetive public bid and in-house design.
3. This project is assumed to be catergorically exempt from CEQA miitgations due to the nature of the work.
4. No ROW is assumed to be needed to reconstruct the returns and ramps to ADA standards.

Pavement & Base Calculator

SY Reconstruction (Streets): 68300

	Section			Quantity		Quantity		Unit Weight (tons/c.y.)		
	SF?	AC (ft)	AB (ft)	AC (c.y.)	AB (c.y.)	AC	AB	AC	AB	
AC		0.5	0.5	0	0.0	0.0	0.0	2.0	1.3	New asphalt (0.5') and base (0.5')

	Section			Quantity		Quantity (TONS)				
	SF?	AC (ft)	AB (ft)	AC (c.y.)	AB (c.y.)	AC	AB	AC	AB	
AC	614700	0.25	0	5691.7	0.0	11383.3	0.0	2.0	1.3	0.25' min. overlay at (68300.00sy, 614700sf)

	Section			Quantity		Quantity (TONS)				
	SF?	AC (ft)	AB (ft)	AC (c.y.)	AB (c.y.)	AC	AB	AC	AB	
AC		0.4	0	0	0.0	0.0	0.0	2.0	1.3	0.4' min. overlay at (0.00sy, sf)

Total ROW Take = 0sf from 0 parcels. ROW take is necessary to allow installation of roadway, standard ' sidewalk and 'LS and to correct nonconforming ROW.

Assumptions: Provide adequate descripions of methodologies, scope or other pertenant project information here.