

# City of Jurupa Valley

## **MEETING AGENDA OF THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

**Monday, March 8, 2021**

**Regular Meeting: 7:00 P.M.**

**City of Jurupa Valley City Hall**

**City Council Chambers**

**8930 Limonite Ave., Jurupa Valley, CA 92509**

- A. As a courtesy to those in attendance, we ask that cell phones be turned off or set to their silent mode and that you keep talking to a minimum so that all persons can hear the comments of the public and Community Development Advisory Committee (CDAC). Please note that the permission of the Chair is required before speaking with anyone at the staff table or approaching the dais.
- B. In an effort to prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Orders and a directive from the Riverside County Department of Public Health, this meeting will be closed to the public. You may watch the live webcast at this link: <https://www.jurupavalley.org/422/MeetingVideos>.

Members of the public wishing to speak during public comments may email your public comments to Tracey Torres, CDAC Clerk, at: [torres@jurupavalley.org](mailto:torres@jurupavalley.org). Members of the public are encouraged to submit email comments prior to 6:00 p.m. the day of the meeting, but email comments must be submitted prior to the item being called by the Committee Chair. The CDAC Clerk shall announce all email comments, provided that the reading shall not exceed three (3) minutes, or such other time as the CDAC may provide, because this is the time limit for speakers at a CDAC meeting. Comments on Agenda items during the CDAC Meeting can only be submitted to the CDAC Clerk by email. The City cannot accept comments on Agenda items during the CDAC Meeting on Facebook, social media or by text.

### **REGULAR SESSION**

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- 1. 7:00 P.M. – Call to Order and Roll Call**
  - 2. Invocation**
  - 3. Pledge of Allegiance**
  - 4. Public Appearance/Comments (15 minutes)**
  - 5. Approval of Agenda**
  - 6. Approval of Draft Minutes from the November 9, 2020 Meeting**
  - 7. Reports from City Staff**
  - 8. Commission Business**

**A. Finalize Funding Recommendations for Public Service Grant Applicants for the 2021-22 CDBG Program Year**

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**RECOMMENDATION**

That the Community Development Advisory Committee Finalize Funding Recommendations for Public Service Grant Applicants for 2021-22 CDBG Program Year

**9. Public Appearance/Comments**

**10. Committee Member Comments**

**11. Adjournment to the November 8, 2021 Regular Meeting**

*In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in a meeting of the Jurupa Valley Planning Commission, please call 951-332-6464. Notification at least 48 hours prior to the meeting or time when services are needed will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.*

*Agendas of public meetings and any other writings distributed to all, or a majority of, the Jurupa Valley Community Development Advisory Committee in connection with a matter subject to discussion or consideration at an open meeting of the Community Development Advisory Committee are public records. If such writing is distributed less than 72 hours prior to a public meeting, the writing will be made available for public inspection at the City of Jurupa Valley, 8930 Limonite Ave., Jurupa Valley, CA 92509, at the time the writing is distributed to all, or a majority of, the Jurupa Valley Community Development Advisory Committee. The Community Development Advisory Committee may also post the writing on its Internet website at [www.jurupavalley.org](http://www.jurupavalley.org).*

# City of Jurupa Valley

## DRAFT MINUTES

### Community Development Advisory Committee

#### CITY OF JURUPA VALLEY

#### SPECIAL MEETING

November 9, 2020

#### 1. Call to Order and Roll Call:

The regular meeting of the Jurupa Valley Community Development Advisory Committee was called to order at 7:00 pm. November 9, 2020 at the City Council Chambers, 8930 Limonite Ave., Jurupa Valley, California 92509.

##### **Members present:**

- Rachel Lopez, Chair
- Laura Shultz, Vice-Chair
- Edward Lee, Member
- Evelyn Hedrick, Member

##### **Members absent:**

- Don Oaks, Member

##### **Staff Attendees:**

- Tracey Torres, City Staff
- Sean McGovern, City Staff
- Brendan Kearns, City Attorney

#### 2. Invocation:

Led by Chair Lopez.

#### 3. Pledge of Allegiance:

Led by Vice-Chair Shultz.

#### 4. Public Appearance/Comments:

None.

#### 5. Approval of the Agenda:

Vice-Chair Shultz moved and Committee Member Hedrick seconded the motion to approve the November 9, 2020 agenda. The motion was approved 4-0.

Ayes: Lopez, Shultz, Lee, Hedrick

Noes: None

Abstained: None

Absent: Oaks

**6. Approval of Minutes from the June 8, 2020 Meeting:**

Vice-Chair Shultz moved and Committee Member Hedrick seconded the motion to approve the June 8, 2020 agenda. The Motion was approved 4-0.

Ayes: Lopez, Shultz, Lee, Hedrick

Noes: None

Abstained: None

Absent: Oaks

**7. Staff Report:**

Senior Management Analyst Sean McGovern updates CDAC on the CDBG program. McGovern informed the CDAC that the City will be receiving a second allocation of CDBG-CV funds in the amount of \$664,209.00. McGovern recapped how the City's first allocation of CDBG-CV funds were appropriated. McGovern summarized how City Staff plan to recommend using the second allocation of CDBG-CV funds for a rental assistance program subject to City Council approval.

**8. Commission Business:**

**A. Receive a Mid-Year Performance Update from Path of Life Ministries, Inc. and the Family Service Association:**

Both Path of Life Ministries, Inc. (represented by Leonard Jarman) and the Family Service Association (represented by Tom Donoghue) made presentations detailing the progress made with their current CDBG grants from the City. Representatives from Path of Life Ministries, Inc. answered specific questions about the provision of temporary housing, outreach, and homelessness prevention. The Family Service Association answered questions about the logistical nature of the meal program being provided at the Eddie Dee Smith Senior Center.

**9. Public Appearance:**

Anthony Kelly, Jr. made comments encouraging the City of Jurupa Valley and the Community Development Advisory Committee to consider the planning and construction of local homeless shelter.

**10. Committee Member Comments:**

Co-Chair Shultz thanked Path of Life Ministries, Inc. and the Family Service Association for the important work that they're doing, Chair Lopez also thanked the public service grant recipients for the work that they are doing.

**11. Adjournment to the March 1, 2021 Regular Meeting:**

Meeting was adjourned at 8:17 p.m. The next regular meeting of the CDAC will be on March 1, 2021.

Respectfully submitted,

  
\_\_\_\_\_  
Tracey Torres  
CDAC Secretary

# City of Jurupa Valley

## **STAFF REPORT**

**DATE:** MARCH 8, 2021

**TO:** COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

**FROM:** SEAN MCGOVERN, SENIOR MANAGEMENT ANALYST

**SUBJECT:** AGENDA ITEM NO. 8. A

### **FINALIZE FUNDING RECOMMENDATIONS FOR PUBLIC SERVICE GRANT APPLICANTS FOR THE 2021-22 CDBG PROGRAM YEAR**

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#### **RECOMMENDATION**

That the Community Development Advisory Committee:

- 1) Finalize funding recommendations for the Public Service Grant Applicants for the 2021-22 CDBG program year.

#### **BACKGROUND**

A portion of the total CDBG allocation that the City receives from HUD may be used to fund public services. Typically, this process is served through a public service grant (PSG) application system. Non-profit entities that serve a population with certain demographic characteristics (low income, homeless, etc.) are encouraged to apply for public service grant funding from the City. The City's 2021-22 CDBG allocation is expected to be \$1,157,789.00 which includes up to \$173,668.00 for PSG funding.

The Community Development Advisory Committee (CDAC) met on Monday, March 1, 2021 to receive presentations from public service grant applicants seeking funding for the 2021-22 CDBG program year. The CDAC received a presentation from Path of Life Ministries, Inc. (Path of Life) and the Family Service Association (FSA). Subsequent to receiving that presentation, each CDAC member received a grading rubric to be used to assess the quality of each initiative being proposed by the public service grant applicants. The grading rubric contained a variety of objective criteria that combines the technical input from City staff with the policy input of the CDAC. The scores provided by City staff and the CDAC were augmented to create the final score for each PSG applicant.

After receiving an oral presentation from Path of Life and the FSA, each CDAC member



assigned a rating for each group. The final score for each PSG applicant is provided below.

Applicant: Path of Life Ministries, Inc.

Funds Requested: \$170,000.00

Total Score: 94.9

Applicant: Family Service Association

Funds Requested: \$30,000.00

Total Score: 94.4

## **ANALYSIS**

The CDAC has the ability to recommend up to \$173,668.00 in funding to the PSG applicant pool. The CDAC can choose to fund all applicants, one applicant, or no applicants. Traditionally, the CDAC has split the total allocation between multiple applicants. Path of Life requested \$170,000.00 for homelessness services, which is \$30,763.00 above their current funding level for the 2020-21 CDBG program year (\$139,237.00). The FSA requested \$30,000.00 for a senior nutrition program, which is 25% lower than their current funding level for the 2020-21 CDBG program year (\$40,000.00).

### City Staff Recommendation:

The Path of Life request has several components which include contract staffing for outreach, shelter services, transportation expenses, and administrative costs. Notably, Path of Life's proposal includes an extension on the leases of both of the local apartments that are currently being used as emergency shelter. City Staff recommend providing \$153,668.00 to Path of Life – a 10% reduction to their initial grant request. This will enable Path of Life to extend the leases for both apartments by three months. It will also continue the City's current level of shelter bed reservations at the Path of Life campus in Riverside. City Staff feel that this recommendation is consistent with the goals of the City Council to continuously reduce the local homeless population through the provision of humane programs that offer temporary housing and wraparound services.

To meet the \$153,668.00 funding recommendation for Path of Life, the CDAC will need to recommend a reduced funding allocation to the Family Service Association. City Staff recommend providing the FSA with \$20,000.00 – a 33% reduction to their initial grant request. Fortunately, the reduction to the FSA's initial request will not result in a cancellation of the meal provision service at the Eddie Dee Smith Senior Center (senior center). Rather, it will result in the FSA continuing to focus on the curbside meal delivery system that helps mitigate the spread of COVID-19. FSA's grant request augments their existing \$207,914.00 budget to provide meal services at the senior center. Even with a \$10,000.00 reduction to FSA grant request, the bulk of the funding to provide the meal service at the senior center will continue to be available.

### Preliminary Summary of Impacts Recommended by City Staff:

If approved, City Staff's recommendation to provide a \$153,668.00 public service grant to Path of Life would lead to modest reductions in areas of Path of Life's proposed budget that do not include housing. Despite these reductions, the City will maintain the existing level of emergency housing, which includes four guaranteed beds per night at the Path of Life campus and a three-month lease extension for the two rental apartments.

The FSA's 2021-22 public service grant budget request identified \$20,000.00 for food supplies and \$10,000.00 for program staff salaries and benefits. To meet City Staff's \$20,000.00 public service grant recommendation for the FSA, City Staff recommend providing a \$20,000.00 public service grant to the FSA. If approved, City Staff's recommendation to provide a \$20,000.00 public service grant would remove the funding for the FSA staff to prepare meals on-site at the senior center. Instead, the FSA will continue the curbside meal pick-up program that is currently being offered. At this time, there is no clear timeline for the public reopening of the senior center.

### **FINANCIAL IMPACT**

The City expects to receive \$1,157,789.00 in CDBG funding for the 2021-22 program year. Up to fifteen percent (15%) of the total allocation can be spent on PSG activities. As such, a total of \$173,668.00 is available for allocation to PSG applicants.

### **ALTERNATIVES**

1. Take no action.
2. Provide staff with alternative direction.



Prepared & Submitted by:



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Sean McGovern  
Senior Management Analyst

Approved as to Form:



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Brendan Kearns  
Deputy City Attorney

**Attachments:**

- A. Final Scoring Documents
- B. Revised Budgets from Path of Life and the Family Service Association
- C. Path of Life 2021-22 PSG Application
- D. Family Service Association 2021-22 PSG Application

**CDBG Public Service Grant  
Applications – Review  
Guidelines**

 2021-2022 CDBG Program Year  
[www.jurupavalley.org/CDBG](http://www.jurupavalley.org/CDBG)

*City of*  
**JURUPA VALLEY**  
*California*

 Name of Applicant: Path of Life Ministries

 Funds Requested \$170,000

 Name of Reviewer: Aggregate Score

Criteria	Comment	Staff Committee Review	CD Advisory Committee Review
Organizational capacity to implement program		<u>18</u> /20	
Program nature and demonstrated community and operational need for the program		<u>4.5</u> /5	<u>14.7</u> /15
Administrative & fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget		<u>5</u> /5	
Program track record (evidence-based success)		<u>4</u> /5	<u>14.7</u> /15
Presentation quality and performance			<u>14.7</u> /15
Reasonableness of the funding request (cost effective)			<u>19.3</u> /20
Total Score			<u>94.9</u> /100

**CDBG Public Service Grant  
Applications – Review  
Guidelines**

 2021-2022 CDBG Program Year  
[www.jurupavalley.org/CDBG](http://www.jurupavalley.org/CDBG)

*City of*  
**JURUPA VALLEY**  
*California*

 Name of Applicant: Family Services Association (FSA)

 Funds Requested \$30,000

 Name of Reviewer: Aggregate Score

Criteria	Comment	Staff Committee Review	CD Advisory Committee Review
Organizational capacity to implement program		<u>18.3 /20</u>	
Program nature and demonstrated community and operational need for the program		<u>4 /5</u>	<u>14.7 /15</u>
Administrative & fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget		<u>4.7 /5</u>	
Program track record (evidence-based success)		<u>4 /5</u>	<u>14.7 /15</u>
Presentation quality and performance			<u>14.7 /15</u>
Reasonableness of the funding request (cost effective)			<u>19.3 /20</u>
Total Score			<u>94.4 /100</u>

**CDBG Public Service Grant  
Applications – Review  
Guidelines**

 2021-2022 CDBG Program Year  
[www.jurupavalley.org/CDBG](http://www.jurupavalley.org/CDBG)

 City of  
**JURUPA VALLEY**  
 California

 Name of Applicant: Path of Life Ministries

 Funds Requested: \$170,000

 Name of Reviewer: Rachel Lopez

Criteria	Comment	Staff Committee Review	CD Advisory Committee Review
Organizational capacity to implement program		<u>18</u> /20	<u>19</u>
Program nature and demonstrated community and operational need for the program		<u>4.5</u> /5	<u>15</u> /15
Administrative & fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget		<u>5</u> /5	
Program track record (evidence-based success)		<u>4</u> /5	<u>15</u> /15
Presentation quality and performance			<u>15</u> /15
Reasonableness of the funding request (cost effective)			<u>20</u> /20
Total Score			<u>109</u> /100 ?

**CDBG Public Service Grant  
Applications – Review  
Guidelines**

 2021-2022 CDBG Program Year  
[www.jurupavalley.org/CDBG](http://www.jurupavalley.org/CDBG)

 City of  
**JURUPA VALLEY**  
 California

 Name of Applicant: Family Services Association (FSA)

 Funds Requested: \$30,000

 Name of Reviewer: Rachel Lopez

Criteria	Comment	Staff Committee Review	CD Advisory Committee Review
Organizational capacity to implement program		<u>18.3</u> /20	
Program nature and demonstrated community and operational need for the program		<u>4</u> /5	<u>15</u> /15
Administrative & fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget		<u>4.7</u> /5	
Program track record (evidence-based success)		<u>4</u> /5	<u>15</u> /15
Presentation quality and performance			<u>15</u> /15
Reasonableness of the funding request (cost effective)			<u>20</u> /20
Total Score			<u>      </u> /100

**CDBG Public Service Grant  
Applications – Review  
Guidelines**

 2021-2022 CDBG Program Year  
[www.jurupavalley.org/CDBG](http://www.jurupavalley.org/CDBG)

 City of  
**JURUPA VALLEY**  
 California

 Name of Applicant: Path of Life Ministries

 Funds Requested: \$170,000

 Name of Reviewer: EVELYN HEDRICK

Criteria	Comment	Staff Committee Review	CD Advisory Committee Review
Organizational capacity to implement program		<u>18</u> /20	<u>18</u>
Program nature and demonstrated community and operational need for the program		<u>4.5</u> /5	<u>15</u> /15
Administrative & fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget		<u>5</u> /5	<u>5</u>
Program track record (evidence-based success)		<u>4</u> /5	<u>15</u> /15
Presentation quality and performance			<u>15</u> /15
Reasonableness of the funding request (cost effective)			<u>20</u> /20
Total Score			<u>98</u> /100



**CDBG Public Service Grant  
Applications – Review  
Guidelines**

 2021-2022 CDBG Program Year  
[www.jurupavalley.org/CDBG](http://www.jurupavalley.org/CDBG)

 City of  
**JURUPA VALLEY**  
 California

 Name of Applicant: Family Services Association (FSA)

 Funds Requested: \$30,000

 Name of Reviewer: EVELYN HEDRICK

Criteria	Comment	Staff Committee Review	CD Advisory Committee Review
Organizational capacity to implement program		<u>18.3</u> /20	<u>20</u>
Program nature and demonstrated community and operational need for the program		<u>4</u> /5	<u>15</u> /15
Administrative & fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget		<u>4.7</u> /5	<u>5</u>
Program track record (evidence-based success)		<u>4</u> /5	<u>15</u> /15
Presentation quality and performance			<u>15</u> /15
Reasonableness of the funding request (cost effective)			<u>20</u> /20
Total Score			<u>90</u> /100

**CDBG Public Service Grant  
Applications – Review  
Guidelines**

 2021-2022 CDBG Program Year  
[www.jurupavalley.org/CDBG](http://www.jurupavalley.org/CDBG)

*City of*  
**JURUPA VALLEY**  
*California*

 Name of Applicant: Path of Life Ministries

 Funds Requested: \$170,000

 Name of Reviewer: Edward Lee

Criteria	Comment	Staff Committee Review	CD Advisory Committee Review
Organizational capacity to implement program		<u>18</u> /20	
Program nature and demonstrated community and operational need for the program		<u>4.5</u> /5	<u>14</u> /15
Administrative & fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget		<u>5</u> /5	
Program track record (evidence-based success)		<u>4</u> /5	<u>14</u> /15
Presentation quality and performance		<u>14</u>	<u>    </u> /15
Reasonableness of the funding request (cost effective)		<u>18</u>	<u>    </u> /20
Total Score			<u>    </u> /100

**CDBG Public Service Grant  
Applications – Review  
Guidelines**

 2021-2022 CDBG Program Year  
[www.jurupavalley.org/CDBG](http://www.jurupavalley.org/CDBG)

*City of*  
**JURUPA VALLEY**  
*California*

 Name of Applicant: Family Services Association (FSA)

 Funds Requested: \$30,000

 Name of Reviewer: EDWARD Lee

Criteria	Comment	Staff Committee Review	CD Advisory Committee Review
Organizational capacity to implement program		<u>18.3</u> /20	
Program nature and demonstrated community and operational need for the program		<u>4</u> /5	<u>14</u> /15
Administrative & fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget		<u>4.7</u> /5	
Program track record (evidence-based success)		<u>4</u> /5	<u>14</u> /15
Presentation quality and performance			<u>14</u> /15
Reasonableness of the funding request (cost effective)			<u>18</u> /20
Total Score			<u>          </u> /100

**Original Path of Life Budget (2021-22 CDBG)**

<b>BUDGET CATEGORY</b>	<b>CDBG</b>	<b>OTHER</b>	<b>TOTAL</b>
Agency Administration Staff Salaries & Benefits	\$15,932.80	\$15,000	\$30,932.80
Program Staff Salaries & Benefits	\$93,267.20	\$120,256.60	\$213,532.60
Program Supplies (Fuel, Office Supplies)	\$7,000	\$5,000	\$12,000
Rent/Lease (CSH Units)	\$7,500	\$0	\$7,500
Communications	\$800	\$400	\$1,200
Utilities	\$500	\$0	\$500
Insurance	\$1,000	\$0	\$1,000
Professional Services (Specify) N/A	\$	\$	\$
Other (Specify) Rapid Resolution Special Needs	\$4,000	\$0	\$4,000
Other (Specify) 1000 Bed Nights at Community Shelter in Riverside	\$40,000	\$10,000	\$50,000
Other (Specify) Indirect	\$	\$	\$
Other (Specify)	\$	\$	\$
<b>TOTAL</b>	<b>\$170,000</b>	<b>\$150,656.60</b>	<b>\$320,656.60</b>

**Revised Path of Life Budget (2021-22 CDBG)**

<b>BUDGET CATEGORY</b>	<b>CDBG</b>	<b>OTHER</b>	<b>TOTAL</b>
Agency Administration Staff Salaries & Benefits	\$13,905	\$15,000	\$28,905
Program Staff Salaries & Benefits	\$85,383	\$120,256.60	\$205,639.6
Program Supplies (Fuel, Office Supplies)	\$5,000	\$5,000	\$10,000
Rent/Lease (CSH Units)	\$7,500	\$0	\$7,500
Communications	\$650	\$400	\$1,050
Utilities	\$500	\$0	\$500
Insurance	\$750	\$0	\$750
Professional Services (Specify) N/A	\$	\$	\$
Other (Specify) Rapid Resolution Special Needs	\$	\$	\$
Other (Specify) 1000 Bed Nights at Community Shelter in Riverside	\$40,000	\$10,000	\$50,000
Other (Specify) Indirect	\$	\$	\$
Other (Specify)	\$	\$	\$
<b>TOTAL</b>	<b>\$153,688</b>	<b>\$150,656.60</b>	<b>\$304,344.60</b>

**Original Family Service Association Budget (2021-22 CDBG)**

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$	\$	\$
Program Staff Salaries & Benefits	\$10,000	\$57,781	\$67,781
Program Supplies: Food	\$20,000	\$78,940	\$98,940
Rent/Lease	\$	\$	\$
Staff & Volunteer Recognition	\$	\$800	\$800
Utilities	\$	\$	\$
Insurance	\$	\$1,800	\$1,800
Professional Services (Specify)	\$	\$	\$
Other - Overhead Costs at 10.0%	\$	\$20,773	\$20,773
Other - Supplies (Program)	\$	\$2,400	\$2,400
Other -Repair and Maintenance (Building, Cars, Kitchen)	\$	\$2,700	\$2,700
Other - Fuel & Travel Expenses	\$	\$720	\$720
<b>TOTAL</b>	<b>\$30,000</b>	<b>\$177,914</b>	<b>\$207,914</b>

**Revised Family Service Association Budget (2021-22 CDBG)**

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$	\$	\$
Program Staff Salaries & Benefits	\$	\$47,781	\$57,781
Program Supplies: Food	\$20,000	\$78,940	\$98,940
Rent/Lease	\$	\$	\$
Staff & Volunteer Recognition	\$	\$800	\$800
Utilities	\$	\$	\$
Insurance	\$	\$1,800	\$1,800
Professional Services (Specify)	\$	\$	\$
Other - Overhead Costs at 10.0%	\$	\$20,773	\$20,773
Other - Supplies (Program)	\$	\$2,400	\$2,400
Other -Repair and Maintenance (Building, Cars, Kitchen)	\$	\$2,700	\$2,700
Other - Fuel & Travel Expenses	\$	\$720	\$720
<b>TOTAL</b>	<b>\$20,000</b>	<b>\$167,914</b>	<b>\$197,914</b>



City of  
**JURUPA VALLEY**  
California

**2021-2022 COMMUNITY DEVELOPMENT BLOCK GRANT  
PUBLIC SERVICE GRANT APPLICATION**

**Application is due 3:00 PM February 15, 2021**

**Late Applications will not be accepted**

Submit 2 original applications & back up documentation to:

*Sean McGovern*

*Jurupa Valley City Hall*

*8930 Limonite Ave., Jurupa Valley CA 92509*

**AND**

Email the completed application form to: [smcgovern@jurupavalley.org](mailto:smcgovern@jurupavalley.org)

Check each item included in your application package. Ensure an authorized representative signs the application certification. Ensure all required text fields & applicable boxes are completed or checked (*click on applicable box to insert text or check mark; "Tab" from field to field; avoid using hard returns within text boxes*). Text fields are limited in space so ensure responses are concise.

**Do not submit testimonials, letters of support, or program literature  
MODIFIED APPLICATIONS WILL NOT BE ACCEPTED**

Organization Name: Path of Life Ministries

Program Name: Homeless Outreach, Housing and Shelter Services

CDBG Amount Requested: \$170,00.00

- ☒ .....Application
- ☒ .....Attachment A: Proposed Budget
- ☒ .....Attachment B: CDBG Funded Personnel
- ☒ .....IRS Tax Exempt Documentation
- ☒ .....Most Recent Financial Audit & 990 Tax Filing



**1. APPLICANT GENERAL INFORMATION**

A. Organization Legal Name: Path of Life Ministries

B. Address: P.O. Box 1445, Riverside, CA 92502

C. Program Name: Homeless Outreach, Housing and Shelter Services

D. CDBG Amount Requested: \$170,000

E. Check the **ONE** category that best describes the proposed program

☐ Elderly/Frail Elderly Services

☐ Youth Services

☐ Physically/Developmentally Disabled Services

☐ Crime Awareness

☐ Persons with HIV/AIDS Services

☒ Homeless Services

☐ Fair Housing Services

☐ Substance Abuse Services

☐ Severe Mental Illness Services

☐ Child Care Services

☐ Other Public Service (specify)

☐ Health Services

F. Is this application submitted by a faith-based organization?

☒ Yes    ☐ No

G. Location of where service will be provided (i.e., specify if program is citywide, a street address, a school site, etc.): Citywide

H. Person to contact regarding this application & program administration:

Name: Casey Jackson    Email Address: cjackson@thepathoflife.com

Telephone: 951-786-9048    Fax: 951-779-2953

I. Federal Tax ID Number: 33-0724945    J. DUNS Number: 03-336-4176

K. Officials Authorized to Sign Contracts & Expend Funds:

Name: Rusty Bailey    Title: CEO

Name: Casey Jackson    Title: CAO

## **2. APPLICATION SUMMARY** (This summary will be used in reports to the City Council & the public)

Provide a brief summary of how the proposed program will address a need in Jurupa Valley, your agency's capacity/experience to carry out the activity & administering CDBG funds, and how CDBG grant funds will be used.

The proposed program will continue to address the urgent need of homelessness and lack of shelter beds in Jurupa Valley. Path of Life Ministries (POLM) has been funded in the City of Jurupa Valley since 2018 with CDBG and in 2020 CDBG COVID19 funding to provide Street Outreach, Shelter and Homelessness Prevention. POLM has over 15 years of meeting the needs of the homeless in Riverside County with HUD funding (CDBG, ESG and CoC).

These funds will be used to provide Homeless Street Outreach with supportive services, temporary housing in two Crisis Stabilization Units and a minimum of four shelter beds at POLM Shelters.

## **3. COMMUNITY NEED**

Provide data relevant to the need for the proposed program in Jurupa Valley. Ensure information is specific to the City. Ensure you specifically address how the proposed program will impact the community need or City objectives, and how a service gap will be eliminated/demonstrably reduced.

Since implementing Jurupa Valley Homeless Services in 2018, POLM has made a significant impact through POLM Street Outreach, Homeless Prevention and Shelter program for individuals and families facing a housing crisis in the City of Jurupa Valley.

The impact of POLM Homeless Services is well documented as the number of homeless counted in Jurupa Valley in the annual County of Riverside Point in Time Count has decreased every year since POLM has provided homeless services in Jurupa Valley. The 2019 County of Riverside PIT Count reported that there were 148 unsheltered individuals in Jurupa Valley, which was a decrease of 6% from 2018. The 2020 County of Riverside PIT Count reported that there were 103 unsheltered individuals in Jurupa Valley, which was a decrease of 30% from 2019.

The proposed program will continue to effectively address the urgent community need of homelessness and lack of shelter beds in Jurupa Valley. These funds would allow us to reduce the number of homeless by providing vital street outreach and shelter services to the homeless population in the City of Jurupa Valley.

The first six months of homeless services provided in 2020-2021 provides evidence that POLM Homeless Services is meeting a Jurupa Valley service gap:

During QY1 and Qy 2 (July 2020-Dec 2021) POLM provided shelter to 21 unduplicated individuals from Jurupa Valley and 1,007 shelter bed nights. Fourteen individuals from Jurupa Valley exited and three (21%) moved to permanent housing. POLM Outreach Team made 604 street outreach contacts, engaged/enrolled 29 individuals for supportive services and provided 360 various basic needs services. Ninety-nine (99) referrals to other community-based supportive services and/or housing opportunities were made. Multiple encampments were

identified and partnerships with local law enforcement have provided opportunities to contact and engage those individuals occupying the encampments. Eleven individuals were assisted with Homelessness Prevention Rapid Resolution Assistance (Rent/Utility Bills/Special Needs). POLM also help coordinate the efforts to conduct the 2020 PIT count in Jurupa Valley. We anticipate meeting and/or exceeding all the projected outcomes by the end of the 2020-2021 contract period.

**The project will provide the following Homelessness Services at a cost of: \$170,00.00**

1. POLM Street Outreach services will serve a minimum of **75** unduplicated individuals with Outreach and Shelter services.
2. Two (2) Full-Time Staff will conduct street outreach and case management services five (5) days per week to homeless individuals in the City of Jurupa Valley. POLM Street Outreach Team will provide Outreach/Contact/Engagement to a minimum of **75** individuals.
3. An intake/enrollment including a VI-SPDAT assessment will be conducted for each individual engaged/enrolled. This will determine eligibility for (Rapid Rehousing (RRH) or Permanent Supportive Housing (PSH) and ensure that eligible individuals are entered in the Riverside County Coordinated Entry System (CES).
4. The Street Outreach team will document their contacts, interactions, and progress with the individuals they meet with as well as the locations in which they are finding homeless individuals and encampments.
5. A case plan will be established with those who accept case management services and those who enter POLM shelter services. Assistance will be provided to cover special needs of individuals that will aid in their rapid movement out of their homeless situation, such as funding for ID documents, work clothes, and vehicle repairs. A minimum of 10 households will receive this assistance.
6. POLM will assist with transportation needs that contribute to an exit from the homeless situation for those who are interested. A minimum of 25 individuals are projected to receive this assistance.
7. Path of Life will connect and collaborate with partner organizations and agencies such as the Riverside County Sherriff's Department HOT Team, Jurupa Valley Codes Department and other community based agencies to coordinate efforts to provide effective homeless solutions in Jurupa Valley.
8. POL will serve a minimum of 50 unduplicated individuals from Jurupa Valley in POLM Shelters. The equivalent of 1000 shelter bed nights will be guaranteed for Jurupa Valley residents with at least 4 beds being available on any given night for Jurupa Valley residents. Additional bed nights and/or beds will be provided for any Jurupa Valley

resident seeking shelter based upon availability. Path of Life began offering 24 hour services with 3 meals per day, which is available to all shelter guests.

9. POLM will provide an additional three (3) months of Crisis Stabilization Housing (CSH) in units located in Jurupa Valley. POLM uses these units as temporary housing (up to 90 days) for homeless individuals and families. This service is currently funded for 9 months by 2020-2021 Jurupa Valley CDBG COVID19 funding. It is projected that an additional 180 CSH bed nights will be provided in these units.
10. POLM will assist with efforts to conduct the 2022 Point In Time Count.

### **ORGANIZATION CAPACITY & EXPERIENCE**

- A. State your organization's experience to carry out the proposed program. Include information regarding length of time providing service, professional qualification of staff (include license, academic credentials, etc.) & other relevant information.

POLM has been recognized as a premier provider of homeless services (Shelter, Outreach, Homeless Prevention and Permanent Housing) in Riverside County. POLM has provided comprehensive homeless services since 2005. In 2014 with CDBG funding, POLM began providing mobile intervention and street outreach in the city of Perris and have expanded interventions throughout Riverside County. Trained POLM Street Outreach teams employ evidence based best practices such as Motivational Interviewing and Trauma Informed Care with the families and individuals experiencing homelessness. Our mobile team engages with the homeless at encampments, in cars, community service locations, etc. and provides needs assessments, housing navigation, behavioral healthcare and employment support once trust is established. The mobile team provides transportation and moving support to housing as needed. The team collects specific data for each individual and inputs all information into the Riverside County HMIS data system. POLM offers a comprehensive menu of supportive services to every interested individual we serve.

- B. Summarize your organization's experience administering CDBG public service grant funds.

Path of Life Ministries has been a successful recipient of local, state and federal funding for over 15 years. We have received State and Local Emergency Solutions (ESG) funding for our shelters, rapid rehousing and outreach programs. We receive Emergency Food and Shelter Program dollars from FEMA for mass shelter and rental assistance, Community Development Block Grant (CDBG) funds for shelter care and mobile outreach, HUD Continuum of Care dollars for rapid rehousing and permanent supportive housing, HEAP funding for both shelters, Landlord Locator program and an Homelessness Prevention for Jurupa Valley, and City of Riverside. In 2020-2021 we received over \$4,000,000 grant funding from government entities and a total over \$4,700,000 in contracted funding. We have been effective in managing the grant contracts meeting required reporting deadlines and receiving few findings when monitored by the grantor.

C. List 3 references for 3 grant fund providers that have funded the proposed program. NA ☐

GRANT PROVIDER	GRANT PROVIDER CONTACT NAME TELEPHONE # & EMAIL	GRANT AMOUNT	DATES COVERED BY GRANT FUNDS
City of Riverside	Michelle Davis; <a href="mailto:mdavis@riversideca.gov">mdavis@riversideca.gov</a>	\$150,000 & \$95,500	2020-21
County of Riverside	Sterlon Sims; 951-955-5938; <a href="mailto:ssims@rivco.org">ssims@rivco.org</a>	\$101,026	2020-21
City of Corona	Karen Roper; 951-739-4949; <a href="mailto:Karen.ropert@coronaca.gov">Karen.ropert@coronaca.gov</a>	\$54,750	2020-21

D. Compliance with 2 CFR Part 200(Single Audit):

1. In any of the past 3 years, has your agency expended more than \$750,000 in federal funds during a fiscal year? Yes ☒ No ☐
2. During this year(s), did your agency prepare a Single Audit compliant with OMB Circular A-133? Yes ☒ No ☐ If "Yes" please provide a copy of most recent Single Audit.

## 5. PROGRAM INFORMATION

A. Complete the following budget summary for the proposed program.

- |  |                       |
|--|-----------------------|
| 1. 2021-2022 Jurupa Valley CDBG Grant Funds Requested: | <u>\$170,000.00</u>   |
| 2. Total 2021-2022 Program Budget:                     | <u>\$320,656.60</u>   |
| 3. Total 2021-2022 Agency Budget:                      | <u>\$6,000,000.00</u> |

B. Detail how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that **Attachment B "Proposed Program Budget"** is reflective of this outline. See Attachment B for Expected Budget.

These funds will be used towards Outreach, remaining rent for 12 month lease of 2 Crisis Stabilization Units, various related expenses, shelter bed nights, special needs, and Administrative expenses.

C. Provide the following information regarding full-time, part-time, contract & volunteer staff that will be utilized to provide the proposed service. (If CDBG funds are requested for any personnel costs, **Attachment C "CDBG Funded Personnel"** must be completed).

Full-Time Staff: 2  
Contract Staff: 0

Part-Time Staff: 2  
Volunteers: up to 4

D. What percentage of the organization's total budget is spent on fundraising & overall administration?  
< 1 %

E. Provide the following information regarding the number of unduplicated clients that will be served by the proposed program:

1. Total number of unduplicated program clients, **regardless of city of residence**, that will be service by the program between 7/1/2021 & 6/30/2022? 75 Individuals
2. Total number of unduplicated **Jurupa Valley clients** that the program will serve by the program between 7/1/21 & 6/30/22? 75 Individuals
3. What % of the total program budget will be used to serve unduplicated Jurupa Valley residents?  
100%

F. Is this a new program? Yes ☐ No ☒ If this is **not** a "New" program, how will this program be expanded from current program efforts?

The program will be expanded by adding three (3) months of additional Crisis Stabilization Housing (CSH) in units located in Jurupa Valley. POLM uses these units as temporary housing (up to 90 days) for homeless individuals and families. In addition, POLM implemented a 24 hour operation of all POLM Shelters in 2020. This allows shelter guests to have expanded access to shelter services (three meals, beds, linen, showers) 24/7 which provides more stability for individuals and families as they move towards self sufficiency and permanent housing.



## 6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2021 through 6/30/2022:

- A. Number of unduplicated Jurupa Valley residents the program will serve with requested CDBG funds? 75 Individuals.

What % of these individuals will be of low/moderate income? 100%

*Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity & income of assisted households. Income documentation is not required for "presumed beneficiary" category clients; however, documentation of "presumed beneficiary" status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.*

- B. Does the proposed program application/intake form collect all HUD-required information?

Yes ☒ No ☐ If "Yes," how is this information documented?

a. Self-Certification ☒

b. Analysis of household income documents such as tax returns/pay checks ☐

c. Program serves **presumed beneficiary** category ☒ List category: Homeless Persons

If "No," how will this information be collected & reported to the City? \_\_\_\_\_

- C. If the proposed service assists the homeless, what percentage of clients are "chronic homeless?"

50% ☐ Not Applicable

*HUD defines **chronically homeless** as:*

*(1) An individual who:*

*(i) Is homeless & lives in a place not meant for human habitation, a safe haven, or in an emergency shelter &*

*(ii) Has been homeless & living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years, where each homeless occasion was at least 15 days &*

*(iii) Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;*

*(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days & met all of the criteria in paragraph (1) before entering that facility; or*

*(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.*

- D. All CDBG-funded activities are required to provide **output** (i.e. number of individuals served) & **outcome** (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD's "objectives" & "outcomes."

**OBJECTIVE** - Check the box (**only one**) that best applies to the proposed program:

- ☒ Suitable Living Environment – The activity is designed to benefit the community, families, or individuals by address issues in their living environment.
- ☐ Decent Affordable Housing – The activity is designed to cover a wide range of housing opportunities that meet individual family or community needs.
- ☐ Creating Economic Opportunities – The activity will generate economic development, commercial revitalization or job creation.

**OUTCOMES** - Check the box (**only one**) that best applies to the proposed program.

- ☒ Availability/Accessibility – The activity makes services, infrastructure, housing or shelter available/accessible to low- & moderate-income people, including individuals with disabilities.
- ☐ Affordability – The activity provides affordability in a variety of ways for low- & moderate-income people (includes creation or maintenance of affordable housing, basic infrastructure hook-ups or services).
- ☐ Sustainability (Promoting Livable or Viable Communities) – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.

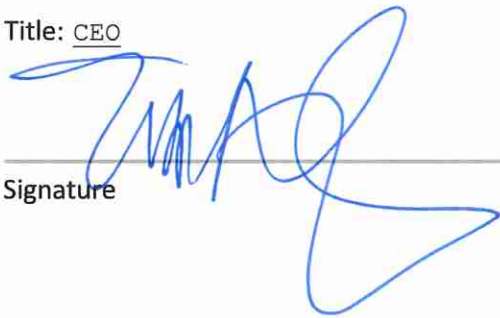
## 7. CERTIFICATION

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Jurupa Valley ("City") by the Board of Directors of Path of Life Ministries ("Applicant"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Jurupa Valley residents. Applicant understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Applicant. Applicant understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to an agreement and are consistent with applicable federal regulations. If the Applicant fails to serve eligible Jurupa Valley residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Applicant may be required to repay all or a portion of funds already disbursed to the Applicant by the City and/or forego receipt of additional grant funds. Applicant also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

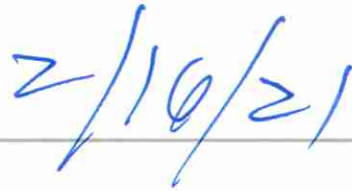
Name: Rusty Bailey

Title: CEO

Signature



Date



# ATTACHMENT A

## PROPOSED 2021-2022 PROGRAM BUDGET

**Program Name:** Path of Life Jurupa Valley Outreach

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$15,932.80	\$15,000	\$30,932.80
Program Staff Salaries & Benefits	\$93,267.20	\$120,256.60	\$213,532.60
Program Supplies (Fuel, Office Supplies)	\$7,000	\$5,000	\$12,000
Rent/Lease (CSH Units)	\$7,500	\$0	\$7,500
Communications	\$800	\$400	\$1,200
Utilities	\$500	\$0	\$500
Insurance	\$1,000	\$0	\$1,000
Professional Services (Specify) N/A	\$	\$	\$
Other (Specify) Rapid Resolution Special Needs	\$4,000	\$0	\$4,000
Other (Specify) 1000 Bed Nights at Community Shelter in Riverside	\$40,000	\$10,000	\$50,000
Other (Specify) Indirect	\$	\$	\$
Other (Specify)	\$	\$	\$
<b>TOTAL</b>	<b>\$170,000</b>	<b>\$150,656.60</b>	<b>\$320,656.60</b>

### List Source of "Other" Program Funds to be use to Assist JV Residents

SOURCE OF OTHER PROGRAM FUNDS	AMOUNT OF OTHER PROGRAM FUNDS	FUNDS SECURED FOR FY 19-20 WITH A CONTRACT?
CDBG-CV Jurupa (Pending)	\$50,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
EDA-ESG (Outreach/Shelter)	\$100,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Private Donors	\$656.60	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>TOTAL</b>	<b>\$150,656.60</b>	

# ATTACHMENT B

## CDBG FUNDED PERSONNEL

☐ CHECK BOX IF NOT APPLICABLE

**LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING 2021-2022 CDBG FUNDING**

### AGENCY ADMINISTRATION

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO JURUPA VALLEY CDBG ACTIVITY
Human Resources/Payroll	\$58,240	\$10,483.20	\$68,723.20	\$5,497.86	8%
Accounting/Billing	\$62,000	\$11,160.00	\$73,160	\$5,852.80	8%
Accounts Payables	\$35,360	\$6,364.80	\$41,724.80	\$4,582.14	11%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

### PROPOSED PROGRAM STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO JURUPA VALLEY CDBG ACTIVITY
Outreach Staff (x2 FTE)	\$79,040	\$14,227.20	\$93,267.20	\$93,267.20	100%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

### PROPOSED PROGRAM CONTRACT STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO JURUPA VALLEY CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%



## APPLICATION SUPPLEMENTAL FOR HOMELESS SERVICES

1. Describe your experience with analyzing and interpreting U.S. Census and other official forms of data related to homelessness.

Path of Life has been contributing and reviewing data from various reports such as Consolidated Plans, Homeless PIT Count, Homeless Management Information System, Annual Performance Reports, U.S. Census to determine the needs and trends of a community regarding homelessness, to learn and inform our services plans to the homeless and as an educator/ advocate for the homeless with local governments and community groups for over 16 years.

2. Describe your organization's experience with developing a homelessness outreach effort to collect new data.

POLM has provided comprehensive homeless services since 2005. In 2014 with CDBG funding, POLM began providing mobile intervention and street outreach in the city of Perris and have expanded interventions throughout Riverside County. Trained POLM Street Outreach teams employ evidence based best practices such as Motivational Interviewing and Trauma Informed Care with the families and individuals experiencing homelessness. Our mobile team engages with the homeless at encampments, in cars, community service locations, etc. and provides needs assessments, housing navigation, behavioral healthcare and employment support once trust is established. The team collects specific data for each individual and inputs all information into the Riverside County HMIS data system. POLM also helps coordinate the annual Riverside County Homeless PIT Count in Jurupa Valley.

3. Describe your organization's experience with developing, proposing, and implementing results-oriented solutions to mitigate and serve the homeless population.

Path of Life Ministries (POLM) exercises a comprehensive and coordinated system of support. While many homeless service agencies focus on relief services, POLM focuses efforts on a permanent exit from homelessness and poverty by integrating support structures and development services and addressing the underlying barriers to sustained success. We uniquely integrate support in the areas of housing, financial stability, and life skills development toward our participant's socioeconomic mobility. If other agencies provide services in particular areas, POLM collaborates with those agencies to integrate them into our system of support in the context of participants' living environment, streamlining both access to and the implementation of those services within our participants' journeys, such as our partnership with the workforce development office in which we have arranged for a single employment specialist who both serves as a single point of contact with our staff and a concierge for participants we connect with their services. In situations where no evident resource exists, POLM has a track record of creating those solutions, such as the incubation and launch of a Federally Qualified Healthcare organization (Health to Hope Clinics) as well as a social enterprise organization (Path of Life Enterprises), and the creation of a behavioral health program and childcare program that provides services intentionally designed to meet the needs of our participants. Throughout our entire system of care, POLM is implementing the best practices of the social service and behavioral health industry, such as rapid re-housing, trauma informed care, the cognitive approach to personal transformation, and motivational interviewing. POLM's strategy is specifically unique in that it emphasizes collaboration (leveraging available resources), provides integrated pipelines of achievement and development, and addresses root issues of homelessness and poverty.

4. Describe your organization's familiarity with social services in the Jurupa Valley, Riverside County, and greater Southern California areas.

POLM having served the County of Riverside since 1998 is aware of social services countywide. We work closely with Housing, Homelessness Prevention & Workforce Solutions, participate in the County 211 Community Connect, work along side agencies/mainstream services like the United Way, University Health Care System and



Behavioral Health Care, Adult Protective Services, Workforce Development and the Social Security Administration. We are connected with City Services and Departments such as the City of Riverside, City of Jurupa Valley, and cities in Coachella Valley. Our Achievement Coaches and Navigators work directly with community based social services agencies such as the Salvation Army, Catholic Charities, community landlords and many others agencies to help provide resources to help the homeless with their many needs.

5. Describe your organization's familiarity with the Community Development Block Grant process and other streams of Federal, State, or Local revenue.

Since 2005 Path of Life Ministries has been a successful recipient of local, state and federal funding. We have received State and local Emergency Solutions (ESG) funding for our shelters, rapid rehousing and outreach programs. We receive Emergency Food and Shelter Program dollars from FEMA for mass shelter, Community Development Block Grant (CDBG) funds for shelter care and mobile outreach, HUD Continuum of Care funding for rapid rehousing and permanent supportive housing and State of CA HEAP funding for Homelessness Prevention and shelter services. In 2020-2021 we received over \$4,000,000 in grant funding from Federal, State, or Local government entities. We have been effective in managing the grant contracts meeting required reporting deadlines and receiving no findings when monitored by the grantor.



City of  
**JURUPA VALLEY**  
California

**2021-2022 COMMUNITY DEVELOPMENT BLOCK GRANT  
PUBLIC SERVICE GRANT APPLICATION**

**Application is due 3:00 PM February 15, 2021**

**Late Applications will not be accepted**

Submit 2 original applications & back up documentation to:

*Sean McGovern*

*Jurupa Valley City Hall*

*8930 Limonite Ave., Jurupa Valley CA 92509*

**AND**

Email the completed application form to: [smcgovern@jurupavalley.org](mailto:smcgovern@jurupavalley.org)

Check each item included in your application package. Ensure an authorized representative signs the application certification. Ensure all required text fields & applicable boxes are completed or checked (*click on applicable box to insert text or check mark; "Tab" from field to field; avoid using hard returns within text boxes*). Text fields are limited in space so ensure responses are concise.

**Do not submit testimonials, letters of support, or program literature  
MODIFIED APPLICATIONS WILL NOT BE ACCEPTED**

Organization Name: Family Service Association (FSA)

Program Name: Senior Nutrition Program

CDBG Amount Requested: \$30,000

- ☒ ..... Application
- ☒ ..... Attachment A: Proposed Budget
- ☒ ..... Attachment B: CDBG Funded Personnel
- ☒ ..... IRS Tax Exempt Documentation
- ☒ ..... Most Recent Financial Audit & 990 Tax Filing

**1. APPLICANT GENERAL INFORMATION**

A. Organization Legal Name: Family Service Association

B. Address: 21250 Box Springs Road, Suite 212 Moreno Valley, CA 92557

C. Program Name: Senior Nutrition Program

D. CDBG Amount Requested: \$30,000

E. Check the **ONE** category that best describes the proposed program

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Elderly/Frail Elderly Services    | <input type="checkbox"/> Youth Services           |
| <input type="checkbox"/> Physically/Developmentally Disabled Services | <input type="checkbox"/> Crime Awareness          |
| <input type="checkbox"/> Persons with HIV/AIDS Services               | <input type="checkbox"/> Homeless Services        |
| <input type="checkbox"/> Fair Housing Services                        | <input type="checkbox"/> Substance Abuse Services |
| <input type="checkbox"/> Severe Mental Illness Services               | <input type="checkbox"/> Child Care Services      |
| <input type="checkbox"/> Other Public Service (specify)               | <input type="checkbox"/> Health Services          |

F. Is this application submitted by a faith-based organization?

☐ Yes    ☒ No

G. Location of where service will be provided (i.e., specify if program is citywide, a street address, a school site, etc.): 5888 Mission Boulevard, Riverside, CA 92509

H. Person to contact regarding this application & program administration:

Name: Tom Donahue    Email Address: Tom.Donahue@fsaca.org

Telephone: 951-342-3057    Fax: 951-276-9542

I. Federal Tax ID Number: 95-1803694

K. DUNS Number: 791329071

K. Officials Authorized to Sign Contracts & Expend Funds:

Name: Judith Wood    Title: CEO

Name: Shannon Gonzalez    Title: COO

## **2. APPLICATION SUMMARY (This summary will be used in reports to the City Council & the public)**

Provide a brief summary of how the proposed program will address a need in Jurupa Valley, your agency's capacity/experience to carry out the activity & administering CDBG funds, and how CDBG grant funds will be used.

FSA's Senior Nutrition Program provides seniors with one nutritionally balanced meal Monday – Friday at the Eddie D. Smith Senior Center. In March 2020, FSA implemented a Curbside Pickup of meals at the Senior Center. This new model of operation was implemented in response to COVID-19 and the County's Stay At Home Order for all residents. FSA's Staff have been trained appropriately and are following the recommended steps to protect against the virus. Seniors can pick-up a weekly package of meals (including bread, fruit, and milk) while staying in their cars to limit in-person contact. An FSA Staff Member administers intake forms to seniors who are newly enrolling in the program while they remain in their car.

FSA's Senior Nutrition Program supports the City of Jurupa Valley's vision of providing Health and Human Services for residents who are most at risk. Many seniors depend on this program to foster their self-sufficiency and help them achieve as much independence as safely as possible in their given circumstance. Many older adults live on fixed incomes that force them to choose between paying for rent, utilities, or medication versus paying for groceries. The program provides services to the region's elderly who are most at-risk due to poverty, geographic isolation, and who have a lack of adequate resources to help them with the complexity of issues related to aging.

FSA does not limit or turn away any senior citizen who comes for meal. For most of the seniors who participate in the program, the daily meal they receive is their only source of nutrition for the day.

## **3. COMMUNITY NEED**

Provide data relevant to the need for the proposed program in Jurupa Valley. Ensure information is specific to the City. Ensure you specifically address how the proposed program will impact the community need or City objectives, and how a service gap will be eliminated/demonstrably reduced.

The onset of the COVID-19 Crisis caused a significant increase in the demand for food services across the Inland Empire. Our team received thousands of phone calls from seniors enrolling in the meal program and inquiring about their local meal site. FSA met this demand and has now served the largest amount of meals we have ever encountered in our 25-year history of serving the community.

The Senior Nutrition services are so widely utilized by city residents because the program addresses some of the major unmet needs that the elderly population face today. Many older adults live on fixed incomes that force them to choose between paying for rent, utilities, or medication versus paying for groceries. The program provides services to the region's elderly who are most at-risk due to poverty, geographic isolation, and who have a lack of adequate resources to help them with the complexity of issues related to aging.



#### **4. ORGANIZATION CAPACITY & EXPERIENCE**

- A. State your organization's experience to carry out the proposed program. Include information regarding length of time providing service, professional qualification of staff (include license, academic credentials, etc.) & other relevant information.

Family Service Association (FSA) is one of the largest and most impactful human service nonprofit organizations serving residents of the Inland Empire. In 1953, the Junior League founded the Family Service Agency to provide counseling services in the City of Riverside. The agency remained dedicated to this mission and single-service until the mid-1980's when new leadership began the expansion of the scope of services and geographic area. Today, FSA serves thousands of individuals and families each year in the areas of: Behavioral Health, Child Development, Child Abuse Prevention, Community Centers, and Senior Housing, Nutrition and Wellness.

FSA has been providing services to the elderly since the late 1980's and began the provision of Senior Nutrition Services in the mid-1990's beginning in the County of Riverside and expanding to San Bernardino County in 2004. Today, FSA provides congregate and home-delivered meals at 27 Inland Empire sites, reaching over 10,000 unduplicated individuals annually.

FSA is accredited by the Council on Accreditation (COA) which attests that the agency meets the highest national standards and is delivering the best quality services to the community that it serves. As operator of the Eddie Dee Smith Center, FSA provides high-quality, effective services for residents. Families can access emergency food distribution, health care, and referrals to clothing and utility assistance.

- B. Summarize your organization's experience administering CDBG public service grant funds.

FSA has received CDBG funds for over 18 years to operate community centers, run programs ranging from health and wellness to case management. We have also been the recipient of Federal grant funds over the last 20 years to operate programs in Education, Health and Human Services, Clinical Mental Health, Housing, and others.

FSA has been fortunate to have received CDBG funding for our Senior Nutrition Services since 2004. FSA currently receives CDBG Funding from eleven cities in the Inland Empire and from several cities' general fund budget to support operating the Senior Nutrition Program.

FSA has the following policies and procedures are in place:

- FSA has a formal personnel system in place and written procedures
  - Staff salary can be tracked by funding source
  - Formal written accounting procedures are in place and formal audits are conducted each year.
- Additionally, FSA uses a separate revenue account to segregate all CDBG funds received. As a recipient of more than \$750,000 in federal funds, the agency is also subject to single audit requirements using appropriate professional standards

C. List 3 references for 3 grant fund providers that have funded the proposed program. NA ☐

GRANT PROVIDER	GRANT PROVIDER CONTACT NAME TELEPHONE # & EMAIL	GRANT AMOUNT	DATES COVERED BY GRANT FUNDS
City of Perris - CDBG	Sara Pavon Cortes <a href="mailto:Scortes@cityofperris.org">Scortes@cityofperris.org</a> (951) 943 – 5003 Ext 254	\$20,000	7/1/20 – 6/30/2021
City of Moreno Valley - CDBG	Dena Heald <a href="mailto:GrantsAdmin@moval.org">GrantsAdmin@moval.org</a> (951) 413-3450	\$52,000	7/1/20 – 6/30/2021
City of Redlands - CDBG	Janet Miller <a href="mailto:Jamiller@cityofredlands.org">Jamiller@cityofredlands.org</a> (909) 335-4755 x 9	\$75,000	7/1/20 – 6/30/2022

D. Compliance with 2 CFR Part 200(Single Audit):

1. In any of the past 3 years, has your agency expended more than \$750,000 in federal funds during a fiscal year? Yes ☒ No ☐
2. During this year(s), did your agency prepare a Single Audit compliant with OMB Circular A-133? Yes ☒ No ☐ If "Yes" please provide a copy of most recent Single Audit.



## 5. PROGRAM INFORMATION

A. Complete the following budget summary for the proposed program.

- |  |                     |
|--|---------------------|
| 1. 2021-2022 Jurupa Valley CDBG Grant Funds Requested: | <u>\$30,000</u>     |
| 2. Total 2021-2022 Program Budget:                     | <u>\$207,914</u>    |
| 3. Total 2021-2022 Agency Budget:                      | <u>\$24,270,155</u> |

B. Detail how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that **Attachment B "Proposed Program Budget"** is reflective of this outline.

Funding from the City of Jurupa Valley will be allocated towards the cost of food for the program and staff hours to cook and maintain kitchen operations. Since the onset of COVID-19, FSA has experienced increased food costs for the program because each senior receives a weekly meal package, instead of the traditional daily meal. With that, about \$20,000 will be allocated towards food costs. FSA also plans to utilize \$10,000 to support the salary of an FSA Staff Member who will cook and distribute food directly at the Eddie D. Smith Senior Center. Due to the Pandemic, FSA has not cooked meals directly on-site and therefore has not utilized its program cook in this capacity. We are monitoring the situation carefully as it evolves and if possible, would like to begin serving "grab and go" meals beginning in January 2022. This model of service would support our senior community's desire for socialization; which is essential given the immense isolation that seniors have experienced over the past year. It would also maintain safety standards because community members will not be eating directly inside the center, but rather picking up meals, greeting one another, and eating at home.

C. Provide the following information regarding full-time, part-time, contract & volunteer staff that will be utilized to provide the proposed service. (If CDBG funds are requested for any personnel costs, **Attachment C "CDBG Funded Personnel"** must be completed).

Full-Time Staff: 280

Part-Time Staff: 43

Contract Staff: 3

Volunteers: 70

D. What percentage of the organization's total budget is spent on fundraising & overall administration?  
13%

E. Provide the following information regarding the number of unduplicated clients that will be served by the proposed program:

1. Total number of unduplicated program clients, **regardless of city of residence**, that will be service by the program between 7/1/2021 & 6/30/2022? 365 Individuals
2. Total number of unduplicated **Jurupa Valley clients** that the program will serve by the program between 7/1/21 & 6/30/22? 240 Individuals
3. What % of the total program budget will be used to serve unduplicated Jurupa Valley residents?  
90%

Is this a new program? Yes ☐ No ☒ If this is **not** a "New" program, how will this program be expanded from current program efforts? Funding from the City of Jurupa Valley will be used to support the Senior Nutrition Program continue operations and serve a greater number of individuals.

## 6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2021 through 6/30/2022:

- A. Number of unduplicated Jurupa Valley residents the program will serve with requested CDBG funds? 240 Individuals.

What % of these individuals will be of low/moderate income? 100%

*Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity & income of assisted households. Income documentation is not required for "presumed beneficiary" category clients; however, documentation of "presumed beneficiary" status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.*

- B. Does the proposed program application/intake form collect all HUD-required information?  
Yes ☒ No ☐ If "Yes," how is this information documented?

a. Self-Certification ☐

b. Analysis of household income documents such as tax returns/pay checks ☐

c. Program serves **presumed beneficiary** category ☒ List category Seniors 62 and older

If "No," how will this information be collected & reported to the City? \_\_\_\_\_

- C. If the proposed service assists the homeless, what percentage of clients are "chronic homeless?"  
\_\_\_\_% ☒ Not Applicable

*HUD defines **chronically homeless** as:*

*(1) An individual who:*

*(i) Is homeless & lives in a place not meant for human habitation, a safe haven, or in an emergency shelter &*

*(ii) Has been homeless & living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years, where each homeless occasion was at least 15 days &*

*(iii) Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;*

*(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days & met all of the criteria in paragraph (1) before entering that facility; or*

*(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.*

- D. All CDBG-funded activities are required to provide **output** (i.e. number of individuals served) & **outcome** (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD's "objectives" & "outcomes."

**OBJECTIVE** - Check the box (**only one**) that best applies to the proposed program:

- ☒ Suitable Living Environment – The activity is designed to benefit the community, families, or individuals by address issues in their living environment.
- ☐ Decent Affordable Housing – The activity is designed to cover a wide range of housing opportunities that meet individual family or community needs.
- ☐ Creating Economic Opportunities – The activity will generate economic development, commercial revitalization or job creation.

**OUTCOMES** - Check the box (**only one**) that best applies to the proposed program.

- ☐ Availability/Accessibility – The activity makes services, infrastructure, housing or shelter available/accessible to low- & moderate-income people, including individuals with disabilities.
- ☒ Affordability – The activity provides affordability in a variety of ways for low- & moderate-income people (includes creation or maintenance of affordable housing, basic infrastructure hook-ups or services).
- ☐ Sustainability (Promoting Livable or Viable Communities) – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.

## 7. CERTIFICATION

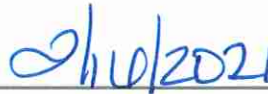
I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Jurupa Valley ("City") by the Board of Directors of Family Service Association ("Applicant"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Jurupa Valley residents. Applicant understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Applicant. Applicant understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to an agreement and are consistent with applicable federal regulations. If the Applicant fails to serve eligible Jurupa Valley residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Applicant may be required to repay all or a portion of funds already disbursed to the Applicant by the City and/or forego receipt of additional grant funds. Applicant also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

Name: Shannon Gonzalez

Title: Chief Operating Officer



Signature



Date



# ATTACHMENT A

## PROPOSED 2021-2022 PROGRAM BUDGET

**Program Name:** Senior Nutrition Program

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$	\$	\$
Program Staff Salaries & Benefits	\$10,000	\$57,781	\$67,781
Program Supplies: Food	\$20,000	\$78,940	\$98,940
Rent/Lease	\$	\$	\$
Staff & Volunteer Recognition	\$	\$800	\$800
Utilities	\$	\$	\$
Insurance	\$	\$1,800	\$1,800
Professional Services (Specify)	\$	\$	\$
Other - Overhead Costs at 10.0%	\$	\$20,773	\$20,773
Other - Supplies (Program)	\$	\$2,400	\$2,400
Other -Repair and Maintenance (Building, Cars, Kitchen)	\$	\$2,700	\$2,700
Other - Fuel & Travel Expenses	\$	\$720	\$720
<b>TOTAL</b>	<b>\$30,000</b>	<b>\$177,914</b>	<b>\$207,914</b>

### List Source of "Other" Program Funds to be use to Assist JV Residents

SOURCE OF OTHER PROGRAM FUNDS	AMOUNT OF OTHER PROGRAM FUNDS	FUNDS SECURED FOR FY 19-20 WITH A CONTRACT?
Riverside County Office on Aging	\$170,100	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Jurupa Valley - Client Contributions/Donations (estimated)	\$7,560	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>TOTAL</b>	<b>\$</b>	

# ATTACHMENT B

## CDBG FUNDED PERSONNEL

☐ CHECK BOX IF NOT APPLICABLE

### LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING 2021-2022 CDBG FUNDING

#### AGENCY ADMINISTRATION

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO JURUPA VALLEY CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

#### PROPOSED PROGRAM STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO JURUPA VALLEY CDBG ACTIVITY
Program Cook (Note: this position will begin Jan. 2022)	\$32,240	\$6,448	\$38,688	\$10,000	30%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

#### PROPOSED PROGRAM CONTRACT STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO JURUPA VALLEY CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%