# City of Jurupa Valley

**MEETING AGENDA**
**OF THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**
**Monday, February 28, 2022**
**Regular Meeting: 6:00 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. A member of the public who wishes to speak under Public Comments must fill out a "Speaker Card" and submit it BEFORE the Chair calls for Public Comments. Each agenda item up will be open for public comments before taking action. Public comments on subjects that are not on the agenda can be made during the "Public Appearance/Comments" portion of the agenda.

## REGULAR SESSION

1. **6:00 P.M. – Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Public Appearance/Comments (15 minutes)**
4. **Approval of Minutes from the January 24, 2022 Meeting**
5. **Approval of Agenda**
6. **Report from City Staff**
7. **Commission Business**
   - **A. Receive a Presentation from Public Service Grant Applicants**

**RECOMMENDATION**

**That the Community Development Advisory Committee Receive and File a Public Presentation from each Public Service Grant Applicant for the 2022-23 CDBG Program Year**

**8. Public Appearance/Comments**

**9. Committee Member Comments**

**10. Adjournment to the March 14, 2022 Regular Meeting**

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*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.*

# City of Jurupa Valley

**DRAFT MINUTES**

**Community Development Advisory Committee**

**CITY OF JURUPA VALLEY**

**January 24, 2022**

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 p.m at the City Council Chambers, 8930 Limonite Ave., Jurupa Valley, California 92509.

   **Members present:**

   - Rachel Lopez, Chair
   - Evelyn Hedrick, Vice-Chair
   - Andrew MacMillian
   - Don Oaks, Member

   **Members absent:**

   - Ben Valenzuela

   **Staff Attendees:**

   - Robert G. Vasquez, Program Coordinator Housing Rehabilitation
   - Grizelda Reed, Executive Assistant
   - Brendan Kearns, City Attorney via conference call

2. **Pledge of Allegiance:**

Led by Evelyn Hedrick, Vice Chair

3. **Public Appearance/Comments: None**

4. **Approval of the Agenda:**

   Vice Chair Evelyn Hedrick moved and Member Andrew MacMillan seconded the motion to approve the January 24, 2002 agenda. The motion approved 4-0-1.

   Ayes: Lopez, Oaks, Hedrick, MacMillian

   Noes:

   Abstained:

   Absent: Valenzuela

5. **Reports from City Staff:**

Mr. Robert Vasquez, Program Coordinator provided a presentation of the Mid-Year Performance update and information from the Path of Life Ministries and the Family Services Association for the Committee to review that included detailed funding sources and their actives.

6. **Presentation from Path of Life Ministries Inc. Providing a Mid-Year Update related to Performance of the Subrecipient Agreement for Homelessness Services**

Ms. Casey Johnson, CEO for Path of Life Ministries provided details of the services provided by the agency that includes various programs like transitional housing, rental assistance as well as other services. Mr. Leonard Jarmin, Operations for Path of Life Ministries provided details of what the funding provides for operations for the Path of Life facilities.

Chair Rachel Lopez moved and Member Andrew MacMillan seconded the motion to receive staff report describing the terms of the Subrecipient Agreement between the City of Jurupa Valley and the Path of Life Ministries, Inc. The motion approved 4-0-1.

Ayes: Lopez, Oaks, Hedrick, MacMillian

Noes:

Abstained:

Absent: Valenzuela

7. **Presentation from Family Service Association Providing Mid-Year Update Related to Performance of the Subrecipient Agreement for Senior Nutrition Programs**

Mr. Tom Donahue, Program Administrator for Family Services Association provided an overview of their programs and noted 5800 meals served through the end of December and close to the 12,000 year to date. Mr. Donahue included in his presentation that other funding through the County Office on Aging were in line for additional funding including from the Jurupa Parks and Recreation District.

Committee Member Hedrick suggested if there can be fresh produce offered as an option for their programs. Mr. Donahue noted he would look for resources and organizations for outreach.

Chair Rachel Lopez stated the committee accepts staff's recommendation to receive terms of the Subrecipient Agreement for the Senior Nutrition Program by and between the City of Jurupa Valley and the Family Service Association; and 2) receive a presentation regarding the performance of the Family Service Association in making progress towards the goals established by the Agreement for the Senior Nutrition Program and the City's Five-Year CDBG Consolidated Plan

Ayes: Lopez, Oaks, Hedrick, MacMillian

Noes:

Abstained:

Absent: Valenzuela

8. **Staff Report Describing the Public Service Grant Selection Process for the 2022-2023 CDBG Program Year**

Mr. Vazquez presented a staff report providing a background of CDBG funds for the 2021-2022 Budget year and the process of allocating funds. On March 8, 2021 the Community Development Advisory Committee (CDAC) finalized their Public Service Grant Funding (PSG) recommendations and recommended that Path of Life Ministries, Inc. and Family Service Association (FSA) receive funding. Mr. Vazquez provided a table of activities and funding allocated to the agencies for review and discussion. Chair Lopez inquired if funding would increase for the next fiscal year. Mr. Vazquez noted they had not received confirmation of increasing budgets and would inform the committee at the next meeting.

Brendan Kerns, City Attorney stated at the next meeting he would be providing a review of the Brown Act and and overview Committee members serving on a public forum for the City of Jurupa Valley CDAC.

9. **Public Appearance/Comments - None**

10. **Committee Member Comments**

Chair Lopez welcomed Mr. Andrew McMillian as new Committee Member

11. **Adjournment to the March 14, 2022 Regular Meeting:**

Respectfully submitted,

_____

Grizelda D. Reed
CDAC Secretary

# City of Jurupa Valley

## *STAFF REPORT*

**DATE:** **FEBRUARY 28, 2022**

**TO:** **COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

**FROM:** **AMY SELLS PRINCIPAL MANAGEMENT ANALYST**

**SUBJECT:** **AGENDA ITEM NO. 7.A**

**RECEIVE A PUBLIC PRESENTATION FROM EACH PUBLIC SERVICE GRANT APPLICANT**

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### RECOMMENDATION

That the Community Development Advisory Committee:

1) Receive a staff report regarding the Public Service Grant application rating process;

2) Receive a presentation from each Public Service Grant applicant; and

3) Assign individual ratings to each Public Service Grant applicant.

### BACKGROUND

On June 7, 2018, the City Council adopted the City's first Consolidated Plan (ConPlan), Annual Action Plan, and Citizen's Participation Plan for the Community Development Block Grant (CDBG) funding program. The passage of these planning documents as required by the Federal Department of Housing and Urban Development (HUD) to become an "entitlement city" and administer CDBG funds independently. Previously, the City's CDBG efforts were administered by the County of Riverside.

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 anticipated CDBG allocation is $1,200,000, which includes up to $170,000 for PSG funding.

At the February 21, 2019, City Council meeting, the City Council adopted Ordinance No. 2019-04, which established the Community Development Advisory Committee (CDAC). The Community Development Advisory Committee (CDAC) was established to administer the selection process for PSG applicants.

For the 2020-21 CDBG program year, the CDAC formally recommended PSG funding allocations in the amount of $139,237.00 for Path of Life Ministries, Inc. (Path of Life) and $40,000.00 for the Family Service Association (FSA). Both of these recommendations were accepted by the City Council. Path of Life's 2020-21 PSG award funded homeless outreach, emergency shelter, and homelessness prevention. FSA's 2020-21 PSG award helped fund the public meal program at the Eddie Dee Smith Senior Center.

On June 8, 2020, the CDAC formally recommended PSG funding allocations in the amount of $255,500.00 for Path of Life and $25,500.00 for FSA. These recommendations were made in response to the City receiving an additional allocation of the CDBG funds through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). Unlike traditional CDBG funds, this special allocation of coronavirus- related CDBG funds (CDBG-CV) could only spend on activities that prepare for or respond to the coronavirus pandemic. Path of Life's CDBG-CV allocation augmented their existing homelessness response program to include an expansion of emergency housing and funding for homelessness prevention. FSA's CDBG-CV allocation financed the distribution of sanitation supplies to seniors at the Eddie Dee Smith Senior Center.

For the 2021-22 CDBG program year, the CDAC formally recommended PSG funding allocations in the amount of $153,668.00 for Path of Life and $20,000.00 for the FSA. Both of these recommendations were accepted by the City Council. Path of Life 2021-22 PSG award continued to fund homeless outreach, emergency shelter and homelessness prevention. FSA's 2021-22 PSG award helped fund the senior meal program at the Eddie Dee Smith Senior Center.

**ANALYSIS**

The City's CDBG team, which consists of both City Staff and consultants from GRC Associates, Inc. (GRC), published the Public Service Grant application on January 17, 2022. The purpose of the grant application was to solicit grant proposals from qualified non-profit agencies that serve residents in the community that meet the demographic criteria established by HUD (low-moderate income, homeless, etc.). The City received six (6) applications by the February 17, 2022 deadline. The City's anticipated CDBG allocation for Public Service Grants is $170,000 and the City received $303,667 in grant requests. Upon receipt, the City's CDBG team reviewed each application based on the objective rating process approved by the CDAC during the 2019-20 program year. A summary of each application is provided below.

Applicant: Family Services Association

Funding Request: $20,000

Current Level of CDBG Funding (not including CDBG-CV): 20,000

Service: Senior Nutrition Program

Summary: The FSA currently provides a senior meal program at the Eddie D. Smith Senior Center on Mission Boulevard. FSA recently reinstated the in-person service at the senior

center and their team prepares and cooks meals and provides nutrition-related resources and education. FSA's application describes how receiving CDBG funds will allow them to provide meals to the seniors of the community.

Applicant: Jurupa Valley Boxing Club

Funding Request: $6,500

Service: Youth Boxing Program

Summary: To provide a teen boxing program that will also teach service and social justice; focusing on key outcomes-competence, confidence, connection, character and compassion. Grant funds will be used to purchase training supplies, update equipment and building expenses.

Applicant: Jurupa Valley Coalition

Funding Request: $7,882

Service: Community Tax Preparation Program

Summary: To prepare taxes for low-to-moderate income residents. This service will allow qualified residents to take advantage of every credit and deduction with a professionally completed tax return at no cost.

Applicant: Path of Life Ministries, Inc.

Funding Request: $170,000.00

Current Level of CDBG Funding (not including CDBG-CV): $153,668.00

Service: Emergency Shelter, Outreach, and Prevention

Summary: Path of Life has been providing homelessness outreach and shelter to homeless Jurupa Valley residents since July 1, 2017. The proposed program will continue to address the urgent need of homelessness and lack of shelter beds in Jurupa Valley. Path of Life's program provides street outreach with supportive services,4 reserved shelter beds for Jurupa Valley residents, and homelessness prevention.

Applicant: Queen of Hearts Therapeutic Riding Center, Inc.

Funding Request: $79,285

Service: Improving Quality of Life Through Experiences with Horses

Summary: This program offers improved quality of life by physical and emotional healing through the benefits of therapeutic horseback riding. Queen of Hearts Therapeutic Riding Center, Inc. has been assisting clients in Jurupa Valley for 21 years. This program will be

aimed at children and adults with disabilities and at-promise (foster) youth.

Applicant: United Sikh Mission

Funding Request: $20,000

Service: Food Bank

Summary: The United Sikh Mission (USM) will provide food directly to those in need. USM will provide at a minimum of 500 hot meals per month to those in need, focusing on Jurupa Valley residents. They will buy and take food donations to make meals and redistribute them to other food pantries. They will also work with other organizations such as Path of Life to assist with food services and insecurities. These funds will be used to purchase food for the pantry.

The CDAC does not officially award funding for the Public Service Grants. Following the March 14, 2022 CDAC meeting, the recommendations will then be taken to the City Council at the April 21, 2022 City Council Meeting for final approval.

## FINANCIAL IMPACT

Public service grant allocations are derived from the City's CDBG 2022-21. No impact to the City's General Fund.

## ALTERNATIVES

1. Provide alternate direction to City staff.

********** SIGNATURES ON FOLLOWING PAGE **********

Prepared & Submitted by:

Amy Sells
Principal Management Analyst

Approved as to form:

Brendan Kearns
Deputy City Attorney

**Attachments:**

A. Family Services Association 2022-23 PSG Application

B. Jurupa Valley Boxing Club 2022-23 PSG Application

C. Jurupa Valley Coalition 2022-23 PSG Application

D. Path of Life 2022-23 PSG Application

E. Queen of Hearts Therapeutic Riding Center 2022-23 PSG Application

F. United Sikh Mission – Food Bank 2022-23 PSG Application

City of JURUPA VALLEY California

**2022-2023 COMMUNITY DEVELOPMENT BLOCK GRANT**
**PUBLIC SERVICE GRANT APPLICATION**

**Application is due 3:00 PM February 17, 2022**
**Late Applications will not be accepted**

Submit 2 original applications & back up documentation to:

*Amy Sells*
*Jurupa Valley City Hall*
*8930 Limonite Ave., Jurupa Valley CA 92509*

**AND**

Email the completed application form to: asells@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

Program Name: Senior Nutrition Program

CDBG Amount Requested: $20,000

☒.....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 Rd, Suite 212 Moreno Valley, CA 92557

C. Program Name: Senior Nutrition Program

D. CDBG Amount Requested: $20,000

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

- ☒ Elderly/Frail Elderly Services
- ☐ Physically/Developmentally Disabled Services
- ☐ Persons with HIV/AIDS Services
- ☐ Fair Housing Services
- ☐ Severe Mental Illness Services
- ☐ Other Public Service (specify)
- ☐ Youth Services
- ☐ Crime Awareness
- ☐ Homeless Services
- ☐ Substance Abuse Services
- ☐ Child Care Services
- ☐ 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: Cheryl-Marie Hansberger 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. After nearly a year of offering the program via a curbside pickup, FSA recently reinstated the in-person service at the senior center with continued health and safety standards in place. Our team prepares and cooks meals at the senior center and provides nutrition-related resources and education.

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. The main goal of the program is to assist older Americans to live independently by maintaining or improving their physical, psychological or social wellbeing. FSA designed its program to decrease the sense of isolation that many seniors feel by providing them the opportunity for socialization with their peers and daily contact as they receive a nutritious meal.

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's expertise and resilience were exemplified throughout the COVID-19 Pandemic, which impacted seniors' health and food security in our communities. FSA's Board and Leadership Team acted quickly in response to the onset of COVID-19 by developing and implementing new safety and operational procedures. Even before the official Stay at Home Orders were declared by the State of California in March 2020, an action plan was already in place to ensure that our community had continued access to vital health and human services. FSA became the first organization to pioneer the curbside delivery model in the Inland Empire to ensure that the threat of COVID-19 did not prevent seniors from accessing vital nutrition services.

FSA successfully navigated the challenges brought on by the pandemic and continued providing daily meals without an interruption of service delivery. Our team worked closely with the Department of Aging and Adult Services, as well as the City of Jurupa Valley to coordinate safety protocols and curbside pickup operations.

FSA served more than *double* the amount of meals during the onset of COVID-19 than in a traditional year. Furthermore, the program also served the largest number of unduplicated individuals in its 25-year history of operation.

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 twelve 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<br>Scortes@cityofperris.org<br>(951) 943 – 5003 Ext 254 | $20,000 | 7/1/21 – 6/30/2022 |
| City of Moreno Valley – CDBG and CDBG-CV Funding | Dena Heald<br>GrantsAdmin@moval.org<br>(951) 413-3450 | $170,000 | 7/1/21 – 6/30/2022 |
| City of Chino – CDBG and CDBG-CV Funding | Pat Cacioppo<br>PCacioppo@cityofchino.org<br>(909) 333-3355 | $75,000 | 7/1/21 – 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. | 2022-2023 Jurupa Valley CDBG Grant Funds Requested: | $20,000 |
| 2. | Total 2022-2023 Program Budget: | $191,298 |
| 3. | Total 2022-2023 Agency Budget: | $22,977,543 |

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. The COVID-19 pandemic has created instability in our supply chain, dramatically increasing food costs which are a sizable portion of FSA's senior nutrition 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: 275 | Part-Time Staff: 40 |
| Contract Staff: 3 | Volunteers: ~50 |

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 7/1/2022 & 6/30/2023? 145 Individuals
2. Total number of unduplicated **Jurupa Valley clients** that the program will serve by the program between 7/1/2022 & 6/30/2023? 145 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? 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 7/1/2022 through 6/30/2023:

A. Number of unduplicated Jurupa Valley residents the program will serve **with requested CDBG funds**? 145 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: Cheryl-Marie Hansberger

Title: Chief Executive Officer

Cheryl Marie Hansberger 2/15/22

Signature Date

# ATTACHMENT A

## PROPOSED 2022-2023 PROGRAM BUDGET

**Program Name:** FSA Senior Nutrition Program

| BUDGET CATEGORY | CDBG | OTHER | TOTAL |
|---|---|---|---|
| Agency Administration Staff Salaries & Benefits | $ | $ | $ |
| Program Staff Salaries & Benefits | $ | $82,461 | $82,461 |
| Program Supplies | $ | $2,400 | $2,400 |
| Rent/Lease | $ | $ | $ |
| Communications | $ | $ | $ |
| Utilities | $ | $ | $ |
| Insurance | $ | $1,800 | $1,800 |
| Professional Services (Specify) Staff/Volunteer Recognition | $ | $800 | $800 |
| Other (Specify) Food | $20,000 | $49,615 | $69,615 |
| Other (Specify) Repair & Maintenance | $ | $14,700 | $14,700 |
| Other (Specify) Mileage | $ | $720 | $720 |
| Other (Specify) Overhead Expense | $ | $18,802 | $18,802 |
| **TOTAL** | **$20,000** | **$171,298** | **$191,298** |

### 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 22-23 WITH A CONTRACT? |
|---|---|---|
| County of Riverside Office on Aging | $155,295 | Yes ☒ No ☐ |
| Client Donations (estimated) | $6,426 | Yes ☐ No ☒ |
| Grant/Sponsorship Opportunities (estimated) | $8,568 | Yes ☐ No ☒ |
| | $ | Yes ☐ No ☐ |
| | $ | Yes ☐ No ☐ |
| **TOTAL** | **$190,289** | |

# ATTACHMENT B
## CDBG FUNDED PERSONNEL

☒ CHECK BOX IF NOT APPLICABLE

**LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING 2022-2023 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 |
|---|---|---|---|---|---|
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |

### 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 |
|---|---|---|---|---|---|
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |

City of
JURUPA VALLEY
California

**2022-2023 COMMUNITY DEVELOPMENT BLOCK GRANT**
**PUBLIC SERVICE GRANT APPLICATION**

**Application is due 3:00 PM February 17, 2022**
**Late Applications will not be accepted**
Submit 2 original applications & back up documentation to:

*Amy Sells*
*Jurupa Valley City Hall*
*8930 Limonite Ave., Jurupa Valley CA 92509*

**AND**

Email the completed application form to: asells@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: Jurupa Valley Boxing Club

Program Name: Youth Boxing Program

CDBG Amount Requested: $6500

☒ .....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: Jurupa Valley Boxing Club

B. Address: P.O. Box 33163 Riverside, CA 92506

C. Program Name: Youth Boxing Program

D. CDBG Amount Requested: $6500

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

- ☐ Elderly/Frail Elderly Services
- ☐ Physically/Developmentally Disabled Services
- ☐ Persons with HIV/AIDS Services
- ☐ Fair Housing Services
- ☐ Severe Mental Illness Services
- ☒ Other Public Service (specify) Youth Recreation
- ☐ Youth Services
- ☐ Crime Awareness
- ☐ Homeless Services
- ☐ Substance Abuse Services
- ☐ Child Care Services
- ☐ 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.): FLABOB Airport 4130 Mennes Ave, CA 92509

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

Name: Tyler Byrne Email Address: tylerlbyrne@gmail.com

Telephone: 928-232-0145 Fax: _____

I. Federal Tax ID Number: 76-0754026 K. DUNS Number: _____

K. Officials Authorized to Sign Contracts & Expend Funds:

Name: Juan Mercado Title: Treasurer

Name: Tyler Byrne Title: Director

## 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.

For all residents one of the most formative times in a person's life is when they transition into adulthood. This is when teenagers develop their sense of the future, identity and how to contribute to society. This time can pose challenges such as not having a nurturing and safe environment where they can fully develop their identities; not having a strong support system; and not feeling like they have a voice in building a just and equitable society - and therefore their own futures. Teenagers today suffer more than ever before from depression, stress, anxiety, drug and alcohol use, low self-esteem, bullying, and peer pressure. Addressing these challenges will be met utilizing proven techniques and activities which will draw upon various elements - boxing, service, social justice. We are taking a fundamental approach and focusing on key outcomes - competence, confidence, connection, character, compassion. Grant funds will be used to purchase training supplies, update equipment,

## 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.

Our objective with the Youth Boxing program is prevention and to reduce the participation of juveniles in the minor criminal activities as well as participation in local gangs. We counter the negative activities that have become the "normal" for our children with positive activities to bring about a "new normal", positive conflict resolution. This program provides proactive services that will counteract the influences of street life, which ultimately leads to criminal activity. Working with our youth and providing a safe space and limiting the amount of available time on the streets can help a community immensely and will provide a significant improvement to the immediate community.

## 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.

Our trainers and coaches have a combined total of well over 50yrs in the boxing community and previously trained students at the Jurupa Valley Boxing Club on Mission Blvd. in Rubidoux. Their knowledge and experience will be valuable in the day-to-day operations training the city's youth in the program. Our Board of Directors also includes several members who presided on the California State Athletic Commission as well as working with other non-profits servicing multiple private grant funds.

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

Although we have never had any experience in servicing CDBG grant funds, we have had experience working with non-profits fulfilling their goals and ensuring that correct accounting and management procedures are followed

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 |
|---|---|---|---|
| | | $ | |
| | | $ | |
| | | $ | |

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. 2022-2023 Jurupa Valley CDBG Grant Funds Requested: $6500
2. Total 2022-2023 Program Budget: $15,900
3. Total 2022-2023 Agency Budget: $_____

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.

Monies will be spent on updating and purchasing equipment and supplies needed for a traditional boxing gym as well as assistance with rent and utilities.

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: _____ Part-Time Staff: _____
Contract Staff: _____ Volunteers: 6

D. What percentage of the organization's total budget is spent on fundraising & overall administration? 0%

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 7/1/2022 & 6/30/2023? 50 Individuals
2. Total number of unduplicated **Jurupa Valley clients** that the program will serve by the program between 7/1/2022 & 6/30/2023? 50 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? _____

## 6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2022 through 6/30/2023:

A. Number of unduplicated Jurupa Valley residents the program will serve **with requested CDBG funds**? 50 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 _____

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).

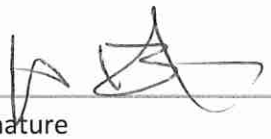
☒ Sustainability (Promoting Livable or Viable Communities) – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.

## 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 JURUPA VALLEY BOXING CLUB ("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: TYLER BYRNE

Title: DIRECTOR



2-17-22

Signature Date

# ATTACHMENT A

## PROPOSED 2022-2023 PROGRAM BUDGET

**Program Name:** YOUTH BOXING PROGRAM

| BUDGET CATEGORY | CDBG | OTHER | TOTAL |
|---|---|---|---|
| Agency Administration Staff Salaries & Benefits | $0 | $0 | $0 |
| Program Staff Salaries & Benefits | $0 | $0 | $0 |
| Program Supplies | $2200 | $ | $2200 |
| Rent/Lease | $2400 | $6500 | $8900 |
| Communications | $0 | $ | $ |
| Utilities | $1000 | $1250 | $2250 |
| Insurance | $900 | $900 | $1800 |
| Professional Services (Specify) | $ | $ | $ |
| Other (Specify) GYM SUPPLIES | $ | $750 | $750 |
| Other (Specify) | $ | $ | $ |
| Other (Specify) | $ | $ | $ |
| Other (Specify) | $ | $ | $ |
| **TOTAL** | **$6500** | **$9400** | **$15900** |

### 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? |
|---|---|---|
| | $ | Yes ☐ No ☐ |
| | $ | Yes ☐ No ☐ |
| | $ | Yes ☐ No ☐ |
| | $ | Yes ☐ No ☐ |
| | $ | Yes ☐ No ☐ |
| **TOTAL** | $ | |

# ATTACHMENT B
## CDBG FUNDED PERSONNEL

☒ CHECK BOX IF NOT APPLICABLE

LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING 2022-2023 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 |
|---|---|---|---|---|---|
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |

### 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 |
|---|---|---|---|---|---|
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |

City of
JURUPA VALLEY
California

**2022-2023 COMMUNITY DEVELOPMENT BLOCK GRANT**
**PUBLIC SERVICE GRANT APPLICATION**

**Application is due 3:00 PM February 17, 2022**
**Late Applications will not be accepted**
Submit 2 original applications & back up documentation to:

*Amy Sells*
*Jurupa Valley City Hall*
*8930 Limonite Ave., Jurupa Valley CA 92509*

**AND**

Email the completed application form to: asells@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: JURUPA VALLEY COALITION

Program Name: COMMUNITY TAX PREPREATION PROGRAM

CDBG Amount Requested: ~~$6382~~ 7880

☒ .....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: JURUPA VALLEY COALITION

B. Address: P.O. BOX 589 JURUPA VALLEY CA 91752

C. Program Name: COMMUNITY TAX PREPRATION PROGRAM

D. CDBG Amount Requested: $7882

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

- ☐ Elderly/Frail Elderly Services
- ☐ Physically/Developmentally Disabled Services
- ☐ Persons with HIV/AIDS Services
- ☐ Fair Housing Services
- ☐ Severe Mental Illness Services
- ☒ Other Public Service (specify) Financial Services
- ☐ Youth Services
- ☐ Crime Awareness
- ☐ Homeless Services
- ☐ Substance Abuse Services
- ☐ Child Care Services
- ☐ 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.): MOBILE CITYWIDE PROGRAM

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

Name: TYLER BYRNE Email Address: TYLERLBYRNE@GMAIL.COM

Telephone: 928-232-0145 Fax: _____

I. Federal Tax ID Number: 86-2580544 K. DUNS Number: _____

K. Officials Authorized to Sign Contracts & Expend Funds:

Name: Tyler Byrne Title: Director

Name: _____ Title: _____

## 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.

With the average cost for a basic tax form preparation reported as $220 (sourced from 2020 National Society of Accountants) many families are forced to either complete their personal taxes on their own or forced to offset tax-prep costs utilizing costly refund loans or transfers. These additional costs only serve to prevent disadvantage residents from retaining financial resources already in short supply. This tax preparation service can allow qualified residents to take advantage of every credit and deduction with a professionally completed tax return at no cost. Their return will also be electronically filed with refunds deposited in as little as 8-14 days from completion. For convenience this tax prep program will focus on being mobile and meet with clients where it is convenient to them. This strategy removes the barriers normally associated with other volunteer tax prep programs that have very limited availability and inconvenient location options.

## 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.

A professional completed tax return allows residents to get the most out of their tax refund and claim tax credits they maybe eligible. The benefits extend beyond individual households. Tax refunds are routinely used to assist in paying bills and spent on goods and services which support local businesses. The savings of $220 tax preparation fees can put essentials, like groceries, a medical or utility bill, or a contribution to an emergency saving account, within reach. Funding a program like this will provide a vital and much needed service for low-income, elderly, disabled and residents with limited English proficiency. Based on current census data almost a third (.295%) of households (6,017) are currently making $59,999 or less and would qualify to utilize this service.

## 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.

Our senior tax preparer is well qualified to service the needs of this program. As a tax professional he has serve as area manager, has prepared taxes professionally for the last 23 years. In that role he served as tax preparer, office manager, as well as district manager for H&R Block. For the last fifteen years he has been the owner of Freedom Tax Services which has served clients in AZ and CA.

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

Although we have never had any experience in servicing CDBG grant funds, we have had experience working with non-profits fulfilling their goals and ensuring that correct accounting and management procedures are followed.

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 |
|---|---|---|---|
| | | $ | |
| | | $ | |
| | | $ | |

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. 2022-2023 Jurupa Valley CDBG Grant Funds Requested: $7882
2. Total 2022-2023 Program Budget: $7882
3. Total 2022-2023 Agency Budget: $0

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. Funds will be used to purchase software, supplies, insurance, marketing, and securing bilingual tax advisors

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: _____ Part-Time Staff: 2
Contract Staff: _____ Volunteers: 3

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

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 7/1/2022 & 6/30/2023? 100 Individuals
2. Total number of unduplicated **Jurupa Valley clients** that the program will serve by the program between 7/1/2022 & 6/30/2023? 100 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? _____

## 6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2022 through 6/30/2023:

A. Number of unduplicated Jurupa Valley residents the program will serve **with requested CDBG funds**? 100 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 _____

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).

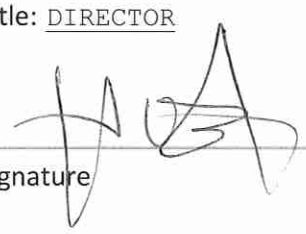
☒ Sustainability (Promoting Livable or Viable Communities) – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.

## 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 JURUPA VALLEY COALITION ("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: TYLER BYRNE

Title: DIRECTOR



Signature

2-17-22

Date

# ATTACHMENT A

## PROPOSED 2022-2023 PROGRAM BUDGET

**Program Name:** _____

| BUDGET CATEGORY | CDBG | OTHER | TOTAL |
|---|---|---|---|
| Agency Administration Staff Salaries & Benefits | $ | $ | $ |
| Program Staff Salaries & Benefits | $3600 | $ | $3600 |
| Program Supplies | $900 | $ | $900 |
| Rent/Lease | $ | $ | $ |
| Communications | $ | $ | $ |
| Utilities | $ | $ | $ |
| Insurance | $583 | $ | $583 |
| Professional Services (Specify) | $ | $ | $ |
| Other (Specify) SOFTWARE | $1299 | $ | $1299 |
| Other (Specify) MARKETING | $1500 | $ | $1500 |
| Other (Specify) | $ | $ | $ |
| Other (Specify) | $ | $ | $ |
| **TOTAL** | **$7882** | **$** | **$7882** |

### 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? |
|---|---|---|
| | $ | Yes ☐ No ☐ |
| | $ | Yes ☐ No ☐ |
| | $ | Yes ☐ No ☐ |
| | $ | Yes ☐ No ☐ |
| | $ | Yes ☐ No ☐ |
| **TOTAL** | **$** | |

# ATTACHMENT B

## CDBG FUNDED PERSONNEL

☐ CHECK BOX IF NOT APPLICABLE

LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING 2022-2023 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 |
|---|---|---|---|---|---|
| BILINGUAL ASSISTANCE #1 | $1800 | $ | $1800 | $1800 | 100% |
| BILINGUAL ASSISTANCE #2 | $1800 | $ | $1800 | $1800 | 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 |
|---|---|---|---|---|---|
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |

City of JURUPA VALLEY California

**2022-2023 COMMUNITY DEVELOPMENT BLOCK GRANT**
**PUBLIC SERVICE GRANT APPLICATION**

**Application is due 3:00 PM February 17, 2022**
**Late Applications will not be accepted**

Submit 2 original applications & back up documentation to:

*Amy Sells*
*Jurupa Valley City Hall*
*8930 Limonite Ave., Jurupa Valley CA 92509*

**AND**

Email the completed application form to: asells@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: $170,000

☒.....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: Path of Life Ministries

B. Address: 1240 Palmyrita Ave., Suite A, Riverside, CA 92507

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
- ☐ Physically/Developmentally Disabled Services
- ☐ Persons with HIV/AIDS Services
- ☐ Fair Housing Services
- ☐ Severe Mental Illness Services
- ☐ Other Public Service (specify)
- ☐ Youth Services
- ☐ Crime Awareness
- ☒ Homeless Services
- ☐ Substance Abuse Services
- ☐ Child Care Services
- ☐ 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.): City of Jurupa Valley - Citywide

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

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

Telephone: 951-786-9048 x 11 Fax: _____

I. Federal Tax ID Number: 33-0724945 K. DUNS Number: 00-336-4176

K. Officials Authorized to Sign Contracts & Expend Funds:

Name: Casey Jackson Title: Interim CEO

Name: Melina Boswell Title: Board Secretary

## 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 and 2021 with CDBG COVID19 funding to provide Street Outreach, Shelter and Homelessness Prevention. POLM has over 16 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 three Crisis Stabilization Units and a minimum of four reserved 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 2021 PIT Count was not conducted due to COVID concerns, however, in Jurupa we had over 1000 contacts, with 69 engagements. 80 households (over 200 individulas) were provided rental assistance through CDBG, CV19, and HEAP funds, allowing them to avoid homelessness. In the newly instated CSH units, 5 households, staying an average of 75 days, moved into permanent housing, which was 100% of participants in that program.

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.

As we continue to serve for the remainder of the Fiscal Year 2021-2022, we are seeing an increased participation in our Outreach and Shelter services. We know that this need continues to exist, and we believe Path of Life continued to make an impact in the City of Jurupa. We hope to grow our services with CDBG as well as County ESG funds. We assisted in submitting an application in partnership with the

County of Riverside, City of Riverside, City of Corona, and City of Norco to receive grant funding from the State of California for Jurupa Valley to address the River Bottom Encampments that continue to surge. We believe our community partnerships assist in allowing us to serve the City of Jurupa Valley, and we make every effort to supplement the City's funding whenever possible.

## 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 (CDGB) 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 2021-22 we received over $6,000,000 grant funding from government entities and a total over $6,500,000 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; mdavis@riversideca.gov | $95,000 & $365,000 | 2021-22 |
| County of Riverside | Sterlon Sims; 951-955-5938; ssims@rivco.org | $252,000 | 2021-22 |
| City of Corona | Karen Roper; 951-739-4949; Karen.roper@coronaca.gov | $180,000 | 2021-22 |

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. | 2022-2023 Jurupa Valley CDBG Grant Funds Requested: | $170,000 |
| 2. | Total 2022-2023 Program Budget: | $309,253.20 |
| 3. | Total 2022-2023 Agency Budget: | $6,250,000 |

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.

Funds will be used to cover Staff, Operational and Administrative costs associated to the following activities:

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 residents 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 one (1) unit located in Jurupa Valley. POLM uses this unit as temporary housing (up to 90 days) for homeless individuals and families. This service is currently funded for 12 months in 2021-2022 using 2020-21 Jurupa Valley CDBG COVID19 funding. It is projected that an additional 1095 CSH bed nights may be provided in these units.

10. POLM will assist with efforts to conduct the 2023 Point In Time Count.

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: 3 | Part-Time Staff: 0 |
| Contract Staff: 1 | Volunteers: 3 |

D. What percentage of the organization's total budget is spent on fundraising & overall administration? 9%

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 7/1/2022 & 6/30/2023? 75 Individuals
2. Total number of unduplicated **Jurupa Valley clients** that the program will serve by the program between 7/1/2022 & 6/30/2023? 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? We will be maintaining one (1) Crisis Stabilization Housing (CSH) unit to continue to provide additional shelter to the Jurupa Valley Community.

## 6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2022 through 6/30/2023:

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 _____

If "**No**," how will this information be collected & reported to the City? N/A

C. If the proposed service assists the homeless, what percentage of clients are "chronic homeless?" 50-75% ☐ 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: Casey Jackson

Title: Interim CEO

Signature 2-17-22 Date

# ATTACHMENT A

## PROPOSED 2022-2023 PROGRAM BUDGET

**Program Name:** Homeless Outreach, Housing and Shelter Services

| BUDGET CATEGORY | CDBG | OTHER | TOTAL |
|---|---|---|---|
| Agency Administration Staff Salaries & Benefits | $18,082.80 | $16,971.20 | $35,054 |
| Program Staff Salaries & Benefits | $93,267.20 | $73,632.00 | $166,899.20 |
| Program Supplies | $5,000 | $2,500 | $7,500 |
| Rent/Lease (CSH Units) | $16,800 | $0 | $16,800 |
| Communications | $800 | $400 | $1,200 |
| Utilities | $1,300 | $0 | $1,300 |
| Insurance | $750 | $750 | $1,500 |
| Professional Services (Specify) N/A | $ | $ | $ |
| Other (Specify) 1000 Bed Nights at Community Shelter | $30,000 | $43,000 | $73,000 |
| Other (Specify) Special Needs | $4,000 | $2,000 | $6,000 |
| Other (Specify) | $ | $ | $ |
| Other (Specify) | $ | $ | $ |
| **TOTAL** | **$170,000** | **$137,253.20** | **$309,253.20** |

### 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? |
|---|---|---|
| Emergency Solutions Grant | $56,069.20 | Yes ☒ No ☐ |
| Emergency Food and Shelter Program | $39,000 | Yes ☐ No ☒ |
| HUD Permanent Supportive Housing | $42,184 | Yes ☒ No ☐ |
| | $ | Yes ☐ No ☐ |
| | $ | Yes ☐ No ☐ |
| **TOTAL** | **$137,253.20** | |

# ATTACHMENT B

## CDBG FUNDED PERSONNEL

☐ CHECK BOX IF NOT APPLICABLE

**LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING 2022-2023 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 | $62,400.00 | $11,232.00 | $73,723.00 | $6,821.93 | 9% |
| Accounting/Billing | $65,000.00 | $11,700.00 | $76,700 | $6136.00 | 8% |
| Accounts Payables | $38,480.00 | $6,926.40 | $45,406.40 | $3,632.51 | 8% |
| Executive Director | $120,000 | $21,600 | $141,600.00 | $1,492.36 | .01% |
| | $ | $ | $ | $ | % |

### 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) | $79,040.00 | $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 (HMIS), 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 Charites, 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 2021-2022 we received over $5,000,000 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.

JV PSG 2022 narrative

City of JURUPA VALLEY California

**2022-2023 COMMUNITY DEVELOPMENT BLOCK GRANT**
**PUBLIC SERVICE GRANT APPLICATION**

**Application is due 3:00 PM February 17, 2022**
**Late Applications will not be accepted**
Submit 2 original applications & back up documentation to:

*Amy Sells*
*Jurupa Valley City Hall*
*8930 Limonite Ave., Jurupa Valley CA 92509*

**AND**

Email the completed application form to: asells@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: Queen of Hearts Therapeutic Riding Center, Inc.

Program Name: "Adding Quality of Life Through Experiences With Horses"

CDBG Amount Requested: $79,285

☒..... Application

☒..... Attachment A: Proposed Budget

☒..... Attachment B: CDBG Funded Personnel

☒..... IRS Tax Exempt Documentation

☒..... Most Recent Financial Audit & 990 Tax Filing

## APPLICANT GENERAL INFORMATION

A. Organization Legal Name: Queen of Hearts Therapeutic Riding Center, Inc.

B. Address: 6407 Dana Avenue, Jurupa Valley, CA 91752

C. Program Name: "Adding Quality of Life Through Experiences With Horses"

D. CDBG Amount Requested: $79,285.00

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

- ☐ Elderly/Frail Elderly Services
- ☒ Physically/Developmentally Disabled Services
- ☐ Persons with HIV/AIDS Services
- ☐ Fair Housing Services
- ☐ Severe Mental Illness Services
- ☐ Other Public Service (specify)
- ☐ Youth Services
- ☐ Crime Awareness
- ☐ Homeless Services
- ☐ Substance Abuse Services
- ☐ Child Care Services
- ☐ 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.): 6407 Dana Avenue, Jurupa Valley, CA 91752

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

Name: Robin Kilcoyne Email Address: rkilcoyne@queenofheartsranch.com

Telephone: 951-734-6300 Fax: N/A

I. Federal Tax ID Number: 33-0907556 K. DUNS Number: 030638451

K. Officials Authorized to Sign Contracts & Expend Funds:

Name: Robin Kilcoyne Title: Executive Director

Name: n/a Title: n/a

## 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.

This program offers improved quality of life by physical and emotional healing through the unique and well-documented benefits of therapeutic horseback riding. Queen of Hearts Therapeutic Riding Center, Inc. has been assisting clients in Jurupa Valley for 21 years, including past funding through Riverside County Supervisor John Tavaglione.

The target audience for this grant is children and adults with disabilities and at-promise (foster) youth. The grant will provide much-needed capacity-building and collaboration in two areas – riding lessons and community outreach – by funding the direct services of a certified riding instructor and a marketing/outreach coordinator to attract, inform and provide direct service to Jurupa Valley residents.

## 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.

Using statistics from Jurupa Unified School District, there are 2,489 youth with disabilities and 108 foster youth in Jurupa Valley schools. (Statistics for adults with disabilities in Jurupa Valley are not available: California's Department of Developmental Services provides numbers for only as local as Riverside County's Second District, which indicated about 2,309 adults.)

Therapeutic horseback riding is tailored to each client's abilities and goals for improved quality of life, as they come to us with various physical, emotional and mental conditions and challenges: cerebral palsy, autism spectrum disorder, PTSD, traumatic brain injury, cancer, recovery from car accidents, polio, epilepsy and other conditions.

Therapeutic horseback riding offers *improved quality of life* and *relief to persons living with physical, emotional and intellectual challenges*. It has been proven to improve self-confidence, physical fitness, cognitive thinking, self-esteem, and core and trunk strength, which also improves balance. Those with brain injuries may work on controlling impulsive behaviors or remembering sequential activities by following instructions for a simple pattern or obstacle course. Unlike clinical settings and other forms of therapy, it provides a unique outdoors and fun therapy that includes companionship with a friendly and kind horse! Some of our clients have been riding with us for years because of the observable benefits to their lives.

This service is not otherwise available in Jurupa Valley.

## 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.

Queen of Hearts Therapeutic Riding Center, Inc. (QoH) began providing therapeutic riding lessons to people in the Inland Empire in 2000 and obtained its tax-exempt status as a public charity in 2001. The therapy program moved from Riverside to Mira Loma in 2005 and became a full-time equestrian center for persons with disabilities in 2008. In 2009, QoH began a program specifically designed to work with the needs of wounded veterans and currently works with the Riverside County Veterans Courts to address probationers' physical and emotional injuries related to their time in service.

In 2011, QoH expanded to include unmounted (on the ground) equine-facilitated therapy and learning and now collaborates with County of Riverside Department of Behavioral Health Pets Assisting in Recovery program. A licensed therapist from the department sees county mental-health clients at our ranch, using our therapy horses. The riding instructor to be funded by this grant has the following qualifications: B.A. in criminal justice, M.Ed. in organizational leadership; SGM, US Army (Retired); Founder/Executive Director of Queen of Hearts; PATH Intl. CTRI/ESMHL; EAGALA Advanced Cert. w/ Military Services Designation; VA & RI Intl Cert. Peer Support Specialist; and Chair, Inland Empire Women Veterans Collaborative.

The outreach coordinator to be funded has the following qualifications: M.A. in communications; B.A. in communications; Master's in governance, California School Board Association; certificate in philanthropy, La Sierra University Zapara School of Business; certificate, Annenberg Foundation's Annenberg Alchemy program.

B. Summarize your organization's experience administering CDBG public service grant funds.
We've received Riverside County Second District Community Improvement Designation Funds in February 2017 and March 2015 for $5,000 each; and earlier in 2018 for $2,500.

**PROPOSED WORK PLAN**

| Session | Day | Dates | Time | Hrs | Ppl/hr | Ppl Total | Wks in Session | Svc Hrs per session | Svs Hrs per week | Wks in a year |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Wed | 9/7-11/9 | 8am-10am | 2 | 3 | 6 | 10 | 20 | | 11 |
| 2 | Thurs | 9/8-11/10 | 8am-10am | 2 | 3 | 6 | 10 | 20 | | Overlap 2 weeks |
| 3 | Wed | 11/2-12/14 | 1pm-4pm | 3 | 3 | 9 | 6 | 18 | | 4 |
| 4 | Thurs | 11/3-12/15 | 1pm-4pm | 3 | 3 | 9 | 6 | 18 | | |
| 5 | Wed | 1/4-3/8 | 8am-10am | 2 | 3 | 6 | 10 | 20 | | 10 |
| 6 | | | 1pm-4pm | 3 | 3 | 9 | 10 | 30 | | |
| 7 | Thurs | 1/5-3/9 | 8am-10am | 2 | 3 | 6 | 10 | 20 | | |
| 8 | | | 1pm-4pm | 3 | 3 | 9 | 10 | 30 | | |
| 9 | Wed | 3/15-5/17 | 8am-10am | 2 | 3 | 6 | 10 | 20 | | 10 |
| 10 | | | 1pm-4pm | 3 | 3 | 9 | 10 | 30 | | |
| 11 | Thurs | 3/16-5/18 | 8am-10am | 2 | 3 | 6 | 10 | 20 | | |
| 12 | | | 1pm-4pm | 3 | 3 | 9 | 10 | 30 | | |
| 13 | Wed | 5/24-6/39 | 8am-10am | 2 | 3 | 6 | 5 | 10 | | 5 |
| 14 | | | 1pm-4pm | 3 | 3 | 9 | 5 | 15 | | |
| 15 | Thurs | 5/25-6/29 | 8am-10am | 2 | 3 | 6 | 5 | 10 | | 5 |
| 16 | | | 1pm-4pm | 3 | 3 | 9 | 5 | 15 | | |
| | | | | | | 120 | 132 | 326 | | 45 weeks/yr |
| | Instr $45 | ES $30 | Aides 30x2=60 | | | | | | | 326 hrs x $135/hr = $44,010 dir svc hrs |

40 hrs/wk x 45 wks = 1800 hours
1800 hrs/ 326 hrs = 18% hours for project
and approx 2% Admin for project

July – August, there will be heavy marketing to sign people up for the program. Then, they will need follow-up to keep them interested, signed-up, and attending during the proposed time slots. These can, and probably will change because this is what is available today. We don't know what will be available next year pending weather and staff availability. However, we can plan and adjust as needed.

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 |
|---|---|---|---|
| Inland Empire Community Foundation (IECF) | Celia Cudiamat, (951) 241-7777, ccudiamat@iegives.org | $30,600 | 2015-2018 |
| IECF Youth Grant Makers | Denisha Shackelford, (951) 241-7777, dshackelford@iegives.org | $7,260 | 2017-2020 |
| Disabled Veterans National Foundation | Parwiz Osmani, (202)737-0522, posmani@dvnf.org | $50,500 | 2016-2021 |
| San Manuel Band of Mission Indians | Heidi Robertson, 909-838-0708, ext. 65-2208, Heidi.Robertson@sanmanuel-nsn.gov | $2,100 | 2021-2022 |

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.
   Not required

## 5. PROGRAM INFORMATION

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

| | | |
|---|---|---|
| 1. | 2022-2023 Jurupa Valley CDBG Grant Funds Requested: | $79,285 |
| 2. | Total 2022-2023 Program Budget: | $125,196 |
| 3. | Total 2022-2023 Agency Budget: | $608,574 |

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.

The grant will provide much-needed capacity-building and collaboration in two areas – riding lessons and community outreach – by funding the direct services of a certified riding instructor and a marketing/outreach coordinator to attract, inform and provide direct service to Jurupa Valley residents. The costs of the program are enumerated in Attachment B.

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: 0 | Part-Time Staff: 4 |
| Contract Staff: 1 | Volunteers: 10 |

D. What percentage of the organization's total budget is spent on fundraising & overall administration? 14.00%

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 7/1/2022 & 6/30/2023? 0 Individuals
2. Total number of unduplicated **Jurupa Valley clients** that the program will serve by the program between 7/1/2022 & 6/30/2023? 120 Individuals
3. What % of the total program budget will be used to serve unduplicated Jurupa Valley residents? 18.00%

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?

It is not an expansion of a current program: It is focusing a current program to a target audience of Jurupa Valley residents who are persons with disabilities, seniors, or at-promise youth.

## HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2022 through 6/30/2023:

A. Number of unduplicated Jurupa Valley residents the program will serve **with requested CDBG funds**? 120 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 abused children, severely disabled adults, seniors

If "**No**," how will this information be collected & reported to the City? n/a

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.*

A. 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 Queen of Hearts Therapeutic Riding Center, Inc.("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: Robin Kilcoyne

Title: Executive Director

Robin Kilcoyne 2/17/2022

Signature Date

# ATTACHMENT A

## PROPOSED 2022-2023 PROGRAM BUDGET

**Program Name:** "Adding Quality of Life Through Experiences With Horses"

| BUDGET CATEGORY | CDBG | OTHER | TOTAL |
|---|---|---|---|
| Agency Administration Staff Salaries & Benefits | $ | $5,810.00 | $5,810.00 |
| Program Staff Salaries & Benefits | $52,285.00 | $ | $52,285.00 |
| Program Supplies | $ | $4,732.00 | $4,732.00 |
| Rent/Lease | $ | $2,592.00 | $2,592.00 |
| Communications | $ | $877.00 | $877.00 |
| Utilities | $ | $778.00 | $778.00 |
| Insurance | $ | $960.00 | $960.00 |
| Professional Services (Specify) Mktg/Outreach | $27,000.00 | $ | $27,000.00 |
| Other (Specify) Equine Feed & Care | $ | $6,285.00 | $6,285.00 |
| Other (Specify) Other Contract Svcs | $ | $21,879.00 | $21,879.00 |
| Other (Specify) Misc Office Exp | $ | $1,998.00 | $1,998.00 |
| Other (Specify) | $ | $ | $ |
| **TOTAL** | **$79,285.00** | **$45,911.00** | **$125,196.00** |

### 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? |
|---|---|---|
| Disabled Veterans National Fdtn | $15,000 | Yes ☐ No ☒ |
| Program Fees | $7,000.00 | Yes ☐ No ☒ |
| Applying for other grants | $8,000.00 | Yes ☐ No ☒ |
| Fundraising | $10,911.00 | Yes ☐ No ☒ |
| PATH/Wounded Warrior Project | $5,000.00 | Yes ☒ No ☐ |
| **TOTAL** | **$45,911.00** | |

# ATTACHMENT B
## CDBG FUNDED PERSONNEL

☐ CHECK BOX IF NOT APPLICABLE

**LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING 2022-2023 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 |
|---|---|---|---|---|---|
| PATH Intl Cert Riding Instructor | $93,600.00 | $30,888.00 | $124,488.00 | $22,408.00 | 18.00% |
| Riding Instructor | $62,400.00 | $20,592.00 | $82,992.00 | $14,939.00 | 18.00% |
| Equine Specialist | $31,200.00 | $10,296.00 | $41,496.00 | $7,469.00 | 18.00% |
| Lesson Aide | $31,200.00 | $10,296.00 | $41,496.00 | $7,469.00 | 18.00% |
| | $ | $ | $ | $ | % |

### 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 |
|---|---|---|---|---|---|
| Marketing/Outreach | $36,000.00 | $0 | $36,000.00 | $27,000.00 | 75.00% |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |

City of
JURUPA VALLEY
California

**2022-2023 COMMUNITY DEVELOPMENT BLOCK GRANT**
**PUBLIC SERVICE GRANT APPLICATION**

**Application is due 3:00 PM February 17, 2022**
**Late Applications will not be accepted**
Submit 2 original applications & back up documentation to:

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

**AND**

Email the completed application form to: asells@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: United Sikh Mission

Program Name: Guru Nanak Langar

CDBG Amount Requested: $ 20,000.00

☒.....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: United Sikh Mission

B. Address: 10656 Cilantro Ct, Fontana CA 92337

C. Program Name: Guru Nanak Langar

D. CDBG Amount Requested: $20,000.00

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

- ☐ Elderly/Frail Elderly Services
- ☐ Physically/Developmentally Disabled Services
- ☐ Persons with HIV/AIDS Services
- ☐ Fair Housing Services
- ☐ Severe Mental Illness Services
- ☒ Other Public Service (specify) Food Pantry
- ☐ Youth Services
- ☐ Crime Awareness
- ☐ Homeless Services
- ☐ Substance Abuse Services
- ☐ Child Care Services
- ☐ 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.): 5626 Mission Blvd, Jurupa Valley CA 92509

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

Name: James Carrera Email Address: JamesCarrera99@gmail.com

Telephone: 951-233-7623 Fax: 909-829-4268

I. Federal Tax ID Number: 20-5433160 K. DUNS Number: 069678251

K. Officials Authorized to Sign Contracts & Expend Funds:

Name: Varinder Sangha Title: Treasurer

Name: Rashpal Singh Dhindsa Title: President

## 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.

United Sikh Mission (USM) will provide food directly to those in need, including but not limited to people affected by Covid-19 and low-income families. USM will provide at least 500 hot meals per month to those in need, focusing on Jurupa Valley residents. We plan to buy and take food donations to make meals and redistribute them to other food pantries. We will work with other organizations such as Path of Life to assist with food service and distribution needs.

USM has 16 active members, 1 full-time employee, and over 100 volunteers. USM has 430 medical camps in India that provide free medical services and food to people in need. USM helped serve 1000 meals daily during the peak of the pandemic. Members on the board have over 20 years of food handling and management experience. We have an accounting team that will log and distribute CDBG funds responsibly. CDBG funds spending will be reported to the City of Jurupa Valley. CDBG funds will be used to purchase food for the program.

## 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.

We are excited to help with Jurupa Valley's goal in 2022-2023 to improve outreach to the homeless and develop and enhance the approach to dealing with the homeless. We look forward to communicating with the homeless community and hope that they are willing to learn about more services available to them by Jurupa Valley. By offering meals to low-income seniors, we hope to help alleviate the pressure to supply meals from other organizations like the Eddie Dee Smith Senior Center.

We look forward to connecting with organizations and the City of Jurupa Valley to brainstorm ways to help reach Jurupa Valley's goal to make homelessness a thing of the past. We believe that offering food to those in need will help boost their self-esteem and potentially give them the energy needed to go further in life. A lack of nutrition can impact people's lives by causing stress, low energy, mood changes and eventually lead to more health issues. We believe food is our fuel, and if we eat well, it can help give people the clarity they need to get them through whatever obstacles they encounter. If we can put a smile on someone's face, that smile can be contagious and make its way around the City of Jurupa Valley.

Path of Life are already doing great things to provide housing to people. We look forward to working with Path of Life to see if we can help with food distribution. We believe that if we can help in the area of food, shelters could focus more on providing more beds for the homeless.

## 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.

Rashpal Singh Dhindsa, the founder of United Sikh Mission, began with a vision to help others. His vision led to the organization and creation of one medical camp in India. Since 2005 his vision has expanded to over 430 medical camps. The medical camps provide free eye operations, free spectacles, food, and a resting place during examinations and operations. Rashpal has a heart for wanting to help others. Even when things are tough, Rashpal knows his end goal and will not let anything get in his way to achieve what he set out to do. With his Leadership skills, he has guided hundreds of employees and volunteers. Our treasurer Varinder Sangha has worked in the food industry for over 20 years and was a franchise owner for major restaurants. Varinder is the Chief Financial Officer for many businesses. USM's vice president Raj Sangha has worked in the food industry for over 20 years. Raj is a franchise owner of several major restaurants and manages many employees. He has a master's degree in business and earned a ServSafe Certificate.

United Sikh Mission has one full time employee and 16 active personnel that help the organization in their own way, and 8 out of the 16 personnel have food handlers permits. We have chefs, a marketing team, a fundraising team, and a long list of organizations we work with that have similar goals to help others. USM is fortunate to have worked with over 100 local volunteers. The City of Moreno Valley approached United Sikh Mission for help in food donations for senior and disabled residents affected by Covid-19. USM took it upon themselves to be one of the factors of relief during this time to meet the communities needs and immediately began preparing food to provide hot meals for the community residents. Food drives were held in the Riverside Gurdwara, where they were able to provide over 1000 meals daily during this pandemic.

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

N/A

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 |
|---|---|---|---|
| | | $ | |
| | | $ | |
| | | $ | |

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. | 2022-2023 Jurupa Valley CDBG Grant Funds Requested: | $20,000.00 |
| 2. | Total 2022-2023 Program Budget: | $326,400.00 |
| 3. | Total 2022-2023 Agency Budget: | $550,000.00 |

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. Program Supplies (Food)

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: 1 | Part-Time Staff: 0 |
| Contract Staff: 0 | Volunteers: 100 |

D. What percentage of the organization's total budget is spent on fundraising & overall administration? 18.4%

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 7/1/2022 & 6/30/2023? 125 Individuals
2. Total number of unduplicated **Jurupa Valley clients** that the program will serve by the program between 7/1/2022 & 6/30/2023? 100 Individuals
3. What % of the total program budget will be used to serve unduplicated Jurupa Valley residents? 80 %

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? _____

## 6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2022 through 6/30/2023:

A. Number of unduplicated Jurupa Valley residents the program will serve **with requested CDBG funds**? 100 Individuals.

What % of these individuals will be of low/moderate income? 80%

*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 _____

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 United Sikh Mission ("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: Varinder Sangha

Title: Treasurer

2-14-22

Signature Date

# ATTACHMENT A

## PROPOSED 2022-2023 PROGRAM BUDGET

**Program Name:** Guru Nanak Langar

| BUDGET CATEGORY | CDBG | OTHER | TOTAL |
|---|---|---|---|
| Agency Administration Staff Salaries & Benefits | $0 | $0 | $0 |
| Program Staff Salaries & Benefits | $0 | $60,000 | $60,000 |
| Program Supplies | $20,000 | $80,000 | $100,000 |
| Rent/Lease | $0 | $0 | $0 |
| Communications | $0 | $2000 | $2000 |
| Utilities | $0 | $6000 | $6000 |
| Insurance | $0 | $3000 | $3000 |
| Professional Services (Specify) Pest Control | $0 | $2400 | $2400 |
| Other (Specify) Advertising | $0 | $2000 | $2000 |
| Other (Specify) Sinage | $0 | $1000 | $1000 |
| Other (Specify) construction Cost | $0 | $100,000 | $100,000 |
| Other (Specify) Kitchen appliances/ Refrigerator | $0 | $50,000 | $50,000 |
| **TOTAL** | **20,000** | **$306,400** | **$326,400** |

### 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? |
|---|---|---|
| Donations | $226,400 | Yes ☒ No ☐ |
| Funds from United Sikh Mission | $30,000.00 | Yes ☒ No ☐ |
| Grants | $50,000 | Yes ☒ No ☐ |
| | $ | Yes ☐ No ☐ |
| | $ | Yes ☐ No ☐ |
| **TOTAL** | **$306,400** | |

# ATTACHMENT B

## CDBG FUNDED PERSONNEL

☒ CHECK BOX IF NOT APPLICABLE

### LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING 2022-2023 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 |
|---|---|---|---|---|---|
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |
| | $ | $ | $ | $ | % |

**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. N/A

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

   We have collected example forms from other organizations that collect data for their homelessness outreach.

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

   We have worked with the City of Jurupa to offer free food and a vaccine clinic at Sikh Gurdwara Temple.

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

   Members of United Sikh Mission have attending online Jurupa Valley CDBG 101 workshops as well as Community Development Advisory Committee meetings. In these meetings we have been learning about services available to low income and homeless community. We have been coming familiar with other organizations that offer housing and free food services. Our team has been researching on riverside county websites about programs available for homeless communities, people affected by covid 19, job services, healthcare, food services and housing help.

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

   Members of United Sikh Mission have attended online Jurupa Valley CDBG 101 workshops.