

# City of Jurupa Valley

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

**Monday, March 9, 2020**

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

**City of Jurupa Valley City Hall**

**City Council Chambers**

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

- A. As a courtesy to those in attendance, we ask that cell phones be turned off or set to their silent mode and that you keep talking to a minimum so that all persons can hear the comments of the public and Community Development Advisory Committee. 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 to the City Staff BEFORE the Chairman calls for Public Comments on an agenda item. 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.
- C. If you wish to address the Community Development Advisory Committee on a specific agenda item or during public comment, please fill out a speaker card and hand it to the Clerk with your name and address before the item is called so that we can call you to come to the podium for your comments. While listing your name and address is not required, it helps us to provide follow-up information to you if needed. Exhibits must be handed to the staff for distribution to the Committee.
- D. As a courtesy to others and to assure that each person wishing to be heard has an opportunity to speak, please limit your comments to 5 minutes.

### **REGULAR SESSION**

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

## **A. Finalize Funding Recommendations for Public Service Grant Applicants**

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### **RECOMMENDATION**

That the Community Development Advisory Committee Finalize Funding Recommendations for Public Service Grant Applicants for the 2020-21 CDBG Program Year

#### **7. Public Appearance/Comments**

#### **8. Committee Member Comments**

#### **9. Adjournment to the November 2, 2020 Regular Meeting**

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

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

# City of Jurupa Valley

## **STAFF REPORT**

**DATE: MARCH 9, 2020**

**TO: COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

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

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

**FINALIZE FUNDING RECOMMENDATIONS FOR PUBLIC SERVICE  
GRANT APPLICANTS FOR THE 2020-21 CDBG PROGRAM YEAR**

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### **RECOMMENDATION**

That the Community Development Advisory Committee:

- 1) Finalize funding recommendations for the Public Service Grant Applicants for the 2020-21 CDBG program year.

### **BACKGROUND**

A portion of the total CDBG allocation that the City receives from HUD may be used to fund public services. Typically, this process is served through a public service grant (PSG) application system. Non-profit entities that serve a population with certain demographic characteristics (low income, homeless, etc.) are encouraged to apply for public service grant funding from the City. The City's 2020-21 CDBG allocation is \$1,194,914, which includes up to \$179,237 for PSG funding.

The Community Development Advisory Committee (CDAC) met on Monday, March 2, 2020 to receive presentations from public service grant applicants seeking funding for the 2020-21 CDBG program year. The CDAC received a presentation from Path of Life Ministries, Inc. (Path of Life) and the Family Service Association (FSA). Subsequent to receiving that presentation, each CDAC member received a grading rubric to be used to assess the quality of each initiative being proposed by the public service grant applicants. The grading rubric contained a variety of objective criteria that combines the technical input from City staff with the policy input of the CDAC. The scores provided by City staff and the CDAC were augmented to create the final score for each PSG applicant.

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

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

Applicant: Path of Life Ministries, Inc.

Funds Requested: \$150,000

Total Score: 91.5

Applicant: Family Service Association

Funds Requested: \$40,000

Total Score: 93.2

## **ANALYSIS**

The CDAC has the ability to recommend up to \$179,237 in funding to the PSG applicant pool. The CDAC can choose to fund all applicants, one applicant, or no applicants. Traditionally, the CDAC has split the total allocation between multiple applicants. Path of Life requested \$150,000 for homelessness services, which is \$15,000 above their current funding allocation for the 2019-20 CDBG program year. The FSA requested \$40,000 for a senior nutrition program, which is the same as their current funding allocation for the 2019-20 CDBG program year.

The Path of Life request has several components which include contract staffing, shelter services, transportation costs, and administrative costs. As City staff, we're recommending that Path of Life's funding be focused on the homelessness service components that the City needs the most: housing, transportation, and encampment response.

The FSA request is relatively simple and should be familiar to the CDAC based on the funding allocation recommended for the 2019-20 program year.

## **FINANCIAL IMPACT**

The City will receive \$1,194,914 in CDBG funding for the 2020-21 program year. Up to fifteen percent (15%) of the total allocation can be spent on PSG activities. As such, a total of \$179,237 is available for allocation to PSG applicants.

## **ALTERNATIVES**

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



Prepared & Submitted by:



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Sean McGovern  
Senior Management Analyst

Approved as to Form:



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Brendan Kearns  
Deputy City Attorney

**Attachments:**

- A. Final Scoring Documents
- B. Path of Life 2019-20 PSG Application
- C. Family Service Association 2019-20 PSG Application

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

2020-2021 CDBG Program Year  
www.jurupavalley.org/CDBG



City of  
**JURUPA VALLEY**  
California

**ATTACHMENT A**

Name of Applicant: Path of Life

Funds Requested: \$158,888

Name of Reviewer: FINAL

Criteria	Comment	Staff Committee Review	CD Advisory Committee Review
Organizational capacity to implement program		18 /20	
Program nature and demonstrated community and operational need for the program		4.3 /5	14.2 /15
Administrative & fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget		4.3 /5	
Program track record (evidence-based success)		4.3 /5	14 /15
Presentation quality and performance			14.2 /15
Reasonableness of the funding request (cost effective)			18.2 /20
Total Score			91.5 /100

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

2020-2021 CDBG Program Year  
www.jurupavalley.org/CDBG



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

Name of Applicant: FSA

Funds Requested: \$40,000

Name of Reviewer: FINAL

Criteria	Comment	Staff Committee Review	CD Advisory Committee Review
Organizational capacity to implement program		17 /20	
Program nature and demonstrated community and operational need for the program		4.7 /5	14.6 /15
Administrative & fundraising expenditures vs. program expenditures cannot exceed 20% of agency budget		4.3 /5	
Program track record (evidence-based success)		4.0 /5	14.2 /15
Presentation quality and performance			14.8 /15
Reasonableness of the funding request (cost effective)			19.6 /20
Total Score			93.2 /100

**PSG 2020-21 Staff Committee Ratings**

<b>Path of Life</b>	<b>McGovern</b>	<b>Rollings</b>	<b>Linares</b>	<b>Avg</b>
Organizational Capacity	18	18	18	<b>18.0</b>
Program Need	4	4	5	<b>4.3</b>
Admin & Fundraising	5	5	3	<b>4.3</b>
Program Track Record	4	5	4	<b>4.3</b>

<b>Family Service Assoc.</b>	<b>McGovern</b>	<b>Rollings</b>	<b>Linares</b>	<b>Avg</b>
Organizational Capacity	17	17	17	<b>17.0</b>
Program Need	4	5	5	<b>4.7</b>
Admin & Fundraising	5	5	3	<b>4.3</b>
Program Track Record	4	4	4	<b>4.0</b>

**PSG 2020-21 CDAC Member Ratings**

<b>Path of Life</b>	<b>Lopez</b>	<b>Schultz</b>	<b>Hedrick</b>	<b>Lee</b>	<b>Oaks</b>	<b>Avg.</b>
Program Nature & Need	15	14	13	14	15	<b>14.2</b>
Program Track Record	14	14	13	14	15	<b>14</b>
Presentation Quality	15	15	12	14	15	<b>14.2</b>
Cost Effectiveness	20	19	15	17	20	<b>18.2</b>

<b>Family Service Assoc.</b>	<b>Lopez</b>	<b>Schultz</b>	<b>Hedrick</b>	<b>Lee</b>	<b>Oaks</b>	<b>Avg.</b>
Program Nature & Need	15	15	14	14	15	<b>14.6</b>
Program Track Record	15	15	13	13	15	<b>14.2</b>
Presentation Quality	15	15	15	14	15	<b>14.8</b>
Cost Effectiveness	20	20	20	18	20	<b>19.6</b>



City of  
**JURUPA VALLEY**  
California

**2020-2021 COMMUNITY DEVELOPMENT BLOCK GRANT  
PUBLIC SERVICE GRANT APPLICATION**

**Application is due 3:00 PM February 19, 2020**

**Late Applications will not be accepted**

Submit 2 original applications & back up documentation to:

*Sean McGovern*

*Jurupa Valley City Hall*

*8930 Limonite Ave., Jurupa Valley CA 92509*

**AND**

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

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

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

Organization Name: Path of Life Ministries

Program Name: Rapid Resolution Services – Homelessness

CDBG Amount Requested: \$150,000

- ☒ .....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: P.O. Box 1445, Riverside, CA 92502

C. Program Name: Rapid Resolution Services - Homelessness

D. CDBG Amount Requested: \$150,000

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

☐ Elderly/Frail Elderly Services

☐ Youth Services

☐ Physically/Developmentally Disabled Services

☐ Crime Awareness

☐ Persons with HIV/AIDS Services

☒ Homeless Services

☐ Fair Housing Services

☐ Substance Abuse Services

☐ Severe Mental Illness Services

☐ Child Care Services

☐ Other Public Service (specify)

☐ Health Services

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

☒ Yes ☐ No

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

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

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

Telephone: 951-786-9048 x-11 Fax: 951-779-2953

I. Federal Tax ID Number: 33-0724945

K. DUNS Number: 03-336-4176

K. Officials Authorized to Sign Contracts & Expend Funds:

Name: Casey Jackson Title: Interim CEO

Name: Beth Edgell Title: Finance 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.

The proposed project is to continue to assist the City of Jurupa in addressing homeless needs for residents with rapid resolution services. The services provided will include mobile intervention and outreach, case management and referrals to shelter/housing options. Path of Life has over 14 years experience meeting the needs of the homeless in Riverside County with HUD funding (CDBG, ESG and CoC). We are mid way through a second contract year with the City of Jurupa Valley providing homeless services and are on target to meet the agreed upon Scope of Work with our 2019-2020 CDBG Agreement. The funds will be used for outreach staff, bed night costs ensuring the availability of shelter, transportation to reach unsheltered individuals and families, rent and utility assistance and client special needs assistance that helps the unsheltered approach permanent self-sufficiency.

## **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 need in Jurupa Valley for homeless services is demonstrated by:**

**Point In Time Count** - The 2019 County of Riverside Point in Time Count reported that there were 2,811 homeless persons in Riverside County. The unsheltered count was 2,045 and shelter 766. Jurupa Valley had a count of 148 unsheltered, which is a decrease of 6% from 2018. The County of Riverside saw a 21% increase in homelessness, which follows the state and national trending of homelessness being on the increase. The gender make up for Jurupa Valley (unsheltered) during the count was 30% female, 67% male, 0% transgender and 3% unknown. Most of the homeless were adults older than 24 (87%). The main subpopulations include: drug use (39), the chronically homeless (51), physical disability (23), and mental health (21). The 2020 count was conducted on January 29, 2020 and new data is not available until late Spring.

The first six months of CDBG funded homeless services by POLM provides evidence that as your homeless service provider we are meeting a Jurupa Valley service gap:

During QY1 and Qy 2 (July 2019-Dec 2019) POLM provided shelter to 26 unduplicated individuals and 804 bed nights from Jurupa Valley. Twenty-Five individuals from Jurupa Valley exited the shelter and seven (28%) moved to permanent housing, three individuals (12%) moved to temporary housing and two individuals (8%) entered Substance Abuse Treatment. POLM Outreach Team contacted 204 individuals and provided 198 various basic needs services. Forty-Seven referrals to supportive services and/or housing opportunities were made. Multiple encampments were identified and partnerships with local law enforcement has provided opportunities to contact and engage those individuals occupying the encampments. Nine households with 23 individuals were assisted with Rapid Resolution Assistance; rent, utility and special needs to help them exit their homeless crisis. POLM assisted with efforts to conduct the 2020 PIT count in Jurupa Valley

We anticipate meeting and/or exceeding all the projected outcomes by the end of the 2019-2020 contract period.

**City Reports** - The City of Jurupa Valley acknowledged that homelessness is an important community issue and has reached out to homeless providers to strategize and enrich homeless resources for the community. By consultation, the City completed a needs assessment to learn and evaluate how to best serve the homeless in Jurupa Valley. At public meetings citizens identified homelessness as an important issue to the community. Poverty was listed in the plan as a cause of people being at risk and/or homeless and homelessness was identified as a priority issue in addition to affordable housing and expanded homeless services.

The proposed project will continue providing homeless services with a Rapid Resolution Services Model in the City of Jurupa Valley. POLM will address urgent homeless needs for residents in the HUD approved census tract areas (per CDBG guidelines) with mobile intervention and street outreach, case management, and referrals to shelter/housing options. POLM will dispatch a mobile street outreach team of 2 individuals available 5 days a week, connecting with the homeless and those who might be at-risk for homelessness to provide Rapid Resolution services which include stabilization, supportive services referrals, shelter options, Rapid Rehousing (RRH) and Permanent Supportive Housing (PSH) for families or individuals who are at risk of homelessness, or are homeless through the Riverside County Continuum of Care.

The Street Outreach team will connect with those in homeless situations in parks, transportation centers, faith-based feeding programs, encampments and other identified locations.

The scope of work is scalable, therefore if the full amount of requested funding is not provided, Path of Life can still provide services accordingly. The services provided in 2019/2020 were provided for \$135,000.00 and demonstrated success that can be expanded upon with additional funding.

**The 2020-2021 project will provide the following at a cost of: \$150,000**

### **SCOPE OF WORK**

**TOTAL unduplicated Individuals to be served all Housing/Services = 165**

**1. # of Individuals receiving Outreach/Engagement only = 90**

Two (2) Full-Time Staff will be on location in Jurupa Valley 5 days per week to conduct outreach (Rapid Resolution Services) to those who need help, building trust, giving direction, and connecting individuals in homeless situations to resources available to them including shelter, housing programs, transportation, and resources designed to meet their basic needs. The team will distribute a card/flyer providing contact information to veterans' services, social security administration, workforce investment office, County departments such as Public Social Services, Mental Health, etc. In addition, a VI-SPDAT assessment will be conducted for each willing person to determine eligibility for (Rapid Rehousing (RRH) or Permanent Supportive Housing (PSH) and ensure that individuals are on the coordinated entry list for those opportunities. Street Outreach staff will track 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. It is anticipated that we will contact/engage at least 90 unique individuals (2020-2021) in Jurupa Valley. The outreach team will offer case management services to those in homeless situations and begin the case management process with an assessment survey to determine the cause of homelessness and the barriers to overcoming homelessness. A case plan



will be established with those who accept case management services and those who enter 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 documents, work clothes, and vehicle repairs. It is projected that at least 15 individuals will receive this assistance.

**2. # of Individuals receiving Emergency Shelter & Support Services = 50**

The equivalent of 1,000 bed nights in the shelter will be guaranteed for Jurupa Valley residents with at least 4 beds being available on any given night for Jurupa Valley residents until that bed night number is met. Additional bed nights and/or beds may be provided for any Jurupa Valley resident seeking shelter based upon availability.

**3. # of Individuals receiving Rapid Resolution (Move In) Assistance = 25**

Path of Life will assist individuals and families who are exiting their homeless situation with rent and/or utility move-in payments. We project to assist 25 individuals representing between 7 and 10 households.

**4. Collaboration**

Path of Life will partner with community-based organizations and local agencies such as the Youth Opportunity Center, Family Resource Center, Coded Department and Sherriff's Department HOT Team to coordinate homeless services efforts in Jurupa Valley. POLM will also assist with efforts to conduct the 2021 Point In Time Count.

**ORGANIZATION CAPACITY & EXPERIENCE**

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

POLM has led the way in Riverside County as an outreach provider by providing direct and immediate rapid resolutions services with our mobile interventions to the those at risk of homelessness or chronically homeless. In 2014 with CDBG funding POLM began providing mobile intervention and outreach on the streets of Perris and have expanded interventions throughout Riverside County using Motivational Interviewing and Trauma Informed Care to 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 per contact/engagement and inputs all information into HMIS that can be reviewed to help with determining the needs for services and a yearly service count. POLM street outreach efforts were a primary reason the Coachella Valley Association of Governments (CVAG) decided to contract with us for their Housing First intervention and stabilization services to the homeless.

In the first 6 months (July 2019-Dec 2019) of our 2019-2020 Jurupa Valley CDBG agreement POLM:

Provided shelter to 26 unduplicated individuals and 804 bed nights from Jurupa Valley. Twenty-Five individuals from Jurupa Valley exited and seven (28%) moved to permanent housing, three individuals (12%) moved to temporary housing and two individuals (8%) entered Substance Abuse Treatment. POLM Outreach Team contacted 204 individuals and provided 198 various basic needs

services. Forty-Seven referrals to supportive services and/or housing opportunities were made. Multiple encampments were identified and partnerships with local law enforcement has provided opportunities to contact and engage those individuals occupying the encampments. Nine households with 23 individuals were assisted with Rapid Resolution Assistance; rent, utility and special needs to help them exit their homeless crisis. In January 2020, POLM assisted with efforts to conduct the 2020 PIT count in Jurupa Valley

POLM has demonstrated the ability to provide homeless solutions services in Riverside County through street outreach, housing navigation, rapid resolution, employment support, behavioral healthcare and emergency shelters. POLM provided homeless solution services in Riverside County for 2,642 individuals including families with children in 2018-2019.

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 14 years. We have received State and Local Emergency Solutions (ESG) funding for our shelters, rapid rehousing and outreach programs. We receive Emergency Food and Shelter Program dollars from FEMA for mass shelter and rental assistance, Community Development Block Grant (CDBG) funds for shelter care and mobile outreach, HUD Continuum of Care dollars for rapid rehousing and permanent supportive housing, HEAP funding for both shelters, Landlord Locator program and an Homelessness Prevention for Jurupa Valley, and Coachella Valley Association of Governments (CVAG) Housing First dollars for intervention, stabilization and housing projects. In 2019-2020 we received over \$3,000,000 grant funding from government entities and a total over \$3,000,000 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.

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

GRANT PROVIDER	GRANT PROVIDER CONTACT NAME TELEPHONE # & EMAIL	GRANT AMOUNT	DATES COVERED BY GRANT FUNDS
City of Riverside	Michelle Davis, <a href="mailto:MDavis@riversideca.gov">MDavis@riversideca.gov</a> 951-826-5311	245,000	2019-2020
Co. Riverside EDA	Sterlon Sims, <a href="mailto:SSims@rivcoeda.gov">SSims@rivcoeda.gov</a> 951-955-3141	80,000	2019-2020
Coachella Valley Association of Governments (CVAG)	Libby Carlson, <a href="mailto:Cdahlin@cvag.org">Cdahlin@cvag.org</a> 760-779-8680	1,159,000	2020

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

- In any of the past 3 years, has your agency expended more than \$750,000 in federal funds during a fiscal year? Yes ☒ No ☐
- 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. 2020-2021 Jurupa Valley CDBG Grant Funds Requested: | \$ <u>150,000</u>                 |
| 2. Total 2020-2021 Program Budget:                     | \$ <u>250,000</u>                 |
| 3. Total 2020-2021 Agency Budget:                      | \$ <u>6,300,000</u> (approximate) |
- B. Detail how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that **Attachment B "Proposed Program Budget"** is reflective of this outline. See Attachment A & 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: <u>2</u> | Part-Time Staff: <u>2</u>      |
| Contract Staff: <u>0</u>  | Volunteers: <u>2</u> (interns) |
- D. What percentage of the organization's total budget is spent on fundraising & overall administration?  
12%
- 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 7/1/2020 & 6/30/2021? 165 Individuals
  2. Total number of unduplicated **Jurupa Valley clients** that the program will serve by the program between 7/1/20 & 6/30/21? 165 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 intend to leverage HEAP dollars that we were awarded to expand our Homelessness Prevention abilities, which will allow us to use Jurupa Valley rapid resolution dollars to focus on move-in expenses for those unsheltered individuals from Jurupa Valley.

## 6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2020 through 6/30/2021:

- A. Number of unduplicated Jurupa Valley residents the program will serve with requested CDBG funds? 165 Individuals.

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

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

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

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

a. Self-Certification ☒

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

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

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

- C. If the proposed service assists the homeless, what percentage of clients are "chronic homeless?"  
50% ☐ Not Applicable

**HUD defines chronically homeless as:**

(1) An individual who:

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

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

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

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

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

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

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

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

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

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



## 7. CERTIFICATION

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

Name: Casey Jackson

Title: Interim CEO

Signature



Date

2-19-2020

## ATTACHMENT A

### PROPOSED 2020-2021 PROGRAM BUDGET

**Program Name:** Rapid Resolution Services - Homelessness

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$9967	\$	\$9967
Program Staff Salaries & Benefits	\$85,383	\$	\$85,383
Program Supplies (Fuel for Team Travel)	\$5000	\$	\$5,000
Rent/Lease	\$	\$	\$
Communications	\$650	\$	\$650
Utilities	\$	\$	\$
Insurance	\$	\$	\$
Professional Services (Specify)	\$	\$	\$
Other (Specify) 1000 Bed Nights at Community Shelter in Riverside	\$30,000	\$	\$30,000
Other (Specify) Rapid Resolution Special Needs (Approx. 15 Individuals)	\$4,000	\$	\$4,000
Other (Specify) Rapid Resolution Move-in (25 individuals, 7-10 Households)	\$15,000	\$	\$15,000
Other (Specify) Homelessness Prevention (Total Costs)	\$	\$100,000	\$100,000
<b>TOTAL</b>	<b>\$150,000</b>	<b>\$100,000</b>	<b>\$250,000</b>

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

SOURCE OF OTHER PROGRAM FUNDS	AMOUNT OF OTHER PROGRAM FUNDS	FUNDS SECURED FOR FY 19-20 WITH A CONTRACT?
HEAP – Homelessness Prevention Jurupa Valley	\$100,000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>TOTAL</b>	<b>\$100,000</b>	

# ATTACHMENT B

## CDBG FUNDED PERSONNEL

☐ CHECK BOX IF NOT APPLICABLE

**LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING 2020-2021 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
AP/AR/Claims Processing/Tracking Staff	\$35,360	\$6,362	\$41,725	\$9,667	.23%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

### 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 Navigator	\$37,440	\$6740	\$44,180	\$42,691	100%
Outreach Navigator	\$37,440	\$6740	\$44,180	\$42,692	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 Count, Homeless Management Information System, Annual Performance Reports, U.S. Census to determine the needs and trends of a community regarding homelessness, to learn and inform our services plans to the homeless and as an educator/ advocate for the homeless with local governments and community groups for over 16 years.

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

POLM has led the way in Riverside County as outreach provider by providing direct and immediate mobile interventions to the those at risk of homelessness or chronically homeless. In 2014 with CDBG funding POLM began providing mobile intervention and outreach on the streets of Perris and have expanded interventions throughout Riverside County using Motivational Interviewing and Trauma Informed Care to 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 health care and employment support once trust is established. The mobile team provides transportation and moving support to housing as needed. The team collects specific data per encounter log and inputs contact information into HMIS that can be reviewed to help with determining the needs for services and a yearly service count. Our outreach effort was a portion of what caught the Coachella Valley Association of Governments (CVAG) to contract with us for their Housing First intervention and stabilization services to the homeless.

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 focusses 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 the Department of Public Social Services Homeless Unit, 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, Workforce Development and the Social Security Administration. We are connected with City Services and Departments such as the City of Riverside, City of Perris, and cities in Coachella Valley. Our Achievement Coaches and Navigators work directly with Health to Hope, The Salvation Army, Catholic Charities, community landlords, Springboard 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.

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 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 , and Coachella Valley Association of Governments (CVAG) Housing First dollars for intervention, stabilization and housing projects. In 2019-2020 we received over \$3,000,000 grant funding from government entities and a total over \$3,000,000 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.



Internal Revenue Service  
P.O. Box 2508  
Cincinnati, OH 45201

Department of the Treasury

Date: JUL 10 2010

RECEIVED  
JUL 14 2010  
BY: \_\_\_\_\_

Path of Life Ministries  
4495 Magnolia Avenue  
Riverside, CA 92501

Person to Contact / ID Number:  
Maria Tritch / 02-03-386  
Contact Telephone Numbers:  
1-877-829-5500  
Federal Identification Number:  
33-0724945

Dear Sir or Madam:

In your letter received March 17, 2010, you requested to be classified as a public charity which no longer conducts church activities.

In our letter of September 1998, we determined that you were exempt under section 501(c)(3) of the Code. We further determined that you were not a private foundation and you were classified as a public charity described in sections 509(a)(1) and 170(b)(1)(A)(i) of the Code.

Based on the information you provided, we have determined that you meet the requirements for classification as a public charity described in sections 509(a)(1) and 170(b)(1)(A)(vi). Accordingly, this letter modifies our letter of September 1998 and we have modified your public charity status in our records as you have requested.

Your organization is required to file an annual Form 990, Return of Organizations Exempt from Tax, by the 15<sup>th</sup> day of the fifth month after the end of your annual accounting period, starting tax year 2009.

Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Grantors and contributors may generally rely on this determination of your foundation status unless the Internal Revenue Service publishes notice that you are no longer recognized as tax exempt or classified as a public charity in the Internal Revenue Bulletin. However, if a grantor or contributor takes any action, or fails to take any action, which causes you to lose your exempt status or causes you to be reclassified as a private foundation, that party can not rely on this determination. Furthermore, a contributor or grantor who knows that the Internal Revenue Service has notified your organization of any change in your exempt status or foundation status can not rely on this determination.

Because this letter could help resolve any questions about your exempt status and/or foundation status, you should keep it with your permanent records.

Letter 4425 (9-2008)  
Catalog Number 52256W

Page 2

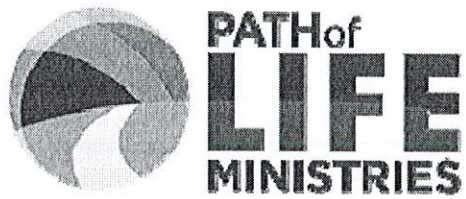
We have sent a copy of this letter to your representative as indicated in your power of attorney.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Choi". The signature is fluid and cursive, with a large initial "R" and a stylized "C".

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements



(A California Nonprofit Corporation)

Financial Statements  
and  
Independent Auditors' Report

For the Year Ended June 30, 2019

**SM&Co**

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<b>Financial Information</b>	
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Statement of Cash Flows	6
Notes to Financial Statements	7

DRAFT  
01/28/2020



Smith Marion & Co. • Certified Public Accountants

Redlands Office • 1940 Orange Tree Lane, Suite 100 • Redlands, CA 92374 • (909) 307-2323

To the Board of Directors  
Path of Life Ministries  
Riverside, CA

### Independent Auditors' Report

#### Report on the Financial Statements

We have audited the accompanying financial statements of Path of Life Ministries which comprise the statement of financial position as of June 30, 2019, and the related statement of activities, functional expense and cash flows for the years then ended, and the related notes to the financial statements.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express an opinion on the financial statements based on our audit. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Path of Life Ministries as of June 30, 2019, and the results of their operations and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.





**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated , on our consideration of Path of Life Ministries' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Path of Life Ministries' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Path of Life Ministries' internal control over financial reporting and compliance.

DRAFT  
01/28/2020



**Path of Life Ministries**  
Statement of Financial Position  
June 30, 2019

**Assets**

**Current Assets**

Cash and cash equivalent	\$ 159,499
Grants and contracts receivable	862,907
Prepaid expenses and other current assets	110,796
<b>Total Current Assets</b>	<u>1,133,202</u>

**Noncurrent Assets**

Property and equipment (net)	1,297,694
Deposits	5,217
<b>Total Noncurrent Assets</b>	<u>1,302,911</u>
<b>Total Assets</b>	<u>\$ 2,436,113</u>

**Liabilities and Net Assets**

**Current Liabilities**

Accounts payable	22,052
Deferred revenue	176,043
Accrued expenses	124,517
Notes payable	(1,625)
<b>Total Current Liabilities</b>	<u>320,987</u>

**Noncurrent Liabilities**

Notes payable (less current)	585,150
<b>Total Noncurrent Liabilities</b>	<u>585,150</u>
<b>Total Liabilities</b>	<u>906,137</u>

**Net Assets**

Without donor restriction	1,529,976
With donor restrictions	-
<b>Total Net Assets</b>	<u>1,529,976</u>
<b>Total Liabilities and Net Assets</b>	<u>\$ 2,436,113</u>

**Path of Life Ministries**  
Statement of Activities  
For the Year Ended June 30, 2019

	Without Donor Restriction	With Donor Restriction	Total
<b>Public support and revenues</b>			
Grant income	\$ 4,812,062	\$ -	\$ 4,812,062
Contributions/donations	352,841	-	352,841
In-kind contributions	752,226	-	752,226
Other income	11,041	-	11,041
Special events (net)	(315)	-	(315)
Net assets released from restriction	-	-	-
<b>Total Income</b>	<b>5,927,855</b>	<b>-</b>	<b>5,927,855</b>
<b>Expenses and losses</b>			
Program services			
Shelter	1,585,693	-	1,585,693
Housing	3,303,401	-	3,303,401
Rehabilitation	519,106	-	519,106
Total program services	5,408,200	-	5,408,200
Support services			
Administrative and general	483,745	-	483,745
Total support services	483,745	-	483,745
<b>Total expenses</b>	<b>5,891,945</b>	<b>-</b>	<b>5,891,945</b>
<b>Change in net assets</b>	<b>35,910</b>	<b>-</b>	<b>35,910</b>
Beginning net assets	1,494,066	-	1,494,066
<b>Ending net assets</b>	<b>\$ 1,529,976</b>	<b>\$ -</b>	<b>\$ 1,529,976</b>

**Path of Life Ministries**  
Statement of Functional Expenses  
For the Year Ended June 30, 2019

	Shelter	Housing	Rehabilitation	Total program services	Administrative and general	Total support services	Total expenses
<b>EXPENSES</b>							
Salaries, wages and benefits	\$ 789,808	\$ 1,185,462	\$ 137,709	\$ 2,112,979	\$ 210,955	\$ 210,955	\$ 2,323,934
Program expenses	90,454	1,792,058	127,842	2,010,354	30,921	30,921	2,041,275
Occupancy costs	65,888	85,855	17,474	169,217	51,998	51,998	221,215
Repair & maintenance	20,034	17,608	4,521	42,163	3,236	3,236	45,399
Depreciation expense	130,827	-	-	130,827	-	-	130,827
Outside services	36,126	2,686	532	39,344	2,913	2,913	42,257
Supplies and office expense	3,875	3,502	116	7,493	21,565	21,565	29,058
In-kind contributions	415,555	110,006	210,967	736,528	8,966	8,966	745,494
Insurance expense	8,391	6	159	8,556	23,732	23,732	32,288
Professional fees	22,197	21,904	3,608	47,709	92,880	92,880	140,589
Education and training	2,538	84,314	16,178	103,030	19,282	19,282	122,312
Interest expense	-	-	-	-	17,297	17,297	17,297
<b>TOTAL EXPENSES</b>	<b>\$ 1,585,693</b>	<b>\$ 3,303,401</b>	<b>\$ 519,106</b>	<b>\$ 5,408,200</b>	<b>\$ 483,745</b>	<b>\$ 483,745</b>	<b>\$ 5,891,945</b>

**Path of Life Ministries**  
Statement of Cash Flows  
For the Year Ended June 30, 2019

**Net Cash Flows From Operating Activities**

Change in net assets	\$ 35,910
<i>Adjustments to reconcile change in net assets to net cash provided by operations:</i>	
<i>Noncash items:</i>	
Depreciation expense	130,827
Loss on sale of property and equipment	
Donation of property and equipment	
<i>(Increase) decrease in cash due to:</i>	
Grants receivable	(4,239)
Prepaid expenses	11,625
<i>Increase (decrease) in cash due to:</i>	
Accounts payable	(10,785)
Deferred revenue	141,043
Accrued payroll	(25,389)
<b>Cash Provided (Used) By Operating Activities</b>	<u>278,992</u>

**Net Cash Flow From Investing Activities**

Purchase of equipment	(6,733)
<b>Cash Provided (Used) By Investing Activities</b>	<u>(6,733)</u>

**Net Cash Flow From Financing Activities**

Payments on line of credit	(281,625)
<b>Cash Provided (Used) By Financing Activities</b>	<u>(281,625)</u>

**Net Increase (decrease) in Cash**

(9,366)

Beginning cash and cash equivalents

168,865

**Ending Cash and Cash Equivalents**

\$ 159,499

**Supplemental Data:**

Interest paid	<u>\$ 17,297</u>
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**Noncash investing and financing transaction**

Donated vehicle	<u>\$ 6,733</u>
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**1. Summary of Significant Accounting Policies**

**Nature of Organization**

Path of Life Ministries (the Organization) operates a tax-exempt nonprofit organization. Path of Life Ministries is dedicated to enhancing lives and meeting the diverse needs of individuals, families and communities through the utilization of comprehensive integrated social service systems. Path of Life Ministries supports clients in breaking the cycles of homelessness, works to keep families together, and strives to build strong healthy communities.

To accomplish the above mission, the Organization provides transitional living services and rapid re-housing services to veterans, individuals and families who are experiencing homelessness or who are at significant risk of homelessness. Through its transitional living program, Path of Life Ministries provides comprehensive on-site case management services, vocational and educational support services as well as life skills development to homeless veterans who are living with a mental health issue. Path of Life Ministries also provides rapid rehousing services to veterans and their families, and to families who are receiving a welfare grant. Rapid rehousing services include but are not limited to case management services, housing search and permanent housing acquisition services, temporary financial intervention, and assistance in applying for and acquiring additional public and veteran's benefits. Services are provided in both the Riverside and San Bernardino County areas.

**Accounting Basis**

The financial statements of the Organization are presented on the accrual basis of accounting. Using this method, revenues are recognized when earned and expenses are recognized in the period in which the liability is incurred (goods have been received or services rendered).

**Basis of Presentation**

The Organization reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions. The following provides an explanation of net assets categories included in the accompanying financial statements:

*Net Assets Without Donor Restrictions* – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

*Net Assets With Donor Restriction* – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. The Organization has no net assets with donor restriction.

**Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Cash and Cash Equivalents**

For purposes of the statements of cash flows, the Organization considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash.

**Property and Equipment**

Acquisitions of property and equipment in excess of \$2,500 are capitalized. Property and equipment are stated at cost at date of purchase. Donations of property and equipment are recorded as support at their estimated fair value. Depreciation is computed on the straight-line basis over the estimated useful lives which range from three to thirty-nine years. Depreciation expense for the year ended June 30, 2019 was \$130,827.

**Contributions**

The Organization reports contributions restricted by donors as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

**Contributed Goods and Services**

Contribution of goods and services received, that are measurable, are valued at their estimated fair market value and are recorded as revenue when received.

**Revenue**

Revenue is recognized when earned. Program service fees and payments under cost-reimbursable contracts received in advance are deferred to the applicable period in which the related services are performed, or expenditures are incurred, respectively.

**Functional Allocation of Expenses**

The costs of providing the various programs and other activities have been summarized on a functional basis in the combining statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited based on direct salaries.

**Income Taxes**

The Organization is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and by the California Revenue and Taxation Code Section 23701(d) and have been determined not to be a private foundation under IRC Sections 509(a)(1). Accordingly, contributions from donors qualify for income tax deductions. The Organization is annually required to file a Return of Organization Exempt Form Income Tax (Form 990) with the IRS.

In addition, the Organization is subject to income tax on net income that is derived from business activities that are unrelated to their exempt purposes. The Organization has determined that it is not subject to unrelated business income tax and have not filed an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

**Donated Materials and Services**

Materials and other assets received as donations are reflected in the accompanying financial statements at their fair values at the date of receipt.

**Financial Instruments and Credit Risk**

The Organization has concentrations of credit risk for cash, because it maintains cash balances at several banks. The Organization does not believe that this results in a significant risk since they are under the FDIC insured limits.

The carrying value of most of the Organization's financial instruments, is considered to approximate the fair value. Cash, receivables, accounts payable and accrued expenses are settled so close to the balance sheet date that fair value does not differ significantly from the stated amounts.

**Change in Accounting Principle**

On August 18, 2016, FASB Issued Accounting Standards Update (ASU) 2016-14, Not-for-Profit Entities (Topic 658) – Presentation of Financial Statements of Not-for Profit Entities. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. The Organization has implemented ASU 2016-14 and have adjusted the presentation in the financial statements accordingly.

**2. Liquidity and Availability**

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date comprise the following:

Cash and cash equivalent	\$ 159,499
Grants and contracts receivable	<u>862,907</u>
	<u>\$ 1,022,406</u>

The Organization considers contributions restricted for programs which are ongoing, major and central to its operations to be available to meet cash needs for general expenditures. The Organization maintains a line of credit to ensure they have the ability to cover general expenditures.

**3. Prepaid Expenses and Other Current Assets**

Prepaid expenses and other current assets consisted of the following at year end:

Prepaid insurance	\$ 13,197
Prepaid rent expenses	77,279
Other current asset	<u>20,320</u>
	<u>\$ 110,796</u>



**4. Grants and Contracts Receivable**

Grants receivable represent amounts earned under various grant agreements but not yet received as of yearend. All amounts are considered fully collectible. Grant and contracts receivable consisted of the following at year end:

County of Riverside - HUD Supportive Housing	\$ 384,770
County of Riverside - DPSS RRH-EC	87,151
Coachella Valley Association of Gov	211,439
City of Riverside - CDBG	4,077
City of Riverside - ESG	42,711
City of Jurupa CDBG	24,819
State ESG	62,682
Other grants receivable	45,258
Total	<u>\$ 862,907</u>

**5. Property and Equipment**

Property and equipment consisted of the following at year end:

Land	\$ 139,400
Buildings and Improvements	2,150,414
Furniture and Equipment	128,241
Vehicles	154,994
<b>Total Fixed Assets</b>	<u>2,573,049</u>
Less: Accumulated Depreciation	<u>(1,275,355)</u>
<b>Net Book Value</b>	<u>\$ 1,297,694</u>

Depreciation expense for the year amounted to:	<u>\$ 130,827</u>
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**6. Line of Credit**

The Organization has an unsecured line of credit for \$280,000 with interest payable monthly at 3.00% over the Prime Rate of 5.00% which was 8.00% as of June 30, 2019. The line of credit matures on September 2019. The line of credit balance was \$- as of June 30, 2019.

**7. Accrued Expenses**

Accrued expenses consisted of the following at year end:

Accrued payroll	\$ 75,318
Accrued vacation	32,637
Other accrued expenses	16,562
	<u>\$ 124,517</u>



**8. Notes Payable**

The City of Riverside issued a non-interest-bearing promissory note to the Organization in the amount of \$585,150 for the acquisition and improvement of real property and facilities. The Promissory Note includes the declaration of covenants, conditions and restrictions (the "Covenants") dated June 30, 2017. The covenants supersede and replace the previous operating agreement with the City. The Covenants require that the Organization operate Cold Weather Shelter, Short-Term Emergency Shelter, and Access Homeless Shelter Programs. The Note and Covenants expire on June 30, 2023. At the expiration of the Note and Covenants, the City of Riverside will forgive all unpaid interest and principal and the property will revert back to sole ownership by the Organization.

**9. Leases and Commitments**

The Organization entered into a lease agreement for the administrative office building starting in November 2016. The agreement provides for a \$5,217 security deposit and monthly rent payments of \$4,500, with a 3% annual adjustment on the anniversary date. The lease expires on December 31, 2021 with a 36 month option to extend.

The Organization entered into a lease agreement for office equipment in July 2016. The agreement is for 63 months and requires a monthly payment of \$1,450.

The Organization entered into a lease agreement for additional administrative offices starting in January 2018. The agreement provides for a \$3,300 security deposit and monthly rent payments of \$1,100. The lease expires January 2020 with a 24 month option to extend.

Future minimum lease payments are as follows:

	2020	\$	87,726
	2021		<u>56,676</u>
Total future maturities		\$	<u>144,402</u>

The total rent expense for the year ended June 30, 2019 amounted to approximately \$80,000.

**10. 401(K) Profit Sharing Plan**

The Organization sponsors the Path of Life Ministries 401 (k) Profit Sharing Plan in which the employees are eligible to participate at 18 years or older and after ninety (90) days of service. The Organization does not contribute to the plan nor did they pay for administrative expenses.

**11. In-Kind Contributions**

In-kind contribution of goods and services received, that are measurable, are valued at their estimated fair market value and are recorded as revenue when received. The total value of donated support is comprised of the following:

Meals	\$ 349,183
Professional Staff, Tutoring and Counseling	287,796
Contributed goods	115,247
	<u>\$ 752,226</u>

The Organization also receives donated services that do not require specific expertise, but which are nonetheless central to the Organization's operations. In accordance with the standards of revenue recognition for not-for-profit entities, the value of these services is not reflected in the financial statements.

**12. Contingencies on Restricted Funds**

Path of Life Ministries receives funds from state and local governmental agencies in the form of grants and contracts. The disbursement of these funds generally requires compliance with terms and conditions specified in the award agreement and are subject to audit by the granting agency. Such audits could result in a request for reimbursement by the granting agency for any disallowed expenditures under the terms of the agreement. The amount, if any, of expenditures that may be disallowed cannot be determined at this time and Path of Life Ministries' management expects any amounts will be immaterial.

**13. Subsequent Events**

On July 18, 2018 Path of Life Ministries entered into a lease agreement for office equipment. The agreement is for 63 months and requires a monthly payment of \$1,950.

Management of Path of Life Ministries has evaluated subsequent events through , the date the financial statements were available to be issued.

\*

\*

\*



**Return of Organization Exempt From Income Tax**  
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)  
▶ Do not enter social security numbers on this form as it may be made public.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2017**  
Open to Public Inspection

**A** For the 2017 calendar year, or tax year beginning **JUL 1, 2017** and ending **JUN 30, 2018**

<b>B</b> Check if applicable:  <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <b>PATH OF LIFE MINISTRIES</b>		<b>D</b> Employer identification number <b>33-0724945</b>
	Doing business as		<b>E</b> Telephone number <b>951-786-9048</b>
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	<b>G</b> Gross receipts \$ <b>5,305,841.</b>
	P.O. BOX 1445		<b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	City or town, state or province, country, and ZIP or foreign postal code <b>RIVERSIDE, CA 92502</b>		<b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions)
<b>F</b> Name and address of principal officer: <b>ERIN PHILLIPS</b> <b>SAME AS C ABOVE</b>			<b>H(c)</b> Group exemption number ▶
<b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527			
<b>J</b> Website: <b>WWW.THEPATHOFLIFE.COM</b>			
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		<b>L</b> Year of formation: <b>1998</b> <b>M</b> State of legal domicile: <b>CA</b>	

**Part I Summary**

<b>Activities &amp; Governance</b>	<b>1</b> Briefly describe the organization's mission or most significant activities: <b>PATH OF LIFE MINISTRIES (POLM) IS A NON-PROFIT ORGANIZATION SERVING HOMELESS INDIVIDUALS AND</b>		
	<b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	<b>3</b> Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	<b>9</b>
	<b>4</b> Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	<b>9</b>
	<b>5</b> Total number of individuals employed in calendar year 2017 (Part V, line 2a)	<b>5</b>	<b>87</b>
	<b>6</b> Total number of volunteers (estimate if necessary)	<b>6</b>	<b>700</b>
	<b>7a</b> Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>	<b>0.</b>
<b>7b</b> Net unrelated business taxable income from Form 990-T, line 34	<b>7b</b>	<b>0.</b>	
<b>Revenue</b>	<b>8</b> Contributions and grants (Part VIII, line 1h)	<b>Prior Year</b>	<b>Current Year</b>
	<b>9</b> Program service revenue (Part VIII, line 2g)	<b>4,295,138.</b>	<b>5,246,526.</b>
	<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)	<b>0.</b>	<b>0.</b>
	<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	<b>109.</b>	<b>54.</b>
	<b>12</b> Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<b>260,043.</b>	<b>45,667.</b>
<b>Expenses</b>	<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3)	<b>4,555,290.</b>	<b>5,292,247.</b>
	<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)	<b>0.</b>	<b>0.</b>
	<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	<b>0.</b>	<b>0.</b>
	<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)	<b>1,697,224.</b>	<b>2,277,643.</b>
	<b>b</b> Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>0.</b>	<b>0.</b>	<b>0.</b>
<b>Net Assets or Fund Balances</b>	<b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	<b>2,531,964.</b>	<b>3,130,168.</b>
	<b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	<b>4,229,188.</b>	<b>5,407,811.</b>
	<b>19</b> Revenue less expenses. Subtract line 18 from line 12	<b>326,102.</b>	<b>-115,564.</b>
	<b>20</b> Total assets (Part X, line 16)	<b>Beginning of Current Year</b>	<b>End of Year</b>
	<b>21</b> Total liabilities (Part X, line 26)	<b>2,326,826.</b>	<b>2,576,959.</b>
<b>22</b> Net assets or fund balances. Subtract line 21 from line 20	<b>717,196.</b>	<b>1,082,893.</b>	
		<b>1,609,630.</b>	<b>1,494,066.</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature <i>Rich Erickson</i>	Date <b>05/14/2019</b>
	<b>RICH ERICKSON, PRESIDENT</b> Type or print name and title	
<b>Paid Preparer Use Only</b>	Print/Type preparer's name <b>CARLOS CARAZO</b>	Preparer's signature <i>Carlos Carazo</i>
	Firm's name ▶ <b>SMITH MARION &amp; CO.</b>	Date <b>05/13/19</b> Check <input type="checkbox"/> self-employed PTIN <b>P02046597</b>
	Firm's address ▶ <b>1940 ORANGE TREE LANE, SUITE 100 REDLANDS, CA 92374</b>	Firm's EIN ▶ <b>83-1445511</b> Phone no. <b>909-307-2323</b>

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No





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

**2020-2021 COMMUNITY DEVELOPMENT BLOCK GRANT  
PUBLIC SERVICE GRANT APPLICATION**

**Application is due 3:00 PM February 19, 2020**

**Late Applications will not be accepted**

**Submit 2 original applications & back up documentation to:**

*Sean McGovern*

*Jurupa Valley City Hall*

*8930 Limonite Ave., Jurupa Valley CA 92509*

**AND**

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

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

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

Organization Name: Family Service Association (FSA)

Program Name: Senior Nutrition Program

CDBG Amount Requested: \$40,000

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



**1. APPLICANT GENERAL INFORMATION**

A. Organization Legal Name: Family Service Association

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

C. Program Name: Senior Nutrition Program

D. CDBG Amount Requested: \$40,000

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

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

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

☐ Yes    ☒ No

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

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

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

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

I. Federal Tax ID Number: 95-1803694

K. DUNS Number: 791329071

K. Officials Authorized to Sign Contracts & Expend Funds:

Name: Judith Wood    Title: CEO

Name: Shannon Gonzalez    Title: CPO

## **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 Senior Nutrition Program provides seniors with one nutritionally balanced meal Monday - Friday. The meals are provided to seniors 62 years of age and older in a group setting at the Eddie D. Smith Senior Center. The meals are provided at no-cost with a suggested donation from senior clients, however there is no obligation to pay and no senior is turned away if they cannot pay. A registered dietitian regulates the nutrient value of each meal we serve. By providing these meals we encourage socialization among seniors, which has proven to help older adults learn to manage and delay the onset of chronic diseases and experience measurable improvements in their physical, social, spiritual, emotional, mental and economic well-being.

The Senior Nutrition Program complements the activities that currently take place at the Eddie D. Smith Senior Center. The center offers a variety of services, such as recreation activities, trips, legal services, counseling, and more. By including congregate-meal services directly in the Senior Center, participants who normally would not attend the senior center, become aware of all the services that the center has to offer.

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. It is not uncommon for a senior to ask for a "to go" container to take a portion of their uneaten meal home to eat later as their evening "meal."

## **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.

There is a demonstrated need and desire for the Senior Nutrition Program in the City of Jurupa Valley. Since July 1, 2018, the program has served over 350 unduplicated individuals at the Senior Center. Most of the seniors, enjoy a meal at the center about three times a week.

FSA's Senior Nutrition Program provides much more than a meal. Research shows the meal services help to preserve the dignity and independence by delaying nursing home placements, as well as reducing the frequency of hospitalizations and improving physical health through meeting nutritional needs. The Senior Nutrition Program is a valued service that FSA provides to fill the gap and support the unmet need of these seniors.

This nutrition program not only provides a meal but also promotes socialization for vulnerable older adults who may be isolated due to physical or mental conditions, living alone, lack of transportation, or other issues. The day-to-day contact in group settings that occurs is designed to decrease isolation. Isolation has been linked to higher mortality for older men and women (Step toe, Shankar, Demakakos, & Wardle, 2013).

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

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

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

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

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

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

FSA has received CDBG funds for over 16 years to operate community centers, run programs ranging from health and wellness to case management. We have also been the recipient of Federal grant funds over the last 20 years to operate programs in Education, Health and Human Services, Clinical Mental Health, Housing, and others.

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

FSA has the following policies and procedures are in place:

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



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

GRANT PROVIDER	GRANT PROVIDER CONTACT NAME TELEPHONE # & EMAIL	GRANT AMOUNT	DATES COVERED BY GRANT FUNDS
City of Perris - CDBG	Sara Pavon Cortes <a href="mailto:Scortes@cityofperris.org">Scortes@cityofperris.org</a> (951) 943 – 5003 Ext 254	\$24,500	7/1/19 – 6/30/2020
City of Moreno Valley - CDBG	Dena Heald <a href="mailto:GrantsAdmin@moval.org">GrantsAdmin@moval.org</a> (951) 413-3450	\$20,000	7/1/19 – 6/30/2020
San Bernardino County Department on Aging & Adult Services	Kimberlee Van <a href="mailto:Kimberlee.van@hss.sbcounty.gov">Kimberlee.van@hss.sbcounty.gov</a> (909) 891-3984	\$10,635,000	7/1/19 – 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. 2020-2021 Jurupa Valley CDBG Grant Funds Requested: | <u>\$40,000</u>     |
| 2. Total 2020-2021 Program Budget:                     | <u>\$143,340</u>    |
| 3. Total 2020-2021 Agency Budget:                      | <u>\$22,313,087</u> |

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

Funding from the City of Jurupa Valley will be allocated towards the cost of food for the program and staff hours to cook and maintain kitchen operations.

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: <u>284</u>	Part-Time Staff: <u>45</u>
Contract Staff: <u>3</u>	Volunteers: <u>90</u>

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 7/1/2020 & 6/30/2021? 365 Individuals
2. Total number of unduplicated **Jurupa Valley clients** that the program will serve by the program between 7/1/20 & 6/30/21? 280 Individuals
3. What % of the total program budget will be used to serve unduplicated Jurupa Valley residents?  
90%

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. Through funding from the City of Jurupa Valley, FSA expects to serve 280 unduplicated seniors throughout the 2020-21 Fiscal Year.

## 6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2020 through 6/30/2021:

- A. Number of unduplicated Jurupa Valley residents the program will serve with requested CDBG funds? 280 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 age 62 and older

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

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

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

*(1) An individual who:*

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

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

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

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

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

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

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

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

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

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



## 7. CERTIFICATION

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

Name: Shannon Gonzalez

Title: Chief Program Officer



Signature



Date



# ATTACHMENT A

## PROPOSED 2020-2021 PROGRAM BUDGET

**Program Name:** Senior Nutrition Program

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$	\$	\$
Program Staff Salaries & Benefits	\$20,000	\$46,860	\$66,860
Program Supplies – Food (Consumable Supplies for Program)	\$20,000	\$26,150	\$46,150
Rent/Lease	\$	\$	\$
Communications	\$	\$540	\$540
Utilities	\$		
Insurance	\$	\$1,100	\$1,100
Professional Services	\$	\$	\$
Other - Overhead Costs at 9.1%	\$	\$13,031	\$13,031
Other - Supplies (Program)	\$	\$2,100	\$2,100
Other -Repair and Maintenance (Building, Cars, Kitchen)	\$	\$13,200	\$13,200
Other - Fuel & Travel Expenses	\$	\$120	\$120
<b>TOTAL</b>	<b>\$40,000</b>	<b>\$103,340</b>	<b>\$143,340</b>

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

SOURCE OF OTHER PROGRAM FUNDS	AMOUNT OF OTHER PROGRAM FUNDS	FUNDS SECURED FOR FY 19-20 WITH A CONTRACT?
Riverside County Office on Aging	\$95,850	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Jurupa Valley – Client Contributions/Donations	\$7,498	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>TOTAL</b>	<b>\$103,348</b>	

# ATTACHMENT B

## CDBG FUNDED PERSONNEL

☐ CHECK BOX IF NOT APPLICABLE

### LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING 2020-2021 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
Senior Cook	\$31,200	\$4,056	\$35,256	\$10,000	28%
Program Cook	\$29,120	\$3,785	\$32,905	\$10,000	30%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

#### PROPOSED PROGRAM CONTRACT STAFF

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

## 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. \_\_\_\_\_
2. Describe your organization's experience with developing a homelessness outreach effort to collect new data. \_\_\_\_\_
3. Describe your organization's experience with developing, proposing, and implementing results-oriented solutions to mitigate and serve the homeless population. \_\_\_\_\_
4. Describe your organization's familiarity with social services in the Jurupa Valley, Riverside County, and greater Southern California areas. \_\_\_\_\_
5. Describe your organization's familiarity with the Community Development Block Grant process and other streams of Federal, State, or Local revenue. \_\_\_\_\_