City of FRESNO



2026-2027 Requests for Funding

Planning and Development Department

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

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Public and Community Services

Entity	Project Name	Amount Requested
Boys and Girls Clubs of Fresno County	Educate and Inspire Fresno Youth 2026+	$ 314,845.00
Central Valley Justice Coalition	Youth Advocacy Mentorship Project	$ 152,462.40
Chinatown Fresno	Chinatown Open for Business	$ 40,000.00
Poverello House	Culinary Workforce Development Program	$ 500,000.00
Upwards Care Inc.	The Boost Program	$ 248,400.00
Total		**$1,255,707.40**

Boys & Girls Clubs of Fresno County:

Educate and Inspire Fresno Youth 2026+

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization: Boys & Girls Clubs of Fresno County	*Fictitious Name (if applicable):* n/a
UEI of Organization: D1PZQL46EXT9	*Taxpayer Identification Number:* 94-1149171
Date of Incorporation: 1949	*Date of 501(c)(3) Determination:* 4/24/1951
Mailing Address of Organization: 540 N Augusta Street, Fresno, CA 93701	*Organization Website Address:* www.bgcfresno.org
Name of President (or Chair of the Board): Lisa Nilmeier	*E-mail Address:* lnilmeier@milano-ri.org
Name of Chief Executive or Executive Director: Jason Hannold	*E-mail Address:* jasonh@bgclubfc.org
Name of the Secretary: Jason Hannold	*E-mail Address:* jasonh@bgclubfc.org
Name of Treasurer (or Chief Financial Officer): Clayton Medina	*E-mail Address:* Clayton@cooklandcompany.com
Principal Contact Person: Jason Hannold / *Principal Contact's Title:* President/CEO	*Principal Contact's Physical Address:* 540 N Augusta Street Fresno, CA 93701
Primary Phone #: 559 266 3117 / *Alternative Phone #:* 724 556 9430	*E-mail Address:* jasonh@bgclubfc.org
Name of Authorized Signatory: Jason Hannold	*Title of Authorized Signatory:* President/CEO
Signature of Authorized Official: [signature]	*Date of Signature:* 1/20/2026

Do you have an active registration with SAM.gov? ☒ Yes ☐ No

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

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

The Boys & Girls Clubs of Fresno County (B&GCFC) is a private, non-profit community-based 501(c)3 organization that has provided successful after-school programs for at-risk youth since 1949. We have 14 Clubs serving children, youth and their families in both urban and rural neighborhoods. Each Club has been intentionally located in impoverished neighborhoods of great economic and social need. B&GCFC is the largest youth-serving organization in the County.

Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Our youth development services address three core areas: Academic Success, Character & Leadership, and Healthy Life Styles. We are open 5 days a week, after-school and during summer. Our membership fee is still $10.00 per year. If a youth is unable to meet this fee, we have them "earn" it by helping with a project.

This project emphasizes literacy, health and wellness at 4 Clubs in the City of Fresno. It provides resources and mentoring in a positive setting to the kids who need us most, helping to improve their quality of life

Please mark any of the following classifications that apply to your organization:

- ☐ Woman-Owned Business
- ☐ Minority Institution
- ☐ Tribal
- ☐ Other:
- ☐ Small Business
- ☐ Minority-Owned
- ☐ Veteran-Owned

Part A, Section 3: Organizational Capacity and Management
Please provide the number of staff employed by your organization:

Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Jason Hannold	President/CEO	1
2) Kristin Saldivar	Chief Operating Officer	22
3) MaryLou Ramirez	Senior Director of Operations	27
4) Richard Saldivar	Director of Operations	24
5)		

Board of Directors

How often does your Board of Directors regularly meet?

Monthly

List current Board of Directors below:

1) Lisa Nilmeier
2) Clayton Medina
3) Lee Anne Briscoe
4) Ryan Geil
5) Corey Jackson
6) Michael Goldfarb
7) Tracy Bertagnole
8) Vanessa Elizondo
9) Paul Gibson
10) Amber Jimenez-Flores

Financial Management

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

Name: Ilyn Elias
Title: Controller
Phone/Email: 559 266 3117

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☒ Yes ☐ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Have your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.
Please See Exhibit 2

6) Does your financial system:
a) Provide for the control and accountability of grant funds, property, and other assets? ☒ Yes ☐ No
b) Separately track revenue and expenditures for the grant funds?
☒ Yes ☐ No

7) Does your payroll system separately track staff time by grant and/or activity? ☐ Yes ☒ No

8) Are all payments properly documented with evidence or receipt of goods or performance of services? ☒ Yes ☐ No

9) Are all bank accounts reconciled monthly? ☒ Yes ☐ No

10) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☒ Yes ☐ No
If yes, please explain
Jason Hannold was selected by our Board for the position of President/CEO effective June 16, 2025.

11) Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?
☐ Yes ☒ No
If yes, please explain

12) Does your agency have policies that address the following?

Ethics/Professional Conduct	☒ Yes	☐ No
Pay Rates and Benefits	☒ Yes	☐ No
Discrimination	☒ Yes	☐ No
Purchasing/Procurement	☒ Yes	☐ No
Property and Equipment	☒ Yes	☐ No
Segregation of Duties	☒ Yes	☐ No
Time and Effort Reporting	☒ Yes	☐ No
Record Retention	☒ Yes	☐ No

13) Does your agency certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency? ☒ Yes ☐ No

Authorized Signatories

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

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

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

Authorized Signatory Name	Authorized Signatory Title
1) Lisa Nilmeier	Board Chair
2) Jason Hannold	President/CEO

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

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

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

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0.00

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0.00

- **Owner-Occupied Home Repair**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0.00

- **Public Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
1	$ 314,845.00

- **Public Infrastructure & Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
!Undefined Bookmark, NOAPPS4	**!Undefined Bookmark, REQ4**

1 $314,845.00

Required Attachments to Part A
Select all attachments included.

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

☒ **Part A, Exhibit 2** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds)

☒ **Part A, Exhibit 3** – Copies of results of audits, examinations, or monitoring procedures performed during the last two fiscal years on any direct federal award received by the organization

☒ **Part A, Exhibit 4** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

☒ **Part A, Exhibit 5** – List of all awards to the organization from City of Fresno during the past two years

☒ **Part A, Exhibit 6** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☒ **Part A, Exhibit 7** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 8** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 9** – Bylaws of the Organization (Required)

☒ **Part A, Exhibit 10** – Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application

Evaluation Process

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

Category	Points
Qualified / Disqualified: • Are the proposed activities and costs eligible under the applicable funding source? (If no in part or full, the application is disqualified in part or full.) • Is the applicant a unit of government or an established corporation chartered and in good standing with the State of California or a 501(c)(3) tax-exempt organization? (if no, the application is disqualified) • Does the applicant have an active registration on SAM.gov? (if no, the application is disqualified) • Is the applicant excluded from doing business with the government according to SAM.gov? (if yes, the application is disqualified) • Does the applicant indicate it has established financial and management systems? (if no, the application is disqualified) • Does the applicant have any unresolved monitoring findings? (if yes, the application may be disqualified.) • Has the applicant failed to meet any other threshold eligibility requirements in the accompanying 2026-2027 Consolidated NOFA Handbook? (If yes, the application is disqualified.)	Qualified or Disqualified
Organizational Capacity: • Has the organization provided financial statements showing current assets sufficient to cover operating expenses for at least six months? (10 points) • Does the organization demonstrate that its staff has the experience and skills to deliver the activities indicated in the application? (Up to 5 points) • Has the organization demonstrated that it understands the applicable federal requirements and can operate the proposed activity in compliance with those requirements? (Up to 5 points)	20

Category	Points
Quality of the Proposal / Alignment to Community Needs: • Does the application clearly describe a community need and provide evidence that existing resources are insufficient to meet that need? (5 points) • Is the program targeted to specific areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs)? (5 points) • Does the applicant demonstrate a thorough plan of how to reach the target population and how they will affirmatively market the program to the target population? (Up to 5 points) • Does the proposal include at least one of the prioritized activities listed on page 4 of this application? (10 points)	25
Impact and Outcome: • Does the proposed activity clearly described how it will meet the needs of the target population, how it will define outcomes of the activity, and how it will measure successful outcomes? (Up to 10 points) • Does the organization describe how their prior activities have resulted in meaningful impact? (Up to 5 points) • Does the proposal demonstrate that the activity will be completed in a timely manner? (Up to 10 points) • Does the organization clearly articulate how the program activities were developed in consultation with the target population? (Up to 10 points)	35
Cost Effectiveness: • Is the proposed budget consistent with the proposed program service(s) and does it include reasonable expenses? (Up to 10 points) • Is the cost per participant reasonable based on the proposed program? (Up to 5 points)	15
Coordination / Collaboration • To what extent does the applicant describe how its activities will be delivered in coordination with other community resources to address the overall needs of its clientele? (Up to 5 points)	5
Total Possible Points	**100**

PY 2026-2027 APPLICATION
Public Service Programs

NOTE: This application is not for community services to benefit primarily homeless and individuals at risk of homelessness. If you are a homeless service provider, please use the appropriate Homeless Housing and Services application.

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

   Project Name (10 words or less): Boys & Girls Clubs Educate and Inspire Fresno Youth 2026+

   Amount Requested: $ 314,845.00

   Provide a short description of the proposed program/activity. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

The Boys & Girls Clubs of Fresno County (BGCFC) is requesting funds to provide afterschool enrichment programs to 1,200 young people living in low-income, high-crime neighborhoods in East, West, Central Fresno, and Pinedale. We will provide programs that help girls and boys ages 6-18 adopt a healthy attitude and lifestyle, and develop academic, behavioral, and social skills through homework completion, learning activities, tutoring and structured sports. We will support and guide teens in setting career goals and improve their employability skills and provide teens with skill-building opportunities as well as hands-on work experience.

   To utilize CDBG funds for a public service, the service must be either a new service or a quantifiable increase in the level of an existing service.

   This project is a:

   ☐ New Project/Program

   ☒ Existing Project/Program

If this is an existing project/program that has not received CDBG funding from the City previously, please briefly explain how CDBG funds will be used to quantifiably increase the level of service.

The Boys & Girls Clubs of Fresno County has the ability to offer BGCA national programs in the 5 core areas: Education, Character & Citizenship, Health and Life Skills, Arts & Technology, and Sports & Fitness. Not all areas are addressed at all Clubs every year due to limited funding. We always offer effective mentoring. Mentors provide guidance, motivation, emotional support and role modeling. Current CDBG-funded programming focuses on developing a young person's skill, confidence and motivation to make healthy nutrition choices (Healthy Habits), homework completion (Power Hour), developing a positive self-concept and sound decision-making skills (SMART Girls), promoting responsibility, reinforcing positive behavior and developing character (Passport to Manhood), career and job training (Career Launch), and leadership development and career preparation (Youth Worker). Career Launch and Youth Worker help teens develop decision-making, problem solving and critical thinking abilities, skills important for workplace success. This helps break the cycle of dropping out, delinquent behavior, unemployment and poverty. Last year the receipt of Supplemental CDBG funding from the City of Fresno enabled us to offer High Performance Academy programs at the East Fresno and Zimmerman Boys & Girls Club.

We are requesting CDBG funding in 2026/2027 so that we can continue to provide these programs as well as offer SMART Moves and High Performance Academy programs to young people at ALL four Clubs in the Fresno Metropolitan area, i.e., East Fresno, West Fresno, Zimmerman and Pinedale Boys & Girls Clubs.

2. Organizational Capacity

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

The Boys & Girls Clubs of Fresno County (B&GCFC) has a proven track record of making a difference in the lives of at-risk youth. We have been in continuous, successful operation since 1949. We engage and motivate youth, especially those from disadvantaged circumstances, to develop the qualities needed to become healthy, responsible citizens and leaders. We do this by implementing research-based, outcome-driven programs.

We have executed Federal and State grants for multiple years, implementing appropriate accounting procedures and monitoring outcomes for multiple grants from CA Parks, the Office of Juvenile Justice and Community Development Block Grants from both Fresno City and County.

B&GCFC participates in the National Youth Outcomes Initiative (NYOI), a survey administered to Club members each spring. Our 2025 survey results revealed that 95% of B&GCFC members are on track to graduate from high school. Fifty percent (50%) expect to complete at least 1-2 years of college, and of those, 39% expect to earn a college degree or greater. This is a major accomplishment considering that, on average, in the neighborhoods surrounding the 4 Fresno Boys & Girls Clubs included in our application (East Fresno, West Fresno, Zimmerman and Pinedale), 43% of those 25 years and older do not have a high school diploma and, of those, 24% have less than a 9th grade education!

b. Describe the organization's experience with administering federally funded programs of this nature and staff skills necessary to deliver the activities proposed.

The Boys & Girls Clubs of Fresno County has more than ten years of experience administering federally funded programs. The organization currently receives federal funding from the Office of Juvenile Justice and Delinquency Prevention (OJJDP) and consistently fulfills all federal performance and compliance requirements associated with this funding, including timely submission of monthly programmatic reports and invoices.

The organization has demonstrated efficiency and accountability in fiscal management, maintaining timely and accurate monthly billings, as well as successfully completing required site visits with City of Fresno Community Development Block Grant (CDBG) representatives. The Boys & Girls Clubs of Fresno County is fully knowledgeable of federal reporting requirements and has a proven track record of proper fund administration, compliance, and effective program oversight.

c. For how many years has the organization administered activities of the type described in this application?
76

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

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

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

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

Many of Fresno's families are living in extremely poor neighborhoods where they face higher crime rates, exhibit poorer physical and mental health outcomes, neighborhood schools don't perform as well, access to technology is limited, and dropout rates are higher. Boys & Girls Clubs are purposely located in these poverty pockets.

According to US Census data (ACS 5 year estimates) there are 7,042 people living within 1/2 mile of the EAST FRESNO Boys & Girls Club. More than a third, 2,441 are <19 years old. More than a third, 2,703 or 38%, are living in poverty. Nearly all youth living near the East Fresno Club (93%) receive free/reduced price meals at school.

There are 4,467 people living within 1/2 mile of the WEST FRESNO Boys & Girls Club. More than a third, 1,536 are <19 years old, 41% are living in poverty, and 92% receive free/reduced price meals at school.

Census data indicates there are 4,403 people living within 1/2 mile of the ZIMMERMAN Boys & Girls Club; 1,152 are <19 years old. Thirty-two percent (32%) are living in poverty, and 91% receive free/reduced price meals at school.

There are 2,259 people living within 1/2 mile of the PINEDALE Boys & Girls Club; 661 or 29% are <19 years old. Fourteen percent (14%) are living in poverty and 64% of the youth living near the Club receive free/reduced price meals at school.

Please refer to Maps included as Exhibit F.

When looked at collectively, no other organization in Fresno County serving youth and families are in neighborhoods where Boys & Girls Clubs are located. Our facilities are unique and our services are unduplicated. Our Clubs are open after school 5 days a week, when kids have free time and need a safe and positive place to learn. We offer our services to youth in the after-school hours when young people need a safe and positive place to do homework, have a healthy snack, and receive mentoring and prevention services. In addition, we want to provide opportunities for physical activity, particularly structured sports activities that spark engagement, at ALL City Clubs.

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

The Boys & Girls Clubs included in this application are located in poverty pockets. According to Census data, a large proportion (24%) of residents 25 years and older living near the East Fresno Club have less than a 9th grade education; 33% living near the Zimmerman and West Fresno Clubs did not complete the 9th grade. This lack of education perpetuates low household income. Overall, in the United States only 5% of residents 25 years and older have less than a 9th grade education.

All Boys & Girls Clubs serve children ages 6-18 and are open everyday after school. We reinforce the knowledge and skills youth learn in school by integrating fun, educational activities into the hours spent at the Club. We help young people develop social and emotional skills, building the attitudes, knowledge and behaviors essential to an overall healthy lifestyle.

B&GCFC will market the activities included in this application to the target population by printing flyers and distributing them to schools and homes in the neighborhood surrounding the East Fresno, West Fresno, Pinedale and Zimmerman Clubs. Leadership will deepen existing relationships with neighborhood schools and develop an outreach plan. We will also collaborate by providing booths to recruit new youth at local health fairs and parent education events, distribute backpacks, and host Thanksgiving and Christmas events in each community.

The EAST FRESNO Club attracts youth from three (3) elementary and middle schools (all Title 1) where 93% of the students are eligible for free lunch. US Census data indicates high risk factors for their future. The median income of residents living within 1/2 mile of the East Fresno Club is $41,884, less than 50% of AMI for a family of 3. Thirty-eight percent (38%) are living in poverty.

The East Fresno Club is located in zip code 93702, 2 blocks from Cedar Courts, a Public Housing complex run by Fresno Housing Authority. The area is ethnically diverse; 13% of the residents are Asian, 76% Hispanic, and 4% Black. The Club is one block from Sequoia Middle School. Club staff actively recruit kids to keep them occupied in interesting, positive, and engaging activities, instead of the temptation of gang activity. The Bulldog Gang dominates the streets. The Fresno Police Department Gang Suppression Unit estimates that gangs are responsible for a significant portion of crime in the area.

The WEST FRESNO Club is located in zip code 93706 and is surrounded by public housing. According to US Census data 41% of children living within 1/2 mile of the Club live in poverty. The median income is $42,852--about half the

AMI for a family of 3. The Club is adjacent to and within 1 mile of four (4) Public Housing complexes. The Club actively recruits kids to keep them occupied in interesting and engaging activities. This area is rife with gang activity. Fresno Police estimate that gangs are responsible for a significant portion of crime in this area. The target area also accounts for many juvenile arrests.

The West Fresno Club (93706) is near three elementary schools and 1 middle school, all Title 1, where 92% of the students are eligible for free lunch. The area is ethnically diverse,; 9% of the residents are Asian, 65% are Hispanic, and 14% Black. US Census data indicates high risk factors for the future opf children living near the West Fresno Club. More than a third of all households with children have a single parent. This Club has become the place to find a caring, mentoring adult while the single parent works.

The ZIMMERMAN Boys & Girls Club, located in zip code 93701, is also in a very disadvantaged area. This Club is located on the grounds of a Title 1 middle school (nces.ed.gov) where 91% of the students are eligible to receive a free lunch. Thirty-two percent (32%) of the children living within 1/2 mile of the Zimmerman Club live in poverty; the median income is $40,505--less than 50% of AMI for a family of 3. If the Club is not actively recruiting and keeping kids occupied in interesting and engaging activities, there are plenty of other things vying for their attention.

The area is ethnically diverse; 7% of the residents are Asian, 78% Hispanic, and 7% are Black. According to Census data more than a third of all households with children living near the Zimmerman Club have only a single-parent. This Club has become the place to find a caring mentoring adult. This funding is needed to expand the mentoring services we provide to the youth in this distressed urban neighborhood and include additional opportunities for structured sports activities.

The PINEDALE Boys & Girls Club is located in zip code 93650 and is in a small, residential neighborhood in north/central Fresno. It is surrounded by commerical/industrial development. The Club is near public housing and located in an ethnically diverse area where 15% of all residents are Asian, 58% are Hispanic, and 1% are Black. Approximately 20% of this Club's members are residing in public housing and come daily to the Club. It is the only safe place in the neighborhood where kids can go after school and in the evenings. This Club is located in an area where 14% of all resideents within 1/2 mile of the Club live in poverty. The median income is $62,826, which is less than 80% of AMI for a fmily of 3.

The Pinedale Club attracts youth from a Title 1 elementary school where 64% of students qualify for the free lunch program. Census data indicates high risk factors for their future. More than half the homes are renter-occupied and 22% of

all households have only one parent in the home. This Club provides a place to find a caring mentoring adult while single parents work.

These four Clubs provide a place to find a caring, mentoring adult while their parents work. The cycle of violence, pregnancy, failure in schools, and high risk behavior has been daunting to these youth. The cycle will only be broken through efforts to educate youth, providing them a positive place to nurture their hopes and dreams for a better life.

The Boys & Girls Clubs of Fresno County has extensive experience implementing research-based, outcome-driven programs. We have a proven track record of making a difference for at-risk youth. The Clubs provide a positive place to envision and seek a happy, healthy and successful future.

c. Describe the outcomes of the proposed activity. Include how positive outcomes are defined and how successful outcomes will be measured.

The Boys & Girls Clubs of Fresno County is dedicated to supporting young people who need us most. Providing children with access to quality youth development services that otherwise would not be available to them is our primary goal. We want to ensure that they have the opportunity to develop optimal skills. In today's world and workplace, skills such as communication, goal-setting and teamwork are essential for everyone, especially young people from disadvantaged backgrounds to help them meet the challenges of adolescence and adulthood.

Every Club has professionally trained, caring staff offering programs that are interesting, challenging and relevant. Staff build healthy relationships with kids, providing one-on-one mentoring in a positive, safe place.

Determining the value of our programs and the impact they have on young people is of critical importance to us. The following metrics are being used to evaluate our effectiveness.

BGCFC uses Child Tracking Software on a daily basis to track attendance and participation of each Club member. When they first become a member, they sign up on a form and enter their age, ethnicity, school attended, parental consent, address and phone, any medications, etc. Information on the application is entered into our data base the day it is received. As the youth attends programs they write their name on the sign-in sheet and that data gets entered by the front counter staff on a daily basis. This way we know how many kids participated on any given day, and in what program they participated. In addition staff have qualitative observations on activities in the club, and positive and negative behaviors. Staff has weekly meetings to discuss members' progress in the Club and offer suggestions or role play to see how positive changes can be encouraged

if needed. Information from all 14 Clubs informs leadership as to which staff or programs in which Clubs are successful and what if any remediation needs to take place. The organization is also able to tabulate the data as a whole for Board reports and strategizing growth for the future. Finally, it is reported to national Boys & Girls Clubs of America so that they can tabulate our work as an organization.

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

Club members are asked about identifying their emotions and impulse control, relationship building and empathy, problem solving and self-worth, all to better understand the extent to which Club youth are prepared to effectively and responsibly respond to the opportunities and challenges they face in their daily lives. They are also asked about their eating habits, their relationships with peers, how often and for how long they engage in vigorous activity, whether they expect to graduate from High School, et.al.

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

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

Boys & Girls Clubs of Fresno County is a community-based 501(c)(3) organization that has provided successful after-school programs for at-risk youth for 76 years. We have 14 Clubs serving youth and their families in both urban and rural neighborhoods. Each Club has been intentionally located in impoverished neighborhoods of great economic and social need. Our work complements Fresno Unified and Fresno County Office of Education by providing follow up help with homework at the Clubs. We collaborate with foundations and service organizations such as the Fresno Optimists and Rotary for books and program supplies.

Additional organizations that we regularly consult with in collaborative efforts to develop services include healthy meals from Building Better Communities (providing over 1,000 meals per week to kids at Clubs), Fresno Police Department, Fresno County Law Enforcement (Teen Nights, recreation, sports, and barbeques),

Fresno Housing Authority and Bringing Back Broken Neighborhoods Coalition to improve community resources via meetings, block parties, fairs, etc.

e. Describe the marketing plan for the proposed activity and how the organization will affirmatively market the program to the target population.

We will market the programs included in this application to the target population by printing flyers and distributing them to schools and homes in East and Central Fresno neighborhoods. Leadership will deepen existing relationships with and expand our school outreach plans. Staff will attend Back to School Nights, School/Community Holiday events, set up meetings with School Counselors, Learning Directors, Home School Liaisons and Community School Coordinators to develop recruitment plans. We will also utilize social media networks as well as individual Club websites to market to youth and their families.

Youth are comfortable coming to the East Fresno, West Fresno, Zimmerman and Pinedale Clubs, which are located in neighborhoods that are ethnically diverse. As an organization our Unit Directors and staff at each of the Club sites effectively mirror our youth demographics, with diverse minority staff and male mentors. Ninety-one percent (91.5%) of our Club members identify as Latino, African American, Asian or mixed ethnicity and 61% are male. Out of 28 staff working in the 4 Boys & Girls Clubs in the Fresno metropolitan area, 93% are Hispanic/Latino, Black/African American, Asian and 32% are male. We have strong minority mentors and staff with bi-lingual skills.

f. The City's Analysis of Impediments to Fair Housing Choice includes areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook) that include some of the City's most vulnerable communities. Will this program be (select only one):

☐ Offered Citywide

☐ Offered Citywide with an emphasis and affirmative marketing toward RECAPs

☒ Offered exclusively to residents of RECAPs

g. Describe the service area:
Note: Strong applications will include clearly defined services areas. A map may be attached in lieu of a service area description.

This application is requesting $314,844.60 in support of the West Fresno, East Fresno, Zimmerman and Pinedale Boys & Girls Clubs. All four (4) Clubs are in Racially/Ethnically Concentrated Areas of Poverty (RECAPS). In addition to the following narrative, the attached maps (Exhibit F) describe the population within a 1/2 mile radius of each Club.

The West Fresno Club (930 Tulare Street, Fresno, 93706) was built in 1958 and renovated in 2006.

The East Fresno Boys & Girls Club (1621 S Cedar Avenue, Fresno, 93702) is located in southeast Fresno.

The Zimmerman Boys & Girls Club (540 N Augusta, Fresno, 92701) is located in Central Fresno, adjacent to Tehipite Middle School.

The Pinedale Boys & Girls Club (343 W Minarets, Pinedale 93650) is in a small residential neighborhood in North/Central Fresno surrounded by commercial/industrial properties.

h. Estimate the number of unduplicated people expected to benefit from the project:

1,200 unduplicated people or businesses will receive a direct benefit from this project.

i. Income Documentation

CDBG-eligible programs primarily benefit persons who earn less than 80% of the area median income. A chart containing the income limits effective as of June 1, 2025, is included as a reference below. Applicants must select one of the two options for documenting how their activity will satisfy the income eligibility requirement. Please note, these income limits are subject to change. For the most current income limits please reference the link below:

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

Household Size	30% AMI	50% AMI	80% AMI
1	$19,750	$32,900	$52,600
2	$22,550	$37,600	$60,100
3	$25,350	$42,300	$67,600
4	$28,150	$46,950	$75,100
5	$30,450	$50,750	$81,150

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

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

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

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

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

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

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

HEALTHY HABITS focuses on helping youth make healthy eating choices. It utilizes informational and experiential learning activities in a small-group setting, allowing members to develop healthy attitudes and behaviors about nutritional eating and physical fitness. The program supports Club members in making positive decisions about their well-being. Participants build skills related to fitness and positive lifestyle changes. Classes are offered twice a month.

Healthy Habits consists of 14 progressive, interactive, practical activities that develop a young person's skill, confidence and motivation to make healthy nutrition choices throughout life. Each session in Healthy Habits includes a suggested snack. These snack suggestions complement the session content so participants can immediately apply what they're learning. In addition, participants travel to the grocery store to practice identifying what's healthy and purchase ingredients for their Healthy Cooking Class. Classes are included in the curriculum, giving participants the opportunity to prepare a healthy meal.

SMART GIRLS helps girls develop and adopt a healthy attitude and lifestyle, as well as acquire and maintain a positive self-concept, sound decision-making skills and mentor relationships. Separate modules are specially tailored to three distinct age groups: 8 to 10, 11 to 13 and 14 to 18. It is a small-group health, fitness, prevention/education and self-esteem enhancement program designed to meet the developmental needs of girls in three age groups. Through dynamic sessions, highly participatory activities, field trips and mentoring opportunities with adult women, girls explore their own and societal attitudes and values as they build skills for eating right, staying physically fit, getting good health care

and developing positive relationships with peers and adults. One session is provided each week.

PASSPORT TO MANHOOD teaches and promotes responsibility, reinforces positive behavior and develops character in adolescent males. The passage from boyhood to manhood is challenging, requiring adolescent males to understand and manage many issues and transitions. This 14-session program addresses critical issues that teens face during this time, such as ethics, decision-making, wellness, ideas about fatherhood, employment and careers, cooperation and conflict, diversity, relationships and self-esteem. One session is provided each week.

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

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

YOUTH WORKER Internships help promote leadership development and career preparation. It is a practical small-group program that assists Club teens age 13-18 in exploring a career in youth development or other human services with a particular focus on Boys & Girls Club work. Every teen wants to earn money. Teen members are provided with age-appropriate skill-building opportunities and hands-on Club work experience in the areas of career development, apprenticeship, customer service and community service. In return they receive a paid stipend. Eighty (80) teens (2 per month for 10 months at each of the 4 Clubs) will be chosen for these positions.

SMART Moves provides youth with the knowledge, skills and self-esteem to help them make healthy choices and practice healthy behaviors, and avoid risky behaviors and situations, including involvement with alcohol, tobacco and other drugs. The overriding premise of SMART Moves is to address each age group with an age-appropriate approach to help members establish who they are. The questions they examine include the following: Who am I? What do I want to become? What goals do I want to achieve? The focus of the weekly 1 hour sessions is on strengthening positive development and opportunities and putting members in a better position to deal with negative aspects they might encounter such as peer presssure, experimenting with drugs or engaging in early sexual activity.

HIGH PERFORMANCE ACADEMY (HPA) will provide afterschool activities through structured sports activities at all 4 City Clubs. Each Club will have two (2) blocks of 10 weeks each with a 1 week break in-between. The program will culminate in a Championship Showcase Event. An End of Block Tournament will bring families, donors and the community together. HPA's impact will be amplified through photos, videos and recognition that highlights shared success.

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

j. Collaboration
Briefly describe how the proposed activity will be delivered in coordination with other community resources to address the overall needs of the clientele.

Collaborating Organization/Activity	Description of Collaboration
Building Better Communities	Provides free meals for kids after school, currently over 1,170 per week
Fresno Housing Authority	Recruitment/flyers, staffing, family involvement
Fresno Police Department	Meets, encourages, motivates, participates in basketball and recreation, and provides presentations and activities related to gang and drug prevention
Bringing Back Broken Neighborhoods Coalition	West Fresno collaborates to improve community resources via meetings, block parties, fairs, etc.
Fansler Foundation	Provides staffing and equipment for sports programs in our gyms at Zimmerman, East & West Fresno Clubs
Fresno County Probation Department	Provides targeted reentry services for incarcerated youth who are released and need program services

4. Project/Program Budget

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

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

All programs described in this proposal will be scheduled within a 12-month time period. Our ability to offer these programs is dependent on the receipt of funding to support staff who administer the programs, purchase needed supplies and materials and maintain our Clubhouses where the programs take place. Every Club has professionally trained, caring staff offering programs that are interesting, challenging and relevant. Staff build healthy relationships with kids, providing one-on-one mentoring in a positive, safe place.

Determining the value of our programs and the impact they have on young people is of critical importance to us. The metrics used to evaluate our effectiveness are described in response to Part B, Item 3c (page 14). Daily attendance/participation is documented with our Outcome Measurement Software. Incentives are offered to encourage and motivate attendance. Staff also provide qualitative observations, documenting youth participation and the development of character and leadership traits with stories. Parents' attendance and participation in activities is documented along with anecdotal information. In addition, we use an internet-based survey tool (NYOI) that focuses on specific outcomes or behavioral changes in youth.

b. List of Funding Sources

Provide all planned funding anticipated/committed for this activity for PY 2026-2027. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
Fansler Foundation	Fansler Gymnasium Project	$140,236	Committed	n/a
OJJDP	Mentoring	$38,000	Committed	n/a
Taco Bell	Taco Bell	$65,000	Committed	n/a
Fresno County Law Enforcement	Teen Night	$38,500	Committed	n/a
Kaiser Foundation	Community Services	$25,000	Committed	n/a

c. Activity Budget Summary and Narrative

Please complete Exhibit A – Operating Budget Summary.

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

An Exhibit B – Budget Narrative must also be completed to provide a brief explanation of the expenses included in the budget.

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

d. Prior-Year Financial Statement

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

Attachments to Part B Application:

☒ EXHIBIT A – Operating Budget Summary

☒ EXHIBIT B – Budget Narrative

☒ EXHIBIT C – Prior-year audited financial statement including statement of activities, statement of financial position and statement of cash flows (required when total federal grant awards equaled or exceeded $1,000,000 during the annual audit period); or prior-year unaudited financial statement when total federal grant awards for the annual audit period was less than $1,000,000

Optional Additional Exhibits:

☒ EXHIBIT D – Funding Commitment Letters (if available)

☒ EXHIBIT E – Letters of Support (optional – maximum 2)

☒ EXHIBIT F – Service Area Map (required if not described in 3.g.)

CITY OF FRESNO
OPERATING BUDGET SUMMARY (Public Services)

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel:									
3 Director of Operations - direct services for program @ .1 FTE to oversee grant	21,091.20	3,796.41	**24,887.61**				23,023.00	Foundations: Fansler, Taco Bell, Kaiser	**47,910.61**
4 Unit Directors - West Fresno, East Fresno, Zimmerman and Pinedale - @ .25 FTE	51,480.00	9,266.40	**60,746.40**	22,800.00			124,327.00	OJJDP and Fansler, Taco Bell, Kaiser Foundations	**207,873.40**
4 Program Directors - West Fresno, East Fresno, Zimmerman and Pinedale - @ .3 FTE	38,376.00	6,907.50	**45,283.50**	7,600.00		19,250.00	41,443.00	OJJDP, Fresno Co Law, Fansler, Taco Bell & Kaiser	**113,576.50**
4 Program Assistants - West Fresno, East Fresno, Zimmerman and Pinedale - @ .3 FTE	23,088.00	6,926.40	**30,014.40**	7,600.00		19,250.00	41,443.00	OJJDP, Fresno Co Law, Fansler, Taco Bell & Kaiser	**98,307.40**
			-						-
Administrative Personnel:									
Accounting - processing and report submission .1 FTE	12,500.00	2,250.00	**14,750.00**						**14,750.00**
[enter position title]			-						-
[enter position title]			-						-
Independent Contractors / Consultants:									
High Performance Academy	49,440.00		**49,440.00**						**49,440.00**
[enter position title]			-						-
TOTAL PERSONNEL BUDGET	$ 195,975.20	$ 29,146.71	$ **225,121.91**	$ 38,000.00	$ -	$ 38,500.00	$ 230,236.00	$ -	$ **531,857.91**
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
Workers Comp									-
Insurance									-
Junior Staff - Workforce/career education: Teen employment stipends at 4 Clubs x 10 sessions x 2 youth/ session x $200/youth			**16,000.00**						**16,000.00**
Office/Club Space - min value at $4,000/year x 4 Clubs							16,000.00		**16,000.00**
Cooking equipment/groceries @ $220/month x 10 mths x 4 Clubs			**8,800.00**						**8,800.00**
Office supplies - computer supplies, paper, pens, etc. $60/mth x 4 Clubs x 12 months			**2,880.00**						**2,880.00**
Project supplies - educational, arts & craft materials, books, sports equipment $100/mth x 12 mths x 4 Clubs			**4,800.00**						**4,800.00**
Printing - flyers x 4 Clubs x $240			**960.00**					-	**960.00**
Travel to meetings 1200 miles x $.72/mile x 4 Clubs			**3,456.00**						**3,456.00**
Internet/Cable/TV/phone			**5,760.00**						**5,760.00**
Facility Maintenance			**6,000.00**						**6,000.00**
TOTAL OTHER DIRECT COSTS			$ **48,656.00**	$ -	$ -	$ -	$ 16,000.00	$ -	$ **64,656.00**
INDIRECT COSTS* (Select 1 indirect rate Only)									
Approved Indirect Cost Rate									-
De minimus 15 % Rate			**41,066.69**						**41,066.69**
TOTAL INDIRECT COST BUDGET			$ **41,066.69**	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL PROJECT BUDGET	$ 195,975.20	$ 29,146.71	$ **314,844.60**	$ 38,000.00	$ -	$ 38,500.00	$ 246,236.00	$ -	$ **596,513.91**

Please revise this form and annotate budget items as needed

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

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.
Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.68)

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary. This narrative will be used to determine eligibility of proposed expenses.

The Boys & Girls Clubs of Fresno County (B&GCFC) is requesting funds to provide eight (8) enrinchment programs and structured sports activities at four (4) Boys & Girls Clubs in the City of Fresno. Our City of Fresno CDBG Operating Budget Summary and this narrative describe the funding needed to implement the programs described in our application.

Personnel for Direct Services - $160,932

The B&GCFC Director of Operations positions direct and manage overall daily operations at Clubs with the primary concern for a comprehensive, outcome driven program and service delivery, supervision and training of staff, facilities management, community relations and membership oversight. Ten percent (10%) of three (3) Director's FTE has been included. Every Club has a Unit Director who is responsible for Club operations, safety and administration. Twenty-five percent (25%) of the Unit Directors' time at the West Fresno, East Fresno, Zimmerman and Pinedale Boys & Girls Clubs is included. Program Directors are responsible for overseeing the delivery of a broad range of enrichment programs. Program Assistants plan, develop, implement and evaluate daily programs and activities. Funding for both at 30% FTE at all four Clubs has been included.

Administrative Personnel - $14,750

Ten percent (10%) of our Controller's time has been included. She leads our accounting operations, ensures financial accuracy, nmanages reporting, oversees budgets, payroll, AP/AR and provides key financial analysis.

Independent Contractors - $49,440

B&GCFC will contract with High Performance Academy to provide afterschool activities that provide extended learning through structured sports activities at all four Clubs.

Supplies and Other Operating Costs - $48,656

Workers Compensation costs are included in Fringe Benefit costs for Personnel.

Eighty teens (80) will be hired as Youth Workers to work one month each. Two teens will be hired each month at each Club for ten (10) months. Teens will benefit from hands-on work experience in the areas of career development, apprenticeship, customer service and community service. Each Youth Worker will be paid $200.

The cost of making Club facilities available for program execution is included as an in-kind contributionj; a minimal value of $4,000 x 4 Clubs = $16,000.

Cooking equipment for each of the four Clubs has been included along with healthy food to purchase @ $220 per month per Club for 10 months. This is for Healthy Habits cooking classes, andhealth, fitness and prevention/education programs which encourage healthy attitudes and lifestyles.

Office supplies @ $60 per month per Club for 12 months includes computer supplies as well as paper, pens and other materials. Project supplies @ $100 per month per Club includes educational arts and crafts materials and equipment. Printing costs for flyers and other outreach materials is $240 per Club.

Travel expenses to attend staff meetings and mandatory workshops/training has been included in the amount of 1200 per year per Club @ $.72 per mile.

Half the cost of providing internet/cable/TV/phone service at each of four Clubs in included in the budget.

Physical education/sports equipment to be used for fitness activities is budgeted at $

Facility maintenance is budgeted at $6,000 or $1,500 per Club per year for cleaning supplies and maintenance.

JANUARY
National Human Trafficking Awareness Month

COUNTY OF FRESNO
Lisa A. Smittcamp
District Attorney

January 12, 2026

RE: Boys & Girls Clubs of Fresno County – City CDBG Letter of Support

To the Fresno City Council,

I consider the Boys & Girls Clubs of Fresno County to be one of the leading youth development organizations in our region.

The Zimmerman, Pinedale, East and West Fresno Boys & Girls Clubs are serving children and families that have few resources. Most families have limited income and many lack appropriate role models and receive little positive guidance. They are at high risk of becoming involved in drug use, gangs and criminal activities. The Boys & Girls Clubs address our community's need for these education and prevention programs.

The Clubs have the capacity and experience to provide a positive impact on the lives of at-risk youth in the City of Fresno.

Young people benefit from mentoring in educational programs, reinforcing what they've learned in school. Club staff hold activities involving problem-solving and critical thinking that develop their leadership skills, and physical activity that helps them manage stress and form positive relationships with peers.

The Boys & Girls Club provides a safe, positive place for kids to go after school. The professional staff mentor youth while they provide anti-gang, anti-drug development services.

I proudly support the Boys & Girls Clubs of Fresno County's grant application for City of Fresno CDBG funding and encourage you to give them every consideration.

Sincerely,

Lisa A. Smittcamp
District Attorney

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

Fresno County Superintendent of Schools

Dr. Michele Cantwell-Copher, Superintendent

January 7, 2026

To the Fresno City Council,

It is my pleasure to support the Boys & Girls Clubs of Fresno County in seeking City of Fresno CDBG funds to support their education, job training, health services and recreational programs.

They have extensive experience providing successful after-school programs for at-risk youth. Their programs engage young people in activities with peers that help them reach their full potential. Club kids observe staff modeling appropriate behaviors when they interact with peers, helping them learn skills that build good character.

The Boys & Girls Clubs of Fresno County is a leading youth development organization, whose activities fill our community's needs with after-school programs and safe places to go while parents are still at work.

The Zimmerman, Pinedale, East and West Fresno Boys & Girls Clubs are serving children and families that have few resources. The Clubs serve as an essential expansion of after-school resources, especially for lower-income families where these Clubs are located.

The Boys & Girls Club provides a positive impact on the lives of at-risk youth in the City of Fresno. Young people benefit from mentoring in educational programs, reinforcing what they've learned in school. Club staff hold activities involving problem-solving and critical thinking that develop their leadership skills, and physical activities that help them manage stress and form positive relationships with peers.

I support the Boys & Girls Clubs of Fresno County's grant application for City of Fresno CDBG funding and encourage you to give them every consideration.

Sincerely,

M. Copher

Dr. Michele Cantwell-Copher
Fresno County Superintendent of Schools

Fresno County Office of Education
1111 Van Ness Avenue • Fresno, California 93721
(559) 265-3000 • www.fcoe.org

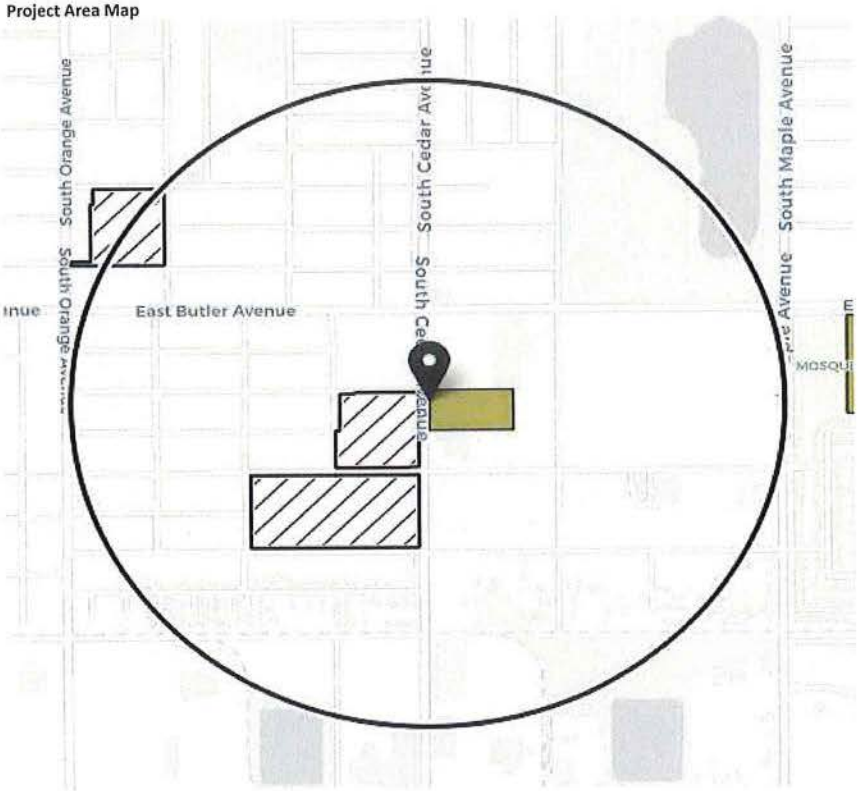
California State Parks Outdoor Equity Report

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

Project ID	Coordinates	Date	Address
114730	36.7265228, -119.754553	07/16/2025	1715 South Cedar Avenue Fresno, CA 93702

Field	Value
County	Fresno
City	Fresno
Total Population	7,042
Youth Population	2,441
Senior Population	553
Median Household Income	$41,884
Per Capita Income	$18,341
People in Poverty	2,703
Households Without Access to a Car	306
Park Acres	4.67
Park Acres per 1,000 Residents	0.6637
Free/Reduced Priced Meals	92.45%
English Learners	24.35%

Project Area Map



Map description: Within a half-mile radius around "1621 S Cedar Ave., Fresno, CA 93702", there are 4.7 acres of parks shown in green and 28.9 acres of schools shown with a hatch symbol. The circle contains both severely disadvantaged communities and disadvantaged communities.

SCORP Community FactFinder is a service of the California Department of Parks and Recreation (CDPR) https://www.parks.ca.gov/

SCORP Community FactFinder created by GreenInfo Network in consultation with CDPR https://www.greeninfo.org/

California State Parks Outdoor Equity Report

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

Project ID	Coordinates	Date	Address
114729	36.7508475, -119.7800673	07/16/2025	East Belmont Avenue Fresno, CA 93701

Field	Value
County	Fresno
City	Fresno
Total Population	4,403
Youth Population	1,152
Senior Population	595
Median Household Income	$40,505
Per Capita Income	$17,941
People in Poverty	1,393
Households Without Access to a Car	129
Park Acres	9.24
Park Acres per 1,000 Residents	2.0985
Free/Reduced Priced Meals	91.22%
English Learners	21.96%

Project Area Map



Map description: Within a half-mile radius around "540 N Augusta St., Fresno, CA 93701", there are 9.2 acres of parks shown in green and 32.0 acres of schools shown with a hatch symbol. The circle contains severely disadvantaged communities but does not contain disadvantaged communities.

SCORP Community FactFinder is a service of the California Department of Parks and Recreation (CDPR) https://www.parks.ca.gov/

SCORP Community FactFinder created by GreenInfo Network in consultation with CDPR https://www.greeninfo.org/

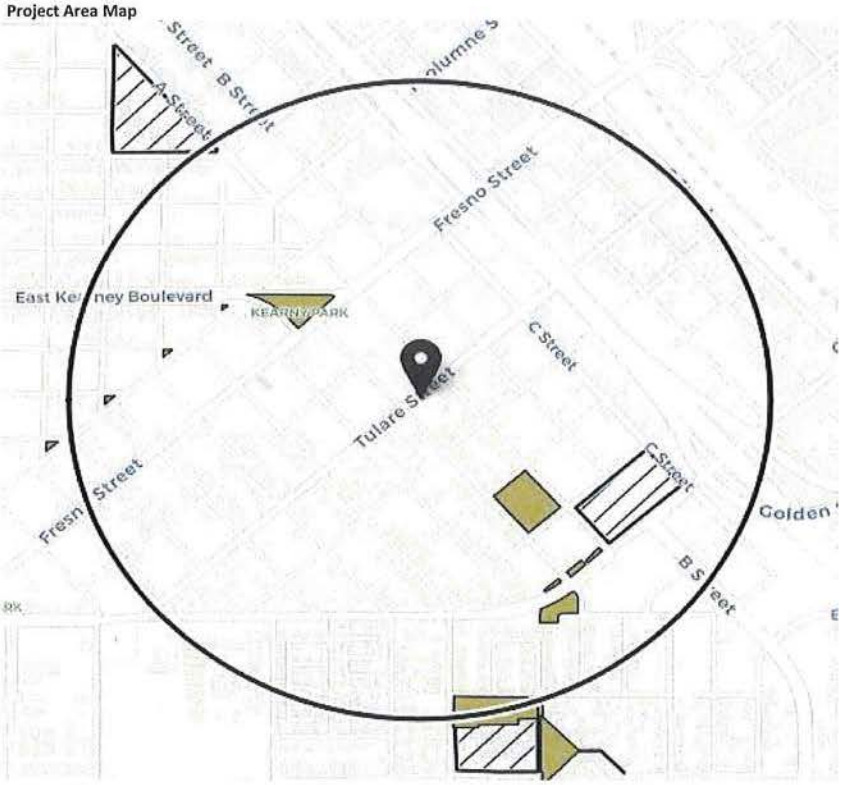
California State Parks Outdoor Equity Report

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

Project ID	Coordinates	Date	Address
114717	36.7262993, -119.8006297	07/14/2025	Tulare Street Fresno, CA 93721

Field	Value
County	Fresno
City	Fresno
Total Population	4,467
Youth Population	1,536
Senior Population	457
Median Household Income	$42,852
Per Capita Income	$16,006
People in Poverty	1,849
Households Without Access to a Car	153
Park Acres	7.85
Park Acres per 1,000 Residents	1.7571
Free/Reduced Priced Meals	92.19%
English Learners	24.30%

Project Area Map



Map description: Within a half-mile radius around "930 Tulare Street, Fresno, CA 93706", there are 7.8 acres of parks shown in green and 8.0 acres of schools shown with a hatch symbol. The circle contains severely disadvantaged communities but does not contain disadvantaged communities.

SCORP Community FactFinder is a service of the California Department of Parks and Recreation (CDPR) https://www.parks.ca.gov/

SCORP Community FactFinder created by GreenInfo Network in consultation with CDPR https://www.greeninfo.org/

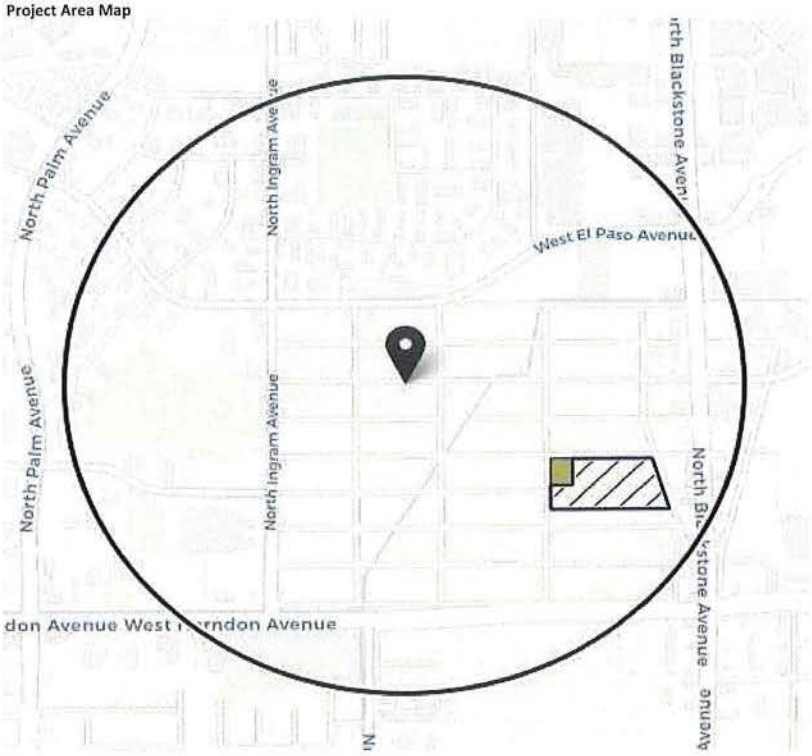
California State Parks Outdoor Equity Report

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

Project ID	Coordinates	Date	Address
115104	36.842558, -119.7983336	08/07/2025	343 West Minarets Avenue Fresno, CA 93650

Field	Value
County	Fresno
City	Fresno
Total Population	2,259
Youth Population	661
Senior Population	274
Median Household Income	$62,826
Per Capita Income	$27,204
People in Poverty	317
Households Without Access to a Car	78
Park Acres	0.86
Park Acres per 1,000 Residents	0.3821
Free/Reduced Priced Meals	63.94%
English Learners	6.09%

Project Area Map



Map description: Within a half-mile radius around "343 W Minarets, Fresno, CA 93650", there are 0.9 acres of parks shown in green and 7.7 acres of schools shown with a hatch symbol. The circle contains severely disadvantaged communities but does not contain disadvantaged communities.

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SCORP Community FactFinder created by GreenInfo Network in consultation with CDPR https://www.greeninfo.org/

Central Valley Justice Coalition:

Youth Advocacy Mentorship Project

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization:	*Fictitious Name (if applicable):*
Central Valley Justice Coalition	n/a
UEI of Organization:	*Taxpayer Identification Number:*
KPESAUYEJJV5	81-0761794
Date of Incorporation:	*Date of 501(c)(3) Determination:*
12/08/2015	03/25/2016
Mailing Address of Organization:	*Organization Website Address:*
P.O. Box 6099 Fresno, CA 93703	www.justiceco.org
Name of President (or Chair of the Board):	*E-mail Address:*
Lauran Bethell	lauran@pobox.com
Name of Chief Executive or Executive Director:	*E-mail Address:*
Christa Wiens	*christa@justiceco.org*
Name of the Secretary:	*E-mail Address:*
Lois Hansen	loishansen@att.net
Name of Treasurer (or Chief Financial Officer):	*E-mail Address:*
Nikki Cook	uclagal13@gmail.com

Principal Contact Person:	*Principal Contact's Title:*	*Principal Contact's Physical Address:*
Christa Wiens	Executive Director	764 P Street, Suite 012 Fresno, CA 93721

Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
559-216-6694	559-473-9942	christa@justiceco.org

Name of Authorized Signatory:	*Title of Authorized Signatory:*
Christa Wiens	*Executive Director*
Signature of Authorized Official:	*Date of Signature:*
	1/22/26

Do you have an active registration with SAM.gov? ☒ Yes ☐ No

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

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

At the Central Valley Justice Coalition, our mission is to partner with the church and community to prevent human trafficking. We accomplish this by empowering people of all ages through education, outreach, and partnership. We dream of a world in which no one is enslaved and all are free.

Central Valley Justice Coalition (CVJC) began in 2010 in central Fresno, in a low-income neighborhood well known for homelessness, drugs, and human trafficking. We began with a group of faith leaders and community advocates committed to ending the injustices we were seeing in our own community. For years, we were volunteer-led, and we spent our time coming alongside men and women on the streets in Fresno who were victims of human trafficking, though many would not have known this term. We heard their stories, and our eyes were opened to the exploitation that was happening all around us. We began to see that what we often thought was homelessness, prostitution or drug addiction was directly related to human trafficking and other forms of exploitation.

Since 2014, we have educated over 38,500 individuals about the realities of human trafficking. Through one-time presentations and multi-week programs, we have educated over 3,200 minors and worked with dozens of youth to provide 1-on-1 support for the vulnerabilities which would otherwise put them at risk for trafficking and exploitation.

Please mark any of the following classifications that apply to your organization:

- ☐ Woman-Owned Business
- ☐ Minority Institution
- ☐ Tribal
- ☐ Other:
- ☐ Small Business
- ☐ Minority-Owned
- ☐ Veteran-Owned

Part A, Section 3: Organizational Capacity and Management
Please provide the number of staff employed by your organization: 5

Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Christa Wiens	Executive Director	11
2) Tiffany Richards	Youth Program Director	3
3) Dominique Brown	Youth Advocate	<1

4) Daniel Licona Youth Advocate <1
5)

Board of Directors

How often does your Board of Directors regularly meet?
every other month
List current Board of Directors below:

1) Lauran Bethell, Chair
2) Lois Hansen, Secretary
3) Nikki Cook, Treasurer
4) James Bergen
5) Brenda Erese
6) Caty Perez
7) Krystal Klaassen
8)
9)
10)

Financial Management

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

Name: Alex Acree
Title: Bookkeeper
Phone/Email: alex@empowert3.com

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☐ Yes ☒ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Have your agency's annual financial statements been audited by an independent audit firm? ☐ Yes ☒ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.

6) Does your financial system:
a) Provide for the control and accountability of grant funds, property, and other assets? ☒ Yes ☐ No

b) Separately track revenue and expenditures for the grant funds?
☒ Yes ☐ No

7) Does your payroll system separately track staff time by grant and/or activity? ☒ Yes ☐ No

8) Are all payments properly documented with evidence or receipt of goods or performance of services? ☒ Yes ☐ No

9) Are all bank accounts reconciled monthly? ☒ Yes ☐ No

10) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☐ Yes ☒ No
If yes, please explain

11) Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?
☒ Yes ☐ No
If yes, please explain
We have adopted a case management system which allows for fund tracking, making it easier to track individuals receiving service according to funding source.

12) Does your agency have policies that address the following?

Ethics/Professional Conduct	☒ Yes	☐ No
Pay Rates and Benefits	☒ Yes	☐ No
Discrimination	☒ Yes	☐ No
Purchasing/Procurement	☒ Yes	☐ No
Property and Equipment	☒ Yes	☐ No
Segregation of Duties	☒ Yes	☐ No
Time and Effort Reporting	☒ Yes	☐ No
Record Retention	☒ Yes	☐ No

13) Does your agency certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency? ☒ Yes ☐ No

Authorized Signatories

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

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

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

Authorized Signatory Name	Authorized Signatory Title
1) Lauran Bethell	Board Chair
2) Nikki Cook	Board Treasurer

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

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

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

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Owner-Occupied Home Repair**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
1	$ 152,462.40

- **Public Infrastructure & Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
	$

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
!Undefined Bookmark, NOAPPS43,noapps4)	**!Undefined Bookmark, REQ4)**

Required Attachments to Part A
Select all attachments included.

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

☒ **Part A, Exhibit 2** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds)

☐ **Part A, Exhibit 3** – Copies of results of audits, examinations, or monitoring procedures performed during the last two fiscal years on any direct federal award received by the organization

☐ **Part A, Exhibit 4** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

☒ **Part A, Exhibit 5** – List of all awards to the organization from City of Fresno during the past two years

☐ **Part A, Exhibit 6** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☐ **Part A, Exhibit 7** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 8** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 9** – Bylaws of the Organization (Required)

☒ **Part A, Exhibit 10** – Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application

PY 2026-2027 APPLICATION
Public Service Programs

NOTE: This application is not for community services to benefit primarily homeless and individuals at risk of homelessness. If you are a homeless service provider, please use the appropriate Homeless Housing and Services application.

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

   Project Name (10 words or less):

   Youth Advocacy Mentorship Project

   Amount Requested: $ 152,462.40.00

   Provide a short description of the proposed program/activity. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

The Youth Advocacy and Mentorship Program provides ongoing, trauma-informed mentorship, education, and advocacy services to youth at heightened risk of human trafficking and exploitation. Through individualized mentorship, structured prevention education, and group-based programming, the program equips youth with practical tools to recognize exploitation risks, strengthen protective factors, and access community resources that promote safety and stability. The Youth Advocacy and Mentorship Program continues to provde reliable, relationship-based support to youth navigating complex systems, trauma exposure, and instability.

   To utilize CDBG funds for a public service, the service must be either a new service or a quantifiable increase in the level of an existing service.

   This project is a:

   ☐ New Project/Program

   ☒ Existing Project/Program

If this is an existing project/program that has not received CDBG funding from the City previously, please briefly explain how CDBG funds will be used to quantifiably increase the level of service.

This application seeks continued support for an established program that has been receiving CDBG funding.

2. Organizational Capacity

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

With CDBG support, CVJC has provided education to hundreds of individuals, education which increases understanding of trafficking and vulnerabilities and reduces incidents of exploitation. Program outcomes include improved youth engagement, increased self-disclosures of abuse and exploitation, increased school stability and engagement, successful referrals to supportive services, and sustained contact with youth who would otherwise lack consistent adult advocacy. Through the Youth Advocacy and Mentorship program, vulnerable youth were connected to therapeutic and psychiatric resources, allowing them to begin healing in a stable and supportive environment. Over time, we saw meaningful reductions in trauma-related symptoms, increased emotional awareness, and stronger coping skills. Youth gained a safe space—one where they knew they could be seen, heard, and supported. Consistent support has increased placement stability in homes and in schools as families and educators are provided with tools necessary to understand trauma and its impact on behavior.

b. Describe the organization's experience with administering federally funded programs of this nature and staff skills necessary to deliver the activities proposed.

CVJC has demonstrated the capacity to consistently deliver high-quality, federally compliant services through this progrm. Prior CDBG support has enabled the organization to maintain trained staff, implement standardized screening and documentation practices, and sustain trusted partnerships with schools, courts, and social service agencies.

c. For how many years has the organization administered activities of the type described in this application?
11

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

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

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

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

Youth in Fresno continue to face significant risk factors associated with human trafficking and exploitation, including involvement in foster care or juvenile justice systems, prior trauma or abuse, family instability, homelessness, and exposure to gangs or substance abuse. While Fresno has surviovr-focused services and crisis response systems, there remains a persistent gap in prevention-oriented, relationship-based services for youth who have not yet been trafficked but exhibit known indicators of vulnerability.

Existing resources are often limited by narrow eligibility criteria, short-term interventions, or a focus on crisis response rather than early intervention. Many systems lack the capacity to provide consistent, trauma-informed mentorship and education that builds trust over time. As a result, vulnerable youth frequently fall

through service gaps until exploitation or significant harm has already occurred. The Youth Advocacy and Mentorship Program addresses this ongoing unmet need by providing sustained prevention, education, and advocacy services before exploitation occurs.

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

The target population for this program is youth ages 13-19 residing in the City of Fresno who are at heightened risk of trafficking and exploitation. This includes youth who have experienced out-of-home placement, including those not currently dependents of child welfare; youth experiencing housing instability; and youth referred by schools courts, group homes, and partner organizations. The population served is predominantly low- to moderate-income and disporoportionately impacted by trauma and systemic barriers.

The program meets the specific needs of the population through individualized, trauma-informed mentorship and advocacy. Youth Advocates work one-on-one with participants to identify goals, assess risks, provide education on exploitation and healthy relationships, and connect youth to appropriate community resources. Services are delivered in settings that are accessible and comfortable for youth, including schools, our offices, community sites, and partner facilities. Group-based education and prevention programming further reinforces safety awareness, peer connections, and protective factors.

c. Describe the outcomes of the proposed activity. Include how positive outcomes are defined and how successful outcomes will be measured.

The intended outcomes of the Youth Advocacy and Mentorship Program are increased youth awareness of trafficking risks, strengthened protective factors, improved engagement and supportive services, and reduced vulnerability to exploitation. Positive outcomes are defined by youth demonstrating inreased knowledge of exploitation indicators and measured with pre- and post-tests, maintaining consistent engagement with an advocate, and successfully accessing referrals to supportive resources such as education, counsling, and social services.

Program success will be measured using both quantitative and qualitative indcators, including the number of unduplicated youth served, number of individuals educated, participation in mentorship and group education sessions, completion of intake and screening tools, and documented referrals to community resources. Advocates will track youth engagement, goal progress, and service outcomes through case management software. Feedback from participants and partner agencies will also be used to assess program effectiveness and inform ongoing service delivery.

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

The Youth Advocacy and Mentorship Program was developed in direct consultation with individuals with lived experience of human trafficking. A trafficking surivvor played a central role in designing the program model, ensuring that services reflected the real needs, barriers, and risks face by vulnerable youth. This survivor-led input shaped the program's emphasis on trust-building, voluntary participation, and practical harm-reducation strategies.

In addition, CVJC currently employs a staff member with lived experience of trafficking whose perspective continues to inform day-to-day program implementation, staff training, and service delivery. This ongoing survivor involvement helps ensure that program activities remain responsive, trauma-informed, and grounded in the realities of those most affected.

CVJC also regularly solicits feedback from youth participants through informal check-ins, case planning conversations, and group discussions. Participant feedback is used to refine program activities, adjust servie approaches, and respond to emerging needs. This continuos feedback loop allows the program to evolve while remaining centered on the voices and experiences of the youth it serves.

e. Describe the marketing plan for the proposed activity and how the organization will affirmatively market the program to the target population.

With more than a decade of experience addressing human trafficking in the Central Valley, CVJC has established and maintained strong partnerships with other organizations serving impacted communities. The organization has ongoing working relationships with the Department of Social Services, Juvenile Court, City Without Orphans, Marjaree Mason Center, Youth for Christ, Every Neighborhood Partnership, Fresno Police Chaplaincy, and other local partners.

CVJC is widely recognized as a trusted provder of trauma-informed education and prevention services. Educational workshops and trainings are consistently requested by healthcare providers, educators, faith leaders, and community members. School districts and partner agencies continue to rely on CVJC's expertise and routinely refer youth and families for mentorship and advocacy services.

Program outreach is conducted through direct communication with partner agencies, group homes, and schools to ensure referral pathways remain active and accessible. Information about classes and mentorship opportunities is shared through CVJC's website and social media platforms, as well as through direct communication from schools. Outreach is further supported through on-site promotion at The Landing and through partners located at City Center, many of whom serve youth and families with known vulnerabilities to trafficking and exploitation.

f. The City's Analysis of Impediments to Fair Housing Choice includes areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook) that include some of the City's most vulnerable communities. Will this program be (select only one):

☐ Offered Citywide

☒ Offered Citywide with an emphasis and affirmative marketing toward RECAPs

☐ Offered exclusively to residents of RECAPs

g. Describe the service area:
Note: Strong applications will include clearly defined services areas. A map may be attached in lieu of a service area description.

Our services are available throughout Fresno City, with specific marketing to group homes, foster agencies, Probation Department, Unity Court, domestic violence and homeless shelters, and the Department of Social Services. Youth already involved in any of these services are at increased risk of exploitation and in need of education and support. Individuals receiving such services are disproportionately from racial and ethnic minority groups, and many are low or moderate income. Additionally, CVJC's presence at The Landing will allow us to advertise our services to the community who is utilizing the City Center at 2025 E Dakota. These clients are being served by a number of local agencies who resource low and moderate income families, including the Food Bank, Fresno Mission, and CASA. They come from all over the city, but City Center serves as a hub, making it an ideal location to advertise to families who would also benefit from our services.

h. Estimate the number of unduplicated people expected to benefit from the project:

   200 unduplicated people or businesses will receive a direct benefit from this project.

i. Income Documentation

CDBG-eligible programs primarily benefit persons who earn less than 80% of the area median income. A chart containing the income limits effective as of June 1, 2025, is included as a reference below. Applicants must select one of the two options for documenting how their activity will satisfy the income eligibility requirement. Please note, these income limits are subject to change. For the most current income limits please reference the link below:

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

Household Size	30% AMI	50% AMI	80% AMI
1	$19,750	$32,900	$52,600
2	$22,550	$37,600	$60,100
3	$25,350	$42,300	$67,600
4	$28,150	$46,950	$75,100
5	$30,450	$50,750	$81,150

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

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

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

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

Detailed Narrative Description of Project/Program

Describe the project/program in detail in the space below. Limit description to the space provided on this and the next page.

The Youth Advocacy and Mentorship Program provides trauma-informed prevention, education, and advocacy services for youth at heightened risk of human trafficking and exploitation in the City of Fresno. The program operates as an after-school and out-of-school support service and intentionally provides safe, structured spaces where youth can build protective skills, strengthen educational engagement, and develop trusting relationships with caring adults. By offering consistent mentorship and age-appropriate activities, the program helps youth remain connected to school, community, and positive peer networks.

Youth are referred to the program by schools, group homes, foster care agencies, juvenile court partners, social service providers, and community-based organizations, as well as through a direct referral process. Once a referral is received, a Youth Advocate contacts the youth and, when appropriate, a parent or guardian to explain the voluntary nature of the program and establish shared expectations. Intake and screening processes are used to identify risk factors, educational needs, and personal goals, allowing Advocates to tailor services to each participant's circumstances.

One-on-one mentorship is the foundation of the program and is primarily delivered during after-school hours. Youth Advocates meet regularly with participants to provide guidance, encouragement, and practical education related to safety, healthy relationships, and online awareness. Mentorship sessions also support academic engagement by helping youth set school-related goals, develop organizational and communication skills, and identify supports that promote consistent school attendance and participation. Through these relationships, youth gain access to a trusted adult who can help them navigate challenges and make informed decisions.

As an example, last year we were able to provide therapeutic services to five young girls who had experienced significant trauma, including abuse within their families, time in the foster care system, and profound loss. These are experiences no child should have to endure, and yet they have deeply shaped these young people's development and sense of safety. Through the Youth Advocacy and Mentorship Program, we were able to remove barriers to care and provide consistent, trauma-informed support. Youth were connected to therapeutic and psychiatric resources, allowing them to begin healing in a stable and supportive environment. Over time, we saw meaningful reductions in trauma-related symptoms, increased emotional awareness, and stronger coping skills. Most importantly, they gained a safe space—one where they knew they could be seen, heard, and supported. Through counseling and group engagement, they were able to explore their identities, process complex emotions, discuss real-world challenges, and build tools to navigate their experiences with resilience and confidence.

In addition to individual mentorship, the program offers structured group-based activities and prevention education that align with after-school programming priorities.

Group sessions incorporate interactive learning, facilitated discussion, and age-appropriate activities designed to strengthen communication skills, critical thinking, and self-advocacy. Educational content is delivered in a supportive group setting that reinforces engagement, participation, and help-seeking behaviors, while providing youth with consistent opportunities to practice discussion, reflection, and decision-making in a supervised environment. These activities complement school-based learning by supporting positive educational engagement and reinforcing skills youth need to succeed academically and socially.

A central component of the Youth Advocacy and Mentorship Program is the provision of safe, welcoming spaces for youth. Services are delivered in accessible locations such as schools, community sites, partner facilities, and The Landing at City Center. These locations offer supervised environments during after-school hours where youth can participate in programming, connect with peers, and access basic resources. The Landing, in particular, provides a stable and affirming setting designed to meet the needs of youth ages 12–24, offering space for group activities, educational sessions, and informal mentoring interactions.

All program activities are delivered using a trauma-informed approach that emphasizes safety, choice, and empowerment. Staff are trained to recognize signs of trauma and respond appropriately by offering support, education, and referrals to community resources when needed. This approach ensures youth feel respected and supported while maintaining clear boundaries consistent with the program's prevention and mentorship focus.

The Youth Advocacy and Mentorship Program is supported by experienced staff, established referral pathways, and long-standing community partnerships. Program activities, participation, and outcomes are documented through case notes and service records to ensure accountability and continuous improvement. By providing after-school mentorship, structured learning activities, and safe spaces for youth, the program addresses an ongoing community need and aligns directly with the City's Public Service objectives for early literacy, after-school activities, and youth safety.

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

j. Collaboration
Briefly describe how the proposed activity will be delivered in coordination with other community resources to address the overall needs of the clientele.

Collaborating Organization/Activity	Description of Collaboration
Juvenile Court	When youth are involved in the justice system, we help coordinate care, support during hearings, support with probation, and ensure appropriate education is received.
Fresno EOC/ Central Valley Against Human Trafficking	We have worked with CVAHT in many capacities since at least 2010. We have participated in trainings together, work together to improve case management, participated in a data project together, and build partnerships with other organizations through our connection to EOC.
City Without Orphans	Together we serve youth at The Landing at City Center. We coordinate care for foster youth and provide supportive experiences for youth with similar lived experience to connect.
Fresno MIssion	Fresno Mission developed the City Center and has worked with us to envision supportive services for underserved youth. As they begin to open a new residental building, we anticipate working together to provide education and community for vulnerable youth.
Fresno County Superintendent of Schools	FCSS facilitates the Foster and Homeless Youth Networked Improvement Committee. In this space, local schools come together with organizations to provide the best possible outcomes for our students experiencing homelessness and out-of-home placement. We are a proud participant of this community.
Cradle2Career	At regular regional meetings, we connect with organizations and schools who are working to increase economic success for students in Fresno

Department of Social Services	We receive referrals for youth in need of supportive services and offer training for familes and social workers

4. Project/Program Budget

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

Program infrastructure, referral pathways, staff training, and partnerships are already in place, allowing services to be delivered without delay throughout the program year. Case management software is implemented and operational, enabling data tracking and accurate reporting from the outset. Staffing capacity is being restored following a temporary funding interruption, positioning the program to deliver services promptly upon contract execution.

b. List of Funding Sources

Provide all planned funding anticipated/committed for this activity for PY 2026-2027. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
Private Donations		100,000		ongoing

c. Activity Budget Summary and Narrative

Please complete Exhibit A – Operating Budget Summary.

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

An Exhibit B – Budget Narrative must also be completed to provide a brief explanation of the expenses included in the budget.

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

d. Prior-Year Financial Statement

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

Attachments to Part B Application:

☒ EXHIBIT A – Operating Budget Summary

☒ EXHIBIT B – Budget Narrative

☐ EXHIBIT C – Prior-year audited financial statement including statement of activities, statement of financial position and statement of cash flows (required when total federal grant awards equaled or exceeded $1,000,000 during the annual audit period); or prior-year unaudited financial statement when total federal grant awards for the annual audit period was less than $1,000,000

Optional Additional Exhibits:

☐ EXHIBIT – Funding Commitment Letters (if available)

☒ EXHIBIT D and E – Letters of Support (optional – maximum 2)

☐ EXHIBIT – Service Area Map (required if not described in 3.g.)

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

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel (enter position titles):									
Youth Program Manager	60,091.00	4085.00	**64,176.00**						
Youth Advoates	50076.00	1404.00	**51,480.00**						
Administrative Personnel (enter position titles):									
Independent Contractors / Consultants (enter position titles):									
Fund management executive assistant	3240.00		**3240.00**						
TOTAL PERSONNEL BUDGET	$	$	**$118,896.00**	$	$	$	$	$	**$**
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
case management software			**5,000.00**						
staff training			**2,500.00**						
program supplies			**1800.00**						
transportation			**3300.00**						
phones			**1080.00**						
TOTAL OTHER DIRECT COSTS			**$13,680.00**	$	$	$	$	$	**$**
INDIRECT COSTS (Select 1 indirect rate Only)									
Approved Indirect Cost Rate									
De minimus 15 % Rate			**19,886.40**						
TOTAL INDIRECT COST BUDGET			**$19886.40**	$	$	$	$	$	**$**
TOTAL PROJECT BUDGET	$	$	**$152,462.40**	$	$	$	$	$	$

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

Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.1).

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary. This narrative will be used to determine eligibility of proposed expenses.

The proposed budget reflects the actual costs required to operate a consistent, youth-centered program while maintaining fiscal responsibility and compliance with federal grant requirements.

The Youth Program Manager is a full-time position responsible for overeeing group programming, maintaining client records, supporting and supervising part-time Youth Advocates, and carrying a limited caseload when necessary. This role is essential for coordinating partnerships with schools, community organizatoins, and referral agencies, ensuring program fidelity, and maintaining consistent service delivery. having a full-time manager allows the program to offer two groups per month using a licensed curriculum and to provide presentations and trainings to approximately 300 youth over the program year.

Two part-time Youth Advocates, together working the equivalent of 40 hours per week, provide one-on-one support, facilitate groups, and respond to both scheduled and drop-in youth needs. This staffing structure enables the program to support 15 clients at a time and ensures gender-responsive services that are accessible and trauma-informed.

Personnel costs also include limited fund management and executive assistant support, which ensures accurate budget tracking, timely submission of required documentation, and compliance with grant reporting requirements.

Personnel

Youth Program Manager – Salary	$27/hr × 40 hrs/week × 52 weeks	$56,160
Youth Program Manager – Payroll Taxes	7%	$3,931
Youth Program Manager – Retirement	3%	$1,685
Youth Program Manager – Healthcare (QSEHRA)	$200/month × 12 months	$2,400
Youth Program Manager Subtotal	$64,176	
Youth Advocates (2 PT) – Wages	$22.50/hr × 40 hrs/week × 52 weeks	$46,800
Youth Advocates – Payroll Taxes	Annual	$3,276
Youth Advocates – Retirement	Annual	$1,404
Youth Advocates Subtotal	$51,480	
Fund Management / Executive Assistant	$27/hr × 10 hrs/month × 12 months	$3,240

Total Personnel Costs: $118,896

Direct Costs

Case Management Software Annual license $5,000

Program Supplies Annual $1,800

Staff Training & Professional Development Annual $2,500

Travel / Mileage Reimbursement $275/month × 12 months $3,300

Staff Cell Phones $30/month × 5 phones × 12 months $1,080

Total Direct Costs: $13,680

Indirect Costs

Indirect Costs (De Minimis Rate – 15%) 15% of Total Personnel + Direct Costs $19,886

Total Program Budget

Category	Amount
Personnel	$118,896
Direct Costs	$13,680
Indirect (De Minimis 15%)	$19,886
TOTAL	$152,462

January 20, 2026

City of Fresno
Planning and Development Department
Community Development Division

Re: Letter of Support for Central Valley Justice Coalition
Youth Advocacy & Mentorship Program – CDBG Public Services Application

Dear Review Committee,

On behalf of City Without Orphans, I am pleased to provide this letter of support for Central Valley Justice Coalition's (CVJC) application for Community Development Block Grant (CDBG) Public Services funding for its Youth Advocacy and Mentorship Program.

Our organization has partnered with CVJC to support low- and moderate-income youth and families in the City of Fresno through prevention-focused, trauma-informed services. CVJC's work fills a critical gap by providing youth advocacy, mentorship, family engagement, and education that strengthens protective factors and promotes long-term stability for young people who are at heightened risk of adverse outcomes.

Through our partnership, we have seen CVJC demonstrate professionalism, cultural responsiveness, and a strong commitment to serving youth and families with care and accountability. CVJC staff engage youth and caregivers in meaningful ways and collaborate effectively with community partners, including schools and faith-based organizations, to ensure services are accessible and responsive to community needs.

We strongly support CVJC's request for CDBG Public Services funding and believe this investment will result in measurable benefits for low- and moderate-income youth and families in Fresno. We appreciate the City's continued commitment to supporting effective community-based organizations and urge favorable consideration of this application.

If you have any questions or would like additional information regarding our partnership with CVJC, please do not hesitate to contact me.

Sincerely,

Andi Lambert
Executive Director
City Without Orphans
(559) 676-9882
andi@citywithoutorphans.com

January 22, 2026

City of Fresno
Planning and Development Department
Community Development Division

Re: Letter of Support for Central Valley Justice Coalition
Youth Advocacy & Mentorship Program – CDBG Public Services Application

Dear Review Committee,

On behalf of Marjaree Mason Center, I am pleased to provide this letter of support for **Central Valley Justice Coalition's (CVJC)** application for Community Development Block Grant (CDBG) Public Services funding for its Youth Advocacy and Mentorship Program.

Our organization has partnered with CVJC to support low- and moderate-income youth and families in the City of Fresno through prevention-focused, trauma-informed services. CVJC's work fills a critical gap by providing youth advocacy, mentorship, family engagement, and education that strengthens protective factors and promotes long-term stability for young people who are at heightened risk of adverse outcomes.

Through our partnership, we have seen CVJC demonstrate professionalism, cultural responsiveness, and a strong commitment to serving youth and families with care and accountability. CVJC staff engage youth and caregivers in meaningful ways and collaborate effectively with community partners, including schools and faith-based organizations, to ensure services are accessible and responsive to community needs.

We strongly support CVJC's request for CDBG Public Services funding and believe this investment will result in measurable benefits for low- and moderate-income youth and families in Fresno. We appreciate the City's continued commitment to supporting effective community-based organizations and urge favorable consideration of this application.

If you have any questions or would like additional information regarding our partnership with CVJC, please do not hesitate to contact me.

Sincerely,

Leticia Campos
Chief Programs Officer
Marjaree Mason Center
Direct: 559.487.1326
Mobile: 559.313.1939
Leticia@mmcenter.org

Chinatown Fresno:

Chinatown Open for Business

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization:	*Fictitious Name (if applicable):*
Chinatown Fresno Foundation	
UEI of Organization:	*Taxpayer Identification Number:*
F2J4BNLZUVK3	82-4272279
Date of Incorporation:	*Date of 501(c)(3) Determination:*
01/05/2018	02/28/2018
Mailing Address of Organization:	*Organization Website Address:*
912 F Streert	www.chinatownfresno.org
Name of President (or Chair of the Board):	*E-mail Address:*
Cami Cipolla	ccipolla@valleyhistory.org
Name of Chief Executive or Executive Director:	*E-mail Address:*
Jan Minami	*jan@chinatownfresno.org*
Name of the Secretary:	*E-mail Address:*
Natalie Vargas1	heavens.healing.cop@gmail.co
Name of Treasurer (or Chief Financial Officer):	*E-mail Address:*
Marc Ryder	marc.ryder@usbank.com

Principal Contact Person:	*Principal Contact's Title:*	*Principal Contact's Physical Address:*
Jan Minami	Director	912 F Street, Fresno CA 93706

Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
559.859.1763	559.815.9592	jan@chinatownfresno.org

Name of Authorized Signatory:	*Title of Authorized Signatory:*
Marc Ryder	*Board Treasurer*
Signature of Authorized Official:	*Date of Signature:*
Signature page attached	*01/13/2026*

Do you have an active registration with SAM.gov? ☒ Yes ☐ No
Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

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

We unite our community, honor our heritage, strenthen business and property assets and build vibrancy in our neighborhood.

Please mark any of the following classifications that apply to your organization:

- ☐ Woman-Owned Business
- ☐ Minority Institution
- ☐ Tribal
- ☐ Other:
- ☐ Small Business
- ☐ Minority-Owned
- ☐ Veteran-Owned

Part A, Section 3: Organizational Capacity and Management
Please provide the number of staff employed by your organization:

Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Jan Minammi	Director	25
2) Elaine Martell	Administrator	30
3) Maritzs Perez	Outreach Coordinator	5
4)		
5)		

Board of Directors

How often does your Board of Directors regularly meet?
monthly

List current Board of Directors below:

1) Eileen Arenas
2) Augie Blancas
3) Cami Cipolla
4) Morgan Doizaki
5) Es Esposo
6) Tom Freund 11 Marc Ryder
7) Brandon Gonzalez 12 June Stanfield
8) Ben Gitmed 13 Rio H Toi
9) Yem Huyhn 14 Natalie Vargas
10) Eduardo Lopez

Financial Management

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

Name: Jan Minami
Title: Director
Phone/Email: 559.859.1763 jan@chinatownfresno.org

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☐ Yes ☒ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Have your agency's annual financial statements been audited by an independent audit firm? ☐ Yes ☒ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.

6) Does your financial system:
a) Provide for the control and accountability of grant funds, property, and other assets? ☒ Yes ☐ No
b) Separately track revenue and expenditures for the grant funds? ☒ Yes ☐ No

7) Does your payroll system separately track staff time by grant and/or activity? ☒ Yes ☐ No

8) Are all payments properly documented with evidence or receipt of goods or performance of services? ☒ Yes ☐ No

9) Are all bank accounts reconciled monthly? ☒ Yes ☐ No

10) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☐ Yes ☒ No
If yes, please explain

11) Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?
☐ Yes ☒ No
If yes, please explain

12) Does your agency have policies that address the following?

Ethics/Professional Conduct	☒ Yes	☐ No
Pay Rates and Benefits	☒ Yes	☐ No
Discrimination	☒ Yes	☐ No
Purchasing/Procurement	☒ Yes	☐ No
Property and Equipment	☒ Yes	☐ No
Segregation of Duties	☒ Yes	☐ No
Time and Effort Reporting	☒ Yes	☐ No
Record Retention	☒ Yes	☐ No

13) Does your agency certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency? ☒ Yes ☐ No

Authorized Signatories

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

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

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

Authorized Signatory Name	Authorized Signatory Title
1) Marc Ryder	Board Treasurer
2) Cami Cipolla	Board Chair

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

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

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

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Owner-Occupied Home Repair**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
1	$ 40,000.00

- **Public Infrastructure & Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
	$

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
!Undefined Bookmark, NOAPPS43,noapps4)	**!Undefined Bookmark, REQ4)**

Required Attachments to Part A
Select all attachments included.

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

☒ **Part A, Exhibit 2** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds)

☐ **Part A, Exhibit 3** – Copies of results of audits, examinations, or monitoring procedures performed during the last two fiscal years on any direct federal award received by the organization

☐ **Part A, Exhibit 4** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

☒ **Part A, Exhibit 5** – List of all awards to the organization from City of Fresno during the past two years

☐ **Part A, Exhibit 6** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☒ **Part A, Exhibit 7** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 8** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 9** – Bylaws of the Organization (Required)

☒ **Part A, Exhibit 10** – Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application

PY 2026-2027 APPLICATION
Public Service Programs

NOTE: This application is not for community services to benefit primarily homeless and individuals at risk of homelessness. If you are a homeless service provider, please use the appropriate Homeless Housing and Services application.

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

   Project Name (10 words or less): Chinatown Open for Business

   Amount Requested: $ 40,000.00

   Provide a short description of the proposed program/activity. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

Micro-enterprises throughout Chinatown need the support of our work. Chinatown Open for Business (COB) is the outreach portion connecting with each micro-enterprise more than 20 times a year. Within COB, are the Pop-Up Place, a program providing a temporary home for start-up businesses with 6 months free rent, utilties and wi-fi; Block by Block, social media spotlights; and The Edge, a monthly printed/digital resource reports, which round out our technical assistance efforts

   To utilize CDBG funds for a public service, the service must be either a new service or a quantifiable increase in the level of an existing service.

   This project is a:

   ☐ New Project/Program

   ☒ Existing Project/Program

If this is an existing project/program that has not received CDBG funding from the City previously, please briefly explain how CDBG funds will be used to quantifiably increase the level of service.

2. Organizational Capacity

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

Over eight years, the Chinatown Fresno Foundation has worked extensively with the business community, developing business and property owner support services including the Empowerment Center, Make Time Business School workshops, Chinatown Open for Business, The Pop-Up Place, Block by Block and The Edge. In addition to outreach within the Chinatown community, we connect on a regular basis with other place-based organizations in Fresno as well as various levels of government and the media, promoting the micro-enterprises in Chinatown.

b. Describe the organization's experience with administering federally funded programs of this nature and staff skills necessary to deliver the activities proposed.

Chinatown Fresno Foundation received CDBG grant funding for PY21, PY22, PY23, PY24 and PY25. The Project Director, Jan Minami, spend three additional years administering federal grants for Food Commons Fresno.

c. For how many years has the organization administered activities of the type described in this application?
8

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

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

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

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

The Chinatown business community, composed primarily of micro-enterprises, continues to be challenged with recognition of the activity here. Customers confront blocked roads, road construction and challenging parking, along with limited options once they arrive.

Resources remain necessary to encourage and support start-up entrepreneurs to begin their business life in Chinatown in a third year of the Pop-Up Place. Marketing micro-enterprises a block at a time (Block by Block) and creating regular business-oriented materials (The Edge) fill gaps in technical assistance that are vitally needed.

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

Over 60% of the businesses operating within the Chinatown neighborhood are micro-enterprises. They operate in a challenging market with ongoing road construction and no direct connection to a residential population. In this atmosphere of economic isolation, boosting the business climate by adding more businesses and providing strong business support through education and marketing will expand the overall customer base for Chinatown businesses.

Recognizing that starting a business is hard, we will seek potential entrepreneurs who are willing to make the effort. The Pop-Up Place is intended to make that journey easier for new or repeating entrepreneurs through financial underwriting (free rent, utilities and wi-fi) in Chinatown. We will use phone, direct mail, email

and social media to reach people for referrals, along with outreach to other organizations to assist in this search.

Providing expanded technical assistance will benefit all Chinatown micro-enterprises, new and existing. These will include marketing businesses through highlighting businesses block-by-block and creating a steady stream of strategic information that is essential for operating a micro-enterprise successfully.

c. Describe the outcomes of the proposed activity. Include how positive outcomes are defined and how successful outcomes will be measured.

It's difficult to quantify a conversation, but it is those conversations offering help and support that provide the most benefit for micro-enterprises. And those conversations from micro-enterprise owners offering thanks that provide the reward - the positive outcome. We will measure the following outcomes in PY 26:

1. # of contacts with each micro-enterprise
2. # of Pop-Up businesses assisted
3. # of businesses promoted on Block by Block
4. # of social media posts about specific micro-enterprise businesses
5. # of mentions of Chinatown micro-entrprises in newsletter
6. # of issues of The Edge during the year
7. # of issues of The Edge that are distributed by email
8. # of miles walked by our Outreach Coordinator

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

The Chinatown Board of Directors represents business and property owners in the neighborhood. Many of them own micro-enterprises, while a few operate small businesses. We have spoken with other micro-enterprises in Chinatown as well.

Businesses outside Chinatown were also consulted, along with place-based organizations throughout Fresno like the Downtown Fresno Partnership.

Overall, they recommended financial assistance and recognition. From their suggestions, we have developed Chinatown Open for Business, the Pop-Up Place, Block by Block and The Edge.

e. Describe the marketing plan for the proposed activity and how the organization will affirmatively market the program to the target population.

1. Utilize the talents of our Outreach Coordinator to collaborate with our team in fine-tuning the details of the programs. Her social media expertise is significant and she can design marketing materials (both digital and print) for use in the programs.

2. Use available digital tools like newsletter, email, social media, website and our business network to reach existing and potential micro-entrepreneurs for the Pop-Up Place.

3. Increase efforts of the Block by Block program, adding video. Publicize the details among the businesses to generate enthusiasm.

4. Research and write The Edge, ensuring that topics are relevant to Chinatown micro-enterprises.

5. Conduct our annual neighborhood assessment survey to determine the business conditions in Chinatown and to learn what new businesses might be compatible in the neighborhood.

f. The City's Analysis of Impediments to Fair Housing Choice includes areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook) that include some of the City's most vulnerable communities. Will this program be (select only one):

☐ Offered Citywide

☐ Offered Citywide with an emphasis and affirmative marketing toward RECAPs

☒ Offered exclusively to residents of RECAPs

g. Describe the service area:
Note: Strong applications will include clearly defined services areas. A map may be attached in lieu of a service area description.

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

As a mixed-used urban neighborhood located on the western boundary of Downtown Fresno, Chinatown Fresno is primarily commercial. Decades of disinterest and disinvestment by government, agencies and nonprofits have bred distrust. A concerted economic development effort continues to be needed to support and develop this business community. Map included.

h. Estimate the number of unduplicated people expected to benefit from the project:

41 businesses with over 20 connections per business = unduplicated people or businesses will receive a direct benefit from this project.

i. Income Documentation

CDBG-eligible programs primarily benefit persons who earn less than 80% of the area median income. A chart containing the income limits effective as of June 1, 2025, is included as a reference below. Applicants must select one of the two options for documenting how their activity will satisfy the income eligibility requirement. Please note, these income limits are subject to change. For the most current income limits please reference the link below:

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

Household Size	30% AMI	50% AMI	80% AMI
1	$19,750	$32,900	$52,600
2	$22,550	$37,600	$60,100
3	$25,350	$42,300	$67,600
4	$28,150	$46,950	$75,100
5	$30,450	$50,750	$81,150

☐ OPTION 1: Low-Income Clientele – Presumed Benefit

Select this option only if the program will exclusively serve one of the following clienteles (select all that apply)

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

☒ OPTION 2: Low-Income Clientele – Other

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

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

Detailed Narrative Description of Project/Program

Describe the project/program in detail in the space below. Limit description to the space provided on this and the next page.

The path to Chinatown revitalization runs through our micro-enterprises. Since Chinatown Fresno deserves a thriving business economy, support of our micro-enterprises is how we're going to get there.

Over 60% of the businesses operating within the Chinatown neighborhood are micro-enterprises. They operate in a challenging market with ongoing road construction and no direct connection to a residential population. In this atmosphere of economic isolation, boosting the business climate while reflecting the cultural heritage of Chinatown required adding more businesses and providing strong business support through marketing and education.

CHINATOWN OPEN FOR BUSINESS staff make over 825 personal contacts with micro-enterprises during the year. Very small businesses like those in Chinatown benefit by regular connection. While there only 41 micro-enterprises in Chinatown, they are thriving because our outreach team connects with each business at least 20 times each during the year. Just today, our Outreach Coordinator walked 2.6 miles talking to micro-enterprises and small businesses in Chinatown.

Our micro-enterprise program is aimed directly at building economic and community development. The neighborhood challenges make that difficult, but not insurmountable. Chinatown Fresno is disconnected from the rest of Downtown Fresno by the railroad tracks, and from its former residential community by State Route 99. Road construction has increased over the past year with three major projects operating in Chinatown. We know that customers facing too much road construction may simply not come back, so we need ways to encourage them in. Solid job growth and an improved Chinatown economy depend on it.

There are several components in our proposal to attract customers and strengthen Chinatown micro-enterprises.

THE POP-UP PLACE A program as successful as the Pop-Up Place needs to be repeated. At the core of the Pop-Up Place is a transformative opportunity for a small group of entrepreneurs who will be invited to launch their businesses in the Pop-Up Place. This initiative is designed to inspire budding entrepreneurs and create an enduring impact on the Chinatown business environment.

This unique incubation period, which offers free rent, utilities and wi-fi, allows them to nurture their ideas from initial concept to ready-to-go micro-enterprise. As they near the end of their six months, we will assist in finding a location in a Chinatown storefront, as well. Since our ongoing goal is to expand the

Chinatown commercial mix, business owners that are committed for the long-haul are important.

BLOCK BY BLOCK This program showcases businesses from a block in Chinatown each month. Business owners and employees in the specified block will be interviewed and video clips will be prepared of the business interior and exterior. As each block of businesses is chronicled, their information will be featured on social media, included in our newsletter and shared with all Chinatown businesses. . This joint promotion of micro-enterprises encourages customers, especially new customers, to visit more than one business when they come to Chinatown.

THE EDGE: YOUR COMPETITIVE ADVANTAGE Another monthly feature will be a business-help paper called The Edge. Advice will include topics such as insurance basics, effective small-business leadership, managing cash flow, and developing resilience as a micro-enterprise. To develop the content, we will call on local experts, our own research and experience, market trend analysis, and industry reports. These advice sheets will be printed and distributed, as well as transmitted to businesses digitally. Summaries will be included in our newsletter.

NEIGHBORHOOD ASSESSMENT Understanding the Chinatown Fresno neighborhood is an ongoing process. Each year in March, our Outreach Coordinator conducts a survey of all businesses, taking a measure of the business climate and updating our business database. This builds a solid foundation for strategic decision-making. This assessment will contribute to topics for The Edge and provide insights into the program's impact.

SUMMARY Chinatown's commercial district consists of small and smaller businesses that operate in a long-neglected neighborhood. Chinatown Open for Business will continue to strengthen businesses, add new micro-enterprises, and expand the customer base, leading to job growth, a sound Chinatown economy and improved quality of life.

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

j. Collaboration
Briefly describe how the proposed activity will be delivered in coordination with other community resources to address the overall needs of the clientele.

Collaborating Organization/Activity	Description of Collaboration
City of Fresno Economic Development Dept	Collaborate with staff to locate potential entrepreneurs, assist with BLOCK work and contribute to THE EDGE
CA High-Speed Rail Authority	Assist by supporting Marketing Plan
Community and Economic Development Partnership (CEDP)	Collaborate with other place-based neighborhood organizations that belong to CEDP to locate potential entrepreneurs and conteribut to THE EDGE.
Economic Development Corporation serving Fresno County	Work with their BRE (business retention and expansion) specialists to improve our program
Fresno Area Hispanic Foundation	Collaborate with FAHF to locate potential entrepreneurs and solicite THE EDGE articles
Fresno Metro Black Chamber of Commerce	Collaborate with FMBCC staff to locate potential entrepreneurs and solicit THE EDGE articles
Downtown Fresno Partnership	Collaborate with DFP to locate potential entrepreneurs and solicit THE EDGE articles

4. Project/Program Budget

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

The Chinatown Fresno Foundation operates Chinatown Open for Business all year, providing ongoing resources within the neighborhood. We plan to launch the new year of POP-UP PLACE in August, 2027, if approved, wraping it up in May. Since the Pop-Up Place progrm is already created, timing will be manageable in 2026/2027.

BLOCK BY BLOCK efforts shift from one block to another monthly, featuring a different block of businesses. The Chinatown area can easily be covered in 12 months.

THE EDGE, the business resources paper, is published monthly. We are partnering with other place-based groups to provide content, along with our own resources and research. This has proven to be a valuable resource for our businesses, and is complete within a year.

b. List of Funding Sources

Provide all planned funding anticipated/committed for this activity for PY 2026-2027. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
CA High-Speed Rail Authority	Operations, marketing and community engagement	$125,000	Pending	March 15, 2026
Chad-Zuckerberg Initiative	Housing	$150,000	Pending	February 15, 2026
Measure P Arts and Culture	Special Project: Underground Tours	$30,088	Committed	

c. Activity Budget Summary and Narrative

Please complete Exhibit A – Operating Budget Summary.

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

An Exhibit B – Budget Narrative must also be completed to provide a brief explanation of the expenses included in the budget.

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

d. Prior-Year Financial Statement

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

Attachments to Part B Application:

☒ EXHIBIT A – Operating Budget Summary

☒ EXHIBIT B – Budget Narrative

☒ EXHIBIT C – Prior-year audited financial statement including statement of activities, statement of financial position and statement of cash flows (required when total federal grant awards equaled or exceeded $1,000,000 during the annual audit period); or prior-year unaudited financial statement when total federal grant awards for the annual audit period was less than $1,000,000

Optional Additional Exhibits:

☐ EXHIBIT – Funding Commitment Letters (if available)

☒ EXHIBIT D – Letters of Support (optional – maximum 2)

☒ EXHIBIT E – Service Area Map (required if not described in 3.g.)

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

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel (enter position titles):									
Outreach Coordinator	15,000	3,750	**18,750**						**18,750**
Administrative Personnel (enter position titles):									
Independent Contractors / Consultants (enter position titles):									
Project Director	8,000		**8,000**						**8,000**
TOTAL PERSONNEL BUDGET	$23,000	$3,750	**$26,750**	$	$	$	$	$	**$26,750**
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
Pop-Up-Place Rent and Utilities			**$7,500**						**$7,500**
Pop-Up Place expenses			**$533**						**$533**
TOTAL OTHER DIRECT COSTS			**$8,033**	$	$	$	$	$	**$8,033**
INDIRECT COSTS (Select 1 indirect rate Only)									
Approved Indirect Cost Rate									
De minimus 15 % Rate			**$5,217**						**5,217**
TOTAL INDIRECT COST BUDGET			**$5,217**	$	$	$	$	$	**$5,217**
TOTAL PROJECT BUDGET	$	$	$40,000	$	$	$	$	$	$40,000

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

Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.1).

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary. This narrative will be used to determine eligibility of proposed expenses.

This budget supports Chinatown Open for Business for outreach to micro-enterprises in Chinatown; Block By Block, a promotion program through social media for micro-enterprises; The Edge, a business resource newsletter and The Pop-Up Place, an incubator for entrepreneurs with rent and utilities paid for six months. It funds primarily staff time to operate the programs. It covers key personnel, rent and operational expenses.

1. Chinatown Open for Business micro-enterprise engagement ($18,750) Our Outreach Coordinator spends most days out in Chinatown talking with micro-enterprise owners. She serves as the Pop-Up Place manager. She collaborates with our team to determine and outfit the location, select the Pop-Up entrepreneurs, and oversee the operation. She also operates the Block By Block social media program and assists with The Edge business letter.

2. Project Director ($8,000) The Project Director is responsible for the overall vision, strategy and success of the Chinatown Open for Business, Pop-Up Place and Block By Block. She will research, do most of the writing, and edit The Edge, the monthly business letter.

3. The Pop-Up Place rent ($7,500) The venue is a critical element of the success of the Pop-Up Place and its tenants. We have been fortunate in previous years, and are already scouting new locations for PY26, if approved. This expense covers rent and utilities, since they are often included together in Chinatown locations.

4. Pop-Up Place expenses ($533) These expenses are incidentials, depending on the venue. It could be locks or display shelves or whatever is needed.

5. Indirect costs ($5217) cover the many operational expenses incurred to operate these programs within the Chinatown Fresno Foundation.

The proposed budget is designed to cover personnel salaries, venue costs and essential expenses. It supports Chinatown Open for Business, the Pop-Up Place, Block By Block and The Edge, all in support of Chinatown micro-enterprises. Salaries are the bulk of the expenses because the Outreach Coordinator and Project Director will spend significant time to assure these programs are successful.

HIGHWAY CITY COMMUNITY DEVELOPMENT, INC.
4718 N. POLK AVE, FRESNO CA 93722 • 559-578-8991
WWW.HIGHWAYCITYCD.COM• TAX ID #77-0459711
Relational • Intentional • Purposeful

TEAGUE COMMUNITY Resource Center

January 17, 2026

Chinatown Fresno Foundation
912 F Street Fresno CA 93706 559.815.9592 biz@chinatownfresno.org

Neighborhood organizations like the Chinatown Fresno Foundation are essential to the commercial success of their neighborhood. As the Executive Director of Highway City Community Development, Inc., I understand the importance of this organizational support, as every dollar provides tools to change the canvas in a community through workforce development and leadership. These tools are the critical pivot point that change the dynamics for each area of our city, and Chinatown is a leader in these endeavors as proven by their previously funded successful microenterprise projects - Chinatown Open for Business 2023, 2024 and 2025.

Both Highway City Community, Inc. and the Chinatown Fresno Foundation belong to the Community and Economic Development Partnership (CEDP), joining a dozen other place-based organizations throughout Fresno, working in-sync collaboratively to be positive changemakers in our city. Through CEDP, I'm familiar with the operation of the Foundation and am confident that they can provide the business support services they are proposing.

Not only is Chinatown Fresno Foundation proposing a physical location for new entrepreneurs, but they are covering rent, utilities and wi-fi for six months. They offer business consulting and social media assistance. This Community Development Block Grant proposal for Chinatown Open for Business, including Pop-Up Place, will be greatly beneficial for the Chinatown district, expanding commercial options for customers.

Sincerely,

April Henry

April Henry
Highway City Community Development, Inc.
Executive Director/CEO

June Stanfield --- 1029 F Street --- Fresno, Ca. 93706

Chinatown Fresno Foundation
912 F Street
Fresno CA 93706

Re: Community Development Block Grant, Chinatown Open for Business

I have been a business owner in Chinatown for over 27 years and a board member since its inception in 2018. I can say first-hand that Chinatown has been and is becoming a thriving community with the support of the City of Fresno and community grants and organizations.

Chinatown Fresno Foundation has been an intricate part of the success of the progress we're achieving. We are hands-on with communicating with our businesses on their needs and what we can do to assist.

The Pop-Up Place grant is and can continue to be an excellent outreach to continue bringing up-and-coming entrepreneurs dreams to life by providing them with a brick and mortar business in Chinatown. With the grant, we were able to cover rent, utilities, and wi-fi for six months. We also provided consultation and social media presence.

Community organizations like Chinatown Fresno Foundation are important to assist our businesses in their continued success and keep them updated to the ongoing challenges we're having, like with construction and high-speed rail.

Thanks for your consideration.

June Stanfield

June Stanfield
Owner, Golden Cuts Barbershop and Salon
1029 F Street, Fresno CA 93706

Part B Exhibit E

Chinatown Neighborhood Map

Feb 13 2024

Types of use

- Available for development
- Residential
- Existing buildings without 2nd-floors
- Existing buildings with 2nd-floor development potential

Unavailable properties like those belonging to CA Dairies and High-Speed Rail

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Poverello House:

Culinary Workforce Development Program

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization: Poverello House	*Fictitious Name (if applicable):*
UEI of Organization: 127482537	*Taxpayer Identification Number:* 77-0007985
Date of Incorporation: 11/25/1983	*Date of 501(c)(3) Determination:* 11/25/1983
Mailing Address of Organization: P.O. Box 12225, Fresno, CA 93777-2225	*Organization Website Address:* www.poverellohouse.org
Name of President (or Chair of the Board): Heidi Michael	*E-mail Address:* heidi@bfarm.com
Name of Chief Executive or Executive Director: Zachary Darrah	*E-mail Address:* zdarrah@poverellohouse.org
Name of the Secretary: Charles Farnsworth	*E-mail Address:* cfarnsworth@comcast.com
Name of Treasurer (or Chief Financial Officer): Linda Bowman	*E-mail Address:* lbowman@poverellohouse.org

Principal Contact Person:	*Principal Contact's Title:*	*Principal Contact's Physical Address:*
Sara Mirhadi	Chief Programs Officer	412 F Street, Fresno, CA 93706

Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
559-498-6988	559-960-4429	mirhadi@poverellohouse.org

Name of Authorized Signatory: Zachary Darrah	*Title of Authorized Signatory:* Chief Executive Officer
Signature of Authorized Official:	*Date of Signature:* 01/09/2026

Do you have an active registration with SAM.gov? ☒ Yes ☐ No
Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

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

Believing in the dignity of every person, at Poverello House we work to enrich the lives and spirits of all who pass our way by stewarding the resources made available to us through Providential and community support.

Please mark any of the following classifications that apply to your organization:

- ☐ Woman-Owned Business
- ☐ Minority Institution
- ☐ Tribal
- ☐ Other:
- ☐ Small Business
- ☐ Minority-Owned
- ☐ Veteran-Owned

Part A, Section 3: Organizational Capacity and Management
Please provide the number of staff employed by your organization: 150

Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Zachary Darrah	Chief Executive Officer	18
2) Linda Bowman	Chief Financial Officer	24
3) Paul Stack	Chief Operations Officer	15
4) Linda Bowman	Chief Programs Officer	32
5)		

Board of Directors

How often does your Board of Directors regularly meet?
Quarterly

List current Board of Directors below:

1) Heidi Michael/ Dr. Tushar Patel
2) Marc' Bady/ Charles Farnsworth
3) Linda Bowman/ Prashant Patel
4) Jim Connell/ Curtis Davies
5) Sharif Elkhaldy/Rebecca Garth-Nelson
6) Wendy Gospodnetich/ JP Sethi
7) David Olmos/ Ken Ramos
8) Andrew Slater/ Victor Thao
9)
10)

Financial Management

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

Name: Linda Bowman
Title: Chief Financial Officer
Phone/Email: 559-498-6988/ lbowman@poverellohouse.org

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☒ Yes ☐ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Have your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.
No findings or questioned costs were identified.

6) Does your financial system:
a) Provide for the control and accountability of grant funds, property, and other assets? ☒ Yes ☐ No
b) Separately track revenue and expenditures for the grant funds? ☒ Yes ☐ No

7) Does your payroll system separately track staff time by grant and/or activity? ☒ Yes ☐ No

8) Are all payments properly documented with evidence or receipt of goods or performance of services? ☒ Yes ☐ No

9) Are all bank accounts reconciled monthly? ☒ Yes ☐ No

10) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☐ Yes ☒ No
If yes, please explain
N/A

11) Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?
☐ Yes ☒ No
If yes, please explain
N/A

12) Does your agency have policies that address the following?

Ethics/Professional Conduct	☒ Yes	☐ No
Pay Rates and Benefits	☒ Yes	☐ No
Discrimination	☒ Yes	☐ No
Purchasing/Procurement	☒ Yes	☐ No
Property and Equipment	☒ Yes	☐ No
Segregation of Duties	☒ Yes	☐ No
Time and Effort Reporting	☒ Yes	☐ No
Record Retention	☒ Yes	☐ No

13) Does your agency certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency? ☒ Yes ☐ No

Authorized Signatories

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

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

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

Authorized Signatory Name	Authorized Signatory Title
1) Heidi Michael	Board Chair
2) Linda Bowman	Treasurer

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

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

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

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
1	$ 222,400

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0

- **Owner-Occupied Home Repair**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0

- **Public Services (including Microenterprise Assistance and Fair Housing)**

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

- **Public Infrastructure & Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
2	**$722,400**

Required Attachments to Part A
Select all attachments included.

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

☒ **Part A, Exhibit 2** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds)

☒ **Part A, Exhibit 3** – Copies of results of audits, examinations, or monitoring procedures performed during the last two fiscal years on any direct federal award received by the organization

N/A ☐ **Part A, Exhibit 4** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

☒ **Part A, Exhibit 5** – List of all awards to the organization from City of Fresno during the past two years

N/A ☐ **Part A, Exhibit 6** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☒ **Part A, Exhibit 7** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 8** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 9** – Bylaws of the Organization (Required)

☒ **Part A, Exhibit 10** – Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application

PY 2026-2027 APPLICATION
Public Service Programs

NOTE: This application is not for community services to benefit primarily homeless and individuals at risk of homelessness. If you are a homeless service provider, please use the appropriate Homeless Housing and Services application.

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

   Project Name (10 words or less): Culinary Workforce Development Program

   Amount Requested: $ 500,000.00

   Provide a short description of the proposed program/activity. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

The proposed activity will expand Poverello House's Culinary Workforce Development Program to provide workforce training and employment services for low- and moderate-income individuals in the City of Fresno. CDBG funds will support vocational training, job readiness, and supervised work experience for participants from Poverello House's Rehabilitation Program and the One Fresno Youth Corps Program. The project will serve two hundred (200) eligible participants over a 12-month period. The program is designed to increase employability, improve job skills, and promote long-term income stability for individuals facing significant employment barriers.

   To utilize CDBG funds for a public service, the service must be either a new service or a quantifiable increase in the level of an existing service.

   This project is a:

   ☐ New Project/Program

   ☒ Existing Project/Program

If this is an existing project/program that has not received CDBG funding from the City previously, please briefly explain how CDBG funds will be used to quantifiably increase the level of service.

In prior CDBG-funded program years, Poverello House utilized CDBG funds to support key workforce development positions, including a Director of Culinary Services (0.25 FTE), Workforce Readiness Coordinator (1.0 FTE), and Culinary Services Trainers (3.5 FTE). These positions enabled the delivery of job training and placement services for low- and moderate-income participants. Poverello House has also leveraged existing case managers and navigation specialists to provide wraparound support, including enrollment in healthcare coverage, coordination of primary, dental, and vision care, legal services, housing navigation, and linkages to mental health services.

For PY 2026–2027, CDBG funds will be used to quantifiably increase the level of service by expanding both program capacity and the range of workforce readiness supports available to participants. This expansion directly responds to conditions in HUD-designated Racially/Ethnically Concentrated Areas of Poverty (RECAPs) within the City of Fresno. According to US Census Bureau, Response Outreach Area Mapper (ROAM), Poverello House services an area where poverty rates range from 40% to 57%. The neighborhood directly surrounding Poverello House has an estimated unemployment rate of 14.5%, compared to 7.5% in other areas of the city. These conditions demonstrate insufficiency in exisiting resources to address employability in south Fresno.

The proposed project adds a Community Engagement Coordinator (0.50 FTE)—a new position not previously funded with CDBG—to provide structured literacy instruction. This instruction encompasses digital literacy, financial literacy, social media literacy, and basic reading and writing skills. This position will be filled by a qualified instructor with graduate-level education and prior teaching experience at California State University, Fresno. Poverello House seeks to improve participants' access to foundational skills necessary for self-sustaining employment.

In addition, the proposed project expands access to Mental Health First Aid certification, a training not previously offered through the program. Poverello House will invest general funds to certify staff as Mental Health First Aid instructors, allowing certified in-house trainers to deliver this curriculum directly to participants. This approach will significantly increase participants' access to this high-demand, transferable credential.

The program will continue to provide CPR/First Aid, Food Handler, and Food Protection Manager certifications. Compared to PY 2025–2026, the proposed project will increase the number of participants earning these certifications by approximately 25%. To support this increase, the program will host 50 curriculum-based workshops focused on certification preparation related to

food safety, de-escalation, first-aid, cultural compentency, and job-relevant soft skills. The program expands participants' access to industry-recognized workforce training opportunities.

The project will also introduce a new partnership with Quinncia, an artificial intelligence–based career development platform that provides individualized resume feedback and mock interview coaching. This technology is typically available only through higher education institutions and represents a significant enhancement to employment readiness services. The professional development tool provides participants with tailored, real-time feedback to improve job placement outcomes.

Finally, Poverello House will leverage 10.0 FTE Navigation Specialists from the City of Fresno's pilot Youth Service Corps program, along with 4.0 FTE existing Case Managers from Poverello House's Rehabilitation Program. Training Youth Service Corps members in navigation-related roles is new to this project and will expand the level of service available to participants. Rehabilitation Case Managers will provide training and oversight to Navigation Specialists to deliver coordinated wraparound services, including housing navigation, benefits enrollment, and referrals to supportive services.

Youth Corps members will be counted as eligible program participants due to their disadvantaged backgrounds. These members will receive workforce training, certifications, and professional development services through this project. This expansion will increase the total number of individuals served and strengthen employment readiness outcomes.

2. Organizational Capacity

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

Poverello House's prior CDBG-funded activities have resulted in measurable improvements in employment readiness, credential attainment, and economic stability for low- and moderate-income individuals in the City of Fresno. Since July 2024, participants in the Culinary Workforce Development Program have earned 280 industry-recognized certifications, supporting successful transitions into permanent employment and housing.

During this period, 49 individuals transitioning from rehabilitation were placed into permanent housing, and 62 individuals secured full-time, benefited employment. To date, 40 participants have maintained both housing and employment for more than six months. This achievement demonstrates progress toward self-sufficiency. Program graduates continue to receive stability services after completion, reinforcing

long-term outcomes. One participant successfully launched a small bakery business, in part due to the culinary training and workforce preparation received through the program.

The program has also strengthened organizational capacity through the development of a formal culinary training curriculum, delivery of workforce readiness workshops, and placement of program participants into permanent positions. Many of these employment placements were related to culinary, hospitality, and logistics.

In addition, Poverello House serves as a work site for the One Fresno Youth Jobs Corps Program (YJCP) and leverages its Culinary Workforce Development Program to support employment pathways for emerging adults. Over the past two years, Poverello House has placed 44 Youth Service Corps members, with 39 successfully completing program objectives, reflecting an 89% completion rate. Participants receive hands-on work experience, soft skills development, and access to Food Handler/Food Protection Manager certifications. The organization's low-barrier, tailored approach demonstrates its capacity to effectively implement youth workforce development programming while achieving positive, measurable outcomes.

b. Describe the organization's experience with administering federally funded programs of this nature and staff skills necessary to deliver the activities proposed.

Poverello House has extensive experience administering federally funded, reimbursement-based grants and contracts of similar size and scope to the proposed activity. The organization first received federal funding from the U.S. Department of Housing and Urban Development (HUD) in 2001 and has progressively expanded its federal grant portfolio over the past two decades. Currently, Poverello House operates 22 grant-funded programs, 18 of which are reimbursement-based federal or federally pass-through grants. The organization has consistently administered these programs in full compliance with funder requirements and has never experienced early termination of a federal grant due to non-compliance.

1. City of Fresno – Emergency Solutions Grant (ESG): Poverello House has been an annual recipient of the City of Fresno's Emergency Solutions Grant since 2015. In 2025, the organization was awarded $209,589 in ESG funds to operate a portion of the City-wide street outreach program, with a required dollar-for-dollar match resulting in a total program budget of $419,178. ESG-funded activities include street outreach, engagement of unsheltered individuals, documentation of eligibility, service coordination, and referrals to shelter, housing, and supportive services. Poverello House has consistently met or exceeded ESG performance measures, maintained full compliance

with HUD and City requirements, and has been awarded additional ESG funding in subsequent years based on demonstrated performance.

2. U.S. Department of Housing and Urban Development – Coordinated Entry System: In 2024 and again in 2025, Poverello House was awarded $619,103 annually to administer the HUD-funded Coordinated Entry System for Fresno County. The organization successfully managed system-wide coordination, data tracking, reporting, and compliance activities during each 12-month performance period. Poverello House met or exceeded all grant outcomes and ended both performance periods in good standing. Based on strong performance, the contract has been renewed through 2026.

3. U.S. Department of Housing and Urban Development – Rapid Re-Housing: Poverello House was awarded $311,866 in both 2024 and 2025 to operate HUD-funded Rapid Re-Housing programs providing rental assistance and housing stabilization services to individuals with low or no income. The organization complied with all grant requirements, met or exceeded performance targets, and successfully administered the funds within the required timelines. The Rapid Re-Housing contract has been renewed through 2026.

4. Federal Emergency Management Agency – Emergency Food and Shelter Program (EFSP): Poverello House has received FEMA EFSP funding since 2010. In 2022, the organization was awarded $606,640, followed by $135,793 in 2023, to support emergency food and shelter services, including culinary services and Naomi's House Emergency Shelter. Outcomes were tied to meals served and nights of shelter provided. Poverello House completed each performance period in full compliance and in good standing and was awarded additional funding for the 2024–2025 period.

5. Community Development Block Grant (CDBG) – Workforce Development: Poverello House has demonstrated specific experience administering CDBG-funded workforce development projects. In PY 24–25, the organization successfully administered $240,826 in CDBG funds for a pilot workforce development program. In PY 25–26, Poverello House was awarded two additional CDBG contracts totaling $513,000 for projects of similar scope and complexity. All CDBG-funded activities have been implemented in compliance with City and HUD requirements, including eligibility documentation, performance reporting, and reimbursement procedures.

Poverello House maintains strong internal controls, grant accounting systems, and reimbursement tracking processes to support federally funded programs. The organization maintains a line of credit of up to $2,500,000 to ensure adequate cash flow for reimbursement-based grants and has not needed to draw on this line since its establishment. Program implementation is supported by experienced executive leadership, program managers, fiscal staff, and workforce development personnel

with expertise in federal compliance, service delivery, and performance monitoring. Collectively, staff possess the skills necessary to successfully deliver the proposed activities in alignment with HUD and City of Fresno requirements.

c. For how many years has the organization administered activities of the type described in this application?
32

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

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

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

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

The proposed activity addresses a critical need for low-barrier employment readiness and vocational training for low- and moderate-income individuals in the City of Fresno who face significant barriers to employment, including substance use disorder, prior incarceration, homelessness, and limited work history. According to the State of California's Employment Development Department, Fresno continues to experience persistently high unemployment, with an average rate of 8.1 percent, which remains elevated relative to state and national averages. These conditions reflect ongoing structural barriers to workforce participation, particularly for individuals with limited education, unstable housing, and minimal employment experience. According to the Bureau of Labor Statistics, Fresno's regional labor market data indicate that recent job losses have disproportionately affected low-wage and entry-level workers. This employment

loss limits access to stable income and housing opportunities for populations with significant barriers.

The City of Fresno's Consolidated Action Plan outlines the need for targeted workforce development interventions. Fresno Economic Opportunities Comission completed a Community Development Block Grant Community Needs Assessment in 2022 that identifies employment readiness and workforce training as priority gaps for low-income residents, particularly in racially and ethnically concentrated areas of poverty where access to stable employment remains limited.

These conditions directly affect individuals served by Poverello House, including participants enrolled in the Rehabilitation Program and Youth Corps Fellows. Program data show that more than 200 individuals enroll annually in the Rehabilitation Program, approximately 75 percent are re-entering the community from incarceration, and fewer than 5 percent are employed at program entry. Since 2021, the program has served 630 unduplicated individuals, approximately 78 percent of whom are persons of color, demonstrating the disproportionate impact of unemployment on communities already experiencing economic inequities.

While workforce development programs exist in Fresno, existing resources are insufficient to meet the needs of individuals with complex barriers who require work experience, industry-recognized certifications, and intensive supportive services. Many workforce programs are not designed to serve individuals in recovery or justice-involved individuals, and most lack the capacity to provide integrated services such as vocational training, paid apprenticeships, housing navigation, mental health support, and job placement within a single program model. Although entry-level employment opportunities exist in sectors such as food preparation and service, individuals without credentials, work history, or coordinated support are often unable to access these jobs.

The City of Fresno’s Consolidated Plan and Annual Action Plan prioritize activities that “expand economic opportunities” for low- and moderate-income residents. The Action Plan further emphasizes the need to support programs that serve individuals facing multiple obstacles to self-sufficiency, including homelessness, reentry from incarceration, and limited work history. Consistent with these priorities, expanded CDBG investment in workforce development public services is necessary to improve employment readiness, increase access to stable jobs, and promote long-term economic self-sufficiency for Fresno’s most vulnerable residents.

Without dedicated CDBG investment, current systems cannot provide the scale, intensity, or coordination of services required to move these populations into self-sustaining employment.

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

The proposed project will serve low- and moderate-income individuals residing in Racially and Ethnically Concentrated Areas of Poverty (RECAPs) within the City of Fresno who face persistent barriers to employment and economic stability. The primary target populations include at-risk youth ages 16–30 participating in the One Fresno Youth Jobs Corps Program and men enrolled in Poverello House's inpatient substance use disorder (SUD) rehabilitation program. These populations experience overlapping challenges such as justice system involvement, limited work history, gaps in education and digital literacy, mental health needs, and limited access to paid, skills-based employment opportunities.

Youth Jobs Corps participants are typically disconnected from school or the labor market and require structured, supportive pathways to gain work experience and marketable skills. The project will meet these needs by providing paid apprenticeships, workforce readiness training, professional certifications, and individualized coaching within a real-world culinary and logistics work environment. Participants will also receive services designed to build soft skills, confidence, and long-term career planning. These workshops prepare them for employment with the City of Fresno or community-based organizations.

The second target population includes men enrolled in Poverello House's inpatient SUD rehabilitation program who are predominantly unemployed, formerly incarcerated, and entering recovery with limited income and employment history. For this population, stable employment is a critical component of sustained recovery. The project will address these needs by integrating vocational training, hands-on work experience, and industry-recognized certifications directly into the rehabilitation curriculum. Workforce readiness services are paired with supportive services to help participants transition successfully into employment as they move to outpatient care.

Across both populations, the project addresses barriers to employment by combining paid work experience, credentialed training, career readiness education, and wraparound support. These services occur within a low-barrier, second-chance employment model. This approach ensures participants gain practical skills and accredited credentials needed for achieving self-sufficiency through employability.

c. Describe the outcomes of the proposed activity. Include how positive outcomes are defined and how successful outcomes will be measured.

Outcome 1: Food Handler Certification - Within the 12-month program period, one hundred and fifty (150) participants will successfully complete required coursework and earn an accredited Food Handler Certification. This demonstrates introductory understanding of basic food safety and personal hygiene standards applicable to culinary/hospitality employment. Measurement: Certification records.

Outcome 2: Food Protection Manager Certification - Within the 12-month program period, fifty (50) participants will successfully complete required coursework and earn an accredited Food Protection Manager Certification. This demonstrates competency in managerial/supervisory food safety standards applicable to culinary/hospitality employment. Measurement: Certification records.

Outcome 3: Mental Health First Aid Certification - Within the 12-month program period, fifty (50) participants will complete Mental Health First Aid training and earn an accredited Mental Health First Aid certification. This increases participants' ability to respond appropriately to mental health challenges in workplace and community settings. Measurement: Certification records.

Outcome 4: CPR and First Aid Certification - Within the 12-month program period, fifty (50) participants will complete CPR and First Aid training and earn accredited CPR/First Aid certifications. This training improves workplace safety awareness and employability. Measurement: Certification records.

Outcome 5: Resume Development Assistance - Within the 12-month program period, one-hundred and fifty (150) participants will receive individualized assistance with resume creation or revision, resulting in a completed, job-ready resume aligned with participants' employment goals. Participants will gain access to resume building services through an AI-powered tool called Quinncia. Measurement: Copies of completed resumes.

Outcome 6: Mock Interview Assistance - Within the 12-month program period, one-hundred and fifty (150) participants will complete in structured mock interview workshops on utilizing behavioral interview techniques, such as the STAR technique. This activities will improve workplace readiness and interpersonal competencies. Participants will gain access to mock interview software through an AI-powered tool called Quinncia. Measurement: Workshop attendance records and curriculum completion logs.

Outcome 7: Culinary Curriculum Participation - Within the 12-month program period, one-hundred (150) participants will engage in instruction within an established culinary workforce development curriculum, gaining foundational knowledge of food service operations, workplace expectations, and career pathways. Measurement: Curriculum attendance records, training logs, and instructor verification.

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

Poverello House developed the Culinary Workforce Development Program through sustained consultation with the target population, with particular emphasis on participants of the One Fresno Youth Jobs Corps Program over the past two years. Consultation efforts included pre- and post-participation surveys, structured interviews, and ongoing feedback collected through individual meetings with Youth Corps Fellows. More than 90%, shared their desire to achieve a professional certification at the start of the program. Participants expressed their most significant challenge to stable housing was stable income and employment.

Participant shared their experiences about barriers to employment, such as stable housing, bus passes, uniforms, and quality training up-front. This program seeks to eliminate individualized barriers Youth Corps experiences while providing a high-value apprenticeship. Input from Youth Corps allowed Poverello House to increase apprenticeships from 150 hours to 500 hours (6 weeks to 6 months). This change provides time for transformational learning to occur between workplace habits and competency operating a commerial kitchen/learning how to provide naviation-related services. Feedback also prompted the project team to purse mental health first aid certifications for participants as additional training applicable to workplaces and community settings.

Poverello House has also incorporated consultation from participants enrolled in its Rehabilitation Program. Since 2021, the organization has gathered employment-related feedback from more than 600 unduplicated individuals through intake assessments, legal needs evaluations, monthly re-assessments, participant surveys, and detailed case management notes. This consultation revealed persistent barriers to employment, including limited job skills, lack of certifications, criminal justice involvement, and stigma associated with recovery. Participants consistently identified the need for second-chance employers and transferable skills as critical components of successful reentry.

Poverello House's consultation process is supported by a comprehensive, data-driven intake and case management system that collects demographic, employment, education, housing, and mental health information. The program reviewed demographic data, and it is expected to serve a population group where 70% of participants are persons of color with limited income. The program utilized this feedback to create specific, measurable, achievable, realistic, and time-bound program outcomes/goals to better address the needs of those served throughout RECAPs communities in the City of Fresno.

e. Describe the marketing plan for the proposed activity and how the organization will affirmatively market the program to the target population.

Poverello House has implement a targeted, referral-based plan designed to reach low- and moderate-income individuals residing in the City of Fresno, with a specific focus on residents of Racially and Ethnically Concentrated Areas of Poverty (RECAPs). Outreach efforts consist of trusted messangers who possess lived experiences reflective of serving individuals experiencing barriers in RECAP communities. Poverello House partners with local collaboratives, community-based organizations, and governmental agencies to ensure programming reaches individuals impacted by unemployment, housing instability, and justice system involvement.

Outreach to individuals with substance use disorder and justice system involvement will be conducted in collaboration with the Fresno County Department of Probation, Fresno County Department of Social Services, Fresno County Department of Behavioral Health, Fresno County Superior Court, and local community-based organizations. Poverello House will provide informational workshops, program brochures, and referral materials to these partners to promote awareness of the Culinary Workforce Development Program. Additional referrals will be generated through the City of Fresno's Homeless Action Response Team, which regularly engages unsheltered individuals and directs them to Poverello House's Rehabilitation Program. Participants may enter the Rehabilitation Program through partner referral or voluntary walk-in. The program employs a low-barrier approach for individuals residing in high-need communities.

Once enrolled in Poverello House's Rehabilitation Program, participants will be screened for CDBG income eligibility and assessed by case managers to determine placement in the Culinary Workforce Development Program as part of an individualized care plan. Participants from RECAP communities will be prioritized for enrollment and may continue receiving workforce development services as they transition from inpatient to outpatient care. Once in outpatient care, case managers will continue to provide ongoing stability services to promote retention and successful employment outcomes.

A second outreach strategy will focus on recruitment of One Fresno Youth Jobs Corps participants residing in RECAP communities. Poverello House will collaborate with the City of Fresno, Career Nexus, and internal referral sources to identify and enroll eligible Youth Corps Fellows who meet CDBG income requirements. Poverello House has secured funding to host approximately 20 Youth Corps Navigation Specialists during this project's timeframe and will seek to renew its partnership with the One Fresno Youth Corps Program into 2027. This partnership allows for targeted outreach to low-income youth from RECAP neighborhoods.

Through coordinated referrals, RECAP-focused partner engagement, and case-managed enrollment, Poverello House will ensure the proposed activity reaches the intended target populations while maintaining compliance with CDBG eligibility.

f. The City's Analysis of Impediments to Fair Housing Choice includes areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook) that include some of the City's most vulnerable communities. Will this program be (select only one):

☐ Offered Citywide

☒ Offered Citywide with an emphasis and affirmative marketing toward RECAPs

☐ Offered exclusively to residents of RECAPs

g. Describe the service area:
Note: Strong applications will include clearly defined services areas. A map may be attached in lieu of a service area description.

City of Fresno and 412 F. Street, Fresno, CA 93706. See map attached as Exhibit E.

h. Estimate the number of unduplicated people expected to benefit from the project:

200 unduplicated people or businesses will receive a direct benefit from this project.

i. Income Documentation

CDBG-eligible programs primarily benefit persons who earn less than 80% of the area median income. A chart containing the income limits effective as of June 1, 2025, is included as a reference below. Applicants must select one of the two options for documenting how their activity will satisfy the income eligibility requirement. Please note, these income limits are subject to change. For the most current income limits please reference the link below:

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

Household Size	30% AMI	50% AMI	80% AMI
1	$19,750	$32,900	$52,600
2	$22,550	$37,600	$60,100
3	$25,350	$42,300	$67,600
4	$28,150	$46,950	$75,100
5	$30,450	$50,750	$81,150

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

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

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

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

Detailed Narrative Description of Project/Program

Describe the project/program in detail in the space below. Limit description to the space provided on this and the next page.

The Culinary Workforce Development Program is a comprehensive vocational training initiative designed to prepare low- and moderate-income individuals for employment in culinary services and related hospitality/human services fields. The program serves participants residing in Racially and Ethnically Concentrated Areas of Poverty (RECAPs) within the City of Fresno and focuses on individuals facing significant barriers to employment, including justice system involvement, substance use disorder recovery, limited work history, and gaps in education.

The program operates as a low-barrier, second-chance employment model that integrates paid apprenticeships, hands-on vocational training, workforce readiness education, professional certifications, and coordinated supportive services. Participants are recruited primarily from Poverello House's inpatient rehabilitation program and the One Fresno Youth Jobs Corps Program, and all participants are screened for CDBG income eligibility prior to enrollment.

Participants engage in Poverello House's fully operational culinary services program, which produces 3,000 meals daily for the community. Culinary Services Trainers provide daily hands-on instruction in food preparation, kitchen operations, food safety practices, and workplace professionalism. The program builds on soft skills related to teamwork, punctuality, and accountability. The 1.0 FTE Workforce Readiness Coordinator supports participants through ongoing coaching, performance feedback, and employment planning. This role provides training that aligns with employer expectations and participants' career goals.

Oversight of program quality and instructional consistency is provided by the assigned leadership team: Director of Culinary Services (0.25 FTE), Director of Data Management & Grants (0.25 FTE), Director of Rehabilitation (0.25 FTE), and Chief Programs Officer (0.08 FTE). This team ensures that training activities align with industry standards and certification requirements. The team directly coordinates certifications, monitors performance outcomes, and submits reports.

A core component of the program is access to industry-recognized certifications that improve employability and workplace readiness. Within the 12-month program period, 150 participants will complete required coursework and earn an accredited Food Handler Certification, demonstrating foundational knowledge of food safety and hygiene standards. An additional 50 participants will earn an accredited Food Protection Manager Certification, reflecting competency in supervisory and managerial food safety standards. The program will also provide Mental Health First Aid certification to 50 participants, strengthening their ability to respond appropriately to mental health challenges in workplace and community settings. Additionally, 50 participants will earn CPR and First Aid certifications, improving workplace safety awareness and employability.

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

Certification attainment is supported through 50 curriculum-based workshops delivered by program staff and subject-matter instructors. These workshops focus on certification preparation and skills aligned with certification requirements, including food safety, de-escalation, financial literacy, digital literacy, first aid, cultural competency, and job-relevant soft skills. Participants also engage in instruction within an established culinary workforce development curriculum, with 150 participants receiving structured training in food service operations, workplace expectations, and career pathways. The 0.50 FTE Community Engagement Coordinator will lead the workshops implementation and tailor content to participants' individualized needs.

Career readiness services are embedded throughout the program and coordinated by the Workforce Readiness Coordinator. Within the performance period, 150 participants will receive individualized resume development assistance, resulting in a completed, job-ready resume aligned with employment goals. Participants will also complete structured mock interview workshops, including training on behavioral interview techniques such as the STAR method. Resume development and mock interview services are supported through a partnership with Quinncia, an artificial intelligence–based career development platform that provides individualized feedback and interview simulation tools typically available only in higher education settings. Quinncia will bring an innovative component to the project that could scale.

To address non-employment barriers that impact job retention, the program integrates wraparound supportive services. Case Managers from Poverello House’s Rehabilitation Program provide benefits enrollment, healthcare coordination, legal services, housing navigation, and referrals to mental health services. In addition, Navigation Specialists from the City of Fresno’s Youth Service Corps Program are trained and supervised by Rehabilitation Case Managers to deliver coordinated support services. Youth Service Corps members serving in these roles are counted as eligible program participants and receive workforce training, certifications, and professional development through the program.

Through this wraparound service model, the Culinary Workforce Development Program ensures that each staffing role directly supports participant outcomes, from certification attainment and job readiness to employment placement and retention. The program is designed to support both immediate workforce entry and long-term economic stability. Participants served through this project will receive an opportunity to be linked to Fresno's local workforce pipeline in a sector that offers accessible, second-chance employment opportunities.

j. Collaboration
Briefly describe how the proposed activity will be delivered in coordination with other community resources to address the overall needs of the clientele.

Collaborating Organization/Activity	Description of Collaboration
City of Fresno	Poverello House serves as a host site for the City of Fresno's Youth Corps Program. Fellows begin their employment at Poverello House while they complete their onboarding and training with the City of Fresno. Poverello House assists in developing their workplace skills and ability to earn professional certifications.
Workforce Connection	Poverello House collaborates with Workforce Connection to provide rehabilitation participants additional supplemental job search assistance and supportive services.
Career Nexus	Poverello House receives referrals from Career Nexus for individuals interested in participanting in Youth Corps. Career Nexus also provides supplemental case management and job training to Youth Corps participants placed at Poverello House.
Quinncia	Poverello House partners with Quinncia to provide participants workforce readiness training through resume creation and mock interviewing AI-based tools.
Fidelity Safety & Training	This organization will adminster food manager exams and assist with studying prepartion.
Sysco	Committed corporate partner, where participants have preferential employment opportunities. Partner will offer on-site visits, in-kind donations, and skilled volunteers for hands-on workshops.

4. Project/Program Budget

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

Poverello House (PH) utilizes a robust financial and administrative staff in both size and capacity. Over the last four years, the organization has successful administered well over $20,000,000 in grant funds. Administration of grant funds is completed by a collaboration of finance, administrative, and program staff. The proposal will expand upon a fully implemented program, for the project seeks to expand the number of participants who would benefit from services.

The Finance Department is headed by the CFO, Linda Bowman. Ms. Bowman has over three decades of non-profit accounting experience. She has administered grant funds from government and private sources into the tens of millions of dollars. She has led PH through four consecutive, clean, independent audits. Ms. Bowman manages the Finance Department, which includes five full-time equivalent staff. The Finance Department is comprised of an experienced Controller, Payroll Specialist, Accounts Payable Specialist, Accounts Receivable Specialist, and Administrative Assistant. This team has shown their capacity to administer grant funds as they currently manage 22 grants.

The Administrative Department is headed by the CEO, Zachary Darrah. Mr. Darrah has over 16 years of experience in the non-profit sector. He has a unique understanding of the administration of grant funds as he has extensive experience in grant writing and leading organizations that utilize grant funding from many sources. Mr. Darrah will be intimately involved in the proper administration of grant funds in this program. Poverello House has much experience in launching new programs in a timely. The organization will begin the program immediately upon being awarded.

The organization also has the ability to cash flow the ramp up needs of the program and is well-versed in the reimbursement-based grant model. Each department needed to launch the program will begin working together immediately to identify staff, program participants, and implement the robust program design. The organization anticipates no problems in deploying activities quickly and maintaining high standards of program implementation.

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

Provide all planned funding anticipated/committed for this activity for PY 2026-2027. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
State of California	Cal-CRG	287,852.09	Committed	
City of Fresno	Youth Corps	245,330.00	Pending	01/31/2025
Poverello House	General Funds	66,819.91	Committed	

c. Activity Budget Summary and Narrative

Please complete Exhibit A – Operating Budget Summary.

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

An Exhibit B – Budget Narrative must also be completed to provide a brief explanation of the expenses included in the budget.

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

d. Prior-Year Financial Statement

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

Attachments to Part B Application:

☒ EXHIBIT A – Operating Budget Summary

☒ EXHIBIT B – Budget Narrative

☒ EXHIBIT C – Prior-year audited financial statement including statement of activities, statement of financial position and statement of cash flows (required when total federal grant awards equaled or exceeded $1,000,000 during the annual audit period); or prior-year unaudited financial statement when total federal grant awards for the annual audit period was less than $1,000,000

Optional Additional Exhibits:

☒ EXHIBIT D – Funding Commitment Letters (if available)

☒ EXHIBIT E – Letters of Support (optional – maximum 2)

☒ EXHIBIT F – Service Area Map (required if not described in 3.g.)

CITY OF FRESNO
OPERATING BUDGET SUMMARY (Public Services)

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel:									
Director of Culinary Services (0.25 FTE)	18,000.00	6,057.00	**24,057.00**						**24,057.00**
Workforce Readiness Coordinator (1.0 FTE)	58,240.00	19,597.76	**77,837.76**						**77,837.76**
Community Engagement Coordinator (0.50 FTE)	29,120.00	9,798.88	**38,918.88**						**38,918.88**
Culinary Services Trainers (3.5 FTE)	174,720.00	58,793.28	**233,513.28**						**233,513.28**
Case Manager/ Navigation Specialist (14.0 FTE)			-		244,632.96	217,300.00			**461,932.96**
Administrative Personnel:									
Director of Rehabilitation (0.25 FTE)			-		25,059.38				**25,059.38**
Chief Programs Officer (0.08 FTE)			-		13,365.00				**13,365.00**
Director of Data Management & Grants (0.25 FTE)	21,250.00	7,150.63	**28,400.63**						**28,400.63**
Independent Contractors / Consultants:									
			-						-
			-						-
TOTAL PERSONNEL BUDGET	$ 301,330.00	$ 101,397.55	**$ 402,727.55**	$ -	$ 283,057.34	$ 217,300.00	$ -	$ -	**$ 903,084.88**
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
Mental Health First Aid Training Fees			**7,500.00**			3,000.00			**10,500.00**
First Aid/CPR Training Fees			**7,500.00**			3,000.00			**10,500.00**
Food Manager Training Fees			**7,500.00**						**7,500.00**
Food Handler Training Fees			**1,765.06**						**1,765.06**
Quinncia			**5,000.00**						**5,000.00**
Apricot Case Management System			**2,790.00**		2,790.00				**5,580.00**
Food Ingredients							75,945.56		**75,945.56**
									-
									-
									-
									-
TOTAL OTHER DIRECT COSTS			**$ 32,055.06**	$ -	$ 2,790.00	$ 6,000.00	$ 75,945.56	$ -	**$ 116,790.62**
INDIRECT COSTS* (Select 1 indirect rate Only)									
Approved Indirect Cost Rate									-
De minimus 15 % Rate			**65,217.39**		42,877.10	22,030.00			**130,124.49**
TOTAL INDIRECT COST BUDGET			**$ 65,217.39**	$ -	$ 42,877.10	$ 22,030.00	$ -	$ -	$ -
TOTAL PROJECT BUDGET	$ 301,330.00	$ 101,397.55	$ 500,000.00	$ -	$ 328,724.44	$ 245,330.00	$ 75,945.56	$ -	$ 1,150,000.00

Please revise this form and annotate budget items as needed

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

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.
Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary. This narrative will be used to determine eligibility of proposed expenses.

Direct Service Personnel:

Director of Culinary Services (0.25 FTE), $18,000 annual salary, and $6,057.00 annual benefits and taxes calculated at 33.65%: Is the lead staff for all employees in culinary services. The position will oversee Papa Mike's Café and operations related to meal output. They will provide food manager trainings and implement the culinary curriculum amongst staff and program participants. CDBG funding will fund 100% of the position's 0.25 FTE over the 12 months.

Workforce Readiness Coordinator (1.0 FTE), $58,240 annual wage, and $19,597.76 annual benefits and taxes calculated at 33.65%: The positions will directly mentor and supervise program participants in their activities. The coordinator will be responsible for managing service delivery to participants in rehabilitation and the Youth Corps programs. They will provide training to program participants through career readiness/ culinary manager workshops and assist with placing individuals into industry-related employment opportunities. CDBG funding will fund 100% of these positions over the 12 months.

Case Manager/Navigation Specialist (14.0 FTE), $461,932 annual wages, benefits and taxes: Are responsible for the day-to-day case management of participants transitioning from in-patient care. This position will develop support service plans, housing plans, goals for each participant, ensure that all documents are secured (social security card, state ID, birth certificates), and assist participants with their program completion. The existing Cal CRG grant from the State of California will fund 4.0 FTE positions over the 12 months. The City of Fresno will provide funding through a separate grant for 20 part-time (10.0 FTE) Youth Corps positions as paid apprenticeships.

Culinary Services Trainer (3.5 FTE), $174,720 annual wage, and $58,793.28 annual benefits and taxes calculated at 33.65%: These positions will directly mentor and supervise program participants as they assist with meal preparation, catering events, warehouse logistics, and kitchen operations. They will provide training to program participants in Papa Mike's Café, Poverello House's full-service, no-cost resturant for patrons. The positions will help program participants coordinate food preparation and delivery. The CDBG grant will fund 100% of these 3.5 FTE positions over the 12 months.

Adminstrative Personnel:

Director of Rehabilitation (0.25 FTE), $25,059.38 annual salary, benefits, and taxes: Is the lead staff for rehabilitation participants and case managers. The position will collect data and ensure an implemented workplan. The exisiting Cal CRG grant from the State of California will fund 100% this 0.25 FTE position over the 12 months.

Chief Programs Officer (0.08 FTE), $13,365 annual salary, benefits, and taxes: Is the lead staff for coordinating human resource activities. The position will oversee all staff, activities, and compliance in this project. The exisiting Cal CRG grant from the State of California will fund 100% of this 0.08 FTE position over the 12 months.

Director of Data Management & Grants (0.25 FTE), 28,400.63 annual salary, benefits, and taxes: Is the lead staff for tracking grant progress and training staff on roles within the project. This position will be the lead program staff for Youth Corps employees and be responsible mental health first aid training to participants. The position will provide reports and analyze data throughout the performance period to ensure the benchmaks are met. The CDBG grant will fund 100% of this 0.25 FTE position over the 12 months.

Other Direct Costs:

Mental Health First Aid Training Fees, $10,500: Funds will support Mental Health First Aid training fees, including certified instructor costs, materials, and participant certification. This training will enhance participants' ability to identify mental health concerns, provide initial support, and refer individuals to appropriate services, thereby improving overall program responsiveness and well-being. The CDBG grant will fund $7,500 while the Youth Corps grant will fund $3,000 of these costs.

First Aid/CPR Training Fees, $10,500: Funds will support First Aid/CPR training fees, including certified instructor costs, materials, and certification. This training will improve emergency preparedness and ensure a safe environment for program participants and staff. The CDBG grant will fund $7,500 while the Youth Corps grant will fund $3,000 of these costs.

Food Protection Manager Training Fees, $7,500: Funds will support Food Protection Manager training and certification fees, including approved coursework and examination costs, to ensure compliance with food safety regulations and safe food service operations. The CDBG grant will fund 100% of these costs.

Food Handler Training Fees, $1,765: Funds will support Food Handler training and certification fees to ensure safe food handling practices and compliance with food safety regulations. The CDBG grant will fund 100% of these costs.

Quinncia, $5,000: A professional development system to help program participants with refining their resumes, practice interviews, and career coaching. The CDBG grant will fund 100% of these costs.

Apricot Case Management System, $5,580: The case management system has an annual license fee of $930 to provide access to program staff. This system will track services provided to participants. Poverello House will fund $2,790 while the CDBG grant will provide $2,790 in funding.

Food Ingredients, 75,945.56: Funds will be used to purchase ingredients for meals that participants will prepare during their culinary training. Meals will be tracked in Poverello

House's Papa Mike's Café and mobile food truck. This will be funded by Poverello House's general funds.

Indirect @ 15% of City of Fresno HUD Funds = $65,217.39 (Indirect costs will include such items as human resources, finance department activities, management oversight, insurance, other utilities. The Cal CRG grant will provide a $42,877.10 match and the Youth Corps grant will provide a $22,030 match. The total project's indirect will be $130,124.49.

The Honorable Jerry Dyer
City of Fresno
2600 Fresno Street #3070
Fresno, CA 93721

January 13th, 2025

RE: Letter of Support for Poverello House's Application to the City of Fresno's Community Development Block Grant Community Services Program

Dear Mr. Dyer:

I am writing to express my support for Poverello House's application to the Community Development Block Grant Program. Poverello House's proposal would enhance the quality of workforce development services offered within areas designated as racially and ethnically concentrated areas of poverty (RECAPs) within the City of Fresno.

Poverello House is a private, nonprofit, nondenominational organization incorporated in 1973 that serves low-income individuals throughout Fresno County by providing low-barrier shelter, substance use treatment, mental health counseling, system navigation, and workforce readiness services.

In the early 1990s, Poverello House launched the Men's Residential Rehabilitation Program to assist adult men in their determination to move past addiction and incarceration. The program provides six months of residential treatment and six months of aftercare, which includes cognitive behavioral therapy, moral reconciliation therapy, and the utilization of the 12-step programs of Alcoholics Anonymous and Narcotics Anonymous. The Residential Rehabilitation Program has provided hundreds of men with the opportunity to recover from their addiction, reunite with their families, gain meaningful employment, and become thriving members of their communities.

In partnership with the City of Fresno, Poverello House has provided workforce readiness training to cohorts of Youth Corps Fellows. Poverello House collaborates with the City of Fresno to prepare emerging adults from foster care and other disadvantaged backgrounds for employment opportunities in the public sector. The Youth Corps Program offers comprehensive, wrap-around supportive services to Youth Corps Fellows, providing them with paid culinary apprenticeships as they transition to employment with the City of Fresno.

If awarded, Poverello House will be able to serve an even more significant number of individuals residing in RECAP communities by providing workforce development opportunities and supportive services. The proposal aims to remove barriers to individuals' stability and ensure equitable opportunities for this population.

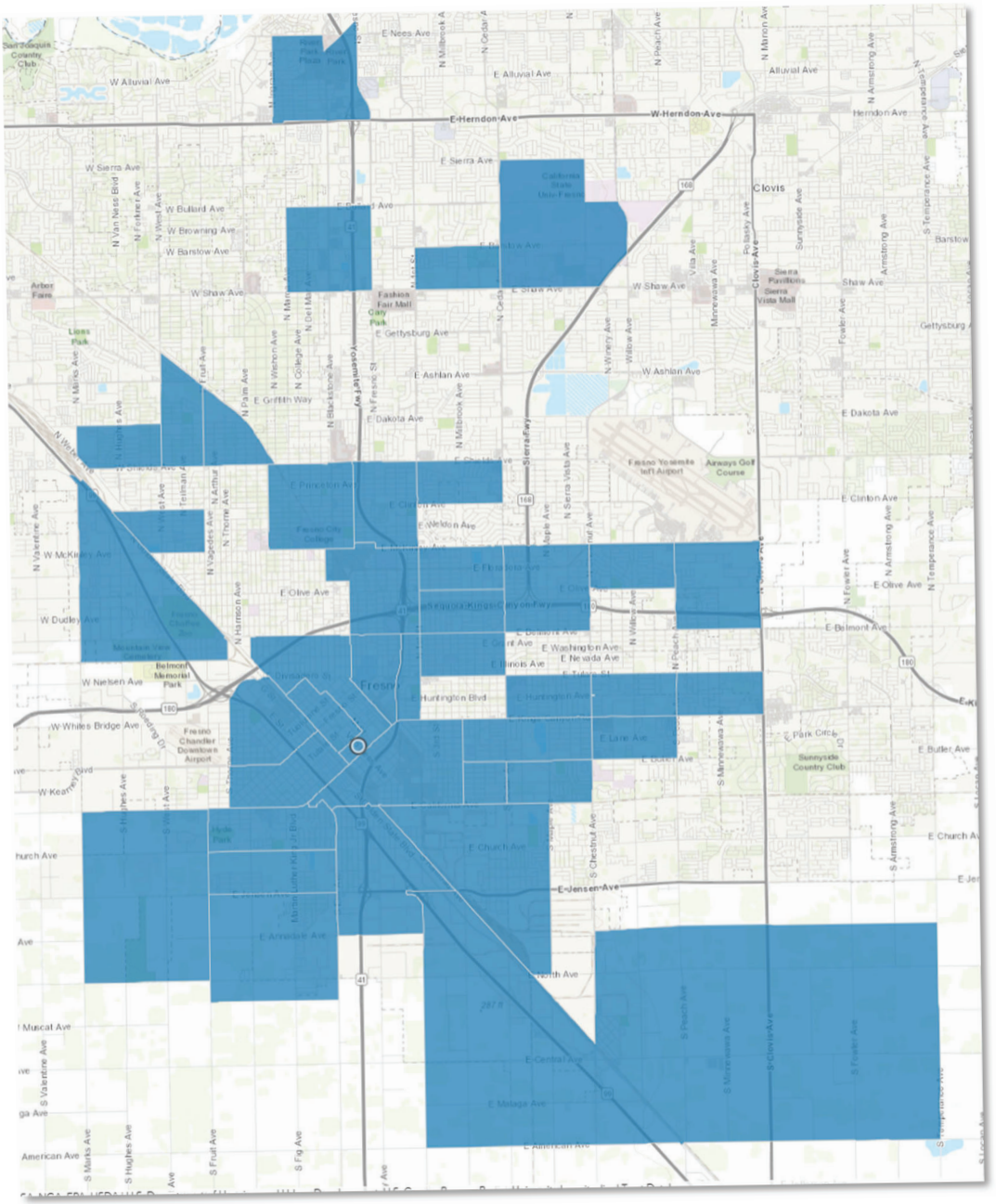
I appreciate your consideration of Poverello House's application. If you have any questions, please don't hesitate to contact me directly at 901-569-0703.

Sincerely,

Tyrone Roderick Williams
Chief Executive Officer
Fresno Housing Authority

Dr. Marc' Bady
Chief Impact and Initiatives Officer
Fresno Housing Authority

**Poverello House will adopt the following map as provided by the City of Fresno. This map reflects RECAP communities throughout the City of Fresno. Poverello House will prioritize services provided within this project in the highlighted areas.



Upwards Care, Inc.:

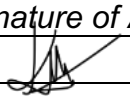
The Boost Program

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
FOR-PROFIT ORGANIZATION[1]
MICROENTERPRISE ASSISTANCE ONLY

Part A, Section 1: General Information

Legal Name of the Organization:	*Date of Incorporation:*
Upwards Care, Inc.	8/1/2017
UEI of Organization:	*Taxpayer Identification Number:*
HRBLHQGMG4T5	82-2418770
Mailing Address of Organization:	*Organization Website Address:*
1274 Owosso Avenue, Hermosa Beach, CA 90254	https://upwards.com/
Name of President (or Chair of the Board):	*E-mail Address:*
Jessica Chang	jessica@upwards.com
Name of Chief Executive or Executive Director:	*E-mail Address:*
Jessica Chang	*jessica@upwards.com*
Name of the Secretary:	*E-mail Address:*
Matt Reilly1	matt@upwards.com
Name of Treasurer (or Chief Financial Officer):	*E-mail Address:*
Johnny Chan	johnny@upwards.com

Principal Contact Person:	*Principal Contact's Title:*	*Principal Contact's Physical Address:*
Kat Fuentes	Director	N/A
Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
626-722-7995		kat@upwards.com

Name of Authorized Signatory:	*Title of Authorized Signatory:*
Katherine Fuentes	*Director*
Signature of Authorized Official:	*Date of Signature:*
	*1/12/2026*

Do you have an active registration with SAM.gov? ☒ Yes ☐ No
Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

[1] This document is for eligible for-profit organizations applying for microenterprise assistance programs. Units of local government, please complete Part A: Unit of Government Information. Non-profit organizations, please complete Part A: Non-Profit Organizations.

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

Founded in 2017, Upwards is the largest network of licensed home-based childcare providers in the United States. We are a tech-powered early-learning childcare marketplace for families, providers, employers, and municipalities with a mission to solve care for good. Our growth is a testament to the fact that people from all over the country have joined our network to realize our vision of creating a world where every family has access to quality, affordable childcare, and where caregivers thrive. We do this by partnering with key stakeholders who contribute to the success of an early care system: childcare providers, families, private businesses, and public government entities. Our work with federal, state, and local governments is focused on implementing economic development programs that use technology powered solutions to reach underserved populations and support the early education of our youth, combating generational poverty and advancing social equity in our communities. With childcare being one of the most expensive line items in a family's household budget, services that support increased access to quality, affordable care for working families can improve housing affordability, promote job stability, increase workforce participation, decrease gender inequalities, build community wealth, and improve adult outcomes for children in underserved and underrepresented communities. Upwards believes that quality, affordable care for all is possible when stakeholders partner to be a catalyst for change.

Please mark any of the following classifications that apply to your organization:

- ☐ Woman-Owned Business
- ☐ Minority Institution
- ☐ Tribal
- ☐ Other:
- ☐ Small Business
- ☐ Minority-Owned
- ☐ Veteran-Owned

Part A, Section 3: Organizational Capacity and Management
Please provide the number of staff employed by your organization: 64

Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Starlynn Perez	Program Manager	16
2) Alex Estrada	Care Specialist	20
3) Kay Oliva	Enrollment Specialist	6
4) Emily Kreutner	Program Director	15
5) Dylan Melnick	Finance Specialist	4

Board of Directors

How often does your Board of Directors regularly meet?

Quarterly
List current Board of Directors below:

1)	Jessica Chang	6)	
2)	Anna Barber	7)	
3)	Matt Reilly	8)	
4)	Nate Redmond	9)	
5)		10)	

Financial Management

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

Name: Johnny Chan
Title: COO
Phone/Email: johnny@upwards.com

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☒ Yes ☐ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Have your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.
N/A

6) Does your financial system:
a) Provide for the control and accountability of grant funds, property, and other assets? ☒ Yes ☐ No
b) Separately track revenue and expenditures for the grant funds?
☒ Yes ☐ No

7) Does your payroll system separately track staff time by grant and/or activity? ☒ Yes ☐ No

8) Are all payments properly documented with evidence or receipt of goods or performance of services? ☒ Yes ☐ No

9) Are all bank accounts reconciled monthly? ☒ Yes ☐ No

10) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☐ Yes ☒ No
If yes, please explain

11) Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?
☐ Yes ☒ No
If yes, please explain

12) Does your agency have policies that address the following?

Ethics/Professional Conduct	☒ Yes	☐ No
Pay Rates and Benefits	☒ Yes	☐ No
Discrimination	☒ Yes	☐ No
Purchasing/Procurement	☒ Yes	☐ No
Property and Equipment	☒ Yes	☐ No
Segregation of Duties	☒ Yes	☐ No
Time and Effort Reporting	☒ Yes	☐ No
Record Retention	☒ Yes	☐ No

13) Does your agency certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency? ☒ Yes ☐ No

Authorized Signatories

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

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

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

Authorized Signatory Name	Authorized Signatory Title
1) Jessica Chang	CEO
2) Johnny Chan	COO

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

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

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

- **Public and Community Services (Microenterprise Assistance)**

Number of Applications	*Total Dollar Amount Requested*
1	$ 248,400.00

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
!Undefined Bookmark, NOAPPS13,noapps4) i	**!Undefined Bookmark, REQ1)**

Required Attachments to Part A
Select all attachments included.

☒ **Part A, Exhibit 1** – Organization's Certificate of Incorporation (Required)

☒ **Part A, Exhibit 2** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds)

☒ **Part A, Exhibit 3** – Copies of results of audits, examinations, or monitoring procedures performed during the last two fiscal years on any direct federal award received by the organization

☐ **Part A, Exhibit 4** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

☐ **Part A, Exhibit 5** – List of all awards to the organization from City of Fresno during the past two years

☐ **Part A, Exhibit 6** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☒ **Part A, Exhibit 7** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 8** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 9** – Bylaws of the Organization (Required)

☐ **Part A, Exhibit 10** – Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application

PY 2026-2027 APPLICATION
Public Service Programs

NOTE: This application is not for community services to benefit primarily homeless and individuals at risk of homelessness. If you are a homeless service provider, please use the appropriate Homeless Housing and Services application.

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

   Project Name (10 words or less): The Boost Program

   Amount Requested: $ 248,400.00

   Provide a short description of the proposed program/activity. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

The Boost Program provides business support and technical assistance to in-home childcare providers serving children ages 0-5 and before- and after-school care up to age 13. Over 12 months, providers receive personalized coaching, operational tools, and marketing support to increase enrollment, improve revenue, and create jobs for low- to moderate-income individuals. This program will not only support microenterprise childcare providers with operational technical assistance, it will also help to create a more sustainable childcare ecosystem for families in Fresno.

   To utilize CDBG funds for a public service, the service must be either a new service or a quantifiable increase in the level of an existing service.

   This project is a:

   ☒ New Project/Program

   ☐ Existing Project/Program

If this is an existing project/program that has not received CDBG funding from the City previously, please briefly explain how CDBG funds will be used to quantifiably increase the level of service.

N/A

2. Organizational Capacity

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

Our Boost program has demonstrated measurable success in expanding childcare opportunities, increasing provider revenue, and creating sustainable jobs in communities across the country. More than 90% of our Boost Programs across the country are funded by CDBG dollars. In San Jose CA, our Boost team supported 133 in-home childcare providers and ahead of schedule created 39 new teaching assistant jobs; assisting well over 400 families in the first 5 months of the program – positively impacting the local childcare ecosystem to the benefit of working families. Given the program's strong performance and clear impact, the City of San Jose recommended expanding Boost for a second year to reach an additional 200 LMI providers, further strengthening the local childcare ecosystem. In Palo Alto, California, the first year of Boost led to a 40% increase in revenue for participating providers, with nearly a quarter of them expanding their capacity by hiring a Teaching Assistant. The Boost team helped over 125 families find childcare, ensuring parents had access to stable, high-quality providers. The program's momentum has carried into its second year, and in just the first six months, Boost has already helped create five new LMI jobs, reaching key projected outcomes ahead of schedule. In San Mateo, California, Boost exceeded its initial goals, partnering with eight home daycare providers, surpassing the original target by three. Halfway through the program year, three providers have already hired teaching assistants, resulting in the creation of two full-time and three part-time jobs. Additionally, 80% of participating providers have increased their childcare capacity, which has not only boosted their revenue but has also expanded access to affordable care for local families. The Boost team has also played a crucial role in connecting over 200 families with childcare that meets their specific needs.

Beyond these cities, Upwards has leveraged over $2 million in CDBG funding across multiple municipalities, including: San Jose (CA), San Diego County (CA), Franklin County (OH), Rancho Cordova (CA), Chula Vista (CA), Palo Alto (CA), San Mateo (CA), Greeley (CO), Clearwater (FL), and Bellevue and Bremerton (WA) to name a few.

In 2025, Upwards partnered with more than 30 municipalities to support over 500 providers across 7 states – far exceeding all projected outcomes. Boost is strengthening local economies, ensuring sustainable childcare businesses, and increasing access to affordable, high-quality care in underserved communities. The impact of the Boost program continues to grow, empowering childcare providers with the tools, resources, and financial stability needed to thrive in a challenging industry while providing working families with the care they rely on every day.

b. Describe the organization's experience with administering federally funded programs of this nature and staff skills necessary to deliver the activities proposed.

Upwards has extensive experience working with government partners and administering federal funds. We operate Federal, State, and Local programs and have become very familiar with government compliance, monitoring, and reporting requirements. We have successfully managed over $40 million in government-funded programs, including childcare subsidy administration in California, childcare payment facilitation for Army and National Guard Reservists, and community-based programs like Boost.

Our Boost program demonstrates measurable success in expanding childcare opportunities, increasing provider revenue, and creating sustainable jobs in multiple municipalities. Our team includes experts in early childhood education, business operations, and technology solutions tailored specifically to support family childcare providers. With a proven track record of helping providers improve quality, expand capacity, and achieve financial sustainability, Upwards has established itself as a leader in the childcare industry.

Upwards has the capacity to carry out the proposed activities, having successfully managed large-scale childcare programs and government-funded initiatives across the country with CDBG funding.

c. For how many years has the organization administered activities of the type described in this application?
5

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

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

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

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

Fresno faces a critical shortage of accessible, affordable childcare, which significantly impacts working families and the local economy. A survey last year revealed that 94% of residents consider childcare the most pressing issue, and 60% of families would relocate to access better options. With 40,570 children under six and 21,179 in single-parent households, reliable childcare is essential for economic stability and mobility. Existing resources are insufficient to meet this demand, as Fresno's childcare workforce struggles with low wages, averaging $17.83 per hour, leading to high poverty and food insecurity among providers. Most providers are unable to scale their businesses without support, which leads to large childcare deserts. The current childcare gap in the City of Fresno today is over 28,000 licensed slots. With more than 40,000 children and less than 12,000 licensed childcare slots in the City, many parents are forced to make difficult decisions around who will care for their children and the level of early education they will receive, or not receive.

The COVID-19 pandemic further exacerbated these challenges, causing a decline in licensed childcare options, particularly in underserved areas. The Boost program directly addresses these issues by supporting family childcare providers, predominantly low- and very-low-income microenterprise owners, through tailored business coaching, operational tools, and capacity-building assistance. Boost equips providers to stabilize and grow their businesses, create new childcare slots, and support working families with affordable, high-quality care. Without additional resources, Fresno's families and providers will continue to face untenable trade-offs between childcare, employment, and basic needs.

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

The Boost Program serves low- and very low-income microenterprise owners who run licensed home-based childcare businesses. They are not only essential to the local economy but also play a key role in stabilizing and revitalizing underserved neighborhoods where access to quality childcare is limited.These providers are primarily women and minority entrepreneurs, many of whom are the sole or primary income earners in their households. Yet, despite the essential service they provide, childcare providers in Fresno earn an average of $17.83 per hour or $37,086 per year, placing them in the low-income bracket (Zippia, 2025).

Home-based childcare providers face real challenges - unpredictable income, complicated regulations, and overwhelming administrative work. Many are operating below capacity, losing revenue, or spending too much time on paperwork instead of caring for children. Boost provides a practical, results-driven approach to help providers stabilize and grow their businesses.

To meet their needs, Boost provides a three-pronged approach: tailored coaching and technical assistance, a unique childcare management system to run their business, and an operational curriculum that helps stabilize and expand their businesses, creating new childcare slots and improving revenue. This training is practical, not theoretical. Every module is designed to be immediately useful in a provider's day-to-day operations. Providers also receive support in navigating administrative burdens and licensing hurdles to enable them to grow their capacity to better serve their communities.

Boost prioritizes providers based on a High-Risk/High-Need Assessment that considers both personal and community factors. High-risk factors include low income, renter status, and minority status, particularly for Black and Hispanic women, who often face systemic barriers to economic stability. High-need areas are identified by zip codes with a high number of single-parent households, Black and Hispanic families with children under six, and schools with high participation in free or reduced-lunch programs.

In Fresno, most of the target population lives in high-need zip codes where affordable childcare options are scarce. Boost directly addresses this gap by equipping providers with the resources and support needed to sustain and grow their businesses, ensuring more families have access to reliable, high-quality childcare in the communities that need it most. Therefore, this program will not only meet the needs of its direct beneficiaries, it will also meet the needs of working families who are currently struggling to find suitable childcare options.

c. Describe the outcomes of the proposed activity. Include how positive outcomes are defined and how successful outcomes will be measured.

Boost is designed to produce measurable, lasting change for home-based childcare providers and the families they serve. By the end of the program year, we expect:

100% of providers will develop a Business Action Plan and receive tailored marketing support.

Every provider in the program will collaborate with their Care Specialist to create a customized action plan that identifies specific goals and strategies for business growth. Providers will also receive personalized marketing materials, including business flyers, an enhanced CMS daycare listing with a Boost badge, and promotion in multilingual family newsletters. Measurement: • Number of business action plans developed.

30% of providers will increase revenue by at least 20%.

Many providers struggle to make ends meet. With Boost's coaching, financial tools, and business training, they will stabilize their income, fill open slots, and run more profitable childcare businesses. Measurement: How much revenue participating providers generate over 12-month program.

80% of providers will stay in business.

Boost prioritizes providers at the highest risk of closure, often due to low enrollment and limited resources. Boost helps address providers' pain points to help them stabilize, grow, and continue serving their communities well beyond the program year. Measurement: Percent of childcare providers we support that are still open by closeout of the program.

8 new teaching assistant jobs created.

As their businesses grow, providers will need extra hands. Boost helps them reach full enrollment and generate the revenue needed to create jobs and expand capacity. Measurement: Number of teaching assistant jobs created.

30% of providers will open more childcare slots.

More available slots mean more working parents can find the care they need. By improving efficiency and reducing provider burnout, Boost increases access to high-quality childcare for families who need it most. Measurement: Number of new childcare slots opened for families, divided by total number or participating providers.

75% of families will report high satisfaction.

Parents rely on stable, high-quality childcare to stay in the workforce. Boost supported families get reliable care, better parent-provider communication, and more flexible options that fit their needs. Measurement: Number of family tours and enrollments scheduled.

Boost measures success by tracking data, monitoring provider progress, and gathering direct feedback from providers and families. We use pre- and post-program surveys to see how income, job stability, and childcare availability change over time. Regular data tracking helps us identify what is working, make improvements, and ensure the program is meeting its goals.

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

At Upwards, we are deeply committed to engaging the target population to ensure our Boost program reflects their needs, priorities, and aspirations. This commitment drives our consultation efforts, which involve gathering input from childcare providers, families, and community partners at every stage of program development.

Before launching Boost, we will conduct a thorough needs assessment in Fresno to identify the most pressing challenges in the childcare sector. This process will include surveys, interviews, and focus groups with family childcare providers, parents, and local stakeholders. Their insights will help shape program goals, ensuring we address key issues like operational sustainability, revenue growth, and access to affordable childcare.

Boost is designed to evolve with input from participants. Providers will have multiple opportunities to share their feedback through quarterly surveys, focus groups, and one-on-one discussions with Care Coaches. We will use this input to fine-tune services, ensuring the program meets their real-time needs. Families who rely on Boost-supported providers will be surveyed to assess improvements in childcare access, quality, and reliability. Their feedback will provide critical insights into how Boost impacts their daily lives.

Upwards will work closely with trusted local organizations, such as Child Care Resource & Referral agencies and business associations, to gather broader insights. These partners will help identify systemic challenges and monitor Boost's community-wide impact. By prioritizing authentic consultation, we ensure Boost remains responsive, effective, and impactful for Fresno's childcare providers and families.

e. Describe the marketing plan for the proposed activity and how the organization will affirmatively market the program to the target population.

The Boost program employs a strategic, multi-faceted marketing plan to ensure it reaches low- and very low-income microenterprise childcare providers and families in need of affordable care. Targeting female-led and minority-owned licensed home-based childcare providers, Boost uses data-driven outreach to identify underserved zip codes with high concentrations of single-parent households, minority families, and low-income providers.

We analyze public housing data, childcare licensing information, and demand models to focus outreach where it is needed most. Alongside this analysis, Boost uses grassroots outreach by partnering with trusted community organizations, childcare resource agencies, and local leaders to directly connect with providers.

Culturally relevant and inclusive materials are central to our approach. All program announcements, guides, and advertisements are translated into the preferred languages of the community, with bilingual staff available for direct support. Marketing campaigns include social media, local newspapers, and targeted ads in locations accessible to the target population, such as grocery stores, bus stops, clinics, and WIC offices.

To reach low- and moderate-income families needing care, we launch family-focused outreach campaigns to connect parents with available childcare slots. Ads educate families on enrolling with participating providers and highlight the benefits of the Boost program.

Real-time engagement data is monitored to evaluate outreach effectiveness. By continuously assessing application rates and community feedback, we refine messaging and methods to ensure proportional participation reflective of Fresno's diversity. This comprehensive strategy guarantees the program reaches and supports those most in need.

f. The City's Analysis of Impediments to Fair Housing Choice includes areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook) that include some of the City's most vulnerable communities. Will this program be (select only one):

☐ Offered Citywide

☒ Offered Citywide with an emphasis and affirmative marketing toward RECAPs

☐ Offered exclusively to residents of RECAPs

g. Describe the service area:
Note: Strong applications will include clearly defined services areas. A map may be attached in lieu of a service area description.

The Boost program will serve 27 Family Child Care (FCC) providers located within the boundaries of the City of Fresno. As an LMC program, Boost is offered Citywide, but it prioritizes providers based on a High-Risk/High-Need Assessment that considers both personal and community factors. High-risk factors include low income, renter status, and minority status, particularly for Black and Hispanic women, who often face systemic barriers to economic stability. High-need areas are identified by zip codes with a high number of single-parent households, Black and Hispanic families with children under six, and schools with high participation in free or reduced-lunch programs.

In Fresno, most of the target population lives in high-need zip codes where affordable childcare options are scarce. Boost prioritizes providers operating in these underserved communities to increase access to affordable childcare for working families. Boost directly addresses the local childcare capacity gap by equipping providers with the resources and support needed to sustain and grow their businesses, ensuring more families have access to reliable, high-quality childcare in the communities that need it most. Therefore, this program will not only meet the needs of its direct beneficiaries, it will also meet the needs of working families who are currently struggling to find suitable childcare options.

h. Estimate the number of unduplicated people expected to benefit from the project:

27 unduplicated people or businesses will receive a direct benefit from this project.

i. Income Documentation

CDBG-eligible programs primarily benefit persons who earn less than 80% of the area median income. A chart containing the income limits effective as of June 1, 2025, is included as a reference below. Applicants must select one of the two options for documenting how their activity will satisfy the income eligibility requirement. Please note, these income limits are subject to change. For the most current income limits please reference the link below:

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

Household Size	30% AMI	50% AMI	80% AMI
1	$19,750	$32,900	$52,600
2	$22,550	$37,600	$60,100
3	$25,350	$42,300	$67,600
4	$28,150	$46,950	$75,100
5	$30,450	$50,750	$81,150

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

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

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

- ☒ Pay Stubs / Wage Statements
- ☒ W-2s
- ☒ Income Tax Returns
- ☒ Social Security Documentation
- ☒ Bank Statements
- ☒ Signed Certifications from Beneficiaries
- ☒ Other: Federal Program Approvals (i.e. SNAP, WIC)
- ☐ Other:
- ☐ Other:

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

The Fresno Boost Program is a targeted initiative designed to support and grow family childcare microenterprises, particularly those operated by low- and very low-income individuals in underserved communities. Home-based childcare providers face real challenges - unpredictable income, complicated regulations, and overwhelming administrative work. Many are operating below capacity, losing revenue, or spending too much time on paperwork instead of caring for children. Boost provides a practical, results-driven approach to help providers stabilize and grow their businesses. The program will provide 27 licensed home-based childcare providers with intensive business coaching, technical assistance, and access to advanced digital tools over a 12-month period. These providers are essential to Fresno's childcare ecosystem, yet many face persistent challenges such as operational inefficiencies, limited marketing capacity, and inadequate financial management. Boost directly addresses these barriers by equipping providers with practical solutions to stabilize their businesses, increase revenue, and improve the quality of childcare services offered to families.

Upwards targets microenterprise childcare providers and families using a data-driven outreach strategy focused on reaching low- to moderate-income (LMI) populations. We use public housing data, child care licensing information, and Upwards' proprietary supply and demand modeling to identify areas with limited childcare access and high economic vulnerability. We prioritize outreach in these areas through digital advertising, multilingual flyers, community partnerships, and direct engagement. Upwards also uses targeted social media campaigns, press releases, and community events to reach providers and families most likely to benefit from the program. We accept referrals from community organizations to ensure no eligible provider is overlooked. This approach ensures the program reaches those most in need and aligns with HUD's priority to serve underserved communities.

Each participating provider benefits from a three-pronged approach: personalized coaching, smart technology, and business training. Over the 12 month program, Upwards' Care Coaches will work closely with providers to conduct comprehensive business assessments, identify areas for improvement, and develop tailored growth plans. This support includes guidance on budgeting, tuition collection, financial planning, and tax preparation, helping providers build sustainable and financially sound operations. Providers will also be trained to use Upwards' Childcare Management Software, which streamlines administrative tasks such as billing, attendance tracking, and parent communications. By automating these time-consuming processes, providers can save up to 10 hours per week, allowing them to focus on expanding capacity and enhancing the care they deliver.

Boost places a strong emphasis on marketing and enrollment support to help providers increase revenue and fill vacant slots. Providers will receive training on building an online presence, leveraging social media, and implementing effective local advertising

strategies. Upwards will also supply professional marketing materials—including flyers, digital advertisements, and referral incentives—to promote participating providers and connect them with families in need of childcare. To ensure maximum accessibility, all program materials and services will be available in both English and Spanish, with translation support for additional languages as needed.

In addition to increasing provider revenue, the Boost program will create 8 new jobs for low- to moderate-income individuals as providers expand their operations and hire additional staff to meet demand. This job creation will be concentrated in high-need areas of Fresno, particularly in neighborhoods with high rates of single-parent households and limited access to affordable childcare. Boost will also support providers in adding new childcare slots, creating opportunities for more than 400 low- to moderate-income children to access safe, reliable care. These expanded childcare options will help families achieve economic stability, as parents can confidently pursue employment or educational opportunities knowing their children are in trusted care.

To ensure the program meets its goals, Boost will employ a rigorous system for tracking and reporting progress. Providers will undergo pre- and post-program evaluations to measure improvements in revenue, operational efficiency, and childcare capacity. Monthly and quarterly reports will document key outcomes, such as new jobs created, the number of childcare slots added, and hours saved on administrative tasks. Additionally, surveys will be distributed to participating families to evaluate their satisfaction with services and their improved ability to access childcare.

Boost will deploy an inclusive outreach strategy to engage eligible providers and families. This effort includes data-driven identification of high-need areas using public housing data, childcare licensing information, and census data. Upwards will collaborate with local nonprofits, community centers, and trusted leaders to ensure effective outreach in Fresno’s diverse neighborhoods. Culturally relevant materials will be developed in multiple languages, and bilingual staff will be available to support providers and families throughout the program.

By the end of the 12-month program, Boost will achieve measurable outcomes: a 20% average revenue increase for participating providers, 8 new childcare jobs created, and significant expansion of childcare capacity. The program’s impact will stabilize Fresno’s childcare sector in several high risk neighborhoods, enabling families to access high-quality, affordable childcare while empowering providers to build thriving, sustainable businesses. Boost directly addresses Fresno’s childcare shortages and economic challenges, fostering long-term community resilience and growth.

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

j. Collaboration

Briefly describe how the proposed activity will be delivered in coordination with other community resources to address the overall needs of the clientele.

Collaborating Organization/Activity	Description of Collaboration

4. **Project/Program Budget**

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

Upwards is well-prepared to deploy the Boost program in Fresno efficiently within the 12-month timeframe while maintaining exceptional program quality. Our national experience, proven systems, and dedicated staff allow us to implement activities seamlessly and immediately. The Boost program infrastructure—including operational tools, software, business coaching frameworks, and technical support—has already been developed and tested in cities across the United States.

Timely Deployment

Upwards will leverage its existing capacity to immediately launch outreach and recruitment efforts, targeting Family Child Care (FCC) providers and low- to moderate-income (LMI) families. Activities such as marketing campaigns, application processing, and onboarding will begin within the first month. By Month 2, providers will connect with Care Coaches and receive tailored technical and business support.

High Standards of Program Delivery

Providers will receive 12 months of continuous, hands-on coaching, 24/7 technical support, and assistance with marketing, enrollment, and financial management. The program's tools—including Upwards' Child Care Management Software—streamline administrative tasks, allowing providers to focus on quality care. Participants will be regularly evaluated through pre- and post-surveys to measure improvements in revenue, job creation, and childcare availability.

Ongoing Monitoring and Evaluation

Quarterly surveys and reports will capture program progress, identify areas for improvement, and ensure compliance with HUD standards. Data collection will track provider outcomes, LMI family participation, and program milestones, ensuring a successful, on-schedule completion.

By utilizing Upwards' established systems and expertise, the Boost program will deliver measurable results, such as expanded childcare access, increased provider revenue, and new job creation, within the proposed 12-month period

b. List of Funding Sources

Provide all planned funding anticipated/committed for this activity for PY 2026-2027. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
City of Fresno	CDBG	$248,400	Pending	6/1/2026
Upwards	In-Kind Support	$52,869	Committed	1/12/2026

c. Activity Budget Summary and Narrative

Please complete Exhibit A – Operating Budget Summary.

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

An Exhibit B – Budget Narrative must also be completed to provide a brief explanation of the expenses included in the budget.

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

d. Prior-Year Financial Statement

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

Attachments to Part B Application:

☒ EXHIBIT A – Operating Budget Summary

☒ EXHIBIT B – Budget Narrative

☒ EXHIBIT C – Prior-year audited financial statement including statement of activities, statement of financial position and statement of cash flows (required when total federal grant awards equaled or exceeded $1,000,000 during the annual audit period); or prior-year unaudited financial statement when total federal grant awards for the annual audit period was less than $1,000,000

Optional Additional Exhibits:

☐ EXHIBIT – Funding Commitment Letters (if available)

☒ EXHIBIT D – Letters of Support (optional – maximum 2)

☒ EXHIBIT E – Service Area Map (required if not described in 3.g.)

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

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel (enter position titles):									
Program Director/Manager	$130,000	$5,998	$40,218						**$40,218**
Care/Enrollment Specialist	$95,000	$8,545	$57,309						**$57,309**
Finance Specialist	$115,000	$1,724	$11,562						**$11,562**
Product & Technical Specialist	$175,000	$8,745	$58,650						**$58,650**
Outreach Specialist	$120,000	$7,196	$48,261						**$48,261**
Administrative Personnel (enter position titles):									
Independent Contractors / Consultants (enter position titles):									
TOTAL PERSONNEL BUDGET	$	$32,208	**$216,000**	$	$	$	$	$	**$216,000**
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
Training Materials							$14,904		$14,904
Equipment							$9,936		$9,936
Marketing for Providers							$11,985		$11,985
Marketing to Families for Providers							$2,484		$2,484
Cost of Payments							$11,510		$11,510
Technology Cost							$1,553		$1,553
Office Supplies - Program Specific							$497		$497
TOTAL OTHER DIRECT COSTS			**$**	$	$	$	$52,869	$	$52,869
INDIRECT COSTS (Select 1 indirect rate Only)									
Approved Indirect Cost Rate									
De minimus 15 % Rate			**$32,400**						**$32,400**
TOTAL INDIRECT COST BUDGET			**$32,400**	$	$	$	$	$	**$32,400**
TOTAL PROJECT BUDGET	$	$	$248,400	$	$	$	$	$	$301,269

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

Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.1).

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary. This narrative will be used to determine eligibility of proposed expenses.

The Boost Program budget outlines a total allocation of $301,269, with funding from the Community Development Block Grant (CDBG) and Upwards' private contributions. CDBG funding will primarily cover the salaries and benefits of key program staff essential for operating the program, while Upwards will contribute to infrastructure costs, including technology, marketing materials, and program supplies.

Personnel Expenses

CDBG funds will cover $248,400 in salaries and benefits. This includes key staff responsible for business coaching, technical support, and program delivery. Personnel costs ensure the Boost team can dedicate their time to supporting in-home childcare providers. Staff benefits, such as healthcare and payroll taxes, are included to ensure stability and retention, fostering high-quality program delivery.

Non-Personnel Expenses

Upwards will contribute $52,869 to cover program infrastructure and operational costs:

- Training Materials ($14,904): Development of toolkits, guides, and resources customized for Fresno providers.

- Equipment ($9,936): Technology such as laptops and software for efficient program management and training delivery.

- Provider Marketing ($11,985): Outreach materials and digital campaigns to attract childcare providers to the program.

- Family Marketing ($2,484): Marketing aimed at connecting low-income families with Boost-supported providers.

- Payment Processing Fees ($11,510): Costs to facilitate seamless program transactions.

- Technology Costs ($1,553): Digital tools and technical resources.

- Program Supplies ($497): Office and operational supplies for day-to-day program support.

The Boost team comprises experienced childcare professionals, including current and former providers with home- and center-based expertise. Their first-hand understanding of provider challenges ensures effective, culturally responsive support. Additionally,

Upwards will provide translation services and customized resources to meet the needs of Fresno's diverse population.

By aligning CDBG funding with Upwards' contributions, the Boost Program will help participating providers increase revenue by 20%, create 8 new jobs, and expand childcare access for 400+ families. This strategic allocation maximizes long-term benefits for Fresno's low-income communities, ensuring sustainable economic empowerment for local microenterprise childcare providers.

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Department of Housing

October 31, 2024

On behalf of the City of San Jose, I am pleased to express our strong support for Upwards in their response to the City of Fresno's RFP aimed at enhancing the availability and quality of existing and new licensed Family Child Care (FCC) Home Providers. Upwards recently partnered with the City of San Jose to implement their Boost Program, which targets high-risk, high-need childcare providers in an effort to build a more sustainable operation and local childcare ecosystem for the community. Since the Boost Program's launch, Upwards has demonstrated a steadfast commitment to addressing the critical and unique challenges faced by childcare providers and families, particularly in underserved and underrepresented communities.

Their knowledge of the current childcare landscape in California is unmatched by any other organization, which has been made evident in our community's reception to the program. Upwards has not only met but is currently exceeding our program outcome expectations. Their innovative approach exemplifies their capacity to provide essential support to childcare providers at scale, by offering business training, technical assistance, and access to an advanced Child Care Management Software. Upwards has significantly improved operational efficiencies for providers in San Jose and is actively expanding local childcare capacity through these participating providers. The success stories from other various California cities highlights the tangible impacts of their efforts: increased operational revenue, job creation, and expanded access to affordable childcare for families.

Upwards' dedication to inclusivity is particularly commendable. Their bilingual support system ensures that non-English-speaking providers receive the guidance necessary to navigate the complexities of establishing and operating licensed childcare facilities. This culturally responsive approach not only addresses barriers to access but also fosters a diverse and robust childcare landscape.

Moreover, Upwards has proven to be a fiscally responsible organization, maintaining transparency and accountability in all operations and reporting. Their successful partnerships with various governmental entities reflects their capacity to manage resources effectively while adhering to local, state and federal compliance standards.

I wholeheartedly endorse Upwards as a valuable partner in advancing Fresno's objectives for increasing the capacity of existing and new licensed childcare providers. Their expertise, innovative programs, and commitment to community impact align perfectly with the goals of improving childcare access and quality across our region.

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Department of Housing

Thank you for considering this letter of support. I am confident that Upwards will deliver exceptional results in your community.

Sincerely,

Stephanie Gutowski

Stephanie Gutowski
Housing Policy and Planning Administrator
Grants Management – Housing Department
stephanie.gutowski@sanjoseca.gov

CITY OF SAN MATEO
COMMUNITY DEVELOPMENT DEPARTMENT

330 W. 20th Avenue
San Mateo, CA 94403
www.cityofsanmateo.org
(650) 522-7000

December 8, 2024

I am pleased to express our support for Upwards in their response to the City of Fresno's RFP aimed at enhancing the availability and quality of existing and new licensed Family Child Care (FCC) Home Providers. Upwards recently received a Community Development Block Grant (CDBG) in the amount of $40,000 from the City of San Mateo to implement their Boost Program, which targets high-risk, high-need childcare providers in an effort to build a more sustainable operation and local childcare ecosystem for the community.

Since the Boost Program's launch in July 2024, Upwards has demonstrated its commitment to addressing the critical and unique challenges faced by childcare providers and families, particularly in underserved and underrepresented communities. Their reporting is on-time and shows good progress towards meeting or exceeding the program goals.

Their innovative approach exemplifies their capacity to provide essential support to childcare providers at scale, by offering business training, technical assistance, and access to an advanced Child Care Management Software. Upwards' commitment to inclusivity is demonstrated by their bilingual support system, which ensures that non-English-speaking providers receive the guidance necessary to navigate the complexities of establishing and operating licensed childcare facilities.

As the City's CDBG administrator, I recommend Upwards as a valuable partner in advancing Fresno's objectives for increasing the capacity of existing and new licensed childcare providers. Their expertise, innovative programs, and commitment to community impact align well with the goals of improving childcare access and quality across our region.

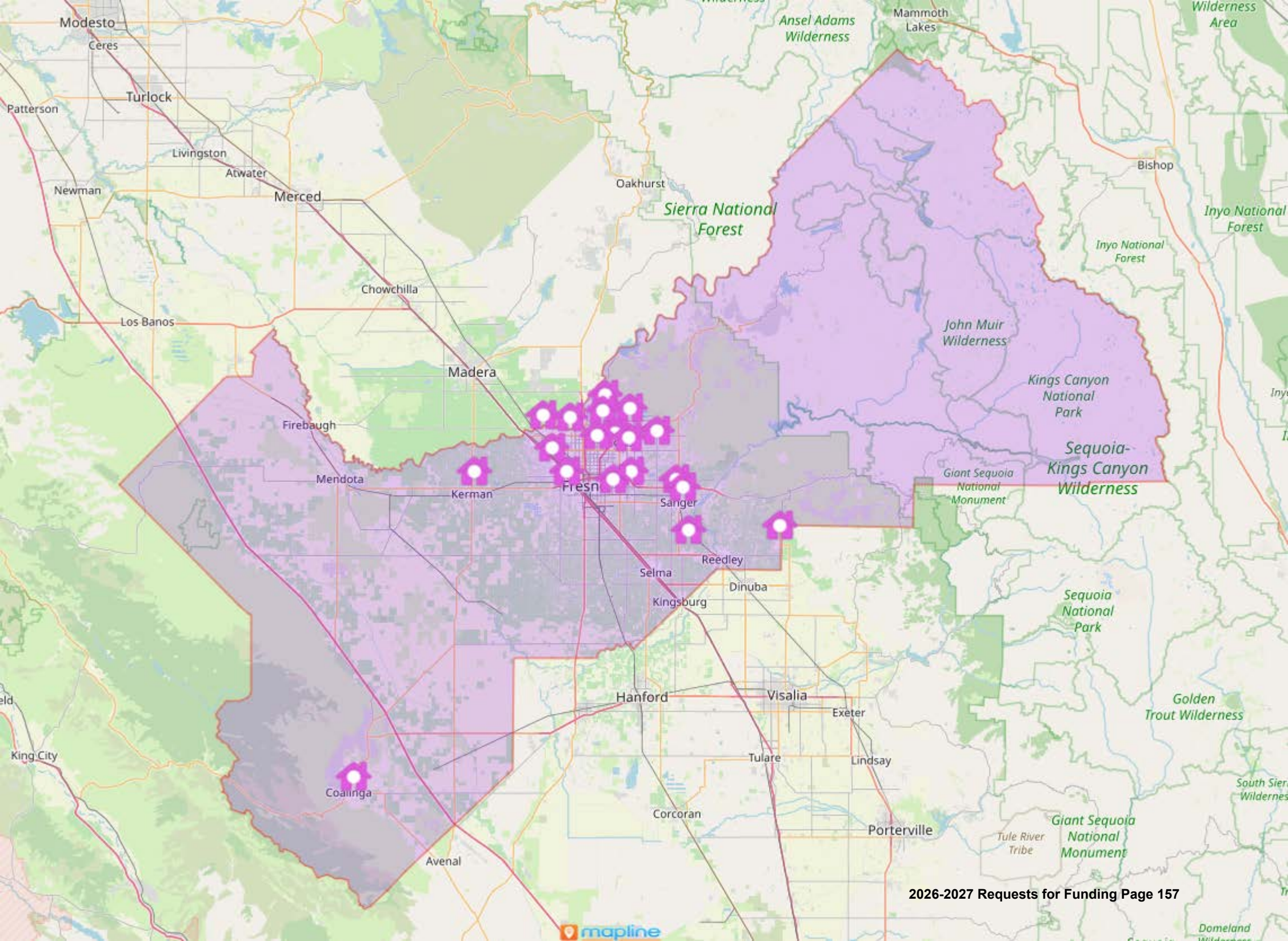
Thank you for considering this letter of support. I am confident that Upwards will deliver results in your community.

Sincerely,

Rachel Horst

Rachel Horst
Housing & Neighborhood Services Manager
Community Development Department
rhorst@cityofsanmateo.org

cc:
Zachary Dahl, Community Development Director
Alex Khojikian, City Manager


Modesto
Ceres
Turlock
Patterson
Livingston
Atwater
Newman
Merced
Chowchilla
Los Banos
Madera
Firebaugh
Mendota
Kerman
Fresno
Sanger
Reedley
Selma
Dinuba
Kingsburg
Hanford
Visalia
Exeter
Tulare
Lindsay
Corcoran
Porterville
Coalinga
Avenal
King City
Oakhurst
Mammoth Lakes
Bishop
Ansel Adams Wilderness
Sierra National Forest
Inyo National Forest
John Muir Wilderness
Kings Canyon National Park
Sequoia-Kings Canyon Wilderness
Giant Sequoia National Monument
Sequoia National Park
Golden Trout Wilderness
Tule River Tribe
mapline

Owner-Occupied Rehab

Entity	Project Name	Amount Requested
Self-Help Enterprises	Housing Rehabilitation Program	$ 400,000.00
Total		$ 400,000.00

Self-Help Enterprises :

Housing Rehabilitation Program

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization: Self-Help Enterprises	*Fictitious Name (if applicable):*
UEI of Organization: YWCPA31KBJY6	*Taxpayer Identification Number:* 04-1592676
Date of Incorporation: January 14,1965	*Date of 501(c)(3) Determination:* April 1965
Mailing Address of Organization: 8445 W. Elowin Ct. Visalia, CA 93291	*Organization Website Address:* Self-Help Enterprises - Self-Help Enterprises
Name of President (or Chair of the Board): Thomas J. Collishaw	*E-mail Address:* tomc@selfhelpenterprises.org
Name of Chief Executive or Executive Director: Thomas J. Collishaw	*E-mail Address:* tomc@selfhelpenterprises.org
Name of the Secretary: David Ebenezer400,000	*E-mail Address:* davide@selfhelpenterprises.org
Name of Treasurer (or Chief Financial Officer): David Ebenezer	*E-mail Address:* davide@selfhelpenterprises.org
Principal Contact Person: Melissa Valdez / *Principal Contact's Title:* Assistant Director of Strategic Partnerships	*Principal Contact's Physical Address:* 8445 W. Elowin Ct. Visalia CA 93291
Primary Phone #: 559-802-1621 / *Alternative Phone #:* 559-651-1000	*E-mail Address:* MelissaV@selfhelpenterprises.org
Name of Authorized Signatory: Thomas J. Collishaw	*Title of Authorized Signatory:* President/CEO
Signature of Authorized Official: [signature]	*Date of Signature:* 1/23/26

Do you have an active registration with SAM.gov? ☒ Yes ☐ No

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

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

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

Please mark any of the following classifications that apply to your organization:

- ☐ Woman-Owned Business
- ☐ Minority Institution
- ☐ Tribal
- ☐ Other:
- ☐ Small Business
- ☐ Minority-Owned
- ☐ Veteran-Owned

Part A, Section 3: Organizational Capacity and Management
Please provide the number of staff employed by your organization: 220

Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Melissa Valdez	Assistant Director	23
2) Matt Fults	Rehab Manager	8
3) Gerardo Gomez	Project Manager	26
4) Gustavo Quiroz	Housing Rehab Manager	1
5) Liz Vidrio	Administrative Analyst	2

Board of Directors

How often does your Board of Directors regularly meet?

Once per month

List current Board of Directors below:

1) Yolanda Meraz, Chair
2) Tina Sumner, Vice Chair
3) Tim Denton
4) Luis Elizondo
5) Olivia Gomez
6) Dave Herb
7) Kayode Kadara
8) Ivan Lopez
9) Lupe Martinez
10) Steve Montez

Financial Management

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

Name: David Ebenezer

Title: Chief Financial Officer

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

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☒ Yes ☐ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Have your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.
The Schedule of Expenditures of Federal Awards (SEFA) initially provided by the Organization was incorrect. After the errors were identified, the SEFA was adjusted to accurately report total federal awards expended.
A strong system of internal controls and management review requires that expenditures for all federal grants are accumulated and included on the SEFA in compliance with applicable standards.
Internal controls over the preparation of an accurate SEFA were not properly designed and were not placed in operation.
As a result of this condition, federal grant expenditures were understated by $3,920,000. The final SEFA was corrected and is properly presented.

We recommend the Organization develop and implement a more robust system for the preparation of the SEFA for financial reporting purposes and compliance with auditee requirements identified in the Uniform Guidance. The Organization should review grant agreements and identify the proper method of reporting expenditures. Activity should reconcile to information in the accounting system as well as be reflected in the accounting system. The process should include a secondary review of the schedule by someone other than the preparer.

6) Does your financial system:
   a) Provide for the control and accountability of grant funds, property, and other assets? ☒ Yes ☐ No
   b) Separately track revenue and expenditures for the grant funds? ☒ Yes ☐ No

7) Does your payroll system separately track staff time by grant and/or activity? ☒ Yes ☐ No

8) Are all payments properly documented with evidence or receipt of goods or performance of services? ☒ Yes ☐ No

9) Are all bank accounts reconciled monthly? ☒ Yes ☐ No

10) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☐ Yes ☒ No
If yes, please explain

11) Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?
☐ Yes ☒ No
If yes, please explain

12) Does your agency have policies that address the following?

Ethics/Professional Conduct	☒ Yes	☐ No
Pay Rates and Benefits	☒ Yes	☐ No
Discrimination	☒ Yes	☐ No
Purchasing/Procurement	☒ Yes	☐ No
Property and Equipment	☒ Yes	☐ No

Segregation of Duties	☒ Yes	☐ No
Time and Effort Reporting	☒ Yes	☐ No
Record Retention	☒ Yes	☐ No

13) Does your agency certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency? ☒ Yes ☐ No

Authorized Signatories

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

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

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

Authorized Signatory Name	Authorized Signatory Title
1) Thomas J. Collishaw	President/CEO
2) David Ebenezer	Treasurer

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

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

Draft Resolution attached. Signed resolution expected to be submitted on or before 1/30/2026

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

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Owner-Occupied Home Repair**

Number of Applications	*Total Dollar Amount Requested*
1	$ 400,000.00

- **Public Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public Infrastructure & Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
	$

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
1	$400,000.00

Required Attachments to Part A
Select all attachments included.

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

☒ **Part A, Exhibit 2** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds)

☒ **Part A, Exhibit 3** – Copies of results of audits, examinations, or monitoring procedures performed during the last two fiscal years on any direct federal award received by the organization

☒ **Part A, Exhibit 4** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

☒ **Part A, Exhibit 5** – List of all awards to the organization from City of Fresno during the past two years

☐ **Part A, Exhibit 6** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☒ **Part A, Exhibit 7** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 8** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 9** – Bylaws of the Organization (Required)

☒ **Part A, Exhibit 10** – Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application

FY 2026-2027 APPLICATION
Owner Occupied Home Repair Programs

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

   Project Name (10 words or less): HCDDHousing Rehabilitation Program

   Amount Requested: $ 400,000.00

   Provide a short description of the proposed program/activity. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

   This grant application seeks funding for the the implementation of City of Fresno's Home Repair and Rehabilitation Program. The primary focus of the program is to address critical health and safety issues, property aging, maintenance concerns, and code violations within existing units to significantly improve living conditions for qualified Fresno homeowners and residents.

   Through this program, Self Help Enterprises' staff will work collaboratively with low-income homeowners and local contractors to address essential building components, including roofing, windows, and flooring, as well as crucial systems such as plumbing, electrical, cooling, and security. By addressing these vital aspects, the program ensures the well-being of owner-occupied households while enhancing the overall safety and quality of housing for residents throughout the City of Fresno.

2. Organizational Capacity

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

With over 60 years of housing and rehabilitation experience in the Central Valley, Self-Help Enterprises (SHE) is qualified to implement owner-occupied repair and rehabilitation services in the City of Fresno. In 2024, SHE rehabilitated its 7,000th home since launching the Owner-Occupied Rehabilitation Program.

Since the program's inception in 1974, SHE has administered a wide range range of state and federal housing programs, including CDBG, HOME, CalHome, PLHA, MORE, and BEGIN, in partnership with 43 local jurisdictions throughout the San Joaquin Valley. Over the years, SHE has played a pivotal role in implementing housing rehabilitation programs, homebuyer initiatives, and new unit development projects. Since 2018, SHE has partnered with the City of Fresno on a CDBG-funded home repair program, completing 97 projects, with three projects currently under construction, six pre-approved applications, and a waiting list of more than 300 interested homeowners. Each project focuses on rehabilitating critical home systems for low-income homeowners at an average cost of approximately $20,000 per unit.

Leveraging its extensive experience, SHE's staff is ready to apply industry best practices in grant administration and housing rehabilitation. The City of Fresno benefits from highly skilled personnel located at SHE's offices in Visalia and Madera. With a combined 40 years of experience, staff are proficient in applicant and property eligibility analysis, loan processing, and construction management. Additionally, the bilingual capabilities of many SHE staff members, fluent in English and Spanish, along with interpreter services for other languages, ensure effective communication with program participants.

Beyond program execution, SHE has a robust background in grant writing, with 577 successful grant applications for CDBG, HOME, PLHA, and CalHome housing rehabilitation, homebuyer programs, and public services and infrastructure projects across nine counties in the San Joaquin Valley. SHE currently administers 96 CDBG, HOME, PLHA, USDA, and CalHome-funded housing rehabilitation, ADU, and/or homebuyer assistance programs. These programs extend SHE's fiscal expertise to communities in Fresno, Kern, Kings, Madera, Merced, Mariposa, Stanislaus, San Joaquin, and Tulare counties.

SHE's staff excels in cost-effective management and brings extensive experience with various financing programs, including BEGIN, CalHome, CDBG, HOME, the Neighborhood Stabilization Program, the HELP Program, USDA Housing Preservation Grants, and CalHFA Financing. SHE has consistently met timelines

and cost-efficiency standards set by the Department of Housing and Urban Development (HUD) and the Department of Housing and Community Development (HCD) for the hundreds of CDBG, HOME, PLHA, and CalHome-funded programs it has administered.

Over the past 60 years, SHE has made a profound impact on the communities it serves. To date SHE has been responsible for the rehabilitation of over 7,000 homes. Additionally, SHE has established over 36,000 water and sewer connections, provided emergency water services to 15,500 households, and delivered housing counseling to 18,000 families. SHE has also helped 2,500 homebuyers secure affordable financing outside of the self-help program. In 2025 SHE saw the completion of five ADU's throughout the nine-county service area. In total, over 85,000 families have been positively impacted by these efforts.

b. Owner-Occupied Home Repair Program Delivery Experience (select one)

☒ Continued operation of existing program active four or more years

☐ Four years of experience, but not active in last 12 months

☐ Less than four years of experience

☐ No active owner-occupied home repair program experience

If you identified Owner-Occupied Home Repair Program Delivery Experience above, please indicate below if any of that experience utilized the following funding:

☒ CDBG Program

☒ Other State or Federal Grant Program (Specify: HOME, CalHome, PLHA, MORE, and BEGIN)

c. Describe the organization's experience implementing a home repair program. Include the qualifications and experience of staff specifically in construction, project management, and community engagement.

SHE has successfully administered Owner-Occupied Home Repair and Rehabilitation programs, serving low-income households through CalHome, CDBG, and HOME funding. Since 1974, these programs have benefited over 7,000 households across its nine-county service area (Fresno, Kern, Kings, Madera, Mariposa, Merced, San Joaquin, Stanislaus and Tulare Counties). SHE has also assisted 70 OOR participants in the past year.

SHE staff have experience in all program administration and implementation duties associated with the CDBG program, which include:

Administrative Analysts: Responsible for program marketing, reporting, and financial management. Duties include submitting draw requests, environmental review, tracking expenditures, and ensuring compliance with all applicable federal, state, and local regulations.

Project Managers: Assess properties to identify necessary repairs, work directly with homeowners to obtain bids, and secure licensed contractors. Project Managers oversee rehabilitation work to ensure compliance with local and state building codes and health and safety standards, process owner-approved contractor payments, and clear construction liens upon project completion.

Assistant Project Managers: Provides support to the Project Manager.

Communication and Outreach Specialist: Conduct initial participant intake and prequalification, and lead program marketing and outreach efforts to ensure eligible homeowners are informed of available assistance.

Loan Processors: Determine household income eligibility, evaluate property value and total encumbrance, review appraisals, and support loan origination, underwriting, packaging, and closing in accordance with program requirements.

d. Describe the organization’s operational resources, such as facilities near the service area, software, and systems to support program delivery.

SHE maintains two offices located near the City of Fresno, in Visalia and Madera, providing convenient access to the service area. These locations support efficient program administration, coordination with City staff, and direct engagement with program participants.

SHE utilizes a secure Microsoft Access database to track participant information, project status, and program deliverables throughout the application, construction, and administrative phases. This system allows staff to monitor progress, ensure compliance, and maintain accurate records for reporting and auditing purposes.

In addition, SHE maintains a dedicated informational page on its official website that provides detailed program descriptions, eligibility criteria, and application requirements. The webpage includes direct contact information and an easy-to-use web form that allows interested homeowners to submit inquiries directly to an outreach specialist. Outreach staff respond to inquiries and guide participants through the application and eligibility process, ensuring clear communication and timely assistance.

e. Does the organization have the following in place (check box if 'yes')?
NOTE: These items will need to be submitted by the organization prior to the execution of the subrecipient agreement.

☒ Written policies and procedures for the proposed program (i.e. intake, eligibility, income, race & ethnicity, file management)

☒ Housing Repair Standards/Guide

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

☒ Lead-Based Paint Certification (or able to contract with a Lead-Based Paint Consultant)

3. Proposed Scope of Work

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

The Owner-Occupied Home Repair and Rehabilitation Program is designed to preserve decent, safe, and affordable housing for low- and moderate-income homeowners within the City. The program provides critical assistance to homeowners with limited financial resources by addressing necessary health and safety repairs and bringing homes into compliance with the City's Building Code and Housing Quality Standards.

In addition to improving individual housing conditions, the program supports neighborhood stabilization by targeting substandard units and preventing further deterioration of existing housing stock. These improvements help maintain community quality, protect long-term housing affordability, and reduce the risk of blight in Fresno neighborhoods.

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

The target population for the program consists of low-income homeowners residing within the City of Fresno. SHE staff will work closely with homeowners and licensed contractors to address critical health and safety deficiencies and improve essential building components. Eligible repairs may include roofing, windows, flooring, and major home systems such as plumbing, electrical, cooling, and security. Services are available to income-qualified homeowners occupying single-family residences within the City limits.

Marketing and outreach activities will be strategically designed to reach eligible single-family homeowners throughout Fresno and will be conducted in both English and Spanish. SHE will utilize a range of outreach methods, including flyers, brochures, door hangers, postcards, public service announcements, and social media platforms. Printed materials will be distributed at City facilities, public offices, and through targeted mailings. Outreach efforts will also include coordination with community leaders, businesses, and organizations that serve populations requiring additional outreach.

In addition, advertisements and informational articles will be placed in widely circulated local newspapers. Outreach will extend to community-based organizations, service providers, colleges, and faith-based organizations to ensure broad awareness of the program and equitable access for eligible homeowners.

c. Describe the outcomes of the proposed activity. Include how positive outcomes are defined and how successful outcomes will be measured.

The Owner-Occupied Home Repair and Rehabilitation Program will benefit income-qualified homeowners and their households by improving health and safety conditions, reducing financial strain, and protecting the household's primary asset, the home. By bringing critical building components into compliance with applicable building codes and safety standards, the program directly addresses unsafe living conditions and promotes healthier home environments. Improvements may include the remediation of lead-based paint hazards, correction of faulty electrical wiring, and repair of structural deficiencies.

Program-funded repairs help reduce housing-related costs for low-income households, allowing families to redirect limited financial resources toward essential needs such as food, healthcare, and education rather than unplanned or emergency maintenance expenses. Rehabilitation activities also protect and may enhance the value of the home, which is often the most significant financial asset for low-income households, supporting long-term housing stability and wealth preservation.

Positive outcomes are defined by the successful completion of a home repair or rehabilitation project for an eligible homeowner. For many low-income households, minor repairs such as a leaking roof, a malfunctioning HVAC system, or unsafe electrical wiring represent serious health and safety emergencies. Addressing these issues results in immediate and meaningful improvements to household safety, comfort, and quality of life.

Program success will be measured using quantifiable performance indicators, including the number of homes rehabilitated, the average rehabilitation cost per unit, the number and type of systems repaired or replaced, such as roofing, electrical systems, windows and doors, and accessibility modifications, and the demographics of households served. A primary program objective is to prioritize rehabilitation activities in RECAP areas, ensuring resources are targeted to neighborhoods with the greatest demonstrated need.

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

SHE receives regular inquiries from homeowners interested in the housing rehabilitation program. Currently, SHE maintains a waiting list of more than 300 interested homeowners. Given current funding allocations, eligible homeowners may wait up to three years before assistance can be provided.

e. Describe the marketing plan for the proposed activity and how the organization will affirmatively market the program to the target population.

The Owner-Occupied Home Repair and Rehabilitation Program (OOR) will assist eligible owner-occupants to address health and safety issues of single-family homes located within City limits by providing assistance in the form of unrecorded grants to finance the cost of necessary repairs. SHE will ensure that marketing and implementation of the OOR program is impartial and will comply with all applicable fair housing laws, through practices such as using comprehensive, non-biased marketing material, standardized application processes, and making reasonable accommodations for those with impairments.

SHE will market the program in a manner that will reach all community members, with specific outreach to populations who do not receive adequate services. General marketing efforts will include digital advertising and the distribution of program posters and brochures at City Hall, local public transportation hubs, businesses, medical facilities, and schools. Additional outreach methods may include social media posts and informational booths at community events. Advertisements and informational articles will be placed, as appropriate, in newspapers that are widely circulated throughout the City.

Informational meetings will be offered to potential applicants to explain program requirements and eligibility criteria. These meetings may be conducted one-on-one by phone, in person, or in group settings, including through Housing Counseling and Education activities. While demand for assistance typically exceeds available funding, and minimal formal outreach is often required, SHE will continue to implement marketing activities to maintain a balanced and active interest list.

Demographic characteristics of applicants and participants will be collected and compared to overall City demographics to assess equitable access to program services. If analysis indicates that certain populations are underserved or that disparities exist in program participation, the SHE will develop and implement targeted outreach strategies to address those gaps.

Based on U.S. Census data, SHE has identified individuals between the ages of 19 and 24, persons age 65 and older, and individuals identifying as American Indian or Alaska Native as populations that may be less likely to receive adequate services. Targeted marketing and outreach efforts will therefore be directed toward these groups to promote awareness of and access to the OOR Program.

f. How will program participants be identified, qualified, and prioritized in a way that addresses the greatest needs?

Home repair grants are available to all income-eligible owner-occupied households within the City of Fresno. While the program is not exclusively targeted to Racially or Ethnically Concentrated Areas of Poverty (RECAPs), applicants residing in these areas will receive priority consideration.

SHE will maintain and manage a centralized waiting list for interested homeowners. Applicants will be placed on the waiting list upon expression of interest and initial eligibility screening. Assistance will generally be provided on a first-come, first-served basis, with prioritization applied in accordance with program guidelines. Priority will be given to eligible homeowners who have not previously received assistance through the program, as well as those meeting established priority criteria.

g. The City's Analysis of Impediments to Fair Housing Choice is includes areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook) that include some of the City's most vulnerable communities. Will this program be (select only one):

☐ Offered Citywide

☒ Offered Citywide with an emphasis and affirmative marketing toward RECAPs

☐ Offered exclusively to residents of RECAPs

h. Beneficiaries
Owner-Occupied Home Repair Programs are income restricted and benefit low- to moderate-income households. The below income limits are provided for reference; current HUD income limits for California, Fresno can always be found at: www.hudexchange.info/resource/5334/cdbg-income-limits/. Please acknowledge this restriction below:

☒ I acknowledge that the Home Repair Programs in this application are restricted to low- and moderate-income persons as defined by HUD.

Current Annual Income limits

Household Size	30% AMI	50% AMI	80% AMI
1	$19,750	$32,900	$52,600
2	$22,550	$37,600	$60,100
3	$25,350	$42,300	$67,600
4	$28,150	$46,950	$75,100
5	$30,450	$50,750	$81,150
6	$32,700	$54,500	$87,150
7	$34,950	$58,250	$93,150
8	$37,200	$62,000	$99,150

i. How many unduplicated housing units are planned to be addressed using the funding in this application?

12 housing units will be addressed using the funding in this application

j. Relocation Compliance

Permanent displacement will not be allowed under any of the above programs. If the project involves temporary relocation, a Relocation and Temporary Displacement Plan will need to be provided before execution of a subrecipient agreement. In addition, the budget will need to list any proposed temporary relocation cost. Please select the box below if this proposed activity involves temporary relocation of any persons.

☒ The proposed activity involves temporary relocation of one or more people

If the project involves temporary relocation, please indicate below how temporary relocation will be addressed:

Owner-occupants may be eligible for temporary relocation assistance if SHE, acting as the Subrecipient, determines that health or safety hazards exist during the rehabilitation process. When temporary relocation is deemed necessary, eligible costs associated with relocation may be covered using funds from the applicant's rehabilitation assistance, in accordance with program guidelines and applicable regulations.

k. Procurement Process
If you have not attached a copy of the agency's procurement policy, provide a narrative description of the planned process for procuring contractors/ subcontractors and construction-related professional and other services. Note: Submittal of the Procurement Policy and Procedures for City review and acceptance will be required prior to the execution of the subrecipient agreement.

☒ Procurement Policy is attached to this document, or;

A narrative description of the organization's procurement process is below:

I. Detailed Narrative Description of Project/Program

Provide a detailed description of the program model, identifying any anticipated challenges or limitations, and strategy and plan for mitigating or overcoming the challenges. Limit the description to the following two pages.

The Owner-Occupied Home Repair and Rehabilitation Program provides critical assistance to income-eligible owner-occupied households within the City of Fresno, with a focus on residents living in Racially or Ethnically Concentrated Areas of Poverty (RECAPs). SHE will administer the program for homeowners with household incomes at or below 80 percent of the County median income whose properties are located within City limits. Eligible homeowners must be current on property taxes and maintain homeowner's insurance. Creditworthiness is not required, as assistance is provided in the form of a grant.

Program implementation begins with outreach and eligibility determination. SHE will ensure that target populations, particularly households located in RECAP areas, are informed of the program through multiple marketing channels. Once a homeowner expresses interest, SHE will conduct an application process to verify income eligibility, owner occupancy, property ownership, and compliance with all program requirements.

Upon qualification, SHE staff will complete a comprehensive property assessment to identify necessary repairs, prioritizing improvements that address health, safety, and habitability concerns. The program focuses on major building components and systems, including plumbing, electrical, cooling, security, and other structural elements required to meet applicable building and code enforcement standards.

For homes constructed prior to 1976, the program includes lead-based paint testing and abatement to eliminate exposure risks. Based on the assessment, SHE will develop a customized scope of work tailored to each household's needs. Eligible repairs may include roofing, siding, windows, plumbing and electrical systems, termite treatment, and mobility or accessibility modifications.

SHE will work with licensed and qualified contractors to complete rehabilitation activities, ensuring that all work complies with local building codes and program requirements. Grant funds will be disbursed directly to contractors for approved repairs, and total assistance per household will not exceed $25,000. Throughout the rehabilitation process, SHE staff will provide ongoing support to homeowners, including assistance with documentation, contractor coordination, and quality control. The program anticipates completing twelve home repair projects, improving living conditions for vulnerable residents while preserving Fresno's existing housing stock.

SHE has identified potential challenges associated with program implementation and developed strategies to address each risk. One challenge is ensuring effective outreach to eligible households, particularly those with protected characteristics. To address this, SHE will implement a comprehensive marketing strategy using multiple platforms and culturally appropriate materials, including language-accessible outreach, to ensure broad and equitable awareness.

SHE also recognizes that some applicants may experience difficulty completing the application process, which can result in delays. To mitigate this risk, SHE loan processors will provide direct, one-on-one assistance to guide applicants through required steps. Clear deadlines will be communicated to ensure timely processing, and applicants who do not meet deadlines will be informed of their option to reapply.

Conflicts between homeowners and contractors are another potential concern. SHE will utilize a transparent contractor selection process that includes homeowner participation, competitive bidding, bid walkthroughs, and detailed inspections. In the event of disputes, SHE will facilitate communication between parties to resolve issues efficiently and professionally.

Finally, SHE acknowledges that environmental review timelines may present challenges that could delay project start dates. While environmental clearance remains the responsibility of the City, SHE’s staff, with extensive experience in HUD environmental review procedures, will support the City by providing complete and timely documentation and maintaining regular coordination. Recent process improvements, including the outsourcing of historic preservation reviews, will further reduce delays and support timely completion of Environmental Review Records.

4. Project/Program Budget

a. Proposed Form of Assistance to Beneficiary Requested:

☒ Grant

☐ Forgivable Loan

☐ Loan, below-market interest rate

If a loan is proposed, please provide the loan terms requested:

If a loan is provided, does the applicant propose to maintain the loan repayments within the proposed program?

☐ Yes ☐ No

b. The City is interested in applicants that can deploy activities in a timely manner (18 months) while balancing the need to maintain high standards of program delivery. Propose how the organization will address this need and describe the organization's history completing projects within established deadlines.

SHE has the capacity and experience to deploy program activities within the required 18-month timeframe while maintaining high standards of program delivery and compliance. SHE relies on established workflows, experienced staff, and internal tracking systems that allow outreach, eligibility, environmental coordination, construction, and closeout activities to proceed efficiently and concurrently. SHE has a strong track record administering time-sensitive CDBG, HOME, CalHome, and PLHA-funded programs and consistently meeting contractual deadlines. Since 2018, SHE has completed nearly 100 CDBG-funded owner-occupied rehabilitation projects for the City of

Fresno, with additional projects currently underway, all within established program timelines.

c. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the organization has received funding commitment letters, please attach as an exhibit to this application.

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

d. Activity Budget Summary

Please complete Exhibit A – Operating Budget Summary.

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

An Exhibit B – Budget Narrative must also be completed to provide a brief explanation of the expenses included in the budget.

Limitations to the use of CDBG funds
Prior to completing the Activity Budget Summary Form, review the following limitations to the use of CDBG funds.

- A proposal budget that includes rehabilitation and service costs should identify those costs separately.
- City CDBG funds may be used to pay for that portion of the total cost of any audit required by 2 CFR 200 that represents the amount of City CDBG funds audited as a percentage of total funds audited.
- The following costs are not allowable: bad debts; contingencies; contributions and donations; entertainment costs (including meals for social events and awards/graduation banquets); gifts or incentive awards to individuals; fines and penalties resulting from violations of or non-compliance with Federal, State, and Local laws; interest on borrowed capital; fundraising; investment management.

Attachments to Part B Application:

☒ EXHIBIT A – Operating Budget Summary

☒ EXHIBIT B – Budget Narrative

☒ EXHIBIT C – Prior-year audited financial statement including statement of activities, statement of financial position and statement of cash flows (required when total federal grant awards equaled or exceeded $1,000,000 during the annual audit period); or prior-year unaudited financial statement when total federal grant awards for the annual audit period was less than $1,000,000

Optional Additional Exhibits:

☐ EXHIBIT – Funding Commitment Letters (if available)

☐ EXHIBIT – Letters of Support (optional – maximum 2)

☐ EXHIBIT – Procurement Policy (if not provided in 2.k.)

CITY OF FRESNO
OPERATING BUDGET SUMMARY (Owner Occupied Rehab)

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position, add additional rows as needed)									
Direct Service Personnel (enter position titles):									
Rehab Manager (Processing) Gustavo Quiroz	$ 4,498.26	$ 1,169.55	**$ 5,667.81**	$ -	$ -	$ -	$ -	$ -	**$ 5,667.81**
Rehab Manager (Construction) - Matt Fults	$ 4,366.21	$ 1,135.21	**$ 5,501.42**	$ -	$ -	$ -	$ -	$ -	**$ 5,501.42**
Rehab Loan Processor - Karla Gutierrez	$ 6,918.93	$ 1,798.92	**$ 8,717.85**	$ -	$ -	$ -	$ -	$ -	**$ 8,717.85**
Rehab Loan Processor - Ivonne Romero	$ 4,979.81	$ 1,294.75	**$ 6,274.56**	$ -	$ -	$ -	$ -	$ -	**$ 6,274.56**
Outreach Specialist - Irma Wheeler	$ 5,956.79	$ 1,548.77	**$ 7,505.56**	$ -	$ -	$ -	$ -	$ -	**$ 7,505.56**
Rehab Project Technician - Samantha Monroy	$ 4,546.44	$ 1,182.07	**$ 5,728.51**	$ -	$ -	$ -	$ -	$ -	**$ 5,728.51**
Project Manager - John Nunez	$ 4,893.96	$ 1,272.43	**$ 6,166.39**	$ -	$ -	$ -	$ -	$ -	**$ 6,166.39**
Project Manager - Horacio Munoz	$ 8,101.23	$ 2,106.32	**$ 10,207.55**	$ -	$ -	$ -	$ -	$ -	**$ 10,207.55**
Assistant Project Manager - Jose Luis Junio	$ 3,544.14	$ 921.48	**$ 4,465.62**	$ -	$ -	$ -	$ -	$ -	**$ 4,465.62**
Administrative Personnel (enter position titles):									
Assistant Program Director - Melissa Valdez	$ 2,886.07	$ 750.38	**$ 3,636.45**	$ -	$ -	$ -	$ -	$ -	**$ 3,636.45**
Administrative Analyst - Liz Vidrio	$ 4,593.42	$ 1,194.29	**$ 5,787.71**	$ -	$ -	$ -	$ -	$ -	**$ 5,787.71**
Fiscal Analyst - Patty Garcia	$ 3,507.86	$ 912.04	**$ 4,419.90**	$ -	$ -	$ -	$ -	$ -	**$ 4,419.90**
Independent Contractors / Consultants:									
[enter position title]	$ -	$ -	**$ -**	$ -	$ -	$ -	$ -	$ -	**$ -**
[enter position title]	$ -	$ -	**$ -**	$ -	$ -	$ -	$ -	$ -	**$ -**
TOTAL PERSONNEL BUDGET	$ 38,416.12	$ 15,286.21	$ 74,079.33	$ -	$ -	$ -	$ -	$ -	$ 74,079.33
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
Office Space/Utilities/Phone			**$ 2,700.00**	$ -	$ -	$ -	$ -	$ -	**$ 2,700.00**
Office Supplies, Postage			**$ 3,100.00**	$ -	$ -	$ -	$ -	$ -	**$ 3,100.00**
Insurance			**$ 2,600.00**	$ -	$ -	$ -	$ -	$ -	**$ 2,600.00**
Travel			**$ 2,800.00**	$ -	$ -	$ -	$ -	$ -	**$ 2,800.00**
Marketing & Outreach			**$ 90.00**	$ -	$ -	$ -	$ -	$ -	**$ 90.00**
Professional Services			**$ 10,000.00**	$ -	$ -	$ -	$ -	$ -	**$ 10,000.00**
[enter cost category]			**$ -**	$ -	$ -	$ -	$ -	$ -	**$ -**
[enter cost category]			**$ -**	$ -	$ -	$ -	$ -	$ -	**$ -**
[enter cost category]			**$ -**	$ -	$ -	$ -	$ -	$ -	**$ -**
[enter cost category]			**$ -**	$ -	$ -	$ -	$ -	$ -	**$ -**
[enter cost category]			**$ -**	$ -	$ -	$ -	$ -	$ -	**$ -**
TOTAL OTHER DIRECT COSTS			**$ 21,290.00**	$	$	$	$	$	**$ 21,290.00**
INDIRECT COSTS* (Select 1 indirect rate Only)									
Approved Indirect Cost Rate			**14630.67**	$ -	$ -	$ -	$ -	$ -	**$ 14,630.67**
De minimus 15 % Rate				$ -	$ -	$ -	$ -	$ -	**$ -**
TOTAL INDIRECT COST BUDGET			**$ 14,630.67**	$	$	$	$	$	**$ 14,630.67**
PROGRAM EXPENSE BUDGET									
Assistance to Beneficiaries			$ 290,000.00	$ -	$ -	$ -	$ -	$ -	**$ 290,000.00**
TOTAL PROJECT BUDGET	$	$	$ 400,000.00	$	$	$	$	$	$ 400,000.00

Please revise this form and annotate budget items as needed

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

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.
Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary. This narrative will be used to determine eligibility of proposed expenses.

The proposed budget allocates $74,079.33 for salaries and wages supporting twelve staff members involved in program administration and delivery. These positions include the Rehabilitation Manager (processing), Rehabilitation Manager (construction), Rehabilitation Loan Processors, Outreach Specialist, Rehabilitation Project Technician, Project Managers, Assistant Project Manager, Assistant Program Director, Administrative Analyst, and Fiscal Analyst. These staff will support participants throughout the rehabilitation process and ensure effective administration of grant activities.

A total of $311,290 is allocated for direct costs. These costs include expenses associated with grant administration, such as office space and supplies, insurance, travel, marketing, and professional services. Of this amount, $290,000 is dedicated to direct grant assistance for program beneficiaries.

An additional $14,630.68 is allocated for indirect costs, calculated using the organization’s approved indirect cost rate.

Infrastructure & Public Facility Improvements

Entity	Project Name	Amount Requested
City of Fresno – Fire Department	Metal Apparatus Storage Buildings	$ 600,000.00
City of Fresno – Fire Department	Station 1 Rehabilitation of Interior Flooring and Exterior Siding	$ 550,000.00
City of Fresno – Fire Department	Station 3 BC Office and Bedroom	$ 436,000.00
City of Fresno – Fire Department	Station 3 Security Fence	$ 655,000.00
City of Fresno – PARCS	Investing in Central Fresno: Expanding Recreation at Lafayette Park	$ 1,663,600.00
City of Fresno – Public Works	Balderas Elementary School Neighborhood Street Improvements	$ 601,561.00
City of Fresno – Public Works	Barstow-First- Keats-Angus Neighborhood Street Improvements	$ 2,648,253.00
City of Fresno – Public Works	Floradora-Fruit-Olive-Weber Neighborhood Street Improvements	$ 1,277,799.00
City of Fresno – Public Works	Highway City Neighborhood Street Reconstruction (Multi-Year)	$ 2,192,975.00
Fresno Ideaworks	New Roof at 1730 J Street (Fresno Ideaworks)	$ 130,000.00
Self-Help Enterprises	La Hacienda Community Center	$ 1,257,525.00
Total		**$12,012,713.00**

City of Fresno Fire Department:

Metal Apparatus Storage Buildings

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
UNIT OF GOVERNMENT[1]

Part A, Section 1: General Information

Legal Name of the Unit of Government:	
City of Fresno Fire Department	
UEI Number:	*Federal Tax ID Number:*
	94-6000338
Office Location:	*Organization Website Address:*
Fresno, CA	www.fresno.gov/fire
Director:	*E-mail Address:*
Billy Alcorn	billy.alcorn@fresno.gov
Manager:	*E-mail Address:*
Devin McGuire	devin.mcguire@fresno.gov
Financial Officer:	*E-mail Address:*
Yvonne Dedmore	yvonne.dedmore@fresno.gov

Principal Contact Person:	*Principal Contact's Title:*	*Principal Contact's Physical Address:*
Allison Covey	Divison Manager	911 H Street Fresno, CA 93721
Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
559-621-4005	559-978-2393	allison.covey@fresno.gov

Name of Authorized Signatory:	*Title of Authorized Signatory:*
Allison Covey	*Divison Manager*
Signature of Authorized Official:	*Date of Signature:*
Allison Covey	*1/23/2026*

Do you have an active registration with SAM.gov? ☐ Yes ☒ No
Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

[1] This document is for Units of local government. Non-profit organizations, please complete Part A: Non-Profit Organization Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

Part A, Section 2: Organizational Capacity and Management

Please provide key personnel information for HUD-funded projects:

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

Financial Management

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

Name: Yvonne Dedmore

Title: Business Manager

Phone/Email: 559-621-4004, yvonne.dedmore@fresno.gov

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☒ Yes ☐ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Has your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.

6) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☐ Yes ☒ No
If yes, please explain

Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?

7) ☐ Yes ☒ No

If yes, please explain

Part A, Section 3: Summary of Attached Applications:

Provide number and total dollar amount of applications by Application Type

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public and Community Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public Infrastructure and Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
4	$ 2,241,000.00

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
!Undefined Bookmark, NOAPPS43,noapps4)	**!Undefined Bookmark, REQ4)**

Required Attachments to Part A
Select all attachments included.

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

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

☐ **Part A, Exhibit 3** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

PY 2026-2027 APPLICATION
Infrastructure and Public Facility Improvements

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

   Project Name (10 words or less): Metal Apparatus Storage Buildings

   Amount Requested: $ 600,000.00

   Provide a short description of the proposed project. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

We request grant funding to construct new metal buildings for the secure storage of OES, Strike Team, and Reserve Apparatus. These structures will protect critical emergency vehicles from weather-related damage, extend their operational lifespan, and ensure readiness for deployment. Your support will enhance our emergency response capabilities and safeguard essential resources for the community.

2. **Organizational Capacity**

   a. Describe the organization's experience with administering federally funded projects of this nature and staff skills necessary to deliver the proposed project.

Our organization has a proven track record of successfully managing grant funding, ensuring compliance, and delivering projects efficiently. We have effectively administered SAFER, FP&S and AFG grants, utilizing them to enhance operations, infrastructure, and emergency response capabilities. Our team follows strict financial oversight, reporting protocols, and project management standards to ensure proper fund allocation and accountability. Past grant-funded projects have been completed on time and within budget, demonstrating our ability to maximize resources. We remain committed to responsible stewardship of funding to support our mission and community needs.

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

15+ Years

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

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

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, how it benefits low- and moderate-income individuals, and how this need take priority among competing needs:

This proposal addresses the urgent need for secure, weather-resistant storage for OES, Strike Team, and Reserve Apparatus, which are currently left outside, exposed to the elements. This lack of proper storage is causing accelerated wear and deterioration, compromising the reliability and longevity of these critical emergency vehicles. Without protection, million-dollar pieces of equipment are at risk of damage, increasing maintenance costs and reducing operational readiness. Existing resources are insufficient, as no dedicated structures are available, and budget constraints prevent new construction. Grant funding is essential to safeguard these vital assets, ensuring they remain in peak condition and ready for emergency deployment.

b. The City's Analysis of Impediments to Fair Housing Choice includes areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook) that include some of the City's most vulnerable communities. Please select one of the following:

☒ The investment is not located within a RECAP

☐ The investment and its service area are located within RECAPs

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

The proposed project—including structural renovations and the construction of storage buildings for reserve apparatus—supports three key fire stations within the City of Fresno. These stations are strategically located in or near low-income neighborhoods and provide emergency services to densely populated and underserved areas of the city. Collectively, these stations serve:

- Station 11:
  - Population: 25,841
  - Businesses: 1,888
  - Households: 9,646
- Station 12:
  - Population: 40,062
  - Businesses: 1,832
  - Households: 14,562
- Station 1:
  - Population: 40,305
  - Businesses: 1,112
  - Households: 11,651

Together, these three stations serve over 106,000 residents, nearly 4,800 businesses, and more than 35,800 households, many of which are located in economically disadvantaged neighborhoods. These communities face elevated risks due to aging infrastructure, dense housing, and limited access to resources—making dependable, well-maintained emergency services not just important, but essential.

The construction of storage buildings for reserve apparatus will significantly increase the longevity and readiness of critical backup units. Currently, exposure to the elements accelerates wear on reserve apparatus, risking mechanical failure and increasing long-term maintenance costs. By providing secure, weather-protected storage, the City will preserve these vital assets and ensure faster, more reliable responses—especially in low-income neighborhoods where fire and EMS calls are often more frequent and severe.

Investing in this infrastructure ensures that emergency personnel have the tools they need to respond quickly and effectively, no matter the circumstances—

enhancing public safety, property protection, and community resilience in some of Fresno's most vulnerable areas.

☒ Service area map attached as exhibit A-C

d. Estimate the *annual* number of unduplicated persons expected to receive a direct benefit from the project:

106,000 unduplicated persons will receive a direct benefit from this project.

e. Select the proposed beneficiaries of the proposed project (select all that apply):

☐ Children and Youth

☐ Abused Children

☒ Older Adults (62 and older)

☐ Severely Disabled Adults

☐ Public Housing Residents

☐ Victims of Domestic Violence

☐ Illiterate Adults

☐ Migrant Farm Workers

☒ Low-Income Persons in General

☒ Homeless Individuals

☒ Persons at Risk of Homelessness

☐ Other (Specify:)

f. National Objective - Low-Income Area (LMA)
Infrastructure and Public Facility Improvements generally benefit residents within the defined service area. The service area must be primarily residential, and the participants receiving benefit from the improvement must primarily reside within the service area. If a portion of the participants receiving benefit from the improvement reside outside the service area, additional information about these participants may be required to qualify under Option 3: Low-Income Area.

☒ LMA map determination included as Exhibit D

g. Continuation of Use

Pursuant to 24 CFR 570.505, recipients receiving CDBG funds may not change the use or planned use of any property for which CDBG-funded improvements were made unless the recipient provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and the new use of such property qualifies as meeting one of the national objectives in §570.208 (formerly §570.901) and is not a building for the general conduct of government.

☒ The applicant agrees to comply with 24 CFR 570.505 and to consult with the Housing & Community Development Division prior to implementing any change of use for facilities improved with CDBG funds.

Please describe your unit's capacity to maintain the facility or improvements into the future.

Our unit has a strong operational foundation that supports the long term care, maintenance, and improvement of our facilities. While large, one time capital expenses can be challenging to absorb within our existing budget, we have well established systems and staffing that allow us to manage ongoing maintenance needs efficiently and responsibly.

We maintain an in house service team of more than twenty skilled staff members who are equipped to handle a wide range of routine and small scale maintenance tasks. This internal capacity significantly reduces response time, minimizes reliance on external contractors, and ensures that day to day upkeep remains consistent and cost effective. Because ongoing maintenance occurs at a predictable and manageable rate, our team is able to address issues proactively and preserve the overall condition of the facility.

For larger projects—such as major repairs, system upgrades, or capital improvements—we rely on supplemental funding and additional contracted manpower. These projects typically exceed the scope of our routine operational budget, but our team has a strong track record of coordinating with external partners, managing project timelines, and ensuring that improvements are completed to a high standard. With appropriate grant support, we can undertake these larger initiatives while continuing to maintain the facility's daily operations without interruption.

Overall, our combination of experienced in house staff, established maintenance processes, and the ability to scale through external partnerships positions us well to sustain the facility and protect the value of any improvements made through grant funding.

h. Detailed Narrative Description of Project
Describe the project in detail in the space below. Include any information about how the project has or will incorporate input from its anticipated beneficiaries. Limit description to the space provided on this and the next page.

The proposed project involves the construction of new metal buildings to provide secure, weather-resistant storage for OES, Strike Team, and Reserve Apparatus. These structures will be designed to protect the vehicles from environmental damage, including excessive sun exposure, rain, wind, and other harsh conditions that contribute to premature wear and increased maintenance costs. The buildings will be constructed with durable, fire-resistant materials and include adequate ventilation, drainage systems, and access points for efficient deployment. Additionally, the layout will be designed to optimize space utilization, ensuring that all apparatus can be safely stored and readily accessible for emergency response.

Input from key stakeholders, including fire department personnel, city officials, and emergency response teams, has played a crucial role in shaping this project. Firefighters and fleet managers have highlighted the ongoing deterioration of apparatus due to prolonged exposure to the elements, emphasizing the urgent need for protective storage to maintain operational readiness. Community members have also expressed concerns about the reliability of emergency response resources, reinforcing the importance of safeguarding these assets. By incorporating this feedback, the project will directly address operational needs, improve the longevity of vital equipment, and ensure that emergency services remain fully prepared to protect the community.

i. Please attach any drawing or visual plans that have been drafted as an exhibit to this application.

☒ Drawings or visual plans are attached as exhibit E-N

j. Collaboration
Briefly describe collaboration efforts the organization is making to ensure successful completion of the project to serve the overall needs of the beneficiaries.

Collaborating Organization	Description of Collaboration

4. Project Timeline and Budget

a. The City is interested in investments that provide benefit to residents in a timely manner (12 months) while balancing the need to maintain high standards of project delivery. Propose how the organization will address this need and describe the organization's history completing projects within established deadlines.

Our organization is committed to completing this project within 12 months while ensuring high standards of quality and efficiency. A detailed project timeline will be established, outlining key milestones for procurement, demolition, repairs, painting, and final inspections. We will engage experienced contractors with a proven track record in similar projects to ensure timely and professional completion. Strict oversight and project management protocols will be implemented to monitor progress, address any challenges promptly, and maintain compliance with industry standards and local regulations. By adhering to this structured approach, we will deliver a high-quality project that provides immediate and lasting benefits to the community.

b. Describe how existing resources are insufficient to meet the needs of the proposed project.

While our department maintains a capable service staff and a well structured maintenance program, our existing resources are not adequate to meet the needs of this project. Routine upkeep and small scale repairs can be handled in house, but the scope of the proposed improvements—replacing weather damaged hose tower siding, repainting the structure, and installing new flooring—requires materials, equipment, and specialized labor that exceed our operational budget.

Large, one time capital expenses such as these are difficult to absorb within our annual maintenance allocation, which is designed to cover predictable, ongoing needs rather than major facility upgrades. The cost of high quality exterior siding, professional installation, and durable commercial grade flooring represents a level of expenditure that cannot be met without external support. Additionally, completing these improvements safely and efficiently requires skilled contractors and

additional manpower beyond what our current staff can provide while still maintaining daily emergency response readiness.

Although our team is highly effective at managing smaller projects and has a strong track record of completing work on time and within budget, the scale and complexity of this project exceed the capacity of our existing resources. Grant funding is therefore essential to ensure that these critical improvements can be completed without compromising the department's operational capabilities or diverting funds from other essential public safety needs.

c. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the unit has received funding commitment letters, please attach as an exhibit to this application.

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

d. Activity Budget Summary

Please complete Exhibit A – Capital Budget Summary in Excel format.

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

An Exhibit B – Budget Narrative must also be completed to provide a brief explanation of the expenses included in the budget.

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

Attachments to Part B Application:

☐ EXHIBIT A – OPERATING BUDGET SUMMARY (NON-PROFITS or CITY DEPARTMENTS)

☐ EXHIBIT B – BUDGET NARRATIVE

Optional Additional Exhibits:

☐ EXHIBIT – DRAWINGS OR PLANS (IF AVAILABLE)

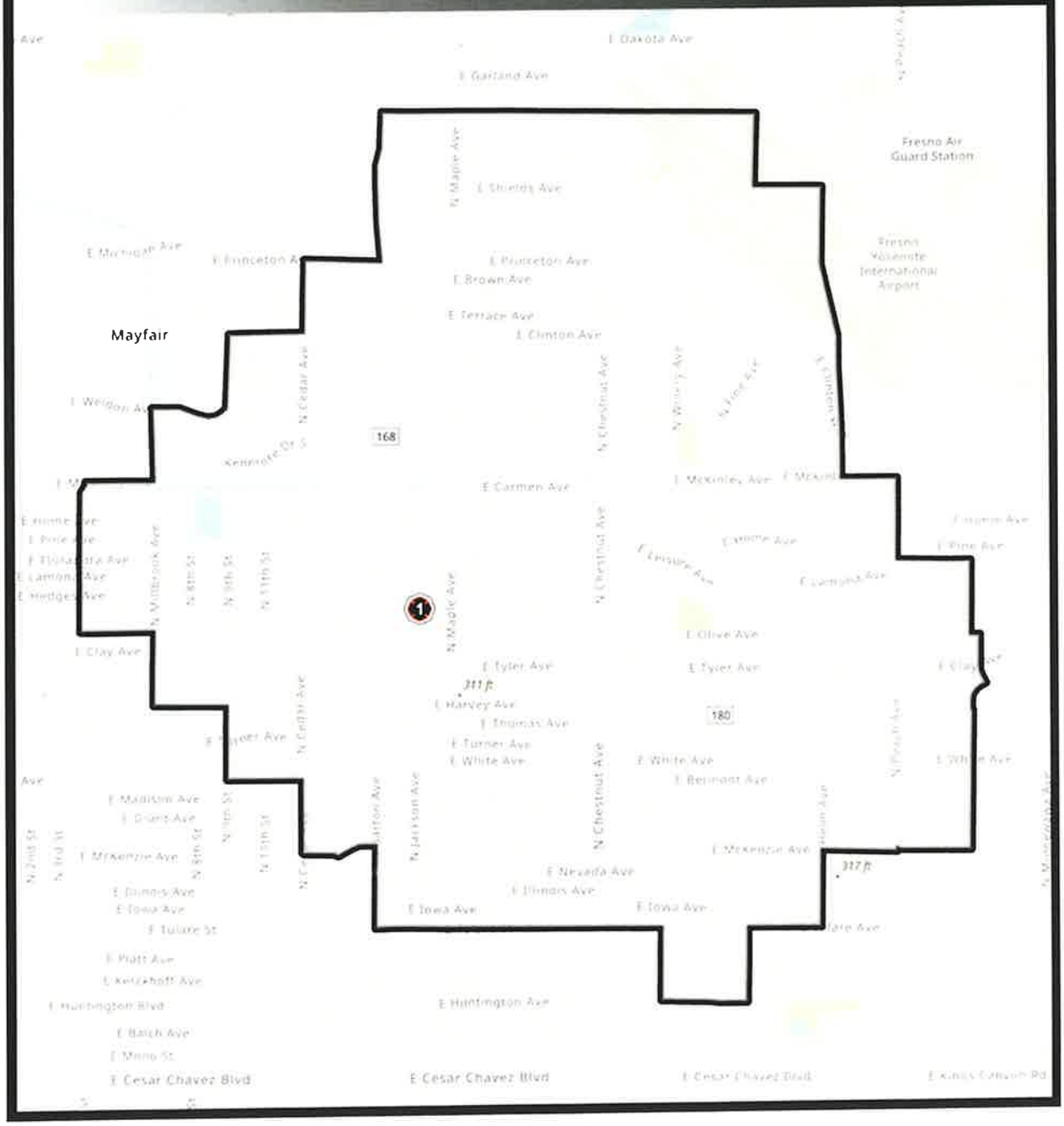
☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

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

☐ EXHIBIT – LMA MAP WITH SERVICE AREA IDENTIFIED (REQUIRED)

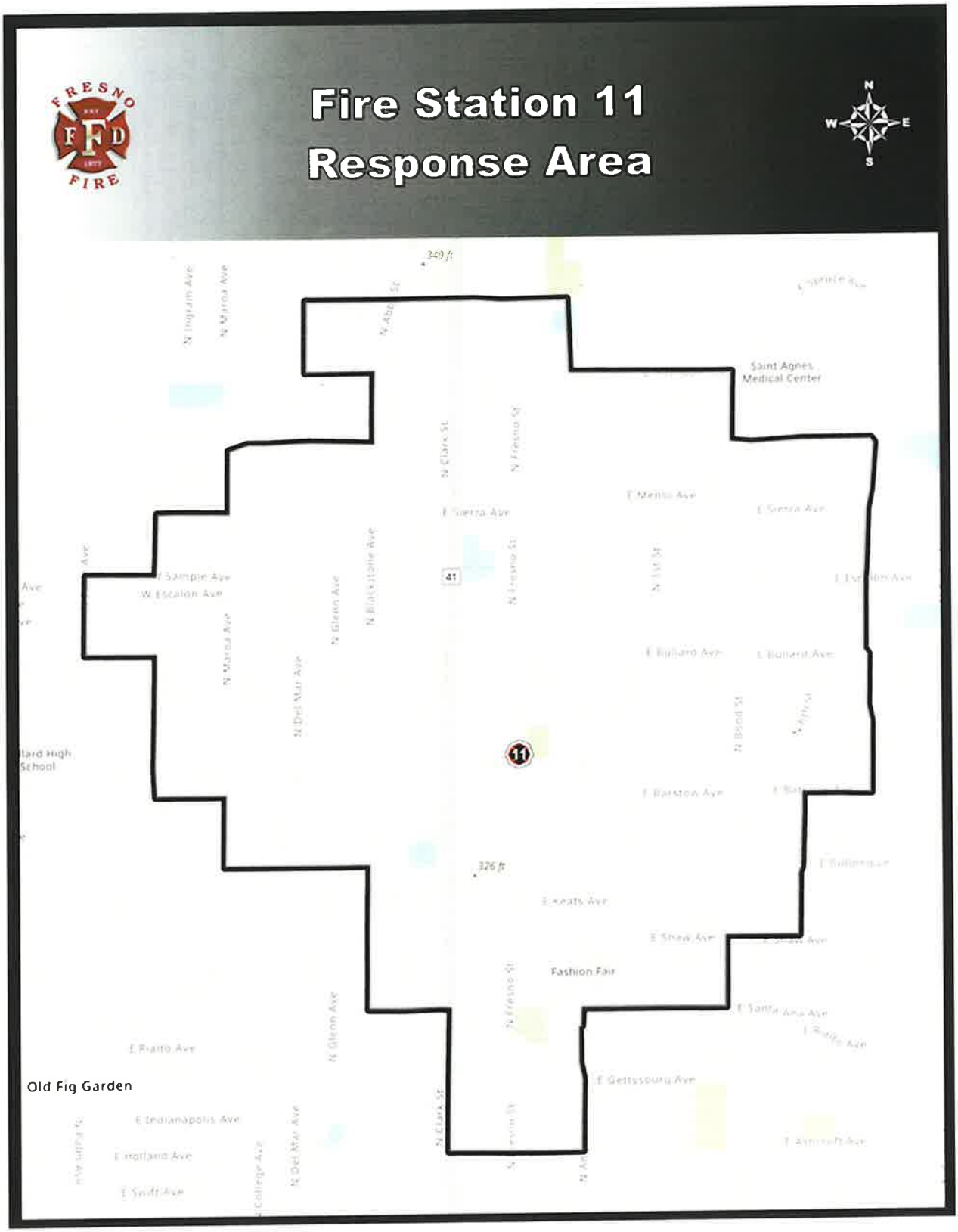
A-

Fire Station 01 Response Area



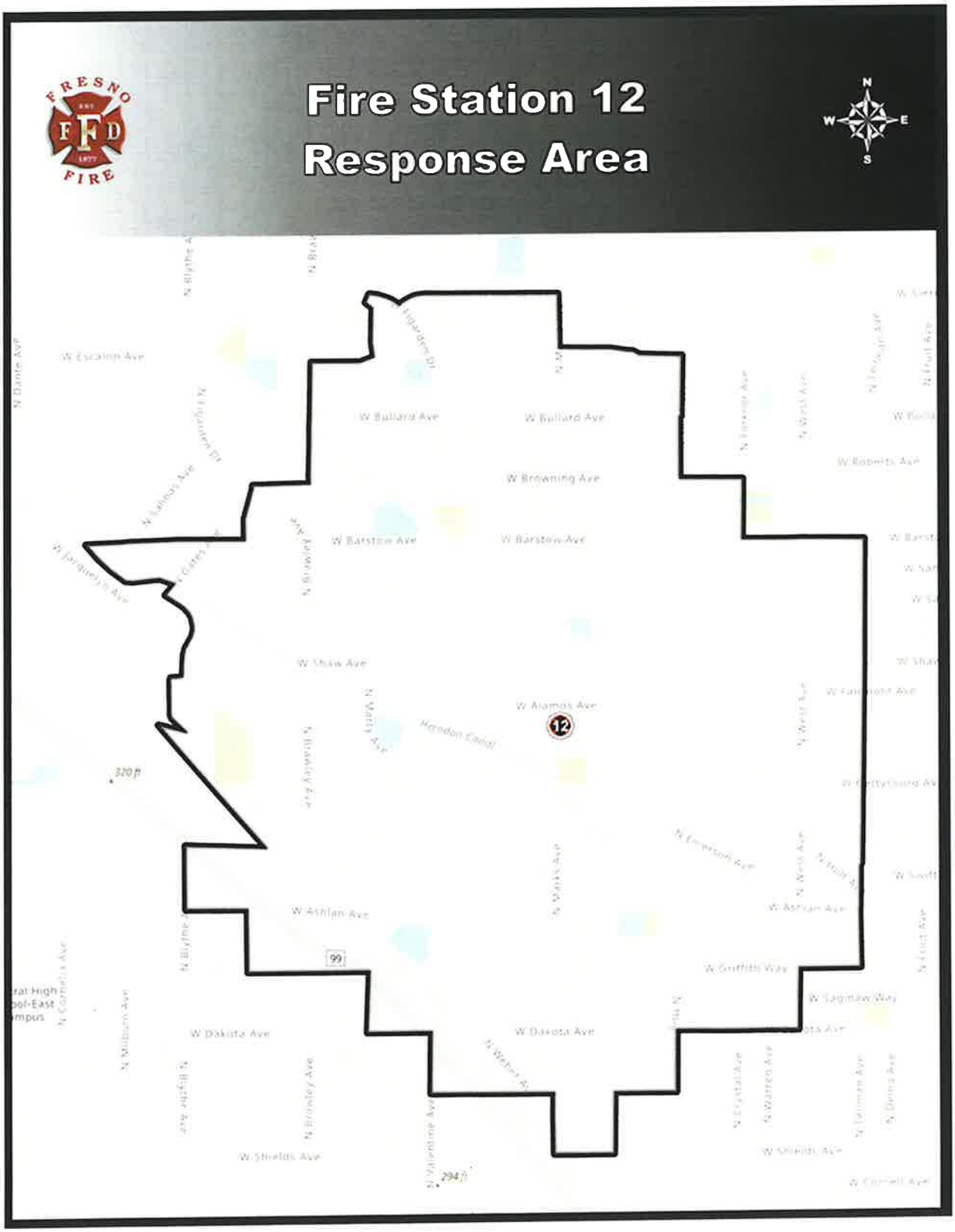
B

Fire Station 11 Response Area



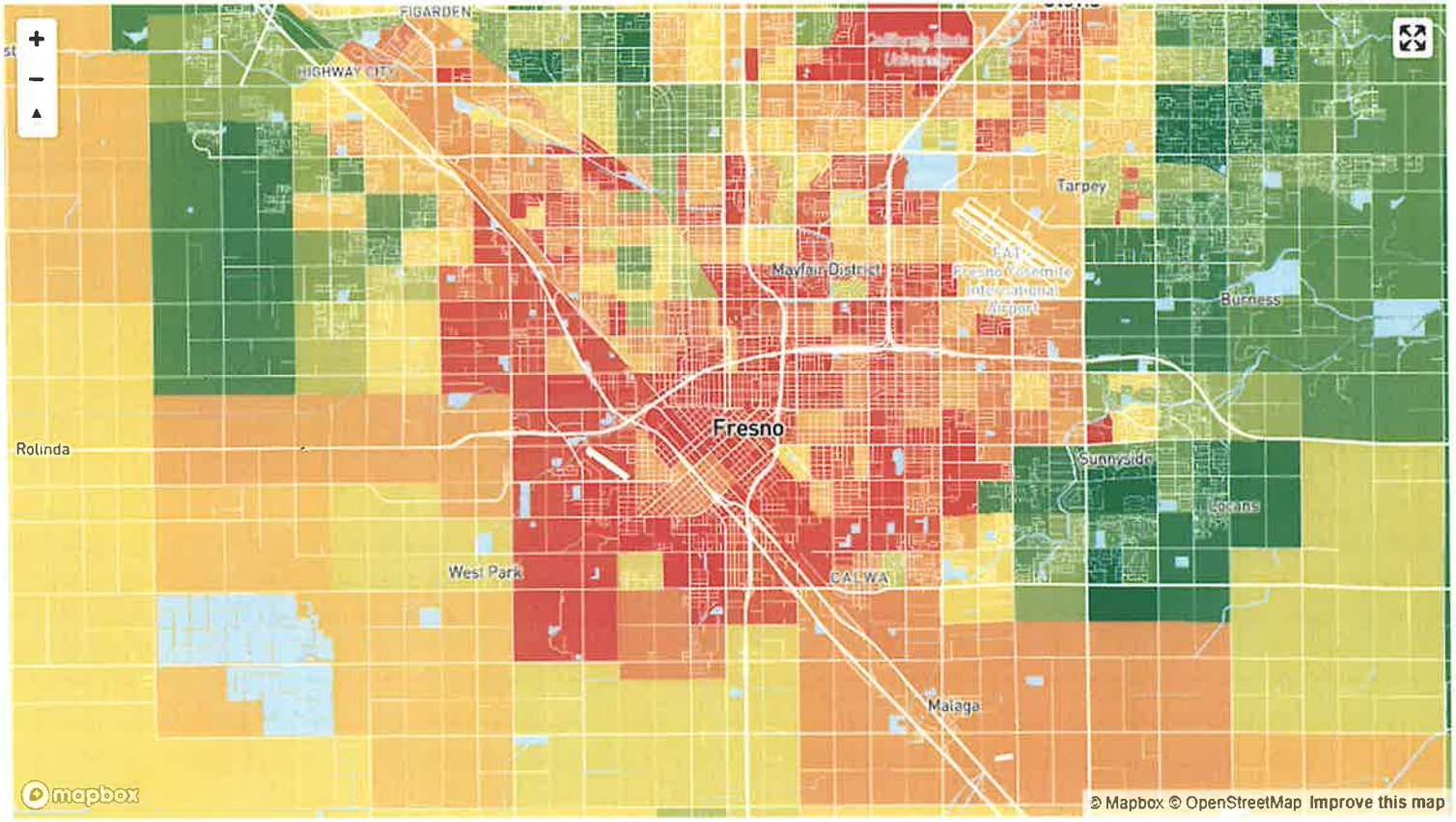
C

Fire Station 12
Response Area



https://bestneighborhood.org/household-income-central-fresno-ca/

Best Neighborhoods | **Household Income** | Politics | Rent Prices | Internet | More



Household Income Key

High	Average	Low

D

City of Fresno Fire Department:

Station 1 Rehabilitation of Interior Flooring and Exterior Siding

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
UNIT OF GOVERNMENT[1]

Part A, Section 1: General Information

Legal Name of the Unit of Government:
City of Fresno Fire Department

UEI Number:

Federal Tax ID Number:
94-6000338

Office Location:
Fresno, CA

Organization Website Address:
www.fresno.gov/fire

Director:
Billy Alcorn

E-mail Address:
billy.alcorn@fresno.gov

Manager:
Devin McGuire

E-mail Address:
devin.mcguire@fresno.gov

Financial Officer:
Yvonne Dedmore

E-mail Address:
yvonne.dedmore@fresno.gov

Principal Contact Person:	*Principal Contact's Title:*	*Principal Contact's Physical Address:*
Allison Covey	Divison Manager	911 H Street Fresno, CA 93721

Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
559-621-4005	559-978-2393	allison.covey@fresno.gov

Name of Authorized Signatory:
Allison Covey

Title of Authorized Signatory:
Divison Manager

Signature of Authorized Official:
Allison Covey

Date of Signature:
1/23/2026

Do you have an active registration with SAM.gov? ☐ Yes ☒ No
Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

[1] This document is for Units of local government. Non-profit organizations, please complete Part A: Non-Profit Organization Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

Part A, Section 2: Organizational Capacity and Management

Please provide key personnel information for HUD-funded projects:

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

Financial Management

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

Name: Yvonne Dedmore

Title: Business Manager

Phone/Email: 559-621-4004, yvonne.dedmore@fresno.gov

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☒ Yes ☐ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Has your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.

6) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☐ Yes ☒ No
If yes, please explain

Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?

7) ☐ Yes ☒ No

If yes, please explain

Part A, Section 3: Summary of Attached Applications:

Provide number and total dollar amount of applications by Application Type

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public and Community Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public Infrastructure and Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
4	$ 2,241,000.00

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
!Undefined Bookmark, NOAPPS43,noapps4)	**!Undefined Bookmark, REQ4)**

Required Attachments to Part A
Select all attachments included.

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

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

☐ **Part A, Exhibit 3** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

PY 2026-2027 APPLICATION
Infrastructure and Public Facility Improvements

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

   Project Name (10 words or less): Station 1 Rehibilitation of Interior Flooring and Exterior Siding

   Amount Requested: $ 550,000.00

   Provide a short description of the proposed project. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

We request grant funding to mitigate storm and water damage to the hose tower siding. The project includes replacing the siding, repairing the underlying laminate, painting, and restoring it to its original specifications.It also includes repairing the damaged floor in the station. The flooring is currently VCT that posed a trip hazard to the crew due to its age and deteroiation.

2. **Organizational Capacity**

   a. Describe the organization's experience with administering federally funded projects of this nature and staff skills necessary to deliver the proposed project.

Our organization has a proven track record of successfully managing grant funding, ensuring compliance, and delivering projects efficiently. We have effectively administered APRA funds, SHISCAP, SAFER, and AFG grants, utilizing them to enhance operations, infrastructure, and emergency response capabilities. Our team follows strict financial oversight, reporting protocols, and project management standards to ensure proper fund allocation and accountability. Past grant-funded projects have been completed on time and within budget, demonstrating our ability to maximize resources. We remain committed to responsible stewardship of funding to support our mission and community needs.

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

15+ Years

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

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

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, how it benefits low- and moderate-income individuals, and how this need take priority among competing needs:

Fixing the aging and deteriorating flooring will keep crews safer and allow them to maintain a cleaner station environment. This creates a safer and more sanitary workspace, directly benefiting the health and efficiency of emergency personnel. In addition, the proposed mitigation project will protect vital emergency operations equipment that is stored within the hose tower. This project will address storm and water damage by replacing the compromised siding, repairing the underlying laminate, and repainting the structure to restore it to its original specifications. These repairs are essential to maintaining the tower's structural integrity, preventing further deterioration, and ensuring long-term durability. The work will be completed using high-quality materials specifically chosen to withstand future weather conditions, thereby protecting this critical infrastructure. All work will be performed by qualified professionals in accordance with industry standards and local building codes. There are no additional funding sources available through the City due to ongoing budget shortfalls, making external support essential for the successful completion of this project.

b. The City's Analysis of Impediments to Fair Housing Choice includes areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook) that include some of the City's most vulnerable communities. Please select one of the following:

☒ The investment is not located within a RECAP

☐ The investment and its service area are located within RECAPs

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

The fire station is located within one of the city's low-income neighborhoods and serves as a vital resource for surrounding underserved areas. These communities often face increased risk due to older housing stock, limited access to healthcare, and higher incidences of fire-related emergencies. The station provides critical life-saving services to:

- Over 40,305 residents, many of whom live in economically disadvantaged neighborhoods and rely heavily on prompt emergency response due to limited personal resources.
- 1,112 local businesses, including many small, locally-owned operations that form the economic backbone of these communities and depend on uninterrupted operations and protection from fire hazards.
- 11,651 households, a significant portion of which are multi-family or low-income housing units where fire safety and emergency access are especially critical.

By maintaining a fully functional and safe fire station in this area, the project will directly enhance service delivery to populations with fewer alternatives for emergency support. Renovations will improve crew safety and operational efficiency, ensuring that the station remains a reliable resource for those who need it most.

☒ Service area map attached as exhibit A

d. Estimate the *annual* number of unduplicated persons expected to receive a direct benefit from the project:

40,000 unduplicated persons will receive a direct benefit from this project.

e. Select the proposed beneficiaries of the proposed project (select all that apply):

☐ Children and Youth

☐ Abused Children

☒ Older Adults (62 and older)

☒ Severely Disabled Adults

☒ Public Housing Residents

☐ Victims of Domestic Violence

☐ Illiterate Adults

☐ Migrant Farm Workers

☒ Low-Income Persons in General

☒ Homeless Individuals

☐ Persons at Risk of Homelessness

☐ Other (Specify:)

f. National Objective - Low-Income Area (LMA)
Infrastructure and Public Facility Improvements generally benefit residents within the defined service area. The service area must be primarily residential, and the participants receiving benefit from the improvement must primarily reside within the service area. If a portion of the participants receiving benefit from the improvement reside outside the service area, additional information about these participants may be required to qualify under Option 3: Low-Income Area.

☒ LMA map determination included as Exhibit B

g. Continuation of Use

Pursuant to 24 CFR 570.505, recipients receiving CDBG funds may not change the use or planned use of any property for which CDBG-funded improvements were made unless the recipient provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and the new use of such property qualifies as meeting one of the national objectives in §570.208 (formerly §570.901) and is not a building for the general conduct of government.

☒ The applicant agrees to comply with 24 CFR 570.505 and to consult with the Housing & Community Development Division prior to implementing any change of use for facilities improved with CDBG funds.

Please describe your unit's capacity to maintain the facility or improvements into the future.

Our unit has a strong operational foundation that supports the long term care, maintenance, and improvement of our facilities. While large, one time capital expenses can be challenging to absorb within our existing budget, we have well established systems and staffing that allow us to manage ongoing maintenance needs efficiently and responsibly.

We maintain an in house service team of more than twenty skilled staff members who are equipped to handle a wide range of routine and small scale maintenance tasks. This internal capacity significantly reduces response time, minimizes reliance on external contractors, and ensures that day to day upkeep remains consistent and cost effective. Because ongoing maintenance occurs at a predictable and manageable rate, our team is able to address issues proactively and preserve the overall condition of the facility.

For larger projects—such as major repairs, system upgrades, or capital improvements—we rely on supplemental funding and additional contracted manpower. These projects typically exceed the scope of our routine operational budget, but our team has a strong track record of coordinating with external partners, managing project timelines, and ensuring that improvements are completed to a high standard. With appropriate grant support, we can undertake these larger initiatives while continuing to maintain the facility's daily operations without interruption.

Overall, our combination of experienced in house staff, established maintenance processes, and the ability to scale through external partnerships positions us well to sustain the facility and protect the value of any improvements made through grant funding.

h. Detailed Narrative Description of Project
Describe the project in detail in the space below. Include any information about how the project has or will incorporate input from its anticipated beneficiaries. Limit description to the space provided on this and the next page.

This project focuses on essential repairs and upgrades to the fire station's hose tower and interior flooring—improvements that directly support the safety, readiness, and long term functionality of the facility. Over time, severe weather has damaged the exterior siding of the hose tower, compromising both its structural integrity and its ability to protect the equipment housed within it. Replacing the siding is critical to preventing further deterioration and ensuring that the tower remains fully operational for training, hose drying, and other core fire service functions.

In addition to the siding replacement, the project includes repainting the structure to protect it from future weather exposure and extend its lifespan. These improvements will not only restore the tower's durability but also enhance the overall appearance and professionalism of the station, reinforcing community confidence in their local emergency services.

Inside the building, the flooring has become outdated and worn from years of heavy use. Replacing it with modern, durable materials will create a safer and more functional environment for firefighters and staff. Updated flooring reduces slip hazards, improves cleanliness, and supports the demanding daily routines of emergency personnel who rely on a well maintained workspace to stay healthy and prepared.

Together, these upgrades strengthen the station's ability to serve the surrounding communities. A fire station that is structurally sound, safe, and efficiently designed ensures that firefighters can remain focused on their mission—responding quickly and effectively to emergencies. By investing in these improvements, the community helps safeguard the well being of its first responders and ensures that critical emergency services remain reliable, resilient, and ready when needed most.

i. Please attach any drawing or visual plans that have been drafted as an exhibit to this application.

☐ Drawings or visual plans are attached as exhibit

j. Collaboration
Briefly describe collaboration efforts the organization is making to ensure successful completion of the project to serve the overall needs of the beneficiaries.

Collaborating Organization	Description of Collaboration

4. Project Timeline and Budget

a. The City is interested in investments that provide benefit to residents in a timely manner (12 months) while balancing the need to maintain high standards of project delivery. Propose how the organization will address this need and describe the organization's history completing projects within established deadlines.

The proposed improvements are expected to be completed within an estimated 60–90 day timeline, depending on material availability and weather conditions. The project will begin with site preparation and removal of damaged siding, followed by installation of new exterior materials on the hose tower. Once the siding is secured, the structure will be primed and painted to ensure long term protection. In parallel, interior flooring replacement will be scheduled to minimize disruption to daily operations. This phased approach allows essential emergency services to remain fully functional throughout the project while ensuring each component is completed efficiently and safely.

Our department has a strong history of successfully managing facility upgrades and maintenance projects on site. Over the past several years, we have completed multiple improvements—including equipment bay repairs, roof maintenance, interior renovations, and safety system upgrades—each delivered within the approved budget and expected timeframe. This consistent performance is made possible by our experienced service staff, effective project planning, and a commitment to responsible stewardship of public resources.

By combining skilled in house labor with strategic use of outside contractors when needed, we maintain a high success rate in completing projects efficiently and cost effectively. This proven capability ensures that the proposed improvements will be executed with the same level of professionalism, fiscal responsibility, and attention to detail that our community has come to expect.

b. Describe how existing resources are insufficient to meet the needs of the proposed project.

While our department maintains a capable service staff and a well structured maintenance program, our existing resources are not adequate to meet the needs of this project. Routine upkeep and small scale repairs can be handled in house, but the scope of the proposed improvements—replacing weather damaged hose tower siding, repainting the structure, and installing new flooring—requires materials, equipment, and specialized labor that exceed our operational budget.

Large, one time capital expenses such as these are difficult to absorb within our annual maintenance allocation, which is designed to cover predictable, ongoing needs rather than major facility upgrades. The cost of high quality exterior siding, professional installation, and durable commercial grade flooring represents a level of expenditure that cannot be met without external support. Additionally, completing these improvements safely and efficiently requires skilled contractors and additional manpower beyond what our current staff can provide while still maintaining daily emergency response readiness.

Although our team is highly effective at managing smaller projects and has a strong track record of completing work on time and within budget, the scale and complexity of this project exceed the capacity of our existing resources. Grant funding is therefore essential to ensure that these critical improvements can be completed without compromising the department's operational capabilities or diverting funds from other essential public safety needs.

c. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the unit has received funding commitment letters, please attach as an exhibit to this application.

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

d. Activity Budget Summary

Please complete Exhibit A – Capital Budget Summary in Excel format.

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

An Exhibit B – Budget Narrative must also be completed to provide a brief explanation of the expenses included in the budget.

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

Attachments to Part B Application:

☐ EXHIBIT A – OPERATING BUDGET SUMMARY (NON-PROFITS or CITY DEPARTMENTS)

☐ EXHIBIT B – BUDGET NARRATIVE

Optional Additional Exhibits:

☐ EXHIBIT – DRAWINGS OR PLANS (IF AVAILABLE)

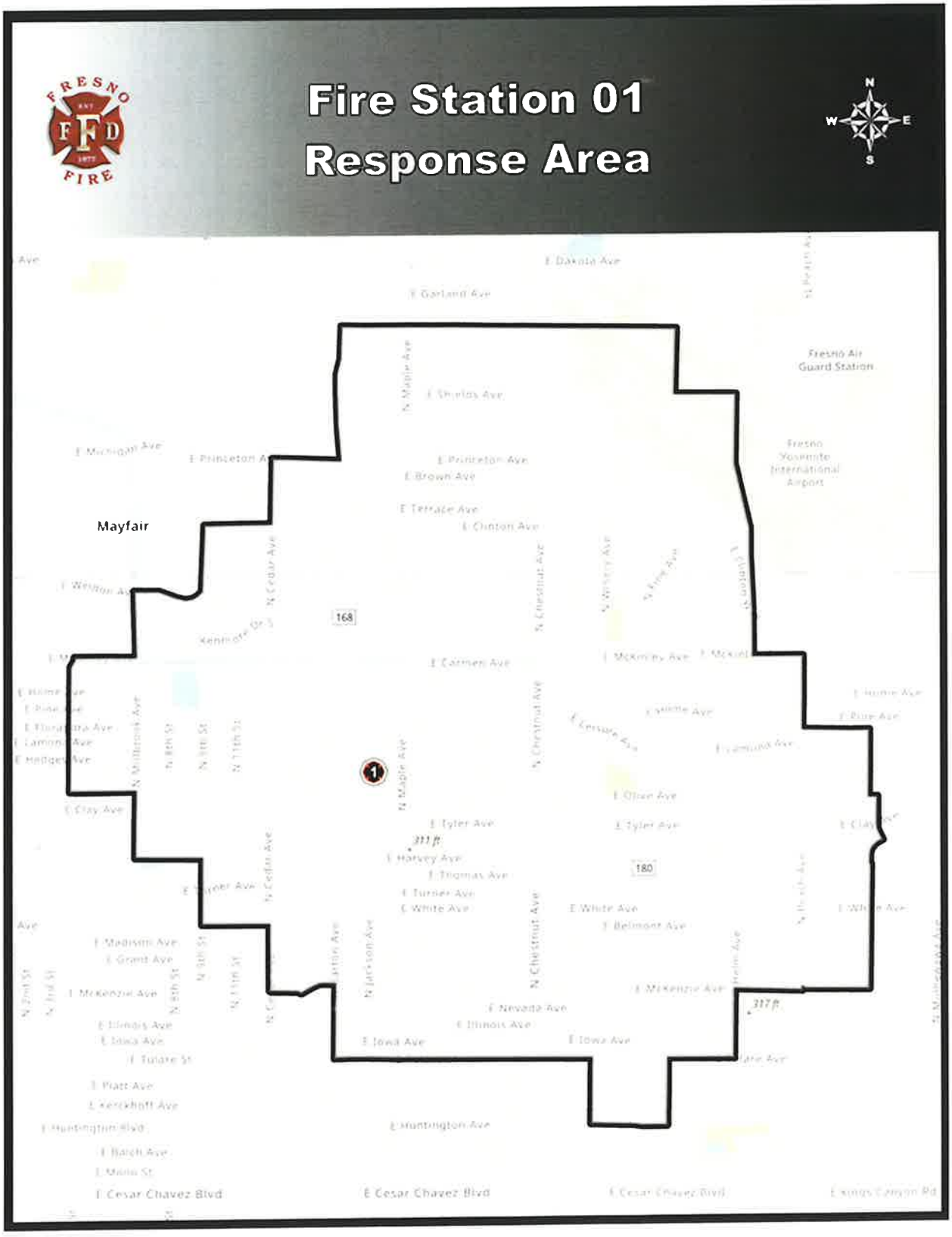
☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

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

☐ EXHIBIT – LMA MAP WITH SERVICE AREA IDENTIFIED (REQUIRED)

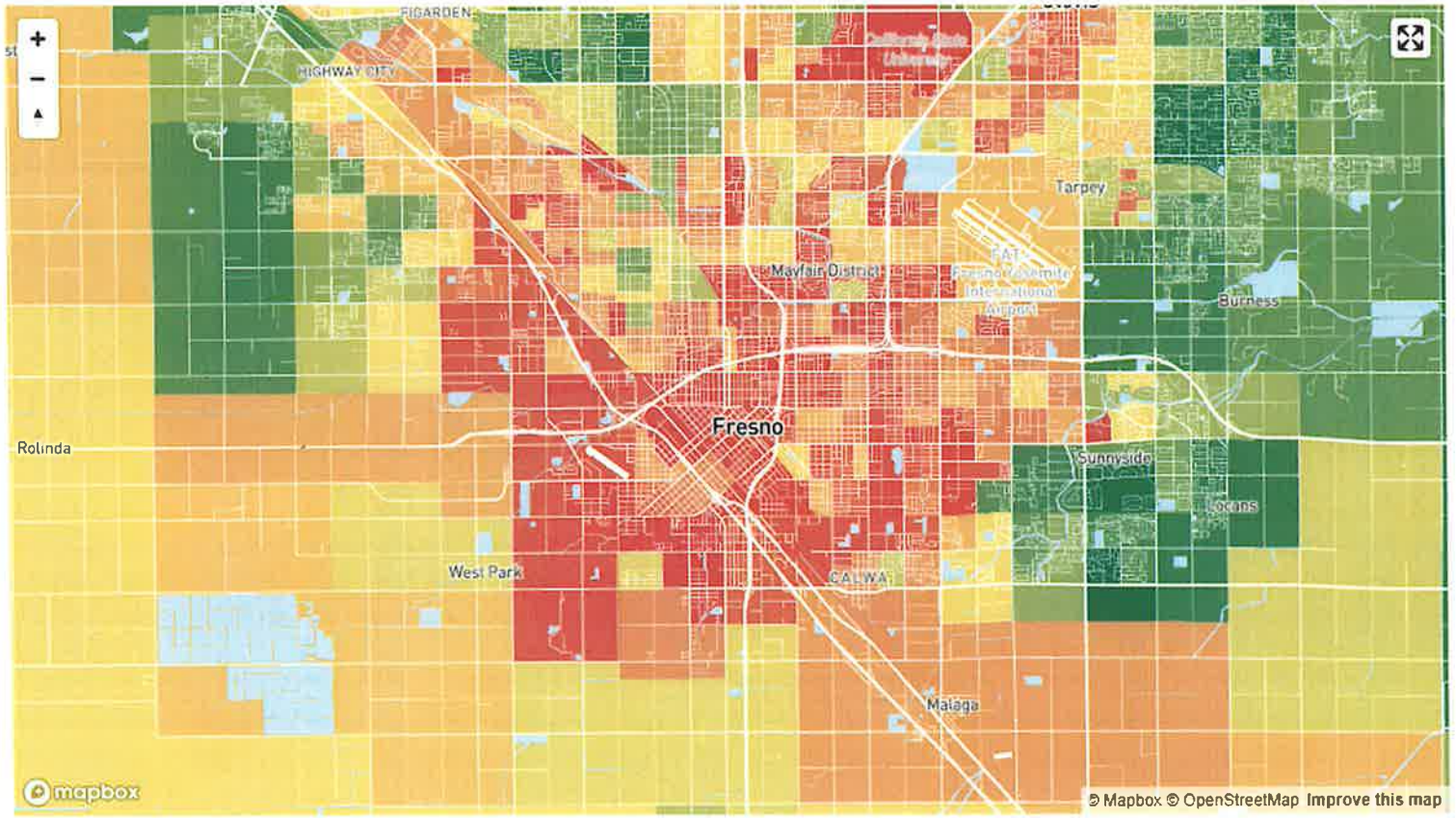
A

Fire Station 01 Response Area



https://bestneighborhood.org/household-income-central-fresno-ca/

Best Neighborhoods | Household Income | Politics | Rent Prices | Internet | More



Household Income Key

High | Average | Low

City of Fresno Fire Department:

Station 3 BC Office and Bedroom

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
UNIT OF GOVERNMENT[1]

Part A, Section 1: General Information

Legal Name of the Unit of Government:	
City of Fresno Fire Department	
UEI Number:	*Federal Tax ID Number:*
	94-6000338
Office Location:	*Organization Website Address:*
Fresno, CA	www.fresno.gov/fire
Director:	*E-mail Address:*
Billy Alcorn	billy.alcorn@fresno.gov
Manager:	*E-mail Address:*
Devin McGuire	devin.mcguire@fresno.gov
Financial Officer:	*E-mail Address:*
Yvonne Dedmore	yvonne.dedmore@fresno.gov

Principal Contact Person:	*Principal Contact's Title:*	*Principal Contact's Physical Address:*
Allison Covey	Divison Manager	911 H Street Fresno, CA 93721
Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
559-621-4005	559-978-2393	allison.covey@fresno.gov

Name of Authorized Signatory:	*Title of Authorized Signatory:*
Allison Covey	*Divison Manager*
Signature of Authorized Official:	*Date of Signature:*
Allison Covey	*1/23/2026*

Do you have an active registration with SAM.gov? ☐ Yes ☒ No
Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

[1] This document is for Units of local government. Non-profit organizations, please complete Part A: Non-Profit Organization Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

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

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

Financial Management

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

Name: Yvonne Dedmore
Title: Business Manager
Phone/Email: 559-621-4004, yvonne.dedmore@fresno.gov

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☒ Yes ☐ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Has your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.

6) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☐ Yes ☒ No
If yes, please explain

Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?

7) ☐ Yes ☒ No

If yes, please explain

Part A, Section 3: Summary of Attached Applications:

Provide number and total dollar amount of applications by Application Type

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public and Community Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public Infrastructure and Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
4	$ 2,241,000.00

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
!Undefined Bookmark, NOAPPS43,noapps4)	**!Undefined Bookmark, REQ4)**

Required Attachments to Part A
Select all attachments included.

- ☐ **Part A, Exhibit 1** – List of Directors and Officers by Corporate Title and Name (Required)
- ☐ **Part A, Exhibit 2** – Most Recent Audited Financial Statement (Required)
- ☐ **Part A, Exhibit 3** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

PY 2026-2027 APPLICATION
Infrastructure and Public Facility Improvements

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

   Project Name (10 words or less): Station 3 BC Office & Bedroom Renovation

   Amount Requested: $ 662,860.00

   Provide a short description of the proposed project. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

This project involves renovating an existing office space to create a functional and efficient Battalion Chief (BC) office, along with an adjoining bedroom and bathroom. The upgraded space will support 24-hour operations by providing a dedicated workspace for the Battalion Chief and on-site accommodations for rest during shifts for emergency responses. The renovation will improve operational readiness, enhance leadership presence, and support the health and efficiency of fire service personnel in the community.

2. **Organizational Capacity**

   a. Describe the organization's experience with administering federally funded projects of this nature and staff skills necessary to deliver the proposed project.

Our organization has a proven track record of successfully managing grant funding, ensuring compliance, and delivering projects efficiently. We have effectively administered SAFER, PF&S and AFG grants, utilizing them to enhance operations, infrastructure, and emergency response capabilities. Our team follows strict financial oversight, reporting protocols, and project management standards to ensure proper fund allocation and accountability. Past grant-funded projects have been completed on time and within budget, demonstrating our ability to maximize resources. We remain committed to responsible stewardship of funding to support our mission and community needs.

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

15+ Years

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

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

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, how it benefits low- and moderate-income individuals, and how this need take priority among competing needs:

The Battalion Chief (BC) is a critical leadership position responsible for overseeing emergency operations, supervising personnel, and coordinating multi-agency responses across the district. To effectively perform these duties—particularly during 48-hour shifts—a dedicated, functional space is essential for operational coordination, rest, and readiness.

The current space designated for this role is insufficient. It is presently used by an Engineer and not designed to support the demands of a BC's role. Located on a busy street, the space is subject to frequent noise disruptions, making it difficult to rest during overnight hours. Additionally, it lacks the privacy, functionality, and infrastructure needed to support incident command operations, administrative work, and secure communications.

To better serve the needs of the local community and ensure 24-hour operational leadership, this project proposes to renovate the existing space to properly house a Battalion Chief during their 48-hour shift. This includes creating a dedicated office, sleeping quarters, and a private bathroom—all designed to support uninterrupted rest, immediate response capabilities, and sustained command presence. The renovation will enhance service reliability, improve leadership readiness, and ensure the BC can effectively support public safety at all times.

b. The City's Analysis of Impediments to Fair Housing Choice includes areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook) that include some of the City's most vulnerable communities. Please select one of the following:

☐ The investment is not located within a RECAP

☒ The investment and its service area are located within RECAPs

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

The fire station is located within one of the city's low-income neighborhoods and serves as a vital resource for surrounding underserved areas. These communities often face increased risk due to older housing stock, limited access to healthcare, and higher incidences of fire-related emergencies. The station provides critical life-saving services to:

- Over 25,000 residents, many of whom live in economically disadvantaged neighborhoods and rely heavily on prompt emergency response due to limited personal resources.
- 1,600 local businesses, including many small, locally-owned operations that form the economic backbone of these communities and depend on uninterrupted operations and protection from fire hazards.
- 7,400 households, a significant portion of which are multi-family or low-income housing units where fire safety and emergency access are especially critical.

By maintaining a fully functional and safe fire station in this area, the project will directly enhance service delivery to populations with fewer alternatives for emergency support. Renovations will improve crew safety and operational efficiency, ensuring that the station remains a reliable resource for those who need it most

☒ Service area map attached as exhibit A

d. Estimate the *annual* number of unduplicated persons expected to receive a direct benefit from the project:

   25,000 unduplicated persons will receive a direct benefit from this project.

e. Select the proposed beneficiaries of the proposed project (select all that apply):

   ☐ Children and Youth

   ☐ Abused Children

☒ Older Adults (62 and older)

☒ Severely Disabled Adults

☒ Public Housing Residents

☐ Victims of Domestic Violence

☐ Illiterate Adults

☐ Migrant Farm Workers

☒ Low-Income Persons in General

☒ Homeless Individuals

☒ Persons at Risk of Homelessness

☐ Other (Specify:)

f. National Objective - Low-Income Area (LMA)
Infrastructure and Public Facility Improvements generally benefit residents within the defined service area. The service area must be primarily residential, and the participants receiving benefit from the improvement must primarily reside within the service area. If a portion of the participants receiving benefit from the improvement reside outside the service area, additional information about these participants may be required to qualify under Option 3: Low-Income Area.

☒ LMA map determination included as Exhibit B

g. Continuation of Use

Pursuant to 24 CFR 570.505, recipients receiving CDBG funds may not change the use or planned use of any property for which CDBG-funded improvements were made unless the recipient provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and the new use of such property qualifies as meeting one of the national objectives in §570.208 (formerly §570.901) and is not a building for the general conduct of government.

☒ The applicant agrees to comply with 24 CFR 570.505 and to consult with the Housing & Community Development Division prior to implementing any change of use for facilities improved with CDBG funds.

Please describe your unit's capacity to maintain the facility or improvements into the future.

Our unit has a strong operational foundation that supports the long term care, maintenance, and improvement of our facilities. While large, one time capital expenses can be challenging to absorb within our existing budget, we have well established systems and staffing that allow us to manage ongoing maintenance needs efficiently and responsibly.

We maintain an in house service team of more than twenty skilled staff members who are equipped to handle a wide range of routine and small scale maintenance tasks. This internal capacity significantly reduces response time, minimizes reliance on external contractors, and ensures that day to day upkeep remains consistent and cost effective. Because ongoing maintenance occurs at a predictable and manageable rate, our team is able to address issues proactively and preserve the overall condition of the facility.

For larger projects—such as major repairs, system upgrades, or capital improvements—we rely on supplemental funding and additional contracted manpower. These projects typically exceed the scope of our routine operational budget, but our team has a strong track record of coordinating with external partners, managing project timelines, and ensuring that improvements are completed to a high standard. With appropriate grant support, we can undertake these larger initiatives while continuing to maintain the facility's daily operations without interruption.

Overall, our combination of experienced in house staff, established maintenance processes, and the ability to scale through external partnerships positions us well to sustain the facility and protect the value of any improvements made through grant funding.

h. Detailed Narrative Description of Project
Describe the project in detail in the space below. Include any information about how the project has or will incorporate input from its anticipated beneficiaries. Limit description to the space provided on this and the next page.

This project seeks to renovate an existing space currently occupied by an Engineer into a dedicated Battalion Chief (BC) facility located downtown. The renovation will create a private office, sleeping quarters, and a bathroom tailored to support the BC's operational and rest needs during 48-hour shifts. Establishing this space downtown is critical to ensuring rapid leadership response to incidents in the area.

Currently, the BC does not have a designated space downtown. The only available room is currently used by an Engineer and lacks the infrastructure and privacy necessary for command operations. Compounding this challenge, recent high-speed railroad closures have increasingly complicated access to the downtown area from other locations, delaying BC arrival and response times to critical incidents. Having a fully equipped BC office downtown will significantly improve emergency response efficiency and command presence.

The renovation will include:

- Battalion Chief Office: A secure, sound-insulated office designed for effective incident command, communications, and administrative work.

- Sleeping Quarters: A quiet, private bedroom enabling the BC to rest adequately during extended shifts or prolonged incidents.

- Private Bathroom: A fully equipped bathroom to support hygiene needs during 48-hour shifts, promoting health and readiness.

This renovation will address current operational limitations by providing a dedicated on-site leadership facility downtown. It will improve the BC's ability to arrive quickly, coordinate emergency responses, and remain on-site as needed—critical factors in a high-traffic area with frequent transportation disruptions.

While station personnel can maintain the facility post-renovation, limited capital funds necessitate seeking grant assistance to complete this essential upgrade. This project represents a strategic investment in public safety infrastructure, ensuring leadership can respond swiftly and effectively despite increasing transportation challenges.

i. Please attach any drawing or visual plans that have been drafted as an exhibit to this application.

☐ Drawings or visual plans are attached as exhibit

j. Collaboration
Briefly describe collaboration efforts the organization is making to ensure successful completion of the project to serve the overall needs of the beneficiaries.

Collaborating Organization	Description of Collaboration

4. Project Timeline and Budget

a. The City is interested in investments that provide benefit to residents in a timely manner (12 months) while balancing the need to maintain high standards of project delivery. Propose how the organization will address this need and describe the organization's history completing projects within established deadlines.

Our organization is committed to completing this project within 12 months while ensuring high standards of quality and efficiency. A detailed project timeline will be established, outlining key milestones for procurement, demolition, repairs, painting, and final inspections. We will engage experienced contractors with a proven track record in similar projects to ensure timely and professional completion. Strict oversight and project management protocols will be implemented to monitor progress, address any challenges promptly, and maintain compliance with industry standards and local regulations. By adhering to this structured approach, we will deliver a high-quality project that provides immediate and lasting benefits to the community.

b. Describe how existing resources are insufficient to meet the needs of the proposed project.

While our department maintains a capable service staff and a well structured maintenance program, our existing resources are not adequate to meet the needs of this project. Routine upkeep and small scale repairs can be handled in house, but the scope of the proposed improvements—replacing weather damaged hose tower siding, repainting the structure, and installing new flooring—requires materials, equipment, and specialized labor that exceed our operational budget.

Large, one time capital expenses such as these are difficult to absorb within our annual maintenance allocation, which is designed to cover predictable, ongoing needs rather than major facility upgrades. The cost of high quality exterior siding, professional installation, and durable commercial grade flooring represents a level of expenditure that cannot be met without external support. Additionally, completing these improvements safely and efficiently requires skilled contractors and

additional manpower beyond what our current staff can provide while still maintaining daily emergency response readiness.

Although our team is highly effective at managing smaller projects and has a strong track record of completing work on time and within budget, the scale and complexity of this project exceed the capacity of our existing resources. Grant funding is therefore essential to ensure that these critical improvements can be completed without compromising the department's operational capabilities or diverting funds from other essential public safety needs.

c. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the unit has received funding commitment letters, please attach as an exhibit to this application.

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

d. Activity Budget Summary

Please complete Exhibit A – Capital Budget Summary in Excel format.

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

An Exhibit B – Budget Narrative must also be completed to provide a brief explanation of the expenses included in the budget.

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

Attachments to Part B Application:

☐ EXHIBIT A – OPERATING BUDGET SUMMARY (NON-PROFITS or CITY DEPARTMENTS)

☐ EXHIBIT B – BUDGET NARRATIVE

Optional Additional Exhibits:

☐ EXHIBIT – DRAWINGS OR PLANS (IF AVAILABLE)

☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

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

☐ EXHIBIT – LMA MAP WITH SERVICE AREA IDENTIFIED (REQUIRED)

CITY OF FRESNO
INFRASTRUCTURE & PUBLIC FACILITY IMPROVEMENTS BUDGET SUMMARY (City Departments)

Budgeted Category	City of Fresno CDBG	Other Federal Funds	State Funds	Local Funds	Private Funds (List Source)	Other (List Source)	Total Cost
Direct Costs							
Employee Services	$ 59,200.00						
Professional Technical Services	$ 20,000.00						
Property Services	$ -						
Other: (Specify)	$ 6,200.00						
Supplies	$ -						
Land Acquisition	$ -						-
Building Acquisition	$ -						-
Improvements	$ -						-
Equipment	$ -						-
Furniture/Fixtures	$ -						-
Planning/Project Development	$ 28,000.00						28,000.00
Engineering/Design	$ 72,600.00						72,600.00
Contract Construction	$ 325,000.00						325,000.00
Relocation	$ -						-
Other: (Specify)	$ -						-
Other: (Specify)	$ -						-
Interdepartmental Charges	$ 32,900.00						
Contingencies	$ 32,500.00						
TOTAL DIRECT COSTS	$ 576,400.00	$ -	$ -	$ -	$ -	$ -	$ 425,600.00
Indirect Costs							
Approved Indirect Cost Rate							
De minimus 15% Rate	$ 86,460.00						
TOTAL INDIRECT COSTS	$ 86,460.00						
GRAND TOTAL	$ 662,860.00	$ -	$ -	$ -	$ -	$ -	$ 425,600.00

Please revise this form and annotate budget items as needed

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

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.
Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary.

This project includes expenses for project management, architectural design, and contract construction.

Employee Services includes permanent salaries and benefits for City positions involved in project and construction management throughout the life of the project.

Professional Technical Services includes specialized environmental services which may be required to investigate the potential existance of lead based paint or asbestos.

Other ($6,200) includes expenditures related to printing plans and bid advertisement.

Planning/Project Development includes CEQA filing fees, City of Fresno permit fees, and potential SJVAPCD fees.

Engineering/Design includes professional architectural consultant services fees for engineering and design and construction administration.

Contract Construction includes the estimated hard construction costs that would be awarded to a general contractor, excluding contingencies.

Interdepartmental Charges include City Attorney, Purchasing Department, and Capital Projects Department overhead expenses.

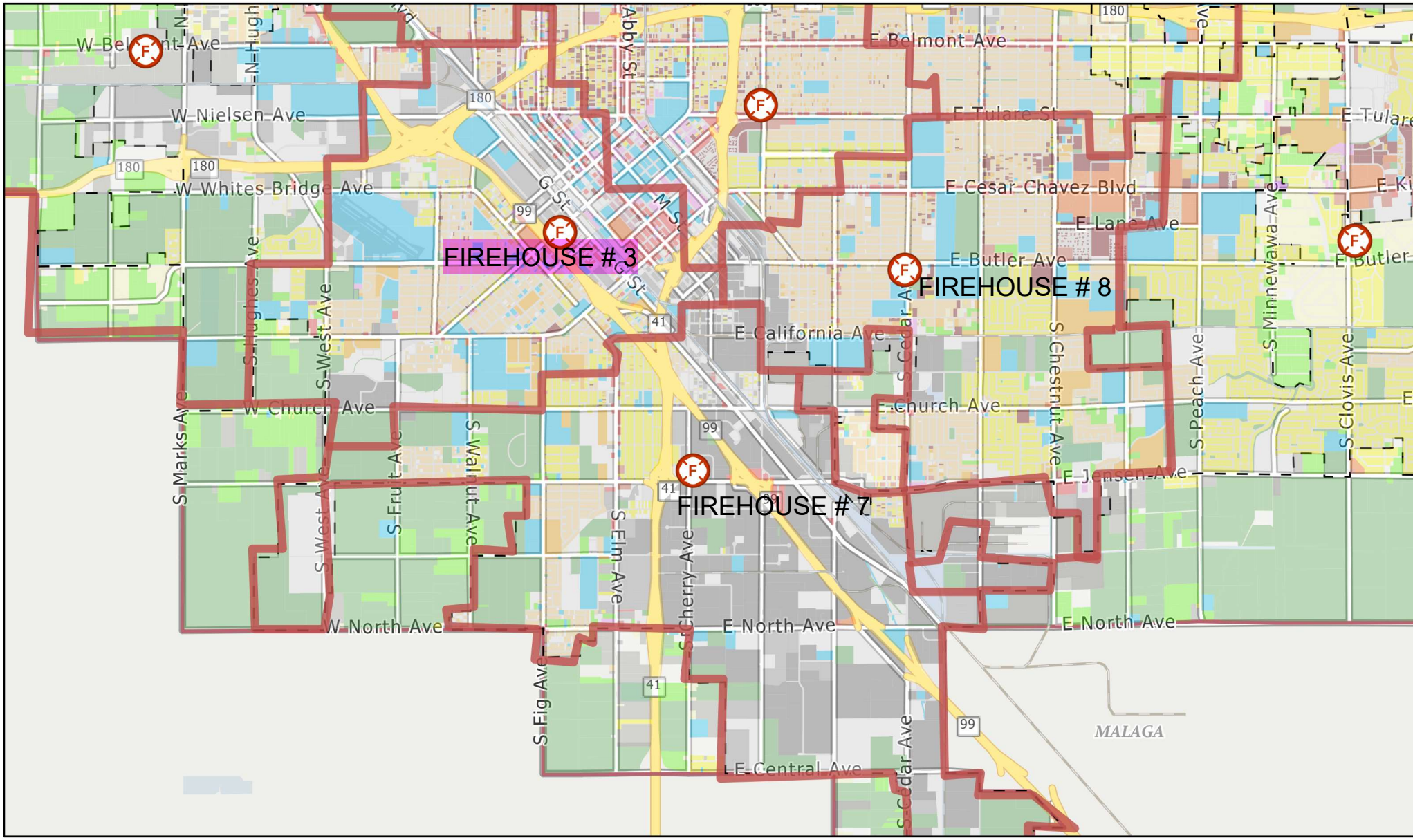
Contingencies includes 10% of Contract Construction costs.

Total Direct Costs for the project are estimated at $576,400.00

The budget summary includes a de minimus 15% rate.

The Grand Total project cost is estimated at $662,860.00

Fire House Residential Composition



11/4/2024, 3:35:20 PM

1:72,224

0 0.5 1 2 mi

0 0.75 1.5 3 km

Lines
- Override 1
- Override 2

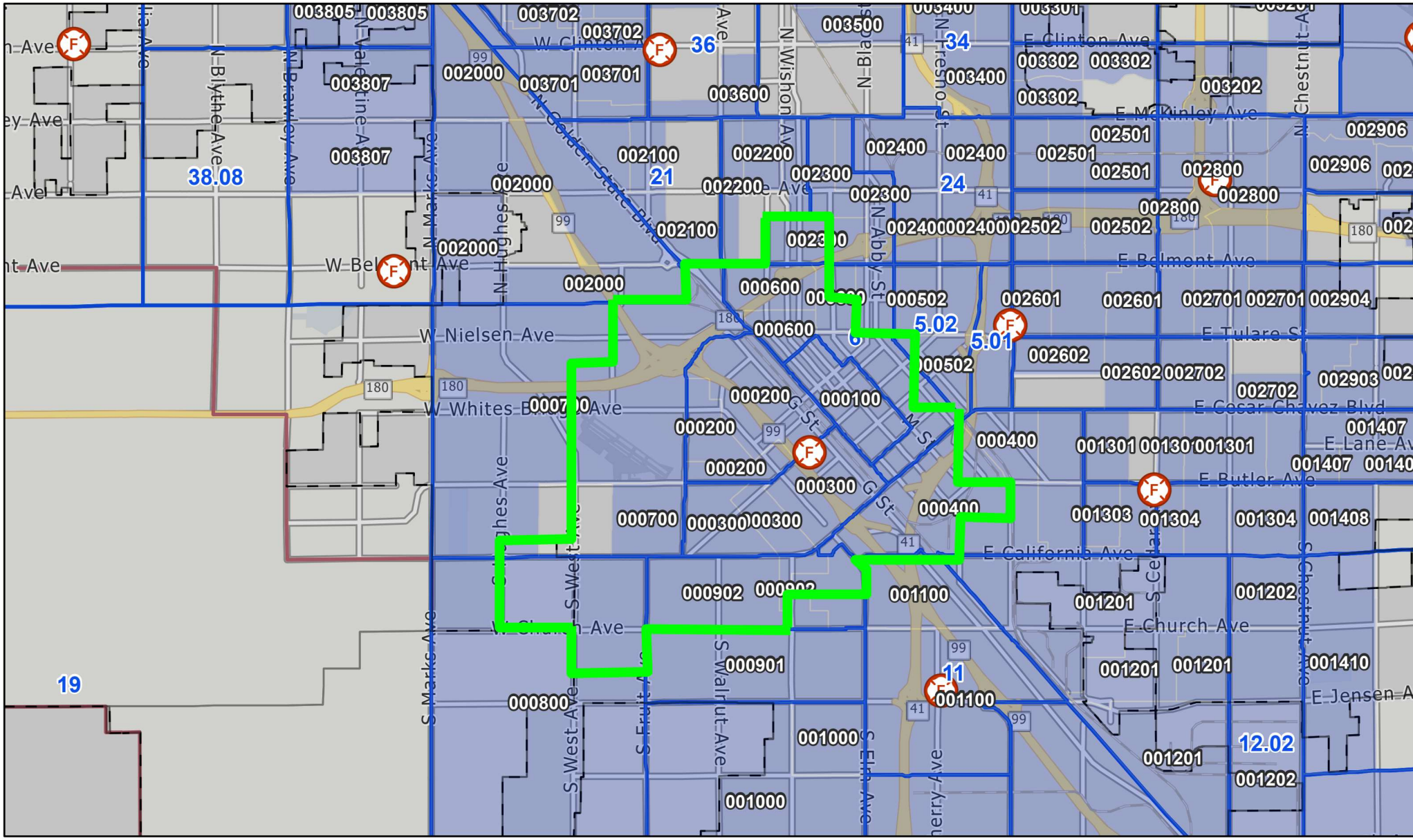
Fire Stations

Existing Land Use
- low density residential
- medium low density residential
- medium density residential
- medium high density residential
- mobile home park
- high density residential; residential urban neighborhood
- high density residential; residential urban neighborhood
- rural residential
- corridor - center mixed use
- community commercial
- commercial/commercial-recreational
- general heavy commercial
- neighborhood center
- neighborhood commercial
- regional commercial
- office commercial
- professional services office commercial
- light industrial
- heavy industrial
- open space
- open space recreational use/clear zone
- open space/ag
- open space/canal
- open space/community park
- open space/golf course
- open space/neighborhood park
- open space/recreational park
- open space/recreational use
- open space/regional park
- planned trail
- ponding basin
- ponding basin/park
- airport
- commercial/mixed use (central area)
- community activity center
- cemetery
- church
- college
- convalescent hospital
- convention center
- elementary school
- fairgounds
- fire station
- government offices
- high school
- high speed rail
- hospital
- medical center
- middle school
- military
- municipal service center
- pg&e substation
- post office
- public facility
- public facility/court house
- public facility/other

Fire House #7 primarily industrial - not eligible.

ArcGIS Web Ap

Fire Station # 3



9/30/2024, 5:17:15 PM

1:72,224

0 0.5 1 2 mi

0 0.75 1.5 3 km

- Census 2010 Tracts
- Override 1
- Fire Stations
- Fire Districts
- CDBG Areas 2019 - 2024

ArcGIS Web Ap

2011-2015 Census: Low to Moderate Income Data by Block Group

TRACT	BLOCK GROUP	LOW/MOD	RESIDENTS	LMI %
0100	1	475	555	85.59%
0200	1	910	1000	91.00%
0200	2	790	900	87.78%
0200	3	1105	1280	86.33%
0300	1	560	1040	53.85%
0300	2	1050	1380	76.09%
0300	3	675	790	85.44%
0400	3	995	1265	78.66%
0400	4	675	1115	60.54%
0600	1	365	615	59.35%
0600	2	595	650	91.54%
0600	3	1840	2020	91.09%
0600	4	1515	1515	100.00%
0700	1	175	560	31.25%
0700	2	1000	1790	55.87%
0700	3	925	1405	65.84%
0800	1	825	1125	73.33%
0902	1	790	1235	63.97%
0902	2	1880	2135	88.06%
0902	3	1115	1455	76.63%
11.00	2	990	1240	79.84%
12.01	1	515	635	81.10%
23.00	3	1085	1365	79.49%
		20850	27070	77%

City of Fresno Fire Department:

Station 3 Security Fence

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
UNIT OF GOVERNMENT[1]

Part A, Section 1: General Information

Legal Name of the Unit of Government:	
City of Fresno Fire Department	
UEI Number:	*Federal Tax ID Number:*
	94-6000338
Office Location:	*Organization Website Address:*
Fresno, CA	www.fresno.gov/fire
Director:	*E-mail Address:*
Billy Alcorn	billy.alcorn@fresno.gov
Manager:	*E-mail Address:*
Devin McGuire	devin.mcguire@fresno.gov
Financial Officer:	*E-mail Address:*
Yvonne Dedmore	yvonne.dedmore@fresno.gov

Principal Contact Person:	*Principal Contact's Title:*	*Principal Contact's Physical Address:*
Allison Covey	Divison Manager	911 H Street Fresno, CA 93721
Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
559-621-4005	559-978-2393	allison.covey@fresno.gov

Name of Authorized Signatory:	*Title of Authorized Signatory:*
Allison Covey	*Divison Manager*
Signature of Authorized Official:	*Date of Signature:*
Allison Covey	*1/23/2026*

Do you have an active registration with SAM.gov? ☐ Yes ☒ No
Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

[1] This document is for Units of local government. Non-profit organizations, please complete Part A: Non-Profit Organization Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

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

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

Financial Management

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

Name: Yvonne Dedmore
Title: Business Manager
Phone/Email: 559-621-4004, yvonne.dedmore@fresno.gov

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☒ Yes ☐ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Has your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.

6) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☐ Yes ☒ No
If yes, please explain

Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?

7) ☐ Yes ☒ No

If yes, please explain

Part A, Section 3: Summary of Attached Applications:

Provide number and total dollar amount of applications by Application Type

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public and Community Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public Infrastructure and Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
4	$ 2,241,000.00

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
!Undefined Bookmark, NOAPPS43,noapps4)	**!Undefined Bookmark, REQ4)**

Required Attachments to Part A
Select all attachments included.

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

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

☐ **Part A, Exhibit 3** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

PY 2026-2027 APPLICATION
Infrastructure and Public Facility Improvements

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

   Project Name (10 words or less): Station 3 Security Fence

   Amount Requested: $ 376,625.00

   Provide a short description of the proposed project. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

We request grant funding to install a 10' security fence around Station 3 to enhance safety, prevent unauthorized access, and reduce theft. This project will protect critical emergency response equipment and personnel while ensuring a secure environment for continued public service. Your support will help safeguard the station and maintain operational readiness for the community.

2. **Organizational Capacity**

   a. Describe the organization's experience with administering federally funded projects of this nature and staff skills necessary to deliver the proposed project.

Our organization has a proven track record of successfully managing grant funding, ensuring compliance, and delivering projects efficiently. We have effectively administered SAFER, PF&S and AFG grants, utilizing them to enhance operations, infrastructure, and emergency response capabilities. Our team follows strict financial oversight, reporting protocols, and project management standards to ensure proper fund allocation and accountability. Past grant-funded projects have been completed on time and within budget, demonstrating our ability to maximize resources. We remain committed to responsible stewardship of funding to support our mission and community needs.

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

15+ Years

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

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

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, how it benefits low- and moderate-income individuals, and how this need take priority among competing needs:

This proposal addresses the urgent need for enhanced security at Station 3 due to ongoing trespassing, theft, and safety concerns caused by unauthorized access, particularly from the unhoused population. Existing resources, such as on site personnel and periodic law enforcement patrols, have proven insufficient in preventing incidents that compromise station security and disrupt emergency response operations. Without a secure perimeter, valuable equipment remains vulnerable to theft and damage, and personnel face increased safety risks. Installing a 10' security fence is a necessary measure to provide a long-term solution, ensuring the protection of critical resources and maintaining uninterrupted emergency services for the community.

b. The City's Analysis of Impediments to Fair Housing Choice includes areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook) that include some of the City's most vulnerable communities. Please select one of the following:

☐ The investment is not located within a RECAP

☒ The investment and its service area are located within RECAPs

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

The fire station is located within one of the city's low-income neighborhoods and serves as a vital resource for surrounding underserved areas. These communities often face increased risk due to older housing stock, limited access to healthcare, and higher incidences of fire-related emergencies. The station provides critical life-saving services to:

- Over 25,000 residents, many of whom live in economically disadvantaged neighborhoods and rely heavily on prompt emergency response due to limited personal resources.
- 1,600 local businesses, including many small, locally-owned operations that form the economic backbone of these communities and depend on uninterrupted operations and protection from fire hazards.
- 7,400 households, a significant portion of which are multi-family or low-income housing units where fire safety and emergency access are especially critical.

By maintaining a fully functional and safe fire station in this area, the project will directly enhance service delivery to populations with fewer alternatives for emergency support. Renovations will improve crew safety and operational efficiency, ensuring that the station remains a reliable resource for those who need it most.

☒ Service area map attached as exhibit A

d. Estimate the *annual* number of unduplicated persons expected to receive a direct benefit from the project:

25,000 unduplicated persons will receive a direct benefit from this project.

e. Select the proposed beneficiaries of the proposed project (select all that apply):

☐ Children and Youth

☐ Abused Children

☒ Older Adults (62 and older)

☒ Severely Disabled Adults

☒ Public Housing Residents

☐ Victims of Domestic Violence

☐ Illiterate Adults

☐ Migrant Farm Workers

☒ Low-Income Persons in General

☒ Homeless Individuals

☒ Persons at Risk of Homelessness

☐ Other (Specify:)

f. National Objective - Low-Income Area (LMA)
Infrastructure and Public Facility Improvements generally benefit residents within the defined service area. The service area must be primarily residential, and the participants receiving benefit from the improvement must primarily reside within the service area. If a portion of the participants receiving benefit from the improvement reside outside the service area, additional information about these participants may be required to qualify under Option 3: Low-Income Area.

☒ LMA map determination included as Exhibit B

g. Continuation of Use

Pursuant to 24 CFR 570.505, recipients receiving CDBG funds may not change the use or planned use of any property for which CDBG-funded improvements were made unless the recipient provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and the new use of such property qualifies as meeting one of the national objectives in §570.208 (formerly §570.901) and is not a building for the general conduct of government.

☒ The applicant agrees to comply with 24 CFR 570.505 and to consult with the Housing & Community Development Division prior to implementing any change of use for facilities improved with CDBG funds.

Please describe your unit's capacity to maintain the facility or improvements into the future.

Our unit has a strong operational foundation that supports the long term care, maintenance, and improvement of our facilities. While large, one time capital expenses can be challenging to absorb within our existing budget, we have well established systems and staffing that allow us to manage ongoing maintenance needs efficiently and responsibly.

We maintain an in house service team of more than twenty skilled staff members who are equipped to handle a wide range of routine and small scale maintenance tasks. This internal capacity significantly reduces response time, minimizes reliance on external contractors, and ensures that day to day upkeep remains consistent and cost effective. Because ongoing maintenance occurs at a predictable and manageable rate, our team is able to address issues proactively and preserve the overall condition of the facility.

For larger projects—such as major repairs, system upgrades, or capital improvements—we rely on supplemental funding and additional contracted manpower. These projects typically exceed the scope of our routine operational budget, but our team has a strong track record of coordinating with external partners, managing project timelines, and ensuring that improvements are completed to a high standard. With appropriate grant support, we can undertake these larger initiatives while continuing to maintain the facility's daily operations without interruption.

Overall, our combination of experienced in house staff, established maintenance processes, and the ability to scale through external partnerships positions us well to sustain the facility and protect the value of any improvements made through grant funding.

h. Detailed Narrative Description of Project
Describe the project in detail in the space below. Include any information about how the project has or will incorporate input from its anticipated beneficiaries. Limit description to the space provided on this and the next page.

The proposed project involves the installation of a 10' security fence around Station 3 to address ongoing security concerns, including unauthorized access, theft, and disruptions to emergency operations. The fence will be constructed using durable, weather-resistant materials and will fully enclose the station's perimeter, incorporating secure entry points for authorized personnel and emergency vehicles. This enhancement will protect critical fire department equipment, improve the safety of first responders, and ensure uninterrupted emergency response capabilities.

Input from key stakeholders, including emergency personnel, city officials, and community members, has been instrumental in shaping this project. First responders have reported ongoing security threats that hinder their ability to operate safely and efficiently, reinforcing the need for a physical barrier. Additionally, local residents have expressed concerns about the safety of emergency personnel and the potential impact of station disruptions on response times. By incorporating this feedback, the project will directly address these concerns and provide a long-term security solution that benefits both emergency responders and the community they serve.

i. Please attach any drawing or visual plans that have been drafted as an exhibit to this application.

☐ Drawings or visual plans are attached as exhibit

j. Collaboration
Briefly describe collaboration efforts the organization is making to ensure successful completion of the project to serve the overall needs of the beneficiaries.

Collaborating Organization	Description of Collaboration

4. Project Timeline and Budget

a. The City is interested in investments that provide benefit to residents in a timely manner (12 months) while balancing the need to maintain high standards of project delivery. Propose how the organization will address this need and describe the organization's history completing projects within established deadlines.

Our organization is committed to completing this project within 12 months while ensuring high standards of quality and efficiency. A detailed project timeline will be established, outlining key milestones for procurement, demolition, repairs, painting, and final inspections. We will engage experienced contractors with a proven track record in similar projects to ensure timely and professional completion. Strict oversight and project management protocols will be implemented to monitor progress, address any challenges promptly, and maintain compliance with industry standards and local regulations. By adhering to this structured approach, we will deliver a high-quality project that provides immediate and lasting benefits to the community.

b. Describe how existing resources are insufficient to meet the needs of the proposed project.

While our department maintains a capable service staff and a well structured maintenance program, our existing resources are not adequate to meet the needs of this project. Routine upkeep and small scale repairs can be handled in house, but the scope of the proposed improvements—replacing weather damaged hose tower siding, repainting the structure, and installing new flooring—requires materials, equipment, and specialized labor that exceed our operational budget.

Large, one time capital expenses such as these are difficult to absorb within our annual maintenance allocation, which is designed to cover predictable, ongoing needs rather than major facility upgrades. The cost of high quality exterior siding, professional installation, and durable commercial grade flooring represents a level of expenditure that cannot be met without external support. Additionally, completing these improvements safely and efficiently requires skilled contractors and

additional manpower beyond what our current staff can provide while still maintaining daily emergency response readiness.

Although our team is highly effective at managing smaller projects and has a strong track record of completing work on time and within budget, the scale and complexity of this project exceed the capacity of our existing resources. Grant funding is therefore essential to ensure that these critical improvements can be completed without compromising the department's operational capabilities or diverting funds from other essential public safety needs.

c. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the unit has received funding commitment letters, please attach as an exhibit to this application.

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

d. Activity Budget Summary

Please complete Exhibit A – Capital Budget Summary in Excel format.

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

An Exhibit B – Budget Narrative must also be completed to provide a brief explanation of the expenses included in the budget.

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

Attachments to Part B Application:

☐ EXHIBIT A – OPERATING BUDGET SUMMARY (NON-PROFITS or CITY DEPARTMENTS)

☐ EXHIBIT B – BUDGET NARRATIVE

Optional Additional Exhibits:

☐ EXHIBIT – DRAWINGS OR PLANS (IF AVAILABLE)

☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

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

☐ EXHIBIT – LMA MAP WITH SERVICE AREA IDENTIFIED (REQUIRED)

CITY OF FRESNO
INFRASTRUCTURE & PUBLIC FACILITY IMPROVEMENTS BUDGET SUMMARY (City Departments)

Budgeted Category	City of Fresno CDBG	Other Federal Funds	State Funds	Local Funds	Private Funds (List Source)	Other (List Source)	Total Cost
Direct Costs							
Employee Services	$ 54,200.00						
Professional Technical Services	$ -						
Property Services	$ -						
Other: (Specify)	$ 6,200.00						
Supplies	$ -						
Land Acquisition	$ -						-
Building Acquisition	$ -						-
Improvements	$ -						-
Equipment	$ -						-
Furniture/Fixtures	$ -						-
Planning/Project Development	$ 23,000.00						23,000.00
Engineering/Design	$ 26,400.00						26,400.00
Contract Construction	$ 162,500.00						162,500.00
Relocation	$ -						-
Other: (Specify)	$ -						-
Other: (Specify)	$ -						-
Interdepartmental Charges	$ 30,800.00						
Contingencies	$ 24,400.00						
TOTAL DIRECT COSTS	$ 327,500.00	$ -	$ -	$ -	$ -	$ -	$ 211,900.00
Indirect Costs							
Approved Indirect Cost Rate							
De minimus 15% Rate	$ 49,125.00						
TOTAL INDIRECT COSTS	$ 49,125.00						
GRAND TOTAL	$ 376,625.00	$ -	$ -	$ -	$ -	$ -	$ 211,900.00

Please revise this form and annotate budget items as needed

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

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.
Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary.

This project includes expenses for project management, engineering design, and contract construction.

Employee Services includes permanent salaries and benefits for City positions involved in project and construction management throughout the life of the project.

Other ($6,200) includes expenditures related to printing plans and bid advertisement.

Planning/Project Development includes CEQA filing fees and City of Fresno permit fees.

Engineering/Design includes professional consultant services fees for engineering and design and construction administration.

Contract Construction includes the estimated hard construction costs that would be awarded to a general contractor, excluding contingencies.

Interdepartmental Charges include City Attorney, Purchasing Department, and Capital Projects Department overhead expenses.

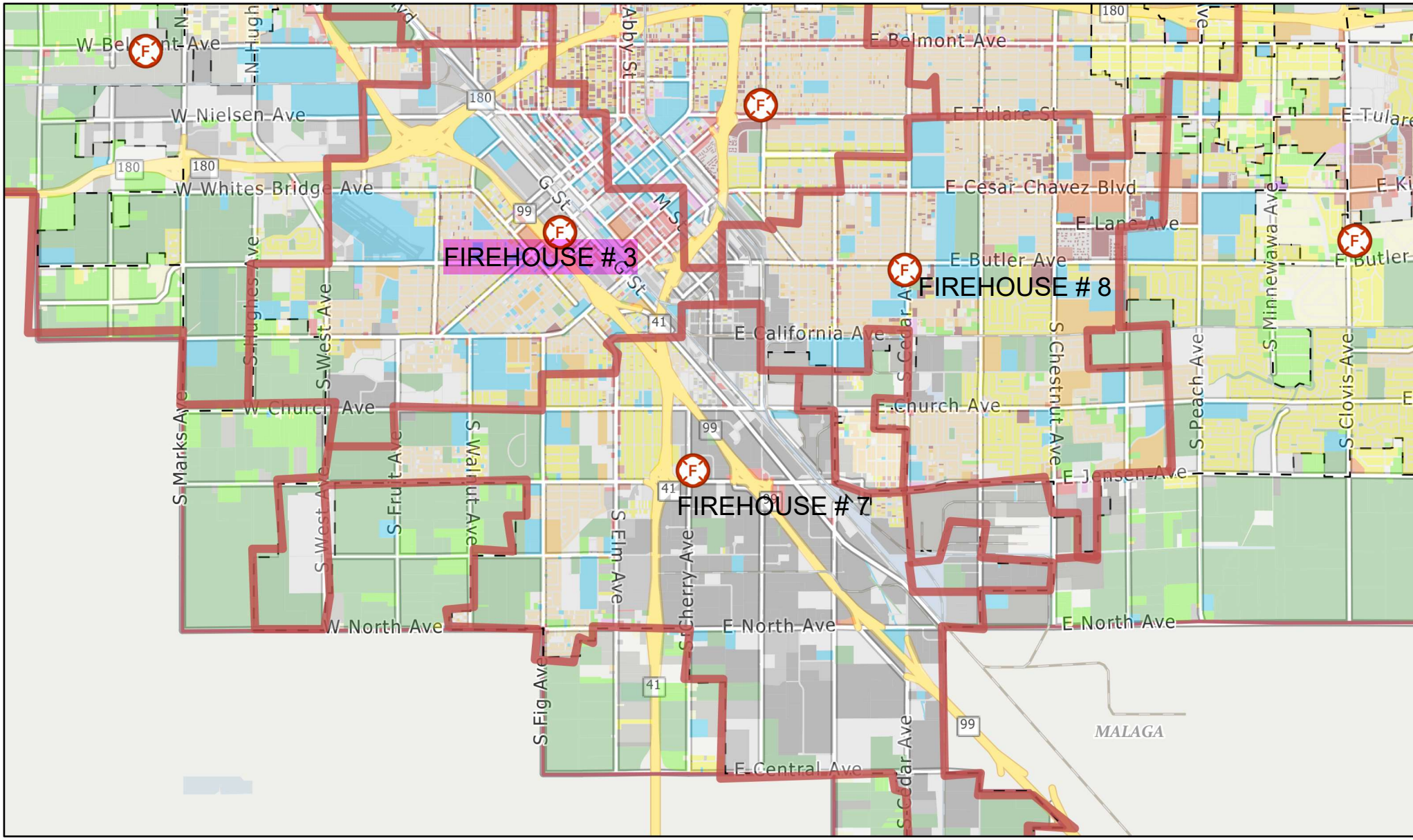
Contingencies includes 15% of Contract Construction costs.

Total Direct Costs for the project are estimated at $327,500.00

The budget summary includes a de minimus 15% rate.

The Grand Total project cost is estimated at $376,625.00

Fire House Residential Composition



11/4/2024, 3:35:20 PM

1:72,224

0 0.5 1 2 mi

0 0.75 1.5 3 km

Lines
- Override 1
- Override 2

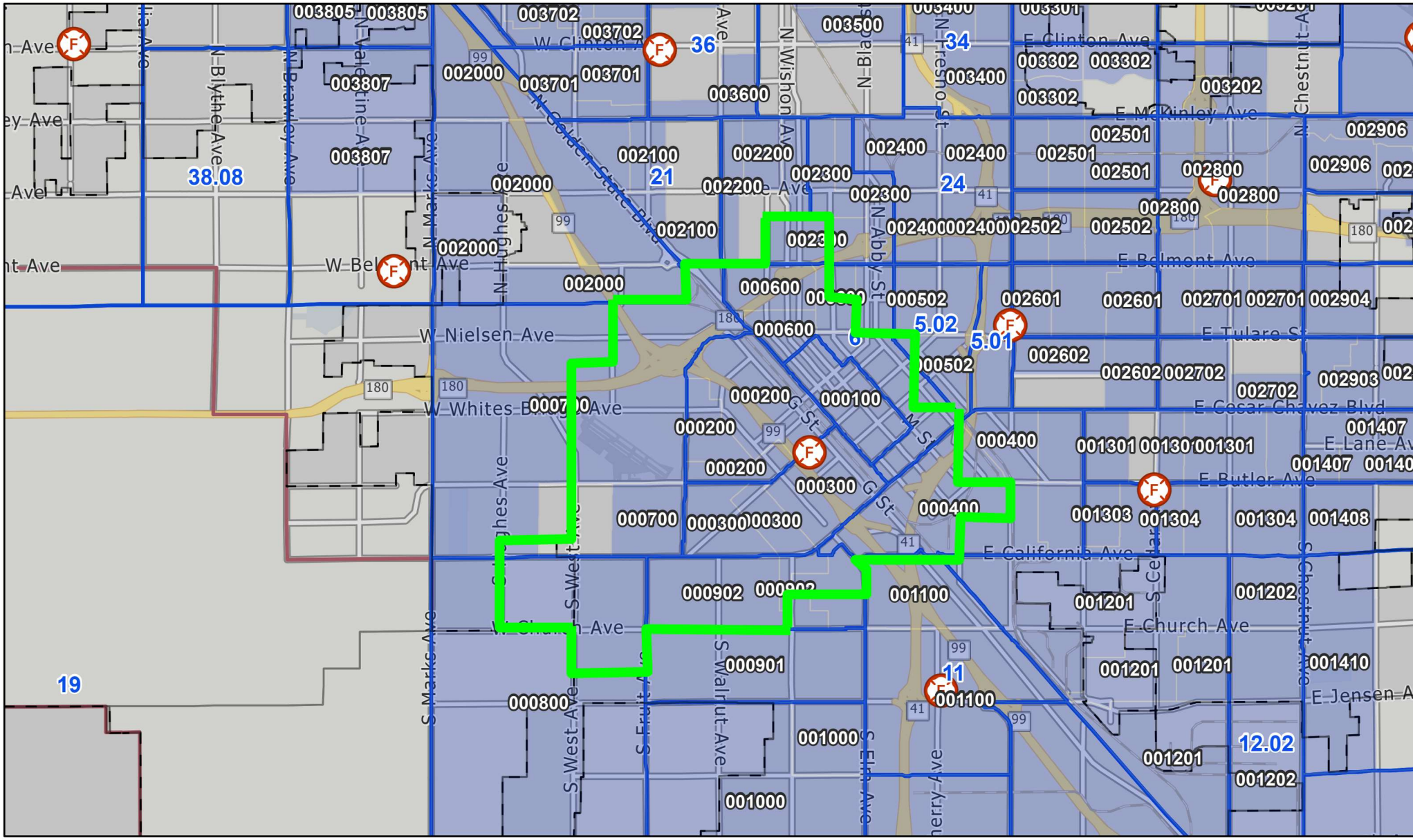
Fire Stations

Existing Land Use
- low density residential
- medium low density residential
- medium density residential
- medium high density residential
- mobile home park
- high density residential; residential urban neighborhood
- high density residential; residential urban neighborhood
- rural residential
- corridor - center mixed use
- community commercial
- commercial/commercial-recreational
- general heavy commercial
- neighborhood center
- neighborhood commercial
- regional commercial
- office commercial
- professional services office commercial
- light industrial
- heavy industrial
- open space
- open space recreational use/clear zone
- open space/ag
- open space/canal
- open space/community park
- open space/golf course
- open space/neighborhood park
- open space/recreational park
- open space/recreational use
- open space/regional park
- planned trail
- ponding basin
- ponding basin/park
- airport
- commercial/mixed use (central area)
- community activity center
- cemetery
- church
- college
- convalescent hospital
- convention center
- elementary school
- fairgounds
- fire station
- government offices
- high school
- high speed rail
- hospital
- medical center
- middle school
- military
- municipal service center
- pg&e substation
- post office
- public facility
- public facility/court house
- public facility/other

Fire House #7 primarily industrial - not eligible.

ArcGIS Web Ap

Fire Station # 3



9/30/2024, 5:17:15 PM

1:72,224

0 0.5 1 2 mi

0 0.75 1.5 3 km

- Census 2010 Tracts
- Override 1
- Fire Stations
- Fire Districts
- CDBG Areas 2019 - 2024

ArcGIS Web Ap

2011-2015 Census: Low to Moderate Income Data by Block Group

TRACT	BLOCK GROUP	LOW/MOD	RESIDENTS	LMI %
0100	1	475	555	85.59%
0200	1	910	1000	91.00%
0200	2	790	900	87.78%
0200	3	1105	1280	86.33%
0300	1	560	1040	53.85%
0300	2	1050	1380	76.09%
0300	3	675	790	85.44%
0400	3	995	1265	78.66%
0400	4	675	1115	60.54%
0600	1	365	615	59.35%
0600	2	595	650	91.54%
0600	3	1840	2020	91.09%
0600	4	1515	1515	100.00%
0700	1	175	560	31.25%
0700	2	1000	1790	55.87%
0700	3	925	1405	65.84%
0800	1	825	1125	73.33%
0902	1	790	1235	63.97%
0902	2	1880	2135	88.06%
0902	3	1115	1455	76.63%
11.00	2	990	1240	79.84%
12.01	1	515	635	81.10%
23.00	3	1085	1365	79.49%
		20850	27070	77%

City of Fresno PARCS:

Investing in Central Fresno - Expanding Recreation at Lafayette Park

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
UNIT OF GOVERNMENT[1]

Part A, Section 1: General Information

Legal Name of the Unit of Government:
City of Fresno, Parks, After School, Recreation, and Community Services (PARCS) Department

UEI Number:
ELPGKCJ7DJK7

Federal Tax ID Number:
94-6000338

Office Location:
Dickey Youth Center

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

Director:
Aaron A. Aguirre

E-mail Address:
aaron.aguirre@fresno.gov

Manager:
N/A

E-mail Address:
N/A

Financial Officer:
Tou Fue Xiong

E-mail Address:
toufue.xiong@fresno.gov

Principal Contact Person:
Chanell West

Principal Contact's Title:
Senior Management Analyst

Principal Contact's Physical Address:
1515 E Divisadero Street
Fresno, CA 93721

Primary Phone #:
559-621-6640

Alternative Phone #:
559-232-8956

E-mail Address:
chanell.west@fresno.gov

Name of Authorized Signatory:
Aaron A. Aguirre

Title of Authorized Signatory:
Director, PARCS Deptartment

Signature of Authorized Official:
Aaron A. Aguirre

Date of Signature:
01 · 22 · 2024

Do you have an active registration with SAM.gov? ☒ Yes ☐ No
Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

[1] This document is for Units of local government. Non-profit organizations, please complete Part A: Non-Profit Organization Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

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

	Staff Name	Title	Years of Experience
1)	Joseph Portale	Projects Administrator	15
2)	Erika Wright	Senior Management Analyst	15
3)	Rafael Herrera	Senior Management Analyst	10
4)	Chanell West	Senior Management Analyst	5
5)	Elizabeth Fraire	Business Manager	10

Financial Management

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

Name: Tou Fue Xiong
Title: Business Manager
Phone/Email: 559-621-2920, toufue.xiong@fresno.gov

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☒ Yes ☐ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Has your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.
N/A

6) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☐ Yes ☒ No
If yes, please explain
N/A

7) Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?
☒ Yes ☒ No
If yes, please explain
City of Fresno implemented a citywide change in 2025 requiring all new grants to be managed through a unique subfund.

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

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public and Community Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public Infrastructure and Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
1	$ 1,663,600

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
1	$1,663,600

Required Attachments to Part A
Select all attachments included.

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

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

☐ **Part A, Exhibit 3** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

PY 2026-2027 APPLICATION
Infrastructure and Public Facility Improvements

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

   Project Name (10 words or less): Investing in Central Fresno: Expanding Recreation at Lafayette Park

   Amount Requested: $ 1,663,600.00

   Provide a short description of the proposed project. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

The proposed project will respond to identified community needs and address the priority objective of investing in community green space by improving the safety and usability of Lafayette Park in Central Fresno through the renovation of sports courts and installation of new lighting. Decades of use and exposure to the environment have resulted in excessive wear of the park's hard courts, resulting in large cracks throughout the foundation. The park also lacks sufficient lighting around its hard courts and turf sports fields, limiting the community's use of the park. The project will address these issues by fully resurfacing the park's three hard courts, including striping and installing netting that will allow the courts to be used for multiple sports; and by installing new lighting that will allow the courts and sports fields to be used in the dark. These improvements will equip Lafayette Park to serve as a valuable community resource, providing healthy recreation and fostering social connection for people of all ages for years to come.

2. **Organizational Capacity**

   a. Describe the organization’s experience with administering federally funded projects of this nature and staff skills necessary to deliver the proposed project.

The proposed project will be implemented and managed by the City of Fresno PARCS Department. The fiscal year (FY) 2026 PARCS budget totals over $120 million including $61 million for operating expenses and $59 million for capital projects (See Exhibit A). The PARCS Department has successfully managed dozens of sizable grant awards, both federal and non-federal, including several CDBG grants in recent years for other capital projects. Three examples of recent grant awards received and managed by the PARCS Department are listed below:

1. PARCS received a $1,337,000 Program Year (PY) 2025-2026 CDBG grant to replace the Maxie L. Parks Community Center's existing insufficient evaporative

cooler system (swamp cooler) with an HVAC system, providing reliable heating and cooling year-round and creating a climate-controlled space for low-income and unhoused community members to seek refuge.The grant project is still in the contracting phase and the grant agreement has not been executed yet.

2. PARCS was awarded a grant of $8.5 million from the State of California's Department of Parks and Recreation through the Proposition 68 grant program in 2022. PARCS is using this award to construct a new 4-acre park, Dolores Huerta, in an underserved area of Fresno. All reporting has been completed on time with regular progress updates. The City is on schedule to complete the project by the end of the grant term in June 2028.

3. PARCS was awarded $1.8 million in funding from the California Board of State and Community Corrections (BSCC) in 2022 for violence intervention programming. As part of this programming, extensive evaluation including pre- and post-surveys has been collected from over 700 program participants. The grant is scheduled to end in June 2026, and the City has retained an external evaluator to complete the technical reports at the conclusion of the grant. The grant has contributed to multiple PARCS staff positions, including grants and contracts team members to support progress toward completion on the project.

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

   The PARCS Department has been responsible for the operation and maintenance of the City's community centers, of which there are now 20, for decades. Lafayette Park is an older park that has belonged to and been maintained by the City of Fresno for several decades. PARCS is in the process of investing Measure P funding in renovating the park's restroom and installing a new play structure, both over-due improvements. The proposed CDBG-funded project will complement these in-progress Measure-P funded projects.

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

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

   ☒ Written Financial Management Policies and Procedures

   ☒ Non-Discrimination / Equal Opportunity Policy

   ☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, how it benefits low- and moderate-income individuals, and how this need take priority among competing needs:

The Investing in Central Fresno: Expanding Recreation at Lafayette Park project will address four key needs for residents in the project area:

1. Neighborhood Safety- The installation of high-quality lighting around Lafayette Park's courts and fields will increase design features that foster safety by encouraging healthy recreation after dark and discouraging use of the park for illegal activity after dark. Lafayette Park is located in a relatively high-crime area of Fresno, as indicated by Fresno PD data. Research has demonstrated that revitalization of local parks can contribute to decreased crime rates in the neighborhood (Corburn, et. al, 2023) and that the presence of usable green space is correlated to a reduction in violent crime. (Ogletree et. al, 2022)

2. Expanded recreational opportunities- For low-income communities, free recreational opportunities like multi-use courts are a valuable form of no-cost diversion and opportunity for socialization. Lafayette Park is located in urbanized Central Fresno and serves a population of over 10,000 living with an approximately 1-mile radius of the park. Renovation of the hard courts will include new striping and netting, making the courts usable for volleyball, tennis, futsal, and basketball. This expanded court use will open up the courts for use by additional residents and community groups.

3. Investment in physical health through exercise- Sports courts and fields in local parks provide an accessible, free opportunity for physical exercise. Increased exercise helps counteract many of the negative health outcomes facing Fresno residents, including diabetes and heart disease. In addition to residents, the PARCS After-School Program also utilizes the courts and fields at Lafayette for youth programming, promoting healthy exercise for youth.

4. Expanded opportunities for social connection- The Centers for Disease Control (CDC) recognizes public parks as a valuable resource for fostering socialization. (2026) Through court resurfacing, new striping, and new netting, this project will expand the number of community members and groups that can utilize Lafayette Park for their sport of choice. Additionally, the resurfacing will remove the hardardous cracks in the foundation, making the courts safer to use for people of all ages, and especially for older adults.

b. The City's Analysis of Impediments to Fair Housing Choice includes areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook) that include some of the City's most vulnerable communities. Please select one of the following:

☐ The investment is not located within a RECAP

☒ The investment and its service area are located within RECAPs

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

Lafayette Park (1516 E Princeton Ave, Fresno, CA 93726) is located within the City of Fresno in a RECAP in census tract 35 and within a ½ mile of census tracts 34.01, 34.02, 49.01, and 51. Notably, census tracts 34.01, 49.01, and 51 all rank in the lowest 10% of census tracts statewide for household income, accoring to the U.S. Census Bureau. (2024)

The park is open to the public and primarily serves residents living in Central Fresno within a ½ radius of the park. Lafayette Park includes a community center, baseball/softball/soccer field, 3 hard courts, playground, and wading pool. These diverse ammenties, as well as the park's suburban location, make Lafayette a popular destination for Fresno residents of all ages. In addition, Fresno City College and Manchester Mall are located within a 1/2 mile of Lafayette Park, increasing the park's exposure.

Data from the US Census Bureau, provided in Exhibit D, demonstrates that households in these census tracts have a median household income below the area average. While the median household income in the City of Fresno is $74,491 (2024 American Community Survey estimate), the median household income in census tract 35 is only $65,845, and the median household income in census tracts 34.01, 34.02, 49.01, and 51 is much less ($32,404, $53,590, $46,131, and $44,137, respectively). In addition, census tracts 35, 34.01, 34.02, and 51 are located in areas rated in the 80th-100th percentile by the CalEnviroScreen, demonstrating high levels of pollution, poverty, and other negative enviro-social factors in these tracts.

Having access to safe, quality, multi-use courts and lighted fields in this area is an important piece of addressing the environmental, health, and economic burdens faced by residents in the project service area.

☒ Service area map attached as exhibit D

d. Estimate the *annual* number of unduplicated persons expected to receive a direct benefit from the project:

1,000 unduplicated persons will receive a direct benefit from this project.

e. Select the proposed beneficiaries of the proposed project (select all that apply):

☒ Children and Youth

☐ Abused Children

☒ Older Adults (62 and older)

☐ Severely Disabled Adults

☒ Public Housing Residents

☐ Victims of Domestic Violence

☐ Illiterate Adults

☐ Migrant Farm Workers

☒ Low-Income Persons in General

☐ Homeless Individuals

☐ Persons at Risk of Homelessness

☒ Other (Specify: Low-income families)

f. National Objective - Low-Income Area (LMA)
Infrastructure and Public Facility Improvements generally benefit residents within the defined service area. The service area must be primarily residential, and the participants receiving benefit from the improvement must primarily reside within the service area. If a portion of the participants receiving benefit from the

improvement reside outside the service area, additional information about these participants may be required to qualify under Option 3: Low-Income Area.

☒ LMA map determination included as Exhibit D

g. Continuation of Use

Pursuant to 24 CFR 570.505, recipients receiving CDBG funds may not change the use or planned use of any property for which CDBG-funded improvements were made unless the recipient provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and the new use of such property qualifies as meeting one of the national objectives in §570.208 (formerly §570.901) and is not a building for the general conduct of government.

☒ The applicant agrees to comply with 24 CFR 570.505 and to consult with the Housing & Community Development Division prior to implementing any change of use for facilities improved with CDBG funds.

Please describe your unit's capacity to maintain the facility or improvements into the future.

The proposed project will make critical improvements to an existing park that has been serving residents of Central Fresno for decades. Lafayette Park is owned and operated by the City of Fresno and is zoned for Park and Recreation use only, ensuring the continued use of the project site for public recreation. In compliance with 24 CFR 570.505, Fresno PARCS commits to continue to use and maintain the facility, including the CDBG-funded renovations (new lighting and renovated courts), as a public recreation site open to the public for a minimum of 10 years following completion of the proposed project. The City of Fresno strongly anticipates, due to the site's zoning, community need, and City priorities, that Lafayette Park will continue to serve as a public park and recreation site for many decades to come.

Consistent with standard practice, PARCS will continue to include funds for preventative and long-term maintenance costs over this period in the PARCS Department's annual budget to ensure the Lafayette Park remains at full operational capacity and remains open and accessible to the community. The PARCS Area B Operations and Area E Operations teams will be responsible overseeing maintenance of the park, including maintaining the lighting and courts.

h. Detailed Narrative Description of Project
Describe the project in detail in the space below. Include any information about how the project has or will incorporate input from its anticipated beneficiaries. Limit description to the space provided on this and the next page.

The proposed project, "Investing in Central Fresno: Expanding Recreation at Lafayette Park," will address multiple public infrastructure needs identified during the community engagement portion of the City's 2026-2027 Annual Action Plan process, including a focus on the Measure P highest-need neighborhoods; upgraded essential public infrastructure like green spaces; and expanded beautification efforts of public spaces to improve community pride. The project also fulfills the Infrastructure and Public Facility Improvements goal listed in the City's 2025-2029 Consolidated Plan. The project will address these needs by accomplishing two critical, long-awaited improvements at Lafayette Park:

1. Full renovation of the park's three existing hard courts, to include resurfacing, painting/striping, and installation of new netting. The renovation will result in the adaption of each court for a different sport use: the first court will be striped and netted to accommodate tennis, volleyball, and pickleball; the second court will be striped and netted for futsal; and the third court will be striped and netted for basketball.

2. Installation of new lighting around the park's multi-use basketball court and adjustment of lighting around the park's baseball/softball field to allow adaption of the field for soccer. As outlined in the enclosed design documents, the project will install additional lighting on the north end of the basketball court and underground electric lines along the north and west sides of the existing baseball/softball fields to allow the relocation of existing light poles. The addition of the basketball lighting will allow the court to be used after dark, while the relocation of the turf field lighting will allow the baseball/softball field coupled with the adjacent open green space to be used as a soccer field. The enclosed design documents illustrate how the new lighting placement will fully illuminate the green space.

As stated above, the estimated timeline for project completion is 13 months for the lighting and 8 months for the court resurfacing. If different contractors are selected for each improvement, the Capital Projects Department (CPD) and PARCS Capital Team will work with each contractor to ensure coordination and continuity of all project components.

The City's 2025-2027 Highest-Need Neighborhoods Report, which determines priority PARCS facilities for Measure P investment based on the community's rankings of 11 Equity Factors defined in the Measure P ordinance, identified Lafayette Park as a highest needs location. The inclusion of Lafayette Park in the 2025-2027 Highest-Need Neighborhood list demonstrates the need for investment.

Lafayette Park has a history of community advocacy. In 2009, a group of community organizers advocated for the installation of lighting on the turf field at Lafayette Park to

improve the park's safety and usability. In response, the City installed what is now the existing lighting along the natural turf field. The proposed project will build on the efforts of this previous advocacy by continuing to improve Lafayette Park for residents. Notably, the proposed project will also build on the more recent Measure P investments in Lafayette Park to renovate the public restroom and play structure, both of which are scheduled for construction in 2026. The proposed project also responds to the community's requests for more futsal courts in Fresno by adapting one of the current tennis courts at Lafayette for use as a futsal court.

Lafayette is an active community center and park that engages community members of all ages year-around. The Lafayette community center hosts daily programming for both the PARCS After School Program (ASP) and the PARCS Senior Program. ASP serves kids and youth ages 5-17 through daily homework help, physical activity, snack, crafts, and enrichment activities. Lafayette ASP regularly includes outdoor sports activities on the natural turf field. The renovations to the hard courts will replace the cracked foundations and make it safer for ASP to utilize the hard courts for programming. During July- December 2025, the Lafayette ASP served around 75 unique youth and had an average of 144 impressions per month.

The center also serves older adults ages 55+ through the Senior Program, providing daily hot meals and recreational programming. During the July- December 2025 period, the Lafayette Senior Program served around 50 unique older adults and had an average of 210 impressions per month.

In addition, PARCS records "point in time" counts of members of the public using the park. During July- December 2025, PARCS recorded an average of 508 impressions monthly, with higher rates of use during the summer and early fall months. The additional lighting provided by the proposed project will make the park more accessible during the winter months when it gets dark earlier in the evening.

Lafayette Park also hosts special events that include alternative uses of the hard courts and natural turf field. These events have included educational events put on by the PARCS bicycle and pedestrian safety team and fun family events like the Lafayette Halloween bash. The PARCS bicycle and pedestrian safety team uses the Lafayette hard courts for bicycle safety training, though the cracks in the foundation have made this usage difficult in recent years.

Investment in this project will foster community safety, expand recreational opportunities, support community health and fitness, and increase opportunities for social connection, safeguarding Lafayette Park to serve as a valuable community resource for people of all ages for years to come.

i. Please attach any drawing or visual plans that have been drafted as an exhibit to this application.

☒ Drawings or visual plans are attached as exhibit C

j. Collaboration
Briefly describe collaboration efforts the organization is making to ensure successful completion of the project to serve the overall needs of the beneficiaries.

Collaborating Organization	Description of Collaboration
N/A	

4. Project Timeline and Budget

a. The City is interested in investments that provide benefit to residents in a timely manner (12 months) while balancing the need to maintain high standards of project delivery. Propose how the organization will address this need and describe the organization's history completing projects within established deadlines.

The improvement plans (designs) for the Lafayette Park Renovations project have already been completed (see attached Exhibit C). The design documents for the court resurfacing and the lighting portions of the project have been designed separately by different design consultants. The City's Capital Projects Department (CPD) estimates the lighting portion of the project will take 13 months to complete and the court resurfacing portion will take 8 months to complete once the full project funding has been secured. If the CDBG funds are awarded, PARCS and CPD will work together to promptly release the bid documents and enter into a contract with the selected bidder(s).

Together, PARCS and CPD manage a portfolio of around 80 parks-related capital projects at any given time. The PARCS capital projects team works in conjunction with CPD's engineers and project managers to keep projects on track and accomplished within the set timelines. For capital projects that involve grant funding (like CDBG), PARCS grants team also assists with monitoring the project milestones to ensure the grantor's timelines are met.

b. Describe how existing resources are insufficient to meet the needs of the proposed project.

PARCS has allocated $51,100 in Measure P funding to this project. Additionally, the City is in the process of investing funds in other improvements at Lafayette Park, including rehabilitating the restroom and installing a new play structure for kids. This existing investment demonstrates PARCS' commitment to improving the quality of Lafayette Park. However, previous decades of disinvestment in parks before the advent of Measure P funding have resulted in a long list of PARCS capital projects for facilities rehabilitation, deferred maintenance projects, and the need to build new parks to meet the growing needs of Fresno's residents. Additionally, the Measure P ordinance caps the percentage of Measure P funding that can be used for existing parks facilities, mandating that a certain percentage of annual revenue be used to build new parks and recreation facilities and to carry out programming. Without investment from CDBG, the timeline for completing the Lafayette Park court resurfacing and new lighting project is uncertain and the project will not be accomplished in the near future.

c. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the unit has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
City of Fresno	Measure P Category 1	$51,100	Committed	N/A

d. Activity Budget Summary

Please complete Exhibit A – Capital Budget Summary in Excel format.

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

An Exhibit B – Budget Narrative must also be completed to provide a brief explanation of the expenses included in the budget.

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

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY (NON-PROFITS or CITY DEPARTMENTS)

☒ EXHIBIT B – BUDGET NARRATIVE

Optional Additional Exhibits:

☒ EXHIBIT C – DRAWINGS OR PLANS (IF AVAILABLE)

☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

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

☒ EXHIBIT D – LMA MAP WITH SERVICE AREA IDENTIFIED (REQUIRED)

CITY OF FRESNO
INFRASTRUCTURE & PUBLIC FACILITY IMPROVEMENTS BUDGET SUMMARY

Budgeted Category	City of Fresno CDBG	Other Federal Funds	State Funds	Local Funds	Private Funds (List Source)	Other (List Source)	Total Cost
Direct Costs							
Employee Services	$ 95,200.00			$ 51,100.00			$ 146,300.00
Processional Technical Services							$ -
Property Services							$ -
Supplies							$ -
Land Acquisition							$ -
Building Acquisition							$ -
Improvements							$ -
Equipment							$ -
Furniture/Fixtures							$ -
Planning/Project Development	$ 68,800.00						$ 68,800.00
Engineering/Design	$ 194,900.00						$ 194,900.00
Contract Construction	$ 1,203,600.00						$ 1,203,600.00
Relocation							$ -
Interdepartmental Charges	$ 21,900.00						$ 21,900.00
Contingencies							$ -
TOTAL DIRECT COSTS	$ 1,584,400.00	$ -	$ -	$ 51,100.00	$ -	$ -	$ 1,635,500.00
Indirect Costs							
Approved Indirect Cost Rate							
De minimus 15% Rate	$ 79,200.00						$ 79,200.00
TOTAL INDIRECT COSTS	$ 79,200.00	$ -	$ -	$ -	$ -	$ -	$ 79,200.00
GRAND TOTAL	$ 1,663,600.00	$ -	$ -	$ 51,100.00	$ -	$ -	$ 1,714,700.00

Please revise this form and annotate budget items as needed

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

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.
Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary.

The project budget is enclosed.

Please find below the budget narrative (Exhibit B) for the proposed Investing in Central Fresno: Expanding Recreation at Lafayette Park project.

TOTAL PROJECT COST: $1,714,700

TOTAL GRANT REQUEST: $1,663,600

TOTAL MATCHING FUNDS: $51,100

TOTAL DIRECT COSTS: $1,584,400

TOTAL INDIRECT COSTS: $79,200

Employee Services: $146,300- Permanent salary costs including fringe for City staff involved in the project. Includes project manager (PM) time, projects administrator time, PARCS capital projects team time, construction inspection (CM) time, and surveyor time.

Planning/Project Development: $68,800- includes specialized services (lab testing, disadvantaged business enterprise (DBE) compliance), permits and fees.

Engineering/Design: $194,900- includes completion of 100% design documents for the court resurfacing and lighting projects and any needed updates to the current design documents.

Contract Construction: $1,203,600- all construction costs for the project, including clearing, grubbing, concrete work, fencing, grading, painting/striping, electrical work, permanent fixtures (sports poles and netting), and any supplies/equipment needed to complete the construction project.

Interdepartmental Charges: $21,900- City staff charges for employees not in the Capital Projects Department (CPD) or PARCS Department, including City Attorney's Office (CAO), Purchasing, and Printing/Copying.

Indirect Costs- $79,200- Overhead costs, to possibly include administrative staff time, facility costs, and/or maintenance costs. The PARCS Department does not have an approved indirect cost rate with a cognizant agency, so overhead falls within the 15% de minimis rate. The indirect costs amount is calculated as 5% of the project's direct costs.

EXHIBIT D

CENSUS TRACT DATA

Investing in Central Fresno:
Expanding Recreation at Lafayette Park

The project location, Lafayette Park, is located at 1516 E Princeton Ave, Fresno, CA 93726 within census tract 35. Residents from census tracts 34.01, 34.02, 49.01, and 51 are within a ½ mile of the project location. Below are the data points for each census tract.

CENSUS TRACT 35



Total Population:
5,276



Total Households:
2,226



Median Household Income:
$65,845

CENSUS TRACTS 34.01 & 34.02



Total Population:
4,591 (34.01)
2,031 (34.02)



Total Households:
1,669



Median Household Income:
$32,404 (34.01)
$53,590 (34.02)

CENSUS TRACT 49.01



Total Population:
4,116



Total Households:
1,669



Median Household Income:
$46,131

CENSUS TRACT 51



Total Population:
6,866



Total Households:
2,256



Median Household Income:
$44,137

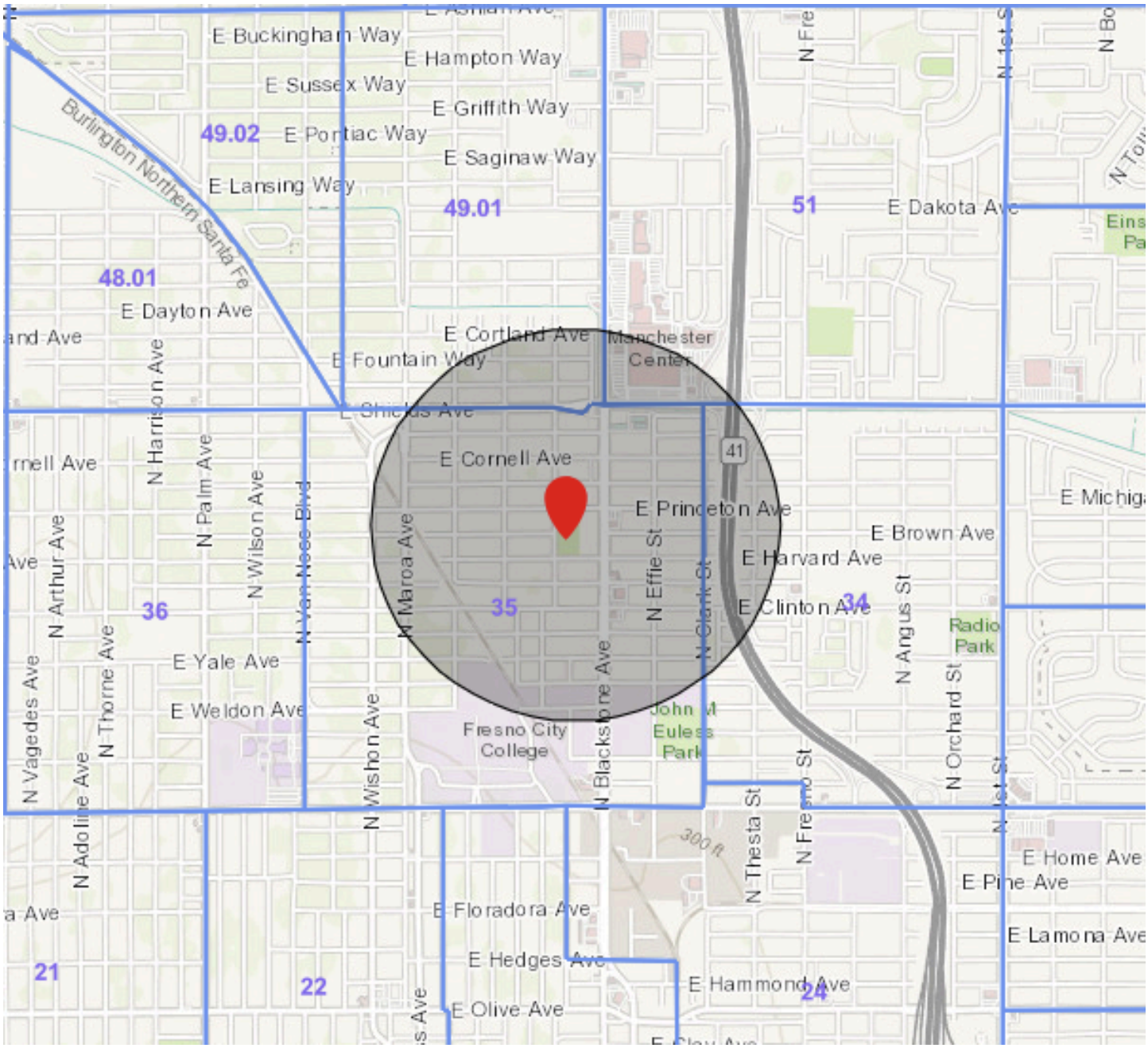
Source: United States Census Bureau

EXHIBIT D

SERVICE AREA MAP

Investing in Central Fresno:
Expanding Recreation at Lafayette Park

LAFAYETTE PARK
1516 E Princeton Ave Fresno, CA 93726
½ MILE RADIUS



City of Fresno Public Works:

Balderas Elementary School Neighborhood Street Improvements

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
UNIT OF GOVERNMENT[1]

Part A, Section 1: General Information

Legal Name of the Unit of Government:
City of Fresno

UEI Number:
ELPGKCJ7DJK7

Federal Tax ID Number:
94-6000338

Office Location:
City Hall

Organization Website Address:
www.fresno.gov/publicworks

Director:
Scott Mozier

E-mail Address:
Scott.Mozier@fresno.gov

Manager:
Bret Conner, Public Works Manager
Gustavo Rangel, Project Manager

E-mail Address:
Bret.Conner@fresno.gov
Gustavo.Rangel@fresno.gov

Financial Officer:
Yvonne Diaz

E-mail Address:
Yvonne.Diaz@fresno.gov

Principal Contact Person:
Cheryl Burns

Principal Contact's Title:
Grants Development Manager / Business Manager

Principal Contact's Physical Address:
2600 Fresno Street
Fresno, CA 93721

Primary Phone #:
(559) 621-8689

Alternative Phone #:
(559) 970-6621

E-mail Address:
Cheryl.Burns@fresno.gov

Name of Authorized Signatory:
Scott Mozier

Title of Authorized Signatory:
Public Works Director

Signature of Authorized Official:

Date of Signature:
01/23/2026

Do you have an active registration with SAM.gov? ☒ Yes ☐ No
Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

[1] This document is for Units of local government. Non-profit organizations, please complete Part A: Non-Profit Organization Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

Part A, Section 2: Organizational Capacity and Management

Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Bret Conner	Public Works Manager	15+
2) Gustavo Rangel	Project Manager	2+
3) Yvonne Diaz	Administrative Manager	20+
4)		
5)		

Financial Management

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

Name: Yvonne Diaz

Title: Administrative Manager

Phone/Email: (559) 621-8708 Yvonne.Diaz@fresno.gov

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☒ Yes ☐ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Has your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.
No findings or questioned costs.

6) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☐ Yes ☒ No
If yes, please explain

Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?

7) ☐ Yes ☒ No

If yes, please explain

Part A, Section 3: Summary of Attached Applications:

Provide number and total dollar amount of applications by Application Type

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public and Community Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public Infrastructure and Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
4	$ 6,720,588.00

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
4	$6,720,588.00

Required Attachments to Part A
Select all attachments included.

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

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

☒ **Part A, Exhibit 3** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

PY 2026-2027 APPLICATION
Infrastructure and Public Facility Improvements

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

   Project Name (10 words or less): Balderas Elementary School Neighborhood Street Improvements

   Amount Requested: $ 601,561.00

   Provide a short description of the proposed project. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

Located in and serving the Balderas Elementary School neighborhood within CDBG limits, this project includes complete street surface reconstruction of E. Florence Avenue between S. Maple Avenue and S. Chestnut Avenue. The project also includes reconstruction of areas of damaged concrete including curb, gutter, and sidewalks and the installation of ADA-accessible curb ramps along the segment. The proposed improvements are expected to improve the safety, accessibility, and quality of life for residents living in this CDBG-eligible neighborhood.

2. **Organizational Capacity**

   a. Describe the organization's experience with administering federally funded projects of this nature and staff skills necessary to deliver the proposed project.

The City of Fresno Public Works Department has decades of experience administering federally funded projects, including CDBG. The Department has successfully delivered on hudreds of millions of dollars in federally-funded grant projects. Staff in the Department are experienced and equipped to deliver CDBG projects on time and on budget.

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

      The City of Fresno Public Works Department has administered road and sidewalk reconstruction projects since its inception and has successfully

delivered CDBG-funded neighborhood reconstruction projects for decades.

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

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

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, how it benefits low- and moderate-income individuals, and how this need take priority among competing needs:

The neighborhood streets within the project area have an average Pavement Condition Index (PCI) of 32 (poor). Numerous complaints from the community have been received through FresGO regarding the condition of the pavement and concrete within the project neighborhood. This neighborhood streets improvement project is being recommended for funding by staff based on the PCI score and the number of community reports received.

The project neighborhood is located in census tract 6019001202, which scores in the 99.9th percentile in Cal Enviro Screen 4.0, and therefore is designated as a Disadvantaged Community for placing within the top 25% of census tracts statewide. This census tract is also identified as a SB 535 Disadvantaged Community. The proposed improvements are expected to improve the safety, accessibility, and quality of life for all residents living in this CDBG-eligible neighborhood.

This proposed project aligns with the Infrastructure and Public Facility Improvement priority goal of the 2026-2027 Annual Action Plan. It also addresses the Street Repairs and Improvements priority objective that was identified through the City's community needs workshops and identified as priority objectives.

b. The City's Analysis of Impediments to Fair Housing Choice includes areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook) that include some of the City's most vulnerable communities. Please select one of the following:

☒ The investment is not located within a RECAP

☐ The investment and its service area are located within RECAPs

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

The project is located within CDBG limits in the Balderas Elementary School neighborhood, along E. Florence Avenue between S. Maple Avenue and S. Chestnut Avenue. The capital improvements are expected to benefit all residents living in the neighborhood within the school attendance boundaries, primarily within a ½ mile radius of the school.

☒ Service area map attached as exhibit C

d. Estimate the *annual* number of unduplicated persons expected to receive a direct benefit from the project:

An estimated 4,561 unduplicated persons will receive a direct benefit from this project.

e. Select the proposed beneficiaries of the proposed project (select all that apply):

☐ Children and Youth

☐ Abused Children

☐ Older Adults (62 and older)

☐ Severely Disabled Adults

☐ Public Housing Residents

☐ Victims of Domestic Violence

☐ Illiterate Adults

☐ Migrant Farm Workers

☒ Low-Income Persons in General

☐ Homeless Individuals

☐ Persons at Risk of Homelessness

☒ Other (Specify: Persons within the ADA Community, i.e. visually impaired)

f. National Objective - Low-Income Area (LMA)
Infrastructure and Public Facility Improvements generally benefit residents within the defined service area. The service area must be primarily residential, and the participants receiving benefit from the improvement must primarily reside within the service area. If a portion of the participants receiving benefit from the improvement reside outside the service area, additional information about these participants may be required to qualify under Option 3: Low-Income Area.

☒ LMA map determination included as Exhibit C

g. Continuation of Use

Pursuant to 24 CFR 570.505, recipients receiving CDBG funds may not change the use or planned use of any property for which CDBG-funded improvements were made unless the recipient provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and the new use of such property qualifies as meeting one of the national objectives in §570.208 (formerly §570.901) and is not a building for the general conduct of government.

☒ The applicant agrees to comply with 24 CFR 570.505 and to consult with the Housing & Community Development Division prior to implementing any change of use for facilities improved with CDBG funds.

Please describe your unit's capacity to maintain the facility or improvements into the future.

The City of Fresno Public Works Department will maintain these facilities following local operations and maintenance procedures.

h. Detailed Narrative Description of Project
Describe the project in detail in the space below. Include any information about how the project has or will incorporate input from its anticipated beneficiaries. Limit description to the space provided on this and the next page.

This project includes complete street surface reconstruction of 0.50 center line miles of E. Florence Avenue between S. Maple Avenue and S. Chestnut Avenue in the Balderas Elementary School neighborhood. Pavement reconstruction includes the removal of existing pavement, compacting and regrading the underlying surface, and the installation of new pavement. Existing speed bumps will be reconstructed as part of the paving activities.

Damaged concrete along the street segment will be removed and reconstructed including curb, gutter, and sidewalks. Additionally, eight (8) ADA-accessible curb ramps will be installed along the segment.

The proposed improvements are expected to benefit all residents living in the neighborhood within the school attendance boundaries, primarily within a ½ mile radius of the school.

i. Please attach any drawing or visual plans that have been drafted as an exhibit to this application.

☒ Drawings or visual plans are attached as exhibit D

j. Collaboration
Briefly describe collaboration efforts the organization is making to ensure successful completion of the project to serve the overall needs of the beneficiaries.

Collaborating Organization	Description of Collaboration

4. Project Timeline and Budget

a. The City is interested in investments that provide benefit to residents in a timely manner (12 months) while balancing the need to maintain high standards of project delivery. Propose how the organization will address this need and describe the organization's history completing projects within established deadlines.

The City of Fresno Public Works Department will perform the proposed project activities in-house using City work crews. By eliminating the time-consuming procurement process to contract the work out, the project is anticipated to be completed within 12 months for timely project delivery.

With decades of history delivering high-quality and timely paving and concrete projects, staff in the Streets Maintenance Division are experienced and equipped to deliver a high-quality project on time and on budget.

b. Describe how existing resources are insufficient to meet the needs of the proposed project.

The City of Fresno Public Works Department is tasked with building and maintaining a total of 1,816 center line miles of streets citywide. The proposed project is not currently programmed for street maintenance activities, due to limited annual funding and the Department's obligation to balance many competing needs and priorities when planning annual maintenance activities.

c. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the unit has received funding commitment letters, please attach as an exhibit to this application.

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

d. Activity Budget Summary

Please complete Exhibit A – Capital Budget Summary in Excel format.

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

An Exhibit B – Budget Narrative must also be completed to provide a brief explanation of the expenses included in the budget.

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

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY (NON-PROFITS or CITY DEPARTMENTS)

☒ EXHIBIT B – BUDGET NARRATIVE

Optional Additional Exhibits:

☒ EXHIBIT D – DRAWINGS OR PLANS (IF AVAILABLE)

☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

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

☒ EXHIBIT C – LMA MAP WITH SERVICE AREA IDENTIFIED (REQUIRED)

CITY OF FRESNO
INFRASTRUCTURE & PUBLIC FACILITY IMPROVEMENTS BUDGET SUMMARY (City Departments)

Budgeted Category	City of Fresno CDBG	Other Federal Funds	State Funds	Local Funds	Private Funds (List Source)	Other (List Source)	Total Cost
Direct Costs							
Employee Services							
Professional Technical Services							
Property Services							
Other: (Specify)							
Supplies							
Land Acquisition							-
Building Acquisition							-
Improvements							-
Equipment							-
Furniture/Fixtures							-
Planning/Project Development							-
Engineering/Design							-
Contract Construction							-
Relocation							-
Other: (Specify) - Reconstruction	$ 435,000.00						435,000.00
Other: (Specify)							-
Interdepartmental Charges							-
Contingencies							-
TOTAL DIRECT COSTS	$ 435,000.00	$ -	$ -	$ -	$ -	$ -	$ 435,000.00
Indirect Costs							
Approved Indirect Cost Rate	$ 166,561.50						166,561.50
De minimus 15% Rate							-
TOTAL INDIRECT COSTS	$ 166,561.50	$ -	$ -	$ -	$ -	$ -	$ 166,561.50
GRAND TOTAL	$ 601,561.50	$ -	$ -	$ -	$ -	$ -	$ 601,561.50

Please revise this form and annotate budget items as needed

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

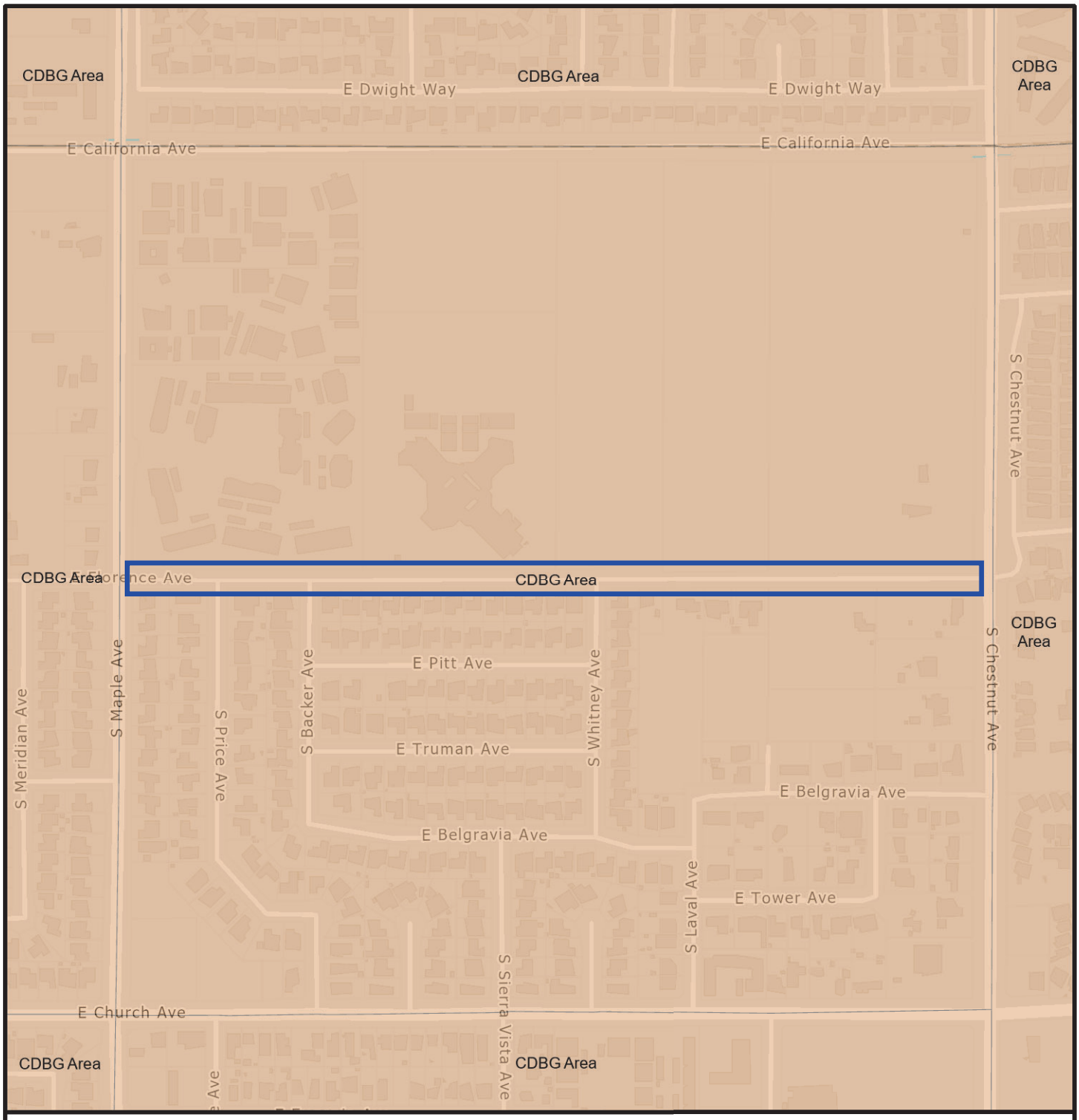
*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.
Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary.

This project includes complete street surface reconstruction of 0.50 center line miles of E. Florence Avenue between S. Maple Avenue and S. Chestnut Avenue in the Balderas Elementary School neighborhood. Pavement reconstruction includes the removal of existing pavement, compacting and regrading the underlying surface, and the installation of new pavement. Existing speed bumps will be reconstructed as part of the paving activities. Concrete reconstruction includes curb, gutter, sidewalks, and ADA-accessible curb ramps.

Service Area Map



Legend

CDBG AREA

N
W E
S

City of FRESNO

City of Fresno Public Works:

Barstow-First-Keats-Angus Neighborhood Street Improvements

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
UNIT OF GOVERNMENT[1]

Part A, Section 1: General Information

Legal Name of the Unit of Government:	
City of Fresno	
UEI Number:	*Federal Tax ID Number:*
ELPGKCJ7DJK7	94-6000338
Office Location:	*Organization Website Address:*
City Hall	www.fresno.gov/publicworks
Director:	*E-mail Address:*
Scott Mozier	Scott.Mozier@fresno.gov
Manager:	*E-mail Address:*
Bret Conner, Public Works Manager Gustavo Rangel, Project Manager	Bret.Conner@fresno.gov Gustavo.Rangel@fresno.gov
Financial Officer:	*E-mail Address:*
Yvonne Diaz	Yvonne.Diaz@fresno.gov

Principal Contact Person:	*Principal Contact's Title:*	*Principal Contact's Physical Address:*
Cheryl Burns	Grants Development Manager / Business Manager	2600 Fresno Street Fresno, CA 93721

Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
(559) 621-8689	(559) 970-6621	Cheryl.Burns@fresno.gov

Name of Authorized Signatory:	*Title of Authorized Signatory:*
Scott Mozier	*Public Works Director*
Signature of Authorized Official:	*Date of Signature:*
	*01/23/2026*

Do you have an active registration with SAM.gov? ☒ Yes ☐ No
Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

[1] This document is for Units of local government. Non-profit organizations, please complete Part A: Non-Profit Organization Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

Part A, Section 2: Organizational Capacity and Management

Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Bret Conner	Public Works Manager	15+
2) Gustavo Rangel	Project Manager	2+
3) Yvonne Diaz	Administrative Manager	20+
4)		
5)		

Financial Management

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

Name: Yvonne Diaz

Title: Administrative Manager

Phone/Email: (559) 621-8708 Yvonne.Diaz@fresno.gov

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☒ Yes ☐ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Has your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.
No findings or questioned costs.

6) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☐ Yes ☒ No
If yes, please explain

Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?

7) ☐ Yes ☒ No

If yes, please explain

Part A, Section 3: Summary of Attached Applications:

Provide number and total dollar amount of applications by Application Type

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public and Community Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public Infrastructure and Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
4	$ 6,720,588.00

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
4	$6,720,588.00

Required Attachments to Part A
Select all attachments included.

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

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

☒ **Part A, Exhibit 3** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

PY 2026-2027 APPLICATION
Infrastructure and Public Facility Improvements

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

   Project Name (10 words or less): Barstow-First-Keats-Angus Neighborhood Street Improvements

   Amount Requested: $ 2,648.253.00

   Provide a short description of the proposed project. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

The Barstow-First-Keats-Angus Neighborhood Street Improvements project includes complete street surface reconstruction of local streets in the residential neighborhood bounded by E. Barstow Avenue, N. First Street, E. Keats Avenue, and N. Angus Street within CDBG limits. The project also includes reconstruction of areas of damaged concrete including curb, gutter, and sidewalks and the installation of ADA-accessible curb ramps within the neighborhood. The proposed improvements are expected to improve the safety, accessibility, and quality of life for residents living in this CDBG-eligible neighborhood.

2. **Organizational Capacity**

   a. Describe the organization's experience with administering federally funded projects of this nature and staff skills necessary to deliver the proposed project.

The City of Fresno Public Works Department has decades of experience administering federally funded projects, including CDBG. The Department has successfully delivered on hudreds of millions of dollars in federally-funded grant projects. Staff in the Department are experienced and equipped to deliver CDBG projects on time and on budget.

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

The City of Fresno Public Works Department has administered road and sidewalk reconstruction projects since its inception and has successfully delivered CDBG-funded neighborhood reconstruction projects for decades.

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

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

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, how it benefits low- and moderate-income individuals, and how this need take priority among competing needs:

The neighborhood streets within the project area have an average Pavement Condition Index (PCI) of 30 (poor). Numerous complaints from the community have been received through FresGO regarding the condition of the pavement and concrete within the project neighborhood. This neighborhood streets improvement project is being recommended for funding by staff based on the PCI score and the number of community reports received.

The project neighborhood is located in census tract 6019005410, which scores in the 79th percentile in Cal Enviro Screen 4.0, and therefore is designated as a Disadvantaged Community for placing within the top 25% of census tracts statewide. This census tract is also identified as a SB 535 Disadvantaged Community. The proposed improvements are expected to improve the safety, accessibility, and quality of life for all residents living in this CDBG-eligible neighborhood.

This proposed project aligns with the Infrastructure and Public Facility Improvement priority goal of the 2026-2027 Annual Action Plan. It also addresses the Street Repairs and Improvements priority objective that was identified through the City's community needs workshops and identified as priority objectives.

b. The City's Analysis of Impediments to Fair Housing Choice includes areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook) that include some of the City's most vulnerable communities. Please select one of the following:

☒ The investment is not located within a RECAP

☐ The investment and its service area are located within RECAPs

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

This project is located within CDBG limits, in the residential neighborhood bounded by E. Barstow Avenue, N. First Street, E. Keats Avenue, and N. Angus Street. The proposed capital improvements are expected to benefit residents living within the boundaries identified on the service area map.

☒ Service area map attached as exhibit C

d. Estimate the *annual* number of unduplicated persons expected to receive a direct benefit from the project:

An estimated 3,536 unduplicated persons will receive a direct benefit from this project.

e. Select the proposed beneficiaries of the proposed project (select all that apply):

☐ Children and Youth

☐ Abused Children

☐ Older Adults (62 and older)

☐ Severely Disabled Adults

☐ Public Housing Residents

☐ Victims of Domestic Violence

☐ Illiterate Adults

☐ Migrant Farm Workers

☐ Low-Income Persons in General

☐ Homeless Individuals

☒ Persons at Risk of Homelessness

☒ Other (Specify: Persons within the ADA Community, i.e. visually impaired)

f. National Objective - Low-Income Area (LMA)
Infrastructure and Public Facility Improvements generally benefit residents within the defined service area. The service area must be primarily residential, and the participants receiving benefit from the improvement must primarily reside within the service area. If a portion of the participants receiving benefit from the improvement reside outside the service area, additional information about these participants may be required to qualify under Option 3: Low-Income Area.

☒ LMA map determination included as Exhibit C

g. Continuation of Use

Pursuant to 24 CFR 570.505, recipients receiving CDBG funds may not change the use or planned use of any property for which CDBG-funded improvements were made unless the recipient provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and the new use of such property qualifies as meeting one of the national objectives in §570.208 (formerly §570.901) and is not a building for the general conduct of government.

☒ The applicant agrees to comply with 24 CFR 570.505 and to consult with the Housing & Community Development Division prior to implementing any change of use for facilities improved with CDBG funds.

Please describe your unit's capacity to maintain the facility or improvements into the future.

The City of Fresno Public Works Department will maintain these facilities following local operations and maintenance procedures.

h. Detailed Narrative Description of Project
Describe the project in detail in the space below. Include any information about how the project has or will incorporate input from its anticipated beneficiaries. Limit description to the space provided on this and the next page.

This project includes complete street surface reconstruction of a total of 1.61 center line miles of local streets in the residential neighborhood bounded by E. Barstow Avenue, N. First Street, E. Keats Avenue, and N. Angus Street. Pavement reconstruction includes the removal of existing pavement, compacting and regrading the underlying surface, and the installation of new pavement. Existing speed bumps will be reconstructed as part of the paving activities.

Damaged concrete along the neighborhood streets will be removed and reconstructed including curb, gutter, and sidewalks. Additionally, 30 ADA-accessible curb ramps will be installed within the neighborhood.

The following street segments will be included as part of this project:

- E. Barstow Ave. (frontage road) between N. Angus St. and N. Orchard St.
- N. Orchard St. between E. Barstow Ave. and E. San Ramon Avenue
- E. San Ramon Ave. between N. Orchard St. and N. Sherman St.
- N. Sherman St. between E. San Ramon Ave. and E. Keats Ave.
- E. Keats Ave. between N. Angus St. and N. Sherman St.
- N. Callisch St. between E. Barstow Ave. and E. Scott Ave.
- E. San Carlos Ave. between N. Callisch St. and N. Sherman St.
- E. San Bruno Ave. between N. Callisch St. and N. Sherman St.
- E. Scott Ave. between N. Callisch St. and N. Sherman St.
- E. San Jose Ave. between N. Orchard St. and N. Sherman St.
- N. Orchard St. between E. San Jose Ave. and E. Scott Ave.
- E. San Jose Ave. between N. Angus St. and N. Callisch St.
- E. San Jose Ave. between N. Sherman St. and N. First St.

The proposed improvements are expected to benefit all residents living in this CDBG-eligible neighborhood.

Detailed Narrative Description of Project (Continued from previous page)

In addition to the capital budget summary in Exhibit A, an engineer's estimate is included as part of Exhibit C.

i. Please attach any drawing or visual plans that have been drafted as an exhibit to this application.

☒ Drawings or visual plans are attached as exhibit D

j. Collaboration
Briefly describe collaboration efforts the organization is making to ensure successful completion of the project to serve the overall needs of the beneficiaries.

Collaborating Organization	Description of Collaboration

4. Project Timeline and Budget

a. The City is interested in investments that provide benefit to residents in a timely manner (12 months) while balancing the need to maintain high standards of project delivery. Propose how the organization will address this need and describe the organization's history completing projects within established deadlines.

The City of Fresno Public Works Department will perform the proposed project activities in-house using City work crews. By eliminating the time-consuming procurement process to contract the work out, the project is anticipated to be completed within 12 months for timely project delivery.

With decades of history delivering high-quality and timely paving and concrete projects, staff in the Streets Maintenance Division are experienced and equipped to deliver a high-quality project on time and on budget.

b. Describe how existing resources are insufficient to meet the needs of the proposed project.

The City of Fresno Public Works Department is tasked with building and maintaining a total of 1,816 center line miles of streets citywide. The proposed project is not currently programmed for street maintenance activities, due to limited annual funding and the Department's obligation to balance many competing needs and priorities when planning annual maintenance activities.

c. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the unit has received funding commitment letters, please attach as an exhibit to this application.

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

d. Activity Budget Summary

Please complete Exhibit A – Capital Budget Summary in Excel format.

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

An Exhibit B – Budget Narrative must also be completed to provide a brief explanation of the expenses included in the budget.

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

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY (NON-PROFITS or CITY DEPARTMENTS)

☒ EXHIBIT B – BUDGET NARRATIVE

Optional Additional Exhibits:

☒ EXHIBIT D – DRAWINGS OR PLANS (IF AVAILABLE)

☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

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

☒ EXHIBIT C – LMA MAP WITH SERVICE AREA IDENTIFIED (REQUIRED)

CITY OF FRESNO
INFRASTRUCTURE & PUBLIC FACILITY IMPROVEMENTS BUDGET SUMMARY (City Departments)

Budgeted Category	City of Fresno CDBG	Other Federal Funds	State Funds	Local Funds	Private Funds (List Source)	Other (List Source)	Total Cost
Direct Costs							
Employee Services							
Professional Technical Services							
Property Services							
Other: (Specify)							
Supplies							
Land Acquisition							-
Building Acquisition							-
Improvements							-
Equipment							-
Furniture/Fixtures							-
Planning/Project Development							-
Engineering/Design							-
Contract Construction							-
Relocation							-
Other: (Specify) - Reconstruction	$ 1,915,000.00						1,915,000.00
Other: (Specify)							-
Interdepartmental Charges							-
Contingencies							-
TOTAL DIRECT COSTS	$ 1,915,000.00	$ -	$ -	$ -	$ -	$ -	$ 1,915,000.00
Indirect Costs							
Approved Indirect Cost Rate	$ 733,253.50						733,253.50
De minimus 15% Rate							-
TOTAL INDIRECT COSTS	$ 733,253.50	$ -	$ -	$ -	$ -	$ -	$ 733,253.50
GRAND TOTAL	$ 2,648,253.50	$ -	$ -	$ -	$ -	$ -	$ 2,648,253.50

Please revise this form and annotate budget items as needed

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

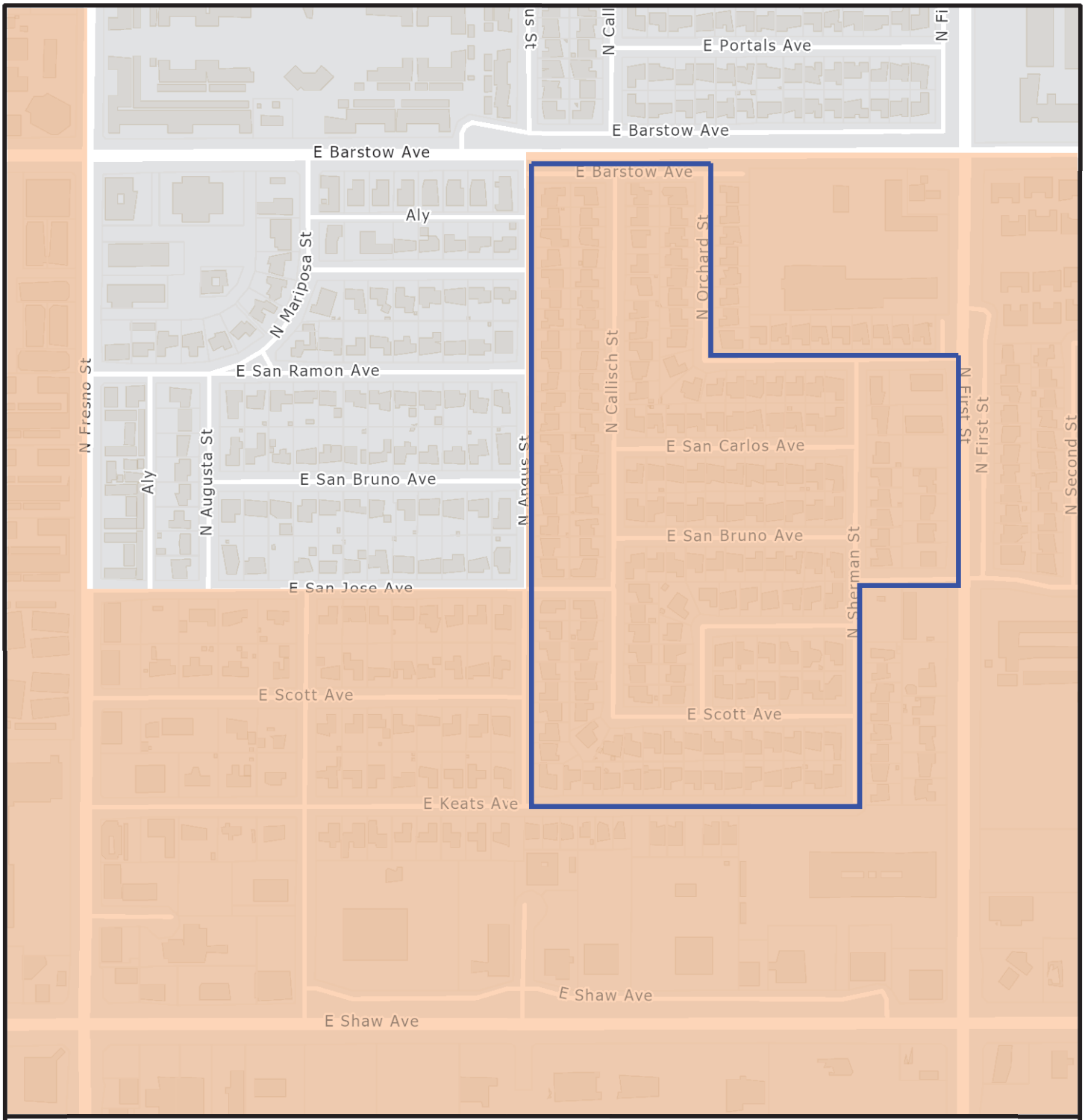
*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.
Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary.

This project includes complete street surface reconstruction of a total of 1.61 center line miles of local streets in the residential neighborhood bounded by bounded by E. Barstow Avenue, N. First Street, E. Keats Avenue, and N. Angus Street. Pavement reconstruction includes the removal of existing pavement, compacting and regrading the underlying surface, and the installation of new pavement. Existing speed bumps will be reconstructed as part of the paving activities. Concrete reconstruction includes curb, gutter, sidewalks, and ADA-accessible curb ramps.

Service Area Map



Legend

CDBG AREA

N
W E
S

City of FRESNO

City of Fresno Public Works:

Floradora-Fruit-Olive-Weber Neighborhood Street Improvements

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
UNIT OF GOVERNMENT[1]

Part A, Section 1: General Information

Legal Name of the Unit of Government:
City of Fresno

UEI Number:
ELPGKCJ7DJK7

Federal Tax ID Number:
94-6000338

Office Location:
City Hall

Organization Website Address:
www.fresno.gov/publicworks

Director:
Scott Mozier

E-mail Address:
Scott.Mozier@fresno.gov

Manager:
Bret Conner, Public Works Manager
Gustavo Rangel, Project Manager

E-mail Address:
Bret.Conner@fresno.gov
Gustavo.Rangel@fresno.gov

Financial Officer:
Yvonne Diaz

E-mail Address:
Yvonne.Diaz@fresno.gov

Principal Contact Person:
Cheryl Burns

Principal Contact's Title:
Grants Development Manager / Business Manager

Principal Contact's Physical Address:
2600 Fresno Street
Fresno, CA 93721

Primary Phone #:
(559) 621-8689

Alternative Phone #:
(559) 970-6621

E-mail Address:
Cheryl.Burns@fresno.gov

Name of Authorized Signatory:
Scott Mozier

Title of Authorized Signatory:
Public Works Director

Signature of Authorized Official:

Date of Signature:
01/23/2026

Do you have an active registration with SAM.gov? ☒ Yes ☐ No
Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

[1] This document is for Units of local government. Non-profit organizations, please complete Part A: Non-Profit Organization Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

Part A, Section 2: Organizational Capacity and Management

Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Bret Conner	Public Works Manager	15+
2) Gustavo Rangel	Project Manager	2+
3) Yvonne Diaz	Administrative Manager	20+
4)		
5)		

Financial Management

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

Name: Yvonne Diaz

Title: Administrative Manager

Phone/Email: (559) 621-8708 Yvonne.Diaz@fresno.gov

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☒ Yes ☐ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Has your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.
No findings or questioned costs.

6) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☐ Yes ☒ No
If yes, please explain

Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?

7) ☐ Yes ☒ No

If yes, please explain

Part A, Section 3: Summary of Attached Applications:

Provide number and total dollar amount of applications by Application Type

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public and Community Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public Infrastructure and Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
4	$ 6,720,588.00

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
4	$6,720,588.00

Required Attachments to Part A
Select all attachments included.

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

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

☒ **Part A, Exhibit 3** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

PY 2026-2027 APPLICATION
Infrastructure and Public Facility Improvements

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

   Project Name (10 words or less): Floradora-Fruit-Olive-Weber Neighborhood Street Improvements

   Amount Requested: $ 1,277,799.00

   Provide a short description of the proposed project. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

The Floradora-Fruit-Olive-Weber Neighborhood Street Improvements project includes complete street surface reconstruction of local streets in the residential neighborhood bounded by W. Floradora Avenue, N. Fruit Avenue, W. Olive Avenue, and N. Weber Avenue within CDBG limits. The project also includes reconstruction of areas of damaged concrete including curb, gutter, and sidewalks and the installation of ADA-accessible curb ramps within the neighborhood. The proposed improvements are expected to improve the safety, accessibility, and quality of life for residents living in this CDBG-eligible neighborhood.

2. **Organizational Capacity**

   a. Describe the organization's experience with administering federally funded projects of this nature and staff skills necessary to deliver the proposed project.

The City of Fresno Public Works Department has decades of experience administering federally funded projects, including CDBG. The Department has successfully delivered on hudreds of millions of dollars in federally-funded grant projects. Staff in the Department are experienced and equipped to deliver CDBG projects on time and on budget.

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

The City of Fresno Public Works Department has administered road and sidewalk reconstruction projects since its inception and has successfully delivered CDBG-funded neighborhood reconstruction projects for decades.

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

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

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, how it benefits low- and moderate-income individuals, and how this need take priority among competing needs:

The neighborhood streets within the project area have an average Pavement Condition Index (PCI) of 59 (fair). Although the PCI is within the "fair" range, the streets have many large cracks that cannot be fixed with a slurry seal. Numerous complaints from the community have been received through FresGO regarding the condition of the pavement and concrete within the project neighborhood. This neighborhood streets improvement project is being recommended for funding by staff based on the PCI score, the nature of the damage, and the number of community reports received.

The project neighborhood is located in census tract 6019002100, which scores in the 92nd percentile in Cal Enviro Screen 4.0, and therefore is designated as a Disadvantaged Community for placing within the top 25% of census tracts statewide. This census tract is also identified as a SB 535 Disadvantaged Community. The proposed improvements are expected to improve the safety, accessibility, and quality of life for all residents living in this CDBG-eligible neighborhood.

This proposed project aligns with the Infrastructure and Public Facility Improvement priority goal of the 2026-2027 Annual Action Plan. It also addresses the Street Repairs and Improvements priority objective that was identified through the City's community needs workshops and identified as priority objectives.

b. The City's Analysis of Impediments to Fair Housing Choice includes areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook) that include some of the City's most vulnerable communities. Please select one of the following:

☒ The investment is not located within a RECAP

☐ The investment and its service area are located within RECAPs

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

The project is located within CDBG limits, in the residential neighborhood bounded by W. Floradora Avenue, N. Fruit Avenue, W. Olive Avenue, and N. Weber Avenue. The proposed capital improvements are expected to benefit all residents living within the boundaries identified on the service area map.

☒ Service area map attached as exhibit C

d. Estimate the *annual* number of unduplicated persons expected to receive a direct benefit from the project:

An estimated 6,200 unduplicated persons will receive a direct benefit from this project.

e. Select the proposed beneficiaries of the proposed project (select all that apply):

☐ Children and Youth

☐ Abused Children

☐ Older Adults (62 and older)

☐ Severely Disabled Adults

☐ Public Housing Residents

☐ Victims of Domestic Violence

☐ Illiterate Adults

☐ Migrant Farm Workers

☒ Low-Income Persons in General

☐ Homeless Individuals

☐ Persons at Risk of Homelessness

☒ Other (Specify: Persons within the ADA Community, i.e. visually impaired)

f. National Objective - Low-Income Area (LMA)
Infrastructure and Public Facility Improvements generally benefit residents within the defined service area. The service area must be primarily residential, and the participants receiving benefit from the improvement must primarily reside within the service area. If a portion of the participants receiving benefit from the improvement reside outside the service area, additional information about these participants may be required to qualify under Option 3: Low-Income Area.

☒ LMA map determination included as Exhibit C

g. Continuation of Use

Pursuant to 24 CFR 570.505, recipients receiving CDBG funds may not change the use or planned use of any property for which CDBG-funded improvements were made unless the recipient provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and the new use of such property qualifies as meeting one of the national objectives in §570.208 (formerly §570.901) and is not a building for the general conduct of government.

☒ The applicant agrees to comply with 24 CFR 570.505 and to consult with the Housing & Community Development Division prior to implementing any change of use for facilities improved with CDBG funds.

Please describe your unit's capacity to maintain the facility or improvements into the future.

The City of Fresno Public Works Department will maintain these facilities following local operations and maintenance procedures.

h. Detailed Narrative Description of Project
Describe the project in detail in the space below. Include any information about how the project has or will incorporate input from its anticipated beneficiaries. Limit description to the space provided on this and the next page.

This project includes complete street surface reconstruction of a total of 1.81 center line miles of local streets in the residential neighborhood bounded by W. Floradora Avenue, N. Fruit Avenue, W. Olive Avenue, and N. Weber Avenue. Pavement reconstruction includes the removal of existing pavement, compacting and regrading the underlying surface, and the installation of new pavement. Existing speed bumps will be reconstructed as part of the paving activities.

Damaged concrete along the neighborhood streets will be removed and reconstructed including curb, gutter, and sidewalks. Additionally, six (6) ADA-accessible curb ramps will be installed within the neighborhood.

The following street segments will be included as part of this project:

- W. Floradora Ave. between N. Weber Ave. and N. Fruit Ave.
- N. Esther Way between W. Floradora Ave. and W. Hammond Ave.
- N. Teilman Ave. between W. Floradora Ave. and W. Hedges Ave.
- N. Delno Ave. between W. Floradora Ave. and W. Olive Ave.
- W. Tobey Ave. between N. Teilman Ave. and W. Floradora Ave.
- W. Lamona Ave. between N. Esther Way and N. Fruit Ave.
- W. Hedges Ave. between N. Teilman Ave. and N. Fruit Ave.
- W. Hammond Ave. between N. Weber Ave. and N. Fruit Ave.

The proposed improvements are expected to benefit all residents living in this CDBG-eligible neighborhood.

In addition to the capital budget summary in Exhibit A, an engineer's estimate is included as part of Exhibit C.

i. Please attach any drawing or visual plans that have been drafted as an exhibit to this application.

☒ Drawings or visual plans are attached as exhibit D

j. Collaboration
Briefly describe collaboration efforts the organization is making to ensure successful completion of the project to serve the overall needs of the beneficiaries.

Collaborating Organization	Description of Collaboration

4. Project Timeline and Budget

a. The City is interested in investments that provide benefit to residents in a timely manner (12 months) while balancing the need to maintain high standards of project delivery. Propose how the organization will address this need and describe the organization's history completing projects within established deadlines.

The City of Fresno Public Works Department will perform the proposed project activities in-house using City work crews. By eliminating the time-consuming procurement process to contract the work out, the project is anticipated to be completed within 12 months for timely project delivery.

With decades of history delivering high-quality and timely paving and concrete projects, staff in the Streets Maintenance Division are experienced and equipped to deliver a high-quality project on time and on budget.

b. Describe how existing resources are insufficient to meet the needs of the proposed project.

The City of Fresno Public Works Department is tasked with building and maintaining a total of 1,816 center line miles of streets citywide. The proposed project is not currently programmed for street maintenance activities, due to limited annual funding and the Department's obligation to balance many competing needs and priorities when planning annual maintenance activities.

c. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the unit has received funding commitment letters, please attach as an exhibit to this application.

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

d. Activity Budget Summary

Please complete Exhibit A – Capital Budget Summary in Excel format.

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

An Exhibit B – Budget Narrative must also be completed to provide a brief explanation of the expenses included in the budget.

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

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY (NON-PROFITS or CITY DEPARTMENTS)

☒ EXHIBIT B – BUDGET NARRATIVE

Optional Additional Exhibits:

☒ EXHIBIT D – DRAWINGS OR PLANS (IF AVAILABLE)

☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

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

☒ EXHIBIT C – LMA MAP WITH SERVICE AREA IDENTIFIED (REQUIRED)

CITY OF FRESNO
INFRASTRUCTURE & PUBLIC FACILITY IMPROVEMENTS BUDGET SUMMARY (City Departments)

Budgeted Category	City of Fresno CDBG	Other Federal Funds	State Funds	Local Funds	Private Funds (List Source)	Other (List Source)	Total Cost
Direct Costs							
Employee Services							
Professional Technical Services							
Property Services							
Other: (Specify)							
Supplies							
Land Acquisition							-
Building Acquisition							-
Improvements							-
Equipment							-
Furniture/Fixtures							-
Planning/Project Development							-
Engineering/Design							-
Contract Construction							-
Relocation							-
Other: (Specify) - Reconstruction	$ 924,000.00						924,000.00
Other: (Specify)							-
Interdepartmental Charges							-
Contingencies							-
TOTAL DIRECT COSTS	$ 924,000.00	$ -	$ -	$ -	$ -	$ -	$ 924,000.00
Indirect Costs							
Approved Indirect Cost Rate	$ 353,799.60						353,799.60
De minimus 15% Rate							-
TOTAL INDIRECT COSTS	$ 353,799.60	$ -	$ -	$ -	$ -	$ -	$ 353,799.60
GRAND TOTAL	$ 1,277,799.60	$ -	$ -	$ -	$ -	$ -	$ 1,277,799.60

Please revise this form and annotate budget items as needed

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

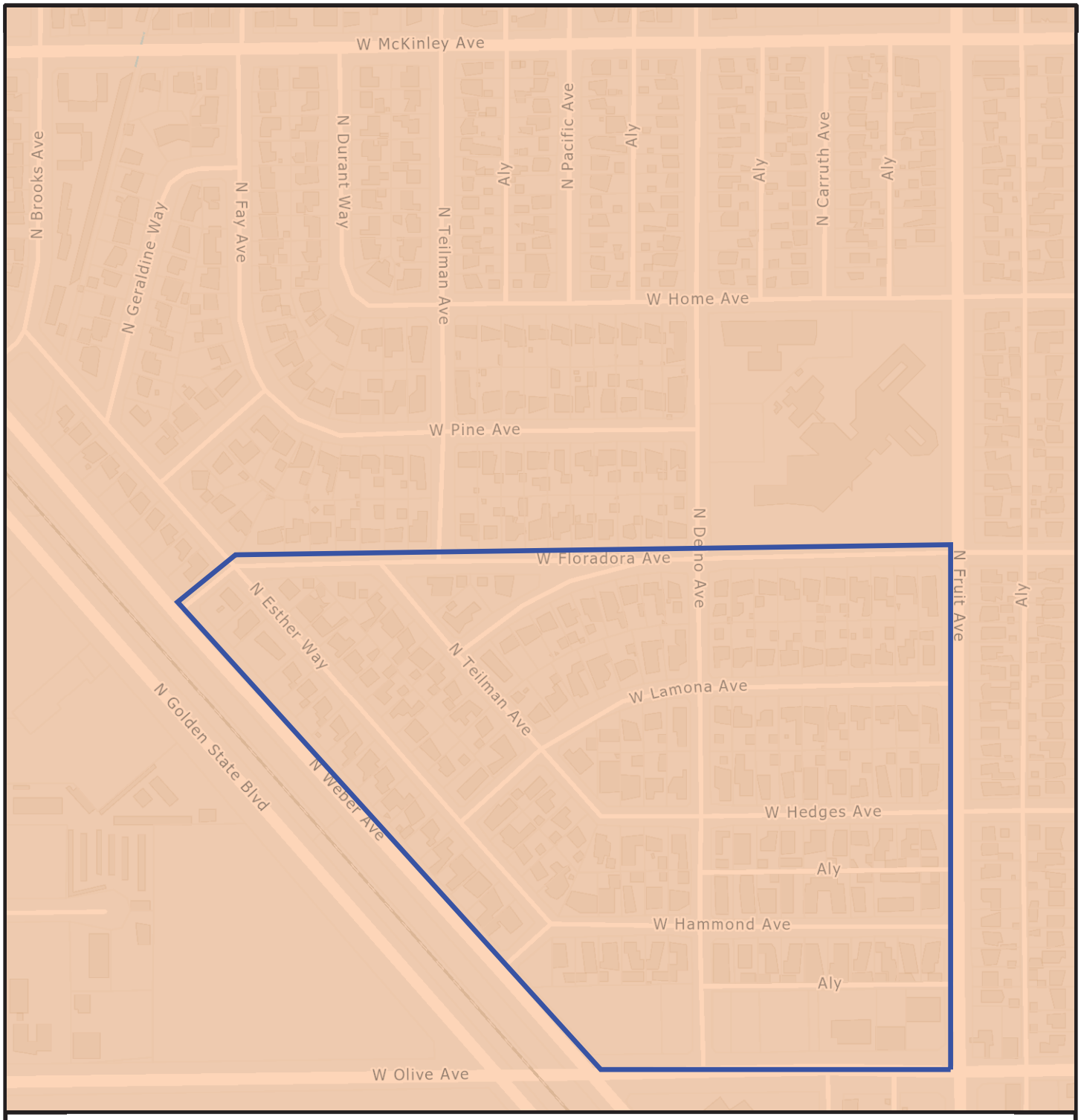
*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.
Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary.

This project includes complete street surface reconstruction of a total of 1.81 center line miles of local streets in the residential neighborhood bounded by W. Floradora Avenue, N. Fruit Avenue, W. Olive Avenue, and N. Weber Avenue. Pavement reconstruction includes the removal of existing pavement, compacting and regrading the underlying surface, and the installation of new pavement. Existing speed bumps will be reconstructed as part of the paving activities. Concrete reconstruction includes curb, gutter, sidewalks, and ADA-accessible curb ramps.

Service Area Map



Legend

CDBG AREA

N
W E
S

City of FRESNO

City of Fresno Public Works:

Highway City Neighborhood Street Reconstruction (Multi-year)

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
UNIT OF GOVERNMENT[1]

Part A, Section 1: General Information

Legal Name of the Unit of Government:
City of Fresno

UEI Number:
ELPGKCJ7DJK7

Federal Tax ID Number:
94-6000338

Office Location:
City Hall

Organization Website Address:
www.fresno.gov/publicworks

Director:
Scott Mozier

E-mail Address:
Scott.Mozier@fresno.gov

Manager:
Bret Conner, Public Works Manager
Gustavo Rangel, Project Manager

E-mail Address:
Bret.Conner@fresno.gov
Gustavo.Rangel@fresno.gov

Financial Officer:
Yvonne Diaz

E-mail Address:
Yvonne.Diaz@fresno.gov

Principal Contact Person:
Cheryl Burns

Principal Contact's Title:
Grants Development Manager / Business Manager

Principal Contact's Physical Address:
2600 Fresno Street
Fresno, CA 93721

Primary Phone #:
(559) 621-8689

Alternative Phone #:
(559) 970-6621

E-mail Address:
Cheryl.Burns@fresno.gov

Name of Authorized Signatory:
Scott Mozier

Title of Authorized Signatory:
Public Works Director

Signature of Authorized Official:

Date of Signature:
01/23/2026

Do you have an active registration with SAM.gov? ☒ Yes ☐ No
Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

[1] This document is for Units of local government. Non-profit organizations, please complete Part A: Non-Profit Organization Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

Part A, Section 2: Organizational Capacity and Management

Please provide key personnel information for HUD-funded projects:

	Staff Name	Title	Years of Experience
1)	Bret Conner	Public Works Manager	15+
2)	Gustavo Rangel	Project Manager	2+
3)	Yvonne Diaz	Administrative Manager	20+
4)			
5)			

Financial Management

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

   Name: Yvonne Diaz

   Title: Administrative Manager

   Phone/Email: (559) 621-8708 Yvonne.Diaz@fresno.gov

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
   ☒ Yes ☐ No
   A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Has your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
   If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.
   No findings or questioned costs.

6) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☐ Yes ☒ No
   If yes, please explain

Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?

7) ☐ Yes ☒ No

If yes, please explain

Part A, Section 3: Summary of Attached Applications:

Provide number and total dollar amount of applications by Application Type

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public and Community Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public Infrastructure and Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
4	$ 6,720,588.00

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
4	$6,720,588.00

Required Attachments to Part A
Select all attachments included.

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

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

☒ **Part A, Exhibit 3** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

PY 2026-2027 APPLICATION
Infrastructure and Public Facility Improvements

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

   Project Name (10 words or less): Highway City Neighborhood Street Reconstruction (Multi-Year)

   Amount Requested: $ $2,192,975.00

   Provide a short description of the proposed project. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

This project includes the rehabilitation and construction of road improvements in the Highway City neighborhood along N. Lola Avenue, both north and south of W. Shaw Avenue, as well as along W. Fairmont Avenue extending to its intersection with N. Polk Avenue. The project includes installation of ADA accessible curb ramps, curb and gutter, sidewalks, street lighting, and storm drain facilities. In addition, the project would pave the existing alley located behind the residential properties along N. Lola Avenue. This application is for the construction phase of the project, which is the final phase of a multi-year request

2. **Organizational Capacity**

   a. Describe the organization's experience with administering federally funded projects of this nature and staff skills necessary to deliver the proposed project.

The City of Fresno Public Works Department has decades of experience administering federally funded projects, including CDBG. The Department has successfully delivered on hudreds of millions of dollars in federally-funded grant projects. Staff in the Department are experienced and equipped to deliver CDBG projects on time and on budget.

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

The City of Fresno Public Works Department has administered road and sidewalk reconstruction projects since its inception and has successfully delivered CDBG-funded neighborhood reconstruction projects for decades.

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

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

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, how it benefits low- and moderate-income individuals, and how this need take priority among competing needs:

The project neighborhood is located in census tract 6019004207, which scores in the 90th percentile in Cal Enviro Screen 4.0, and therefore is designated as a Disadvantaged Community for placing within the top 25% of census tracts statewide. This census tract is also identified as a SB 535 Disadvantaged Community.

The engineering and right-of-way phases of this project were previously funded through CDBG (PY 2020) and this proposal is for the final construction phase of a multi-year request.

This application is for the construction phase of the project, which is the final phase of a multi-year request.

This proposed project aligns with the Infrastructure and Public Facility Improvement priority goal of the 2026-2027 Annual Action Plan. It also addresses the Street Repairs and Improvements priority objective that was identified through the City's community needs workshops and identified as priority objectives..

b. The City's Analysis of Impediments to Fair Housing Choice includes areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook) that include some of the City's most vulnerable communities. Please select one of the following:

☒ The investment is not located within a RECAP

☐ The investment and its service area are located within RECAPs

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

The project is located in Highway City, along N. Lola Avenue, both north and south of W. Shaw Avenue, as well as along W. Fairmont Avenue extending to its intersection with N. Polk Avenue. The proposed capital improvements are expected to benefit all residents living within the boundaries identified on the service area map.

☒ Service area map attached as exhibit C

d. Estimate the *annual* number of unduplicated persons expected to receive a direct benefit from the project:

An estimated 3,985 unduplicated persons will receive a direct benefit from this project.

e. Select the proposed beneficiaries of the proposed project (select all that apply):

☐ Children and Youth

☐ Abused Children

☐ Older Adults (62 and older)

☐ Severely Disabled Adults

☐ Public Housing Residents

☐ Victims of Domestic Violence

☐ Illiterate Adults

☐ Migrant Farm Workers

☒ Low-Income Persons in General

☐ Homeless Individuals

☐ Persons at Risk of Homelessness

☒ Other (Specify: Persons within the ADA Community, i.e. visually impaired)

f. National Objective - Low-Income Area (LMA)
Infrastructure and Public Facility Improvements generally benefit residents within the defined service area. The service area must be primarily residential, and the participants receiving benefit from the improvement must primarily reside within the service area. If a portion of the participants receiving benefit from the improvement reside outside the service area, additional information about these participants may be required to qualify under Option 3: Low-Income Area.

☒ LMA map determination included as Exhibit C

g. Continuation of Use

Pursuant to 24 CFR 570.505, recipients receiving CDBG funds may not change the use or planned use of any property for which CDBG-funded improvements were made unless the recipient provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and the new use of such property qualifies as meeting one of the national objectives in §570.208 (formerly §570.901) and is not a building for the general conduct of government.

☒ The applicant agrees to comply with 24 CFR 570.505 and to consult with the Housing & Community Development Division prior to implementing any change of use for facilities improved with CDBG funds.

Please describe your unit's capacity to maintain the facility or improvements into the future.

The City of Fresno Public Works Department will maintain these facilities following local operations and maintenance procedures.

h. Detailed Narrative Description of Project
Describe the project in detail in the space below. Include any information about how the project has or will incorporate input from its anticipated beneficiaries. Limit description to the space provided on this and the next page.

The project is in an area known as Highway City in northwest Fresno, near Teague Elementary School, and will reconstruct and install road improvements including the installation of ADA-accessible curb ramps, curb and gutter, sidewalks, street lighting, and storm drain facilities along N. Lola Avenue, both north and south of W. Shaw Avenue, as well as along W. Fairmont Avenue extending to its intersection with N. Polk Avenue. In addition, the project will pave the existing alley located behind the residential properties along N. Lola Avenue.

This application is for the construction phase of the project, which is the final phase of a multi-year request. NEPA clearance for the project is expected by the end of January 2026 with right-of-way acquisition to begin immediately thereafter. Public Works Department expects the project to be construction-ready and to advertise for construction around the beginning of the Federal Fiscal Year 2026-2027, with construction completion estimated for Federal Fiscal Year 2027-2028 .

i. Please attach any drawing or visual plans that have been drafted as an exhibit to this application.

☒ Drawings or visual plans are attached as exhibit D

j. Collaboration
Briefly describe collaboration efforts the organization is making to ensure successful completion of the project to serve the overall needs of the beneficiaries.

Collaborating Organization	Description of Collaboration

4. Project Timeline and Budget

a. The City is interested in investments that provide benefit to residents in a timely manner (12 months) while balancing the need to maintain high standards of project delivery. Propose how the organization will address this need and describe the organization's history completing projects within established deadlines.

This application is for the construction phase of the project, which is the final phase of a multi-year request. NEPA clearance for the project is expected by the end of January 2026 with right-of-way acquisition to begin immediately thereafter. Public Works Department expects the project to be construction-ready and to advertise for construction around the beginning of the Federal Fiscal Year 2026-2027, with construction completion estimated for Federal Fiscal Year 2027-2028.

b. Describe how existing resources are insufficient to meet the needs of the proposed project.

The City of Fresno Public Works Department is tasked with building and maintaining a total of 1,816 center line miles of streets citywide. The proposed project is not currently programmed for street maintenance activities, due to limited annual funding and the Department's obligation to balance many competing needs and priorities when planning annual maintenance activities.

c. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the unit has received funding commitment letters, please attach as an exhibit to this application.

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

d. Activity Budget Summary

Please complete Exhibit A – Capital Budget Summary in Excel format.

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

An Exhibit B – Budget Narrative must also be completed to provide a brief explanation of the expenses included in the budget.

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

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY (NON-PROFITS or CITY DEPARTMENTS)

☒ EXHIBIT B – BUDGET NARRATIVE

Optional Additional Exhibits:

☒ EXHIBIT D – DRAWINGS OR PLANS (IF AVAILABLE)

☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

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

☒ EXHIBIT C – LMA MAP WITH SERVICE AREA IDENTIFIED (REQUIRED)

CITY OF FRESNO
INFRASTRUCTURE & PUBLIC FACILITY IMPROVEMENTS BUDGET SUMMARY (City Departments)

Budgeted Category	City of Fresno CDBG	Other Federal Funds	State Funds	Local Funds	Private Funds (List Source)	Other (List Source)	Total Cost
Direct Costs							
Employee Services							
Professional Technical Services							
Property Services							
Other: (Specify)							
Supplies							
Land Acquisition							-
Building Acquisition							-
Improvements							-
Equipment							-
Furniture/Fixtures							-
Planning/Project Development							-
Engineering/Design	$ 190,299.00						190,299.00
Contract Construction							-
Relocation							-
Other: (Specify) - Construction	$ 1,268,658.00						1,268,658.00
Other: (Specify)							-
Interdepartmental Charges							-
Contingencies	$ 126,823.00						126,823.00
TOTAL DIRECT COSTS	$ 1,585,780.00	$ -	$ -	$ -	$ -	$ -	$ 1,585,780.00
Indirect Costs							
Approved Indirect Cost Rate	$ 607,195.16						607,195.16
De minimus 15% Rate							-
TOTAL INDIRECT COSTS	$ 607,195.16	$ -	$ -	$ -	$ -	$ -	$ 607,195.16
GRAND TOTAL	$ 2,192,975.16	$ -	$ -	$ -	$ -	$ -	$ 2,192,975.16

Please revise this form and annotate budget items as needed

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

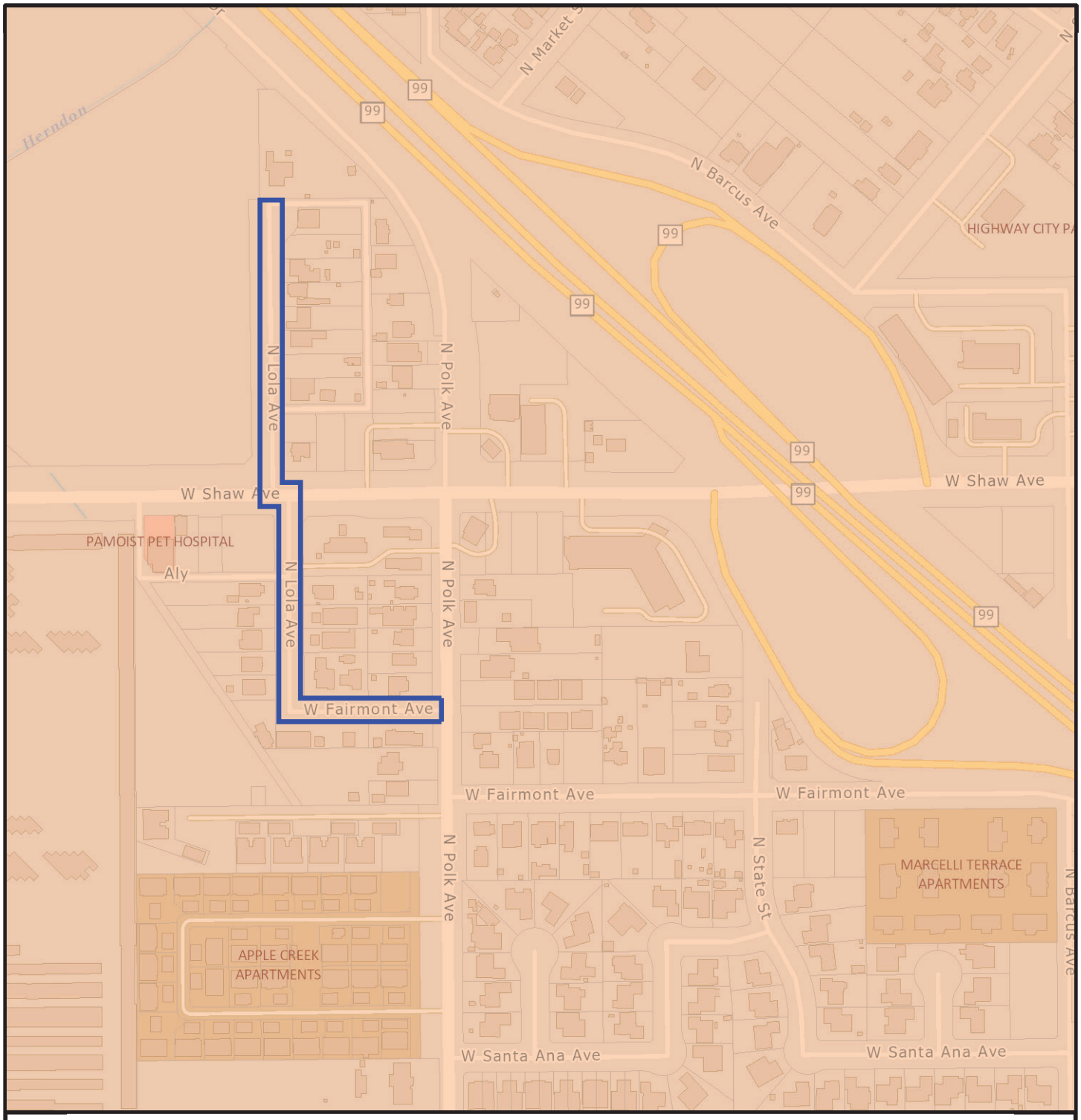
*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.
Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary.

The project is in an area known as Highway City in northwest Fresno, near Teague Elementary School. This application is for the construction phase of the project, which is the final phase of a multi-year request. Construction costs and a 10% contingency are included in the project budget.

Service Area Map



Legend

CDBG AREA

N
W E
S

City of FRESNO

Fresno Ideaworks:

New Roof at 1730 J Street (Fresno Ideaworks)

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization: Fresno Ideaworks	*Fictitious Name (if applicable):* Ideaworks
UEI of Organization: U642NVU2QQD8	*Taxpayer Identification Number:* 46-1568229
Date of Incorporation: 11/14/2012	*Date of 501(c)(3) Determination:* 08/25/2014
Mailing Address of Organization: 1730 H Street Fresno CA 93721	*Organization Website Address:* https://fresnoideaworks.org
Name of President (or Chair of the Board): Ryan Madron	*E-mail Address:* rmadron@fresnoideaworks.org
Name of Chief Executive or Executive Director: *William Frame*	*E-mail Address:* *wframe@fresnoideaworks.org*
Name of the Secretary: Stacey Flora	*E-mail Address:* staceyf@fresnoideaworks.org
Name of Treasurer (or Chief Financial Officer): Vincent Nolletti	*E-mail Address:* vincen@fresnoideaworks.org
Principal Contact Person: Ryan Madron / *Principal Contact's Title:* President	*Principal Contact's Physical Address:* 6083 N Figarden Dr #154 Fresno CA 93722
Primary Phone #: 5598982667 / *Alternative Phone #:*	*E-mail Address:* rmadron@fresnoideaworks.org
Name of Authorized Signatory: *Ryan Madron*	*Title of Authorized Signatory:* *President, Fresno Resolution*
Signature of Authorized Official: Ryan Madron	*Date of Signature:* *1/21/2026*

Do you have an active registration with SAM.gov? ☒ Yes ☐ No

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

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

The Corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. The purpose of this corporation is to promote and encourage technical, scientific, and artistic skills through individual projects, social collaboration, and education. Also in the context of these purposes, the corporation shall engage in scientific, charitable and educational activities within the meaning of Section 501 (c)(3) of the Internal Revenue Code, including but not limited to:
(a) Through talks, classes, workshops, collaborative projects, and other activities, to encourage research, knowledge exchange, learning, and mentoring in a safe, clean space.
(b) Provide educational spaces for teaching practical skills and theory of STEAM (Science, Teclmology, Engineering, Art, Math).
(c) Provide work space, storage, and other resources for projects related to STEAM that will benefit the individual members' personal growth in their fields of interest, encouraging the individual members to share their projects and knowledge for the betterment of society through art, science and technology.
(d) To create, learn, and teach, individually and as a group, inviting members of the community in the Fresno area and the world.
(e) To develop, support the development of, and provide resources or the development of free and open sm1rce software and hardware for the benefit of society.
(I) Collaboration across disciplines for the benefit of cultural, charitable, and scientific causes.
(g) To foster, by all legal means, the common purposes of its participants.
(h) To conduct or engage in all lawful activities in furtherance of the stated purposes or those incidental to them.

Please mark any of the following classifications that apply to your organization:

- ☐ Woman-Owned Business
- ☐ Minority Institution
- ☐ Tribal
- ☒ Other: all volunteer
- ☐ Small Business
- ☐ Minority-Owned
- ☐ Veteran-Owned

Part A, Section 3: Organizational Capacity and Management
Please provide the number of staff employed by your organization: 0

Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience

1) n/a
2)
3)
4)
5)

Board of Directors

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

1) Ryan Madron
2) William Frame
3) Sylvia Alamano
4) Vincent Nolletti
5) Rachel Baldwyn
6) Stacey Flora
7) Oliver Stern
8) Jeramy Short
9) David Ellis
10) Amy Ellis

Financial Management

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

Name: Vincen Nolletti
Title: Treasurer
Phone/Email: vincen@fresnoideaworks.org

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☐ Yes ☒ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Have your agency's annual financial statements been audited by an independent audit firm? ☐ Yes ☒ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.

6) Does your financial system:
a) Provide for the control and accountability of grant funds, property, and other assets? ☒ Yes ☐ No
b) Separately track revenue and expenditures for the grant funds? ☒ Yes ☐ No

7) Does your payroll system separately track staff time by grant and/or activity? ☐ Yes ☒ No

8) Are all payments properly documented with evidence or receipt of goods or performance of services? ☒ Yes ☐ No

9) Are all bank accounts reconciled monthly? ☒ Yes ☐ No

10) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☒ Yes ☐ No
If yes, please explain
Annual non-profit Board elections and installation July 2025

11) Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?
☒ Yes ☐ No
If yes, please explain
Bookkeeping consultation, accounting review

12) Does your agency have policies that address the following?

Ethics/Professional Conduct	☒ Yes	☐ No
Pay Rates and Benefits	☒ Yes	☐ No
Discrimination	☒ Yes	☐ No
Purchasing/Procurement	☒ Yes	☐ No
Property and Equipment	☒ Yes	☐ No
Segregation of Duties	☒ Yes	☐ No
Time and Effort Reporting	☒ Yes	☐ No
Record Retention	☒ Yes	☐ No

13) Does your agency certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily

excluded from participation in this transaction by any Federal or State department or agency? ☒ Yes ☐ No

Authorized Signatories

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

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

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

Authorized Signatory Name	Authorized Signatory Title
1) Ryan Madron	President
2) Vincent Nolletti	Treasurer

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

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

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

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0.00

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0.00

- **Owner-Occupied Home Repair**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0.00

- **Public Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0.00

- **Public Infrastructure & Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
1	$ 132,400.00

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GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
1	**$132,400.00**

Required Attachments to Part A
Select all attachments included.

- ☒ **Part A, Exhibit 1** – Organization's U.S. Internal Revenue Service 501(c)(3) Determination of Exemption Letter (Required)
- ☒ **Part A, Exhibit 2** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds)
- ☐ **Part A, Exhibit 3** – Copies of results of audits, examinations, or monitoring procedures performed during the last two fiscal years on any direct federal award received by the organization
- ☐ **Part A, Exhibit 4** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)
- ☒ **Part A, Exhibit 5** – List of all awards to the organization from City of Fresno during the past two years
- ☐ **Part A, Exhibit 6** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)
- ☒ **Part A, Exhibit 7** – List of Directors and Officers by Corporate Title and Name (Required)
- ☒ **Part A, Exhibit 8** – Organization's Articles of Incorporation (Required)
- ☒ **Part A, Exhibit 9** – Bylaws of the Organization (Required)
- ☒ **Part A, Exhibit 10** – Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application

PY 2026-2027 APPLICATION
Infrastructure and Public Facility Improvements

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

   Project Name (10 words or less):

   New Roof at 1730 H Street (Fresno Ideaworks)

   Amount Requested: $ 130000.00

   Provide a short description of the proposed project. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

Fresno Ideaworks, a 501(c)3 non-profit community makerspace, located at 1730 H Street, downtown Fresno, within HUD designated LMI and R/ECAP tracts. The project will fully replace approximately 7300 sq ft of failed, end-of-life (60 years) spray foam roofing, together with removal of obsolete rooftop HVAC units, and installation of a new energy-efficient, code-compliant roof system with upgraded insulation, flashings, and drainage. The project is necessary to mitigate ongoing leaks resulting in significant water damage and pest incursion into the structure, built in 1928 as a public swimming pool known as the Crown Plunge, repurposed in 1947, and undergoing façade remodeling in 1964.

This project is aligned with the City of Fresno Action Plan Goal: Public Facilities & Infrastructure Improvements — rehabilitation of community facilities to improve health, safety, accessibility, and service continuity for low- and moderate-income residents (consistent with goals in the 2025-2029 Consolidated Plan and 2025-26 Annual Action Plan). The project also meets Public Facilities & Improvements (24 CFR 570.201(c)): rehabilitation of an existing community facility used by residents, including LMI individuals and households.

2. **Organizational Capacity**

   a. Describe the organization’s experience with administering federally funded projects of this nature and staff skills necessary to deliver the proposed project.

The organization has not previously administered a federally funded capital project of this scale; however, it has successfully managed state, county, and City of Fresno grants, including COVID-19 relief, operating support, and a façade improvement project. The Facilities and Finance teams are actively obtaining assessments and estimates from licensed local commercial roofing contractors, with a target of three to five competitive bids. The proposed budget reflects current market data and includes a 10–15% contingency to account for anticipated material cost escalation prior to construction.

Organization members with current or prior construction industry experience will support contractor coordination as needed, assist the Project Manager, and serve as liaisons to makerspace members, program participants, and other visitors. Site safety plans and access controls will be implemented throughout construction to protect facility users, staff, and the public.

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

   12

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

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

   ☒ Written Financial Management Policies and Procedures

   ☒ Non-Discrimination / Equal Opportunity Policy

   ☒ Conflict of Interest Policies and Procedures

   ☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, how it benefits low- and moderate-income individuals, and how this need take priority among competing needs:

Fresno Ideaworks, a nonprofit makerspace, operates in a 98 year old building that serves as the primary accessible creative and technical resource for residents in a low to moderate income (LMI) neighborhood. The building's roof has reached the end of its functional life, putting the safety of participants, staff, and critical equipment at risk, and threatening the continuity of programs that provide hands on learning, workforce skills, and entrepreneurial support to the community.

CDBG National Objective & Eligibility

• Area Benefit – Low- and Moderate-Income (LMI) Neighborhood : Project serves a facility located within a census tract/block group where ≥51% of households are LMI, qualifying under CDBG Area Benefit criteria.

While the organization does not collect demographic data from all visitors, most member and class participant accounts include home zip codes. In the 3rd and 4th quarters of 2025, about 36% listed zip codes within the 12 low-income areas identified by HUD's LMI Population by Tract layer, including downtown. This excludes VA Recreational Therapy Program participants, whose addresses and personal information are protected under HIPAA.

• Public Facilities & Improvements (24 CFR 570.201(c)): Rehabilitation of an existing community facility used by residents, including LMI individuals and households.

Community Need & Impact

- The existing roof is ~60 years old, has failed performance, and regular patching is no longer effective, creating chronic water intrusion that threatens occupant health and building integrity.

- Water leaks and moisture foster conditions that compromise indoor air quality, promote pest entry, and jeopardize safety for community users.

- If left unaddressed, continued deterioration could lead to significant property damage or facility closure, reducing access, and possibly adding to additional blight in the immediate neighborhood.

Expected Outcomes:

- Remove health/safety hazards caused by leaks and moisture, and pest incursion.

- Extend useful life of the facility 20–30 years with a durable, energy-efficient roof.

- Improve energy performance and reduce long-term maintenance costs.

• Maintain uninterrupted community access—particularly for LMI individuals and underserved populations.

Census Tract / LMI Area Impact

The project is located within a designated Low- and Moderate-Income (LMI) census tract in the City of Fresno, where CDBG funds are targeted for area benefit improvements that serve the local LMI population. The facility's service area includes residents who live in adjacent LMI neighborhoods and who deserve community programming, work skills development opportunities, creative and artistic skills development opportunities, and educational resources in their neighborhood. By rehabilitating this public facility consistent with Fresno's Consolidated Plan goals, the project ensures continued access and blight mitigation, and directly benefiting residents of the surrounding neighborhood.

At this time, Fresno Ideaworks remains one of the most comprehensive public, non-profit makerspaces in the Central Valley, offering a wide array of useful and artistic skill-building resources across multiple disciplines. It is also one of the most affordable options compared to similar spaces in other California cities, keeping hands-on learning within reach for more people. The choice to remain in downtown Fresno for 13 years has been intentional, reflecting a commitment to accessibility and downtown revitalization, but that commitment may not be sustainable given the condition of the building. Funding the roof replacement will enable us to continue providing a safe, stable home where makers of all backgrounds can learn new skills, share knowledge, and build meaningful projects together in the heart of downtown.

b. The City's Analysis of Impediments to Fair Housing Choice includes areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook) that include some of the City's most vulnerable communities. Please select one of the following:

☐ The investment is not located within a RECAP

☒ The investment and its service area are located within RECAPs

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

The neighborhood around Fresno Ideaworks at 1730 H Street is a low- to moderate-income industrial-edge district where old warehouses and light industrial buildings define the streetscape. Many of these structures are brick or concrete, showing signs of age but also strong potential for adaptive reuse as studios, small manufacturers, or live-work spaces. Ideaworks faces active freight rail lines, creating a hard physical boundary marked by, underpasses and truck routes that make walking difficult and sometimes impossible. Additionally, High Speed Rail construction projects in the area frequently interrupt traffic patterns in and around the immediate neighborhood.

Land use in the area feels patchwork and neglected. Traditional warehouses and wholesale operations sit beside a variety of automotive light industry, empty storefronts, and small ethnic restaurants, reflecting a long history of working-class and immigrant settlement. Distressed empty buildings and vacant parcels break up the urban fabric but also hint at future opportunities for community-serving redevelopment. In places where zoning has shifted, storefronts at street level with housing or offices above, signal a gradual move toward a more continuous mixed-use environment. Close to Ideaworks, building heights tend to be low to mid-rise, and newer mixed-use projects are starting to appear, such as new loft and apartment buildings with street level retail on H Street and on Broadway north-west of Amador, and renovations of historic properties, like the repurposed Peerless Building at Amador and Broadway, complementing the historic Rainbow Ballroom.

Many businesses are small, family-run, and culturally specific, serving primarily local neighbors. These enterprises frequently operate on thin margins and rely heavily on downtown residents. At the same time, older industrial structures show signs of disinvestment and underutilization, with deferred maintenance visible in facades, loading docks, and yards.

As a result, the neighborhood waivers between stability and change. Environmental concerns from legacy industrial uses, coupled with aging infrastructure, highlight the urgent need for investment that improves conditions for existing low- to moderate-income households. At the same time, the area’s rail corridors, warehouse complexes, cultural resources, and proximity to historic Chinatown create a distinctive context in which Fresno Ideaworks continues to embody its working-class roots and local production economy.

Fresno Ideaworks is located in a low- to moderate-income, industrial-edge district characterized by aging brick and concrete warehouses and light industrial buildings with strong potential for adaptive reuse as studios, small manufacturers, or live-work spaces. The site faces active freight rail lines that create a hard physical boundary, with underpasses and truck routes making walking difficult or impossible, and ongoing High Speed Rail construction frequently disrupting traffic patterns.

Land use in the surrounding neighborhood is patchwork and visibly disinvested. Traditional warehouses and wholesale operations sit alongside automotive and light industry, empty storefronts, and small ethnic restaurants that reflect a long history of working-class and immigrant settlement. Vacant parcels and distressed buildings fragment the urban fabric but also represent key opportunities for community-serving redevelopment. Where zoning has shifted, mixed-use buildings with street-level storefronts and housing or offices above signal a gradual transition toward a more continuous mixed-use environment. Near Ideaworks, building heights are primarily low- to mid-rise, and newer mixed-use infill has emerged in recent years, including loft and apartment buildings with ground-floor retail along H Street and along Broadway between Divisadero and Amador, as well as renovations of historic properties such as the repurposed Peerless Building, complementing legacy cultural assets like the Rainbow Ballroom.

Many nearby businesses are small, entrepreneurial, family-run, and culturally specific, serving primarily local residents while operating on thin margins and relying heavily on returning clients and customers. With few exceptions older structures older structures show clear signs of underinvestment and underutilization, including deferred maintenance on facades and yards.

As a result, the neighborhood sits at a tipping point between stability and uncertain change. Environmental concerns from industrial uses and aging infrastructure underscore the urgent need for targeted investment that improves conditions for existing low- to moderate-income residents. At the same time, the area's rail corridor, warehouses, cultural resources, and proximity to historic Chinatown create a distinctive context in which Fresno Ideaworks continues to embody both its working-class roots and it's entrepreneurial flare, supporting a local small-production nd retail economy and positioning it as a catalytic anchor for equitable revitalization.

☒ Service area map attached as exhibit C

d. Estimate the *annual* number of unduplicated persons expected to receive a direct benefit from the project:

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

e. Select the proposed beneficiaries of the proposed project (select all that apply):

☒ Children and Youth

☐ Abused Children

☒ Older Adults (62 and older)

☐ Severely Disabled Adults

☐ Public Housing Residents

☐ Victims of Domestic Violence

☐ Illiterate Adults

☐ Migrant Farm Workers

☒ Low-Income Persons in General

☐ Homeless Individuals

☐ Persons at Risk of Homelessness

☒ Other (Specify: veterans)

f. National Objective - Low-Income Area (LMA)
Infrastructure and Public Facility Improvements generally benefit residents within the defined service area. The service area must be primarily residential, and the participants receiving benefit from the improvement must primarily reside within the service area. If a portion of the participants receiving benefit from the improvement reside outside the service area, additional information about these participants may be required to qualify under Option 3: Low-Income Area.

☒ LMA map determination included as Exhibit C

g. Continuation of Use

Pursuant to 24 CFR 570.505, recipients receiving CDBG funds may not change the use or planned use of any property for which CDBG-funded improvements were made unless the recipient provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and the new use of such property qualifies as meeting one of the national objectives in §570.208 (formerly §570.901) and is not a building for the general conduct of government.

☒ The applicant agrees to comply with 24 CFR 570.505 and to consult with the Housing & Community Development Division prior to implementing any change of use for facilities improved with CDBG funds.

Please describe your unit's capacity to maintain the facility or improvements into the future.

• Demonstrated stewardship capacity: The non-profit has responsibly maintainined a historic structure to the best of it's ability while balancing preservation of remaining original interior architectural features with practical, long-term solutions.

• A new roof is more effective than ongoing repairs: Installing a new roof is significantly more cost-effective and manageable than continual patching, emergency fixes, and damage control caused by recurring leaks, pest incursion, and deterioration.

• Reduced long-term maintenance costs: A new roof minimizes water intrusion and structural risk, as well as pest incursion, lowering ongoing repair expenses and allowing resources to be directed toward planned maintenance rather than crisis response.

• Protection of historic remnant: By preventing further moisture damage, a new roof safeguards the few remaining original materials and architectural features that are costly or impossible to replace.

• Increased safety and usability: A sound roof creates safe, code-compliant interior spaces, eliminating hazards that currently limit access and use.

• Expanded programmatic opportunities: Newly protected and usable spaces can host programs, events, and community activities that were previously restricted due to safety concerns.

• Revenue generation potential: Opening additional safe, weather-tight space enables rentals, partnerships, and events that generate earned income dedicated to ongoing maintenance and preservation, as well as valuable programming.

• Sustainable preservation strategy: Investing in a new roof supports long-term financial and operational sustainability by reducing emergency repairs and creating opportunities for self-supported maintenance funding.

h. Detailed Narrative Description of Project

Describe the project in detail in the space below. Include any information about how the project has or will incorporate input from its anticipated beneficiaries. Limit description to the space provided on this and the next page.

The proposal is to perform a full tear off down to sound structural surface, remove obsolete rooftop HVAC equipment, and install a new low slope commercial roof system (e.g., TPO or PVC) designed to meet required standards.

Replacement of the roof will stabilize both the structure and activity in the makerspace, ideally allowing expansion of workspace to upper floors. Ideaworks members and program participants will, as with other evolutions of the organization, have input into how increased useful space will be allocated to different disciplines, and into creation of new and expanded shop areas and educational spaces.

Scope of work

1. Preparatory

• Provide site mobilization, safety barriers, and protection for interior contents and adjacent properties during roofing and HVAC removal activities.

• Set up crane or lift access as needed for removal of rooftop HVAC units and debris handling.

2. Roof and foam tear off

• Remove approximately 7300 sq ft of existing foam roofing, coatings, and all underlying deteriorated roofing materials down to sound surface, including cutting and scraping of built up foam at low areas.

• Collect, contain, and legally dispose of all roofing debris in accordance with city and state waste handling requirements.

• Removal of damaged, obselete rooftop HVAC units and associated abandoned ductwork, in coordination with a licensed contractor.

• Cap, terminate, or reconfigure remaining utilities serving removed equipment per code, and properly infill or surface over former curb openings to restore roof structural continuity.

3. Substrate repair and preparation

• Inspect exposed structural surface for damage once the foam and old roofing are removed, and repair or replace deteriorated surface as an allowance or unit price item.

• Prepare the surface for new roofing, including priming, installing new wood blocking and metal edging as needed for drainage control.

4. New roof system installation

• Install new insulation to meet requirements for commercial roofs, with tapered insulation in select areas to improve drainage and reduce ponding.

• Install and fully adhere or mechanically attach appropriate membrane roof system (e.g., TPO or PVC), including flashings at all penetrations, parapets, curbs, vents, and edges, and walk pads at anticipated service routes.

• Install new sheet metal edge terminations, scuppers, and downspout connections as needed for watertight assembly.

5. Final Actions

• Perform final inspections, water test critical details as specified.

• Secure project documentation, warranties, and maintenance guidelines.

i. Please attach any drawing or visual plans that have been drafted as an exhibit to this application.

☐ Drawings or visual plans are attached as exhibit

j. Collaboration
Briefly describe collaboration efforts the organization is making to ensure successful completion of the project to serve the overall needs of the beneficiaries.

Collaborating Organization	Description of Collaboration
n/a	n/a

4. Project Timeline and Budget

a. The City is interested in investments that provide benefit to residents in a timely manner (12 months) while balancing the need to maintain high standards of project delivery. Propose how the organization will address this need and describe the organization's history completing projects within established deadlines.

Project Timeline

Quarter 1 (Months 1–3)

• Continue to seek necessary additional funding for the project.

• Execute grant agreement with local jurisdiction

• Complete HUD environmental review and receive Release of Funds

• Finalize project scope, design details, and construction specifications

• Confirm compliance with historic preservation and local building requirements

Quarter 2 (Months 4–6)

• Conduct CDBG-compliant procurement process

• Select and contract qualified roofing contractor

• Obtain required permits and approvals

• Schedule construction activities

Quarter 3 (Months 7–9)

• Begin roof replacement construction

• Ongoing monitoring of safety, progress, and contract compliance

• Submit progress reports and reimbursement requests as milestones are met

Quarter 4 (Months 10–12)

• Complete roof installation

• Conduct final inspections and address any punch-list items

• Submit final reimbursement request

• Complete project closeout documentation

Post-Completion Outcomes

• Reopen previously restricted interior spaces for public use

• Begin expansion of programming and community access

• Track increased facility-generated revenue to support ongoing maintenance and preservation

Budget Considerations

Total Roof removal and replacement (7300 sq ft). Because of age, extensive damage, and the necessity of removing the defunct HVAC, and temporarily removing bird-netting, the current estimated total project ranges from $90,000–$160,000. This range is based on estimates from local liscenced commercial roofers.

Based on current California commercial roofing benchmarks, final cost will be dependent on choice of appropriate roof system, tear-off and disposal requirements, insulation, structural condition of existing support, and anticipated increase in materials costs by start of project.

b. Describe how existing resources are insufficient to meet the needs of the proposed project.

.Existing Resources and Funding Limitations

Existing donor support and grant funds are largely restricted to operating expenses, program delivery, and limited deferred maintenance or equipment upgrades within specific workspaces.

• A 2025–2026 City of Fresno Measure P EAAC – Established Organization Operations Expenses award covers approximately 60% of operating costs during the grant period, including mortgage, utilities, insurance, website services, and class/member management software.

• A grant from the Candlelight Guild is restricted to air quality improvements, specifically the purchase and installation of air scrubbers to improve health and safety.

• A grant from the Hilltop Foundation is restricted to woodshop equipment purchases and improvements.

• Revenue from VA Recreational Therapy programs is restricted to those specific program activities.

• Ongoing revenue from membership fees, classes, workshops, and small unrestricted donations supports remaining operating costs, instructor fees, class materials, and minor deferred maintenance.

Donations designated for mortgage reduction, roof replacement, or specific workshop areas are typically small and insufficient to fund a major capital project such as full roof replacement. New fundraising efforts are underway to increase local business and corporate investment in the makerspace.

c. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the unit has received funding commitment letters, please attach as an exhibit to this application.

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

d. Activity Budget Summary

Please complete Exhibit A – Capital Budget Summary in Excel format.

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

An Exhibit B – Budget Narrative must also be completed to provide a brief explanation of the expenses included in the budget.

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

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY (NON-PROFITS or CITY DEPARTMENTS)

☒ EXHIBIT B – BUDGET NARRATIVE

Optional Additional Exhibits:

☐ EXHIBIT – DRAWINGS OR PLANS (IF AVAILABLE)

☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

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

☒ EXHIBIT C – LMA MAP WITH SERVICE AREA IDENTIFIED (REQUIRED)

Exhibit A: Capital Project Budget Summary (Non-Profits)

Budgeted Category	City of Fresno CDBG	Other Federal Funds	State Funds	Local Funds	Private Funds (List Source)	Subrecipient Contribution	Other (List Source)	Total Cost
Property Acquisition								
Land Acquisition								
Related Acquisition Soft Costs								
Total Acquisition	**$n/a**	$	$	$	$	$	$	**$**
Construction Hard Costs								
Renovation Cost	**120000**							**120000**
New Construction Cost	**12000**							**12000**
Off-site Improvements	**0**							**0**
Renovation / Construction / Off Site Contingency	**12000**							**12000**
Environmental Mitigation	**0**							**0**
Permits	**400**							**400**
Connection / Tap Fees	**0**							**0**
Construction Period Utilities	**0**							**0**
Other: (Specify)	**0**							**0**
Total Construction Hard Cost	**$132400**	$	$	$	$	$	$	**$132400**
Professional Fees								
Architect								
Engineer								
A & E Reimburseables								
Survey								
Environmental Consultant								
Geotechnical								
Testing and Inspection								
Construction Estimator								
Project Management								
Total Professional Fees Budget	**$**	$	$	$	$	$	$	**$**

Continued from previous page

Budgeted Category	City of Fresno CDBG	Other Federal Funds	State Funds	Local Funds	Private Funds (List Source)	Subrecipient Contribution	Other (List Source)	Total Cost
Project Financing Fees and Costs								
Appraisal								
Title and Recording								
Construction Escrow								
Application Fees								
Financing Fees								
Construction Interest								
Lender Inspections								
Lender Legal								
Total Project Financing	**$**	$	$	$	$	$	$	**$**
Miscellaneous								
Real Estate taxes								
Builder's Risk Insurance								
Property Insurance								
Liability Insurance								
Pollution Insurance								
Other: (Specify)								
Other: (Specify)								
Total Miscellaneous	**$**	$	$	$	$	$	$	**$**
Furnishings & Equipment								
Program Equipment								
Data & Communications Equipment								
Security Equipment								
Furnishings								
Other: (Specify)								
Other: (Specify)								
Total Furnishings & Equipment	**$**	$	$	$	$	$	$	**$**
GRAND TOTAL	$	$	$	$	$	$	$	$

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.
Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Exhibit A: Capital Project Budget Summary (City Departments)

CITY OF FRESNO

CAPITAL PROJECT BUDGET SUMMARY (City Departments)

Budgeted Category	City of Fresno CDBG	Other Federal Funds	State Funds	Local Funds	Private Funds (List Source)	Other (List Source)	Total Cost
Direct Costs							
Employee Services							
Professional Technical Services							
Property Services							
Other: (Specify)							
Supplies							
Land Acquisition							-
Building Acquisition							-
Improvements							-
Equipment							-
Furniture/Fixtures							-
Planning/Project Development							-
Engineering/Design							-
Contract Construction							-
Relocation							-
Other: (Specify)							-
Other: (Specify)							-
Interdepartmental Charges							
Contingencies							
TOTAL DIRECT COSTS	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect Costs							
Approved Indirect Cost Rate							
De minimus 15% Rate	$ -						
TOTAL INDIRECT COSTS	$ -						
GRAND TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.
Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary.

Budget Narrative

The renovation cost line item reflects a preliminary, best-available estimate based on current vendor input and typical market pricing for similar projects. Because final bids—particularly for HVAC disconnect, refrigerant recovery, and removal—are still pending, amounts have been conservatively budgeted to reduce the risk of underfunding and to ensure sufficient coverage for the full scope of work.

This line item covers all work necessary to safely remove existing rooftop mechanical equipment and complete the full roof replacement. It includes engaging a licensed pest-control vendor to temporarily remove existing bird netting prior to construction and reinstall it upon completion of the work.

Renovation costs also include services from a qualified HVAC contractor to disconnect and prepare both the air-conditioning units and evaporative coolers for removal, including proper recovery and handling of any refrigerant in accordance with applicable regulations. A crane service is budgeted to lift and remove the rooftop units from the three-story building, and disposal is included for removed equipment that is non-functional or no longer suitable for continued use. Following removal, all roof openings will be capped and sealed, and all associated mechanical/electrical connections will be safely terminated. The roofing contractor will then replace the entire roof surface, including restoring all penetrations and affected areas to ensure a fully weather-tight, code-compliant roofing system.

Permits: The permit amount included in the budget reflects the roofing contractor’s best estimate based on anticipated jurisdictional requirements. The HVAC contractor has indicated that permits are not expected to be required for their portion of the work.

Contingency: A 10% contingency is included to address unforeseen conditions and unexpected costs that may arise during demolition, equipment removal, roof replacement, or related site conditions.

Note: Where vendor estimates were incomplete or appeared understated, figures were intentionally rounded upward to provide a prudent planning allowance until final quotations are received.

Fresno Ideaworks **EIN 46-1568229**
Ryan Madron, President **William Frame, Chair**

Projected General Operations Budget 2026

PERSONNEL COSTS	Itemized Costs	Notes	Total
Support Staff	Support is $16.5+ an hour	Bookkeeping consult	$10,000
Class Instructors	Estimated Based on 2024	Iclass Instructors	$15,000
Accounting Services	Estimate provided by Accounting Services	Accounting review	$10,000
Subtotal Personnel Costs			$35,000
OPERATING COSTS			
	Itemized Costs		Total
Utilities	2024 averages x 12		$ 16,341.00
Mortgage	$2545 x 12 = $30540		$ 30,540.00
Maintenance	Estimated Based on 2024 expeses		$ 21,957.00
Class and Program materials	Supplies for classes and activities, mo. avg.		$ 2,518.00
website, member and class registration software, marketing materials	Estimated Based on 2024 costs		$ 2,905.00
Equipment	New equipment estimate for expanded classes and actives based on 2023-24 costs		$ 14,200.00
	Subtotal Operating Costs		**$88,461**
	Grand Total Operating Costs		**$123,461**

Budget Notes and justifications: the projected 2026 operations budget is based on expenses and average expenses from the previous calendar year; average monthly expenses for utilities and consumables (e.g. utilities, class materials, janitorial supplies); and estimated costs for new programs (class and workshop set up and new equipment) based on most recent comparable activity.

Exhibit B – Operations Budget Narrative

Budget Summary Report

This report provides an overview of Fresno Ideaworks' annual operating budget, highlighting key expense categories and notable cost drivers.

Personnel
The organization's only paid staff members are class instructors. Instruction is provided throughout the year through a mix of scheduled and on-demand classes and workshops. Instructor compensation varies depending on class type, attendance, and duration. Instructors typically receive either a class commission of 50–60%, drawing hourly pay at minimum wage during each pay period with any balance added at to the final paycheck. On average, between six and eight instructors are contracted each year, supplemented by a strong volunteer base that facilitates events and workshops.

Maintenance and Repairs
Recent and planned maintenance expenses include ceiling tile replacement, forklift tune-up and parts, lighting upgrades (both internal and external), and accessibility improvements to the facility's front entrance. The total estimated cost for these maintenance items is approximately **$5,563.69**. These projects support continued safe, energy-efficient, and accessible operations for members and visitors.

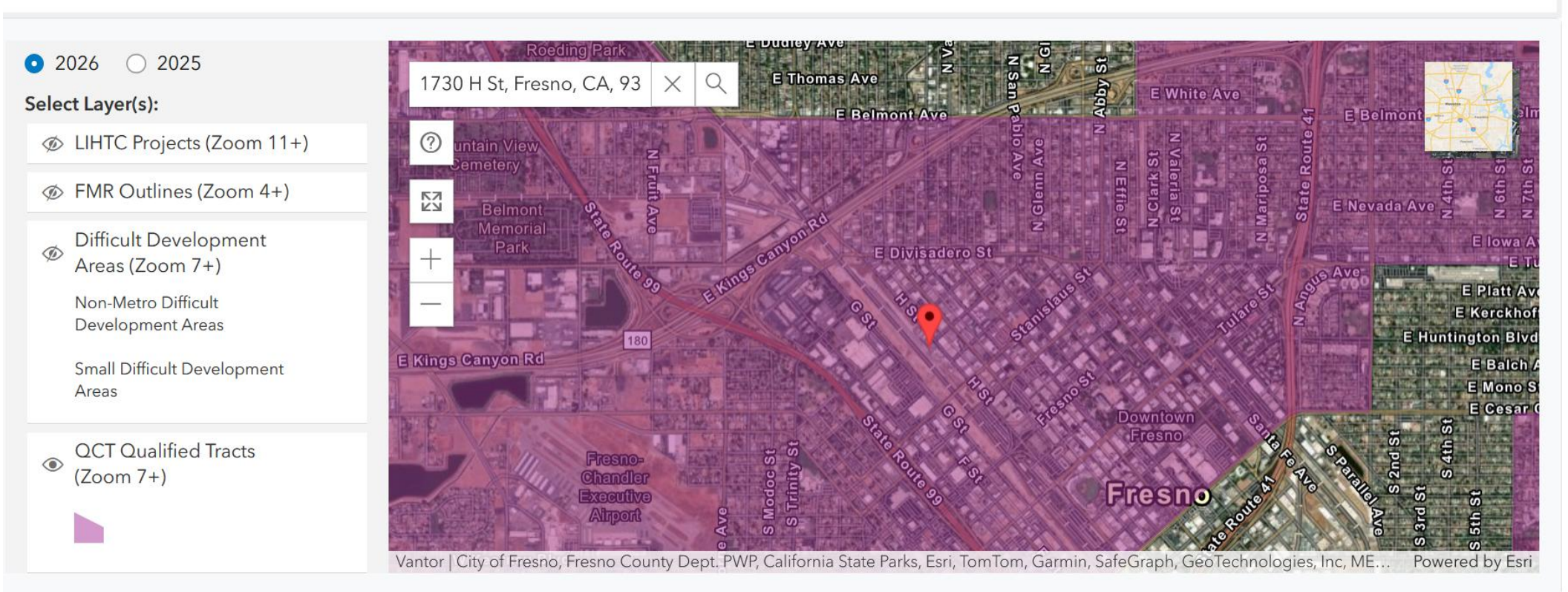
Equipment and supplies
In 2025, Fresno Ideaworks upgraded its **X-Carve CNC router** at a cost of approximately **$2,415** to expand digital fabrication capacity in the woodshop. This investment responded to increased demand for CNC access and the need to support more complex, moderately sized projects, thereby reducing equipment bottlenecks and improving member access to tools essential for program delivery. The upgrade directly supported the organization's mission-driven classes and workshops by enabling more efficient use of shared shop time and increasing the number and variety of projects that could be successfully completed during scheduled instruction.

Professional Services
The budget includes allocations for CPA and bookkeeping consultation services to ensure accurate financial reporting and compliance. Documentation such as memoranda or agreements will be maintained as needed.

Major Operating Costs
The single greatest ongoing expenses in the organization's budget are the **mortgage** and **PG&E utility costs**, which represent the largest portions of monthly operating overhead. These fixed costs, while substantial, ensure that Fresno Ideaworks maintains a safe, functional, and reliable facility for its community programs.

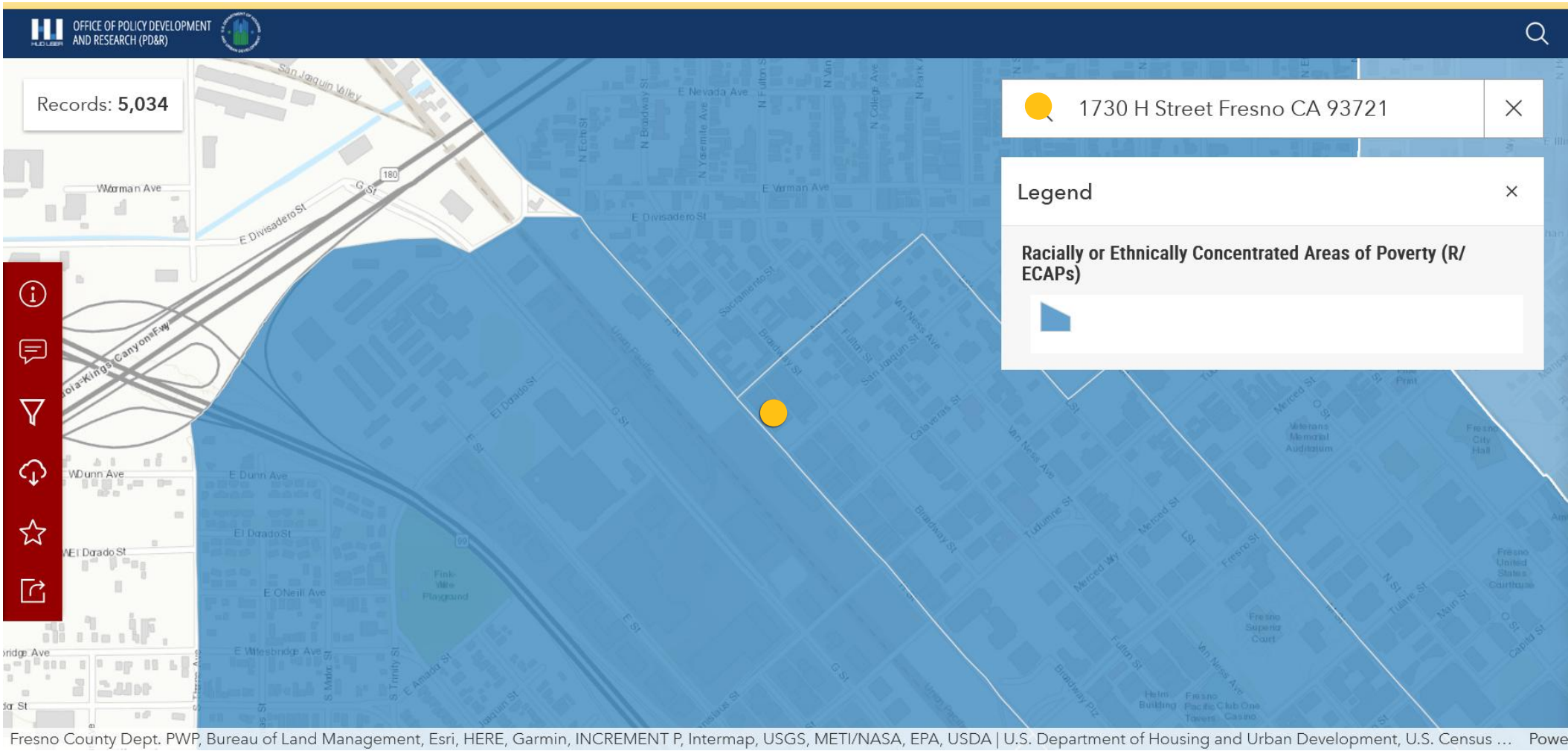
https://www.huduser.gov/portal/sadda/sadda_qct.html

Accessed 18 Jan 2026



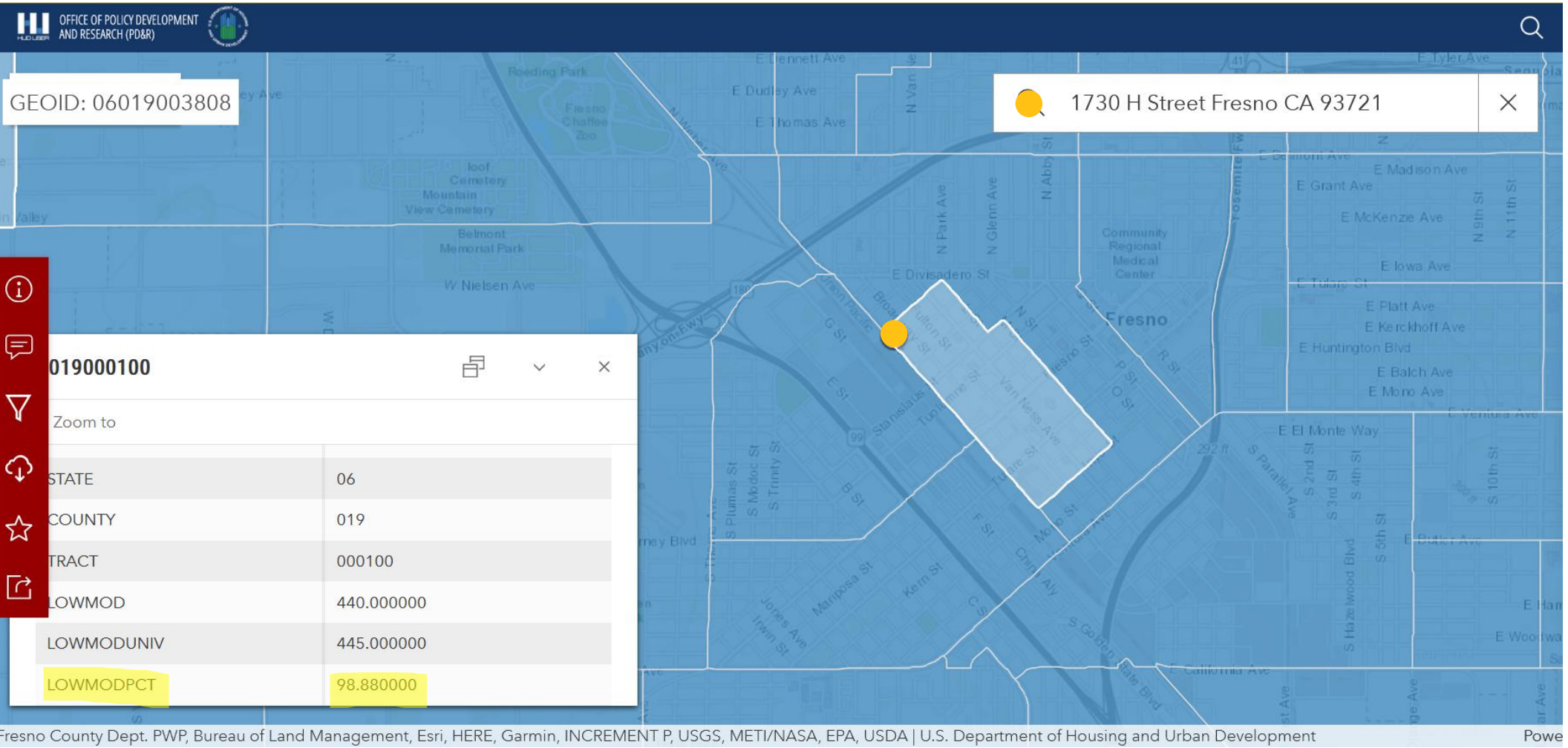
https://hudgis-hud.opendata.arcgis.com/datasets/HUD::racially-or-ethnically-concentrated-areas-of-poverty-r-ecaps/explore?location=36.740258%2C-119.798876%2C15.59

Accessed 18 January 2026



https://hudgis-hud.opendata.arcgis.com/datasets/HUD::low-to-moderate-income-population-by-tract/explore?location=36.736551%2C-119.805442%2C13.88

Accessed 18 January 2026



Self-Help Enterprises:

La Hacienda Community Center

Docusign Envelope ID: CF81B41A-322F-483E-A54D-14BF8E5D8F82

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization: Self-Help Enterprises	*Fictitious Name (if applicable):*
UEI of Organization: YWCPA31KBJY6	*Taxpayer Identification Number:* 94-1592676
Date of Incorporation: February 1965	*Date of 501(c)(3) Determination:* April 1965
Mailing Address of Organization: 8445 W. Elowin Court, Visalia, CA 93291	*Organization Website Address:* https://www.selfhelpenterprises.org/
Name of President (or Chair of the Board): Yolanda Meraz	*E-mail Address:* ymerazdiaz@gmail.com
Name of Chief Executive or Executive Director: *Thomas J. Collishaw*	*E-mail Address:* *tomc@selfhelpenterprises.org*
Name of the Secretary: David Ebenezer	*E-mail Address:* davide@selfhelpenterprises.org
Name of Treasurer (or Chief Financial Officer): David Ebenezer	*E-mail Address:* davide@selfhelpenterprises.org

Principal Contact Person:	*Principal Contact's Title:*	*Principal Contact's Physical Address:*
Vanesa Donangtavanh	Project Manager	8445 W. Elowin Court, Visalia, CA 93291
Primary Phone #: 559-931-2479	*Alternative Phone #:*	*E-mail Address:* vanesad@selfhelpenterprises.org

Name of Authorized Signatory: *Thomas J. Collishaw*	*Title of Authorized Signatory:* *President/CEO*
Signature of Authorized Official: DocuSigned by: 35086C5CB890436...	*Date of Signature:* 3/3/2026

Do you have an active registration with SAM.gov? ☒ Yes ☐ No

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

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Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

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

Self-Help Enterprises (SHE) is a nationally recognized housing and community development organization whose mission is to work together with low-income families to build and sustain healthy homes and communities. The pioneer and leading provider of mutual self-help housing in the United States, SHE's efforts today encompass a range of endeavors to build better homes and communities for farmworkers and other hard-working families. Since 1965, SHE has helped more than 6,500 families to build their own homes, rehabilitated over 6,900 unsafe homes, developed over 2,800 units of affordable rental housing, and provided technical assistance for reliable access to safe drinking water and sanitary sewer infrastructure to over 33,900 individuals in 175 small communities. SHE's commitment to providing resources and training for individuals builds the capacity of highly effective leaders in communities that also promote collaborative solutions for improving communities. These combined efforts have touched the lives of over 70,000 families, providing security and stability for families and building more productive communities.

Please mark any of the following classifications that apply to your organization:

- ☐ Woman-Owned Business
- ☐ Minority Institution
- ☐ Tribal
- ☐ Other:
- ☐ Small Business
- ☐ Minority-Owned
- ☐ Veteran-Owned

Part A, Section 3: Organizational Capacity and Management
Please provide the number of staff employed by your organization: 220

Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Tom Collishaw	President/CEO	43 Years
2) Betsy McGovern-Garcia	Vice President	20 Years
3) Melissa Valdez	Assistant Director	20 Years
4) Sheila Scheitrum	Assistant Director	8 Years
5) Vanesa Donangtavanh	Project Manager	6 Years

Board of Directors

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How often does your Board of Directors regularly meet?
Once a month except for July and December.
List current Board of Directors below:

1) Mike Carnes
2) Tim Denton
3) Olivia Gomez
4) Kayode Kadara
5) Ivan Lopez
6) Steve Montes
7) Lupe Martinez
8) Yolanda Meraz
9) Gary Rodriguez
Martha Renteria
Dolores Salgado
Luis Elizondo
10) Tina Sumner
Susan Zachary-Kreps
Jennie Bautista
Dave Herb

Financial Management

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

Name: David Ebenezer
Title: Chief Financial Officer
Phone/Email: 559-802-1604/davide@selfhelpenterprises.org

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☒ Yes ☐ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Have your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.
On page 11 of the Single Audit report for FYE 06.30.25, the finding identified in FYE 06.30.24 audit report is disclosed.

6) Does your financial system:

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a) Provide for the control and accountability of grant funds, property, and other assets? ☒ Yes ☐ No
b) Separately track revenue and expenditures for the grant funds? ☒ Yes ☐ No

7) Does your payroll system separately track staff time by grant and/or activity? ☒ Yes ☐ No

8) Are all payments properly documented with evidence or receipt of goods or performance of services? ☒ Yes ☐ No

9) Are all bank accounts reconciled monthly? ☒ Yes ☐ No

10) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☐ Yes ☒ No
If yes, please explain

11) Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?
☐ Yes ☒ No
If yes, please explain

12) Does your agency have policies that address the following?

Ethics/Professional Conduct	☒ Yes	☐ No
Pay Rates and Benefits	☒ Yes	☐ No
Discrimination	☒ Yes	☐ No
Purchasing/Procurement	☒ Yes	☐ No
Property and Equipment	☒ Yes	☐ No
Segregation of Duties	☒ Yes	☐ No
Time and Effort Reporting	☒ Yes	☐ No
Record Retention	☒ Yes	☐ No

13) Does your agency certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency? ☒ Yes ☐ No

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Authorized Signatories

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

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

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

Authorized Signatory Name	Authorized Signatory Title
1) Thomas J. Collishaw	President/CEO
2) David Ebenezer	Chief Financial Officer/Secretary

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

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

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

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Owner-Occupied Home Repair**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public Infrastructure & Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
1	$ 1,257,525

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
1	**$1,257,525**

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Required Attachments to Part A
Select all attachments included.

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

☒ **Part A, Exhibit 2** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds)

☒ **Part A, Exhibit 3** – Copies of results of audits, examinations, or monitoring procedures performed during the last two fiscal years on any direct federal award received by the organization

☒ **Part A, Exhibit 4** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

☒ **Part A, Exhibit 5** – List of all awards to the organization from City of Fresno during the past two years

☐ **Part A, Exhibit 6** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☒ **Part A, Exhibit 7** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 8** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 9** – Bylaws of the Organization (Required)

☒ **Part A, Exhibit 10** – Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application

PY 2026-2027 APPLICATION
Infrastructure and Public Facility Improvements

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

   Project Name (10 words or less): La Hacienda Community Center

   Amount Requested: $ 1,257,525.00

   Provide a short description of the proposed project. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

The proposed La Hacienda Community Center is a new approximately ~3,500-square-foot facility located at 158 E. Sierra Avenue in Fresno, California, designed to serve residents of La Hacienda Mobile Estates, a 60-space manufactured home community undergoing rehabilitation and expansion through the Homekey program. The project will support 26 existing households and 18 new units (17 dedicated to Veterans) by providing a centralized, on-site hub for resident services, education, and community programming. The Community Center will house property management and resident services staff and accommodate partnerships delivering supportive services, workforce and financial education, technology access, and health and nutrition programming. The facility is actively proposed for funding to strengthen housing stability, improve service access, and support long-term resident well-being within the community.

2. **Organizational Capacity**

   a. Describe the organization's experience with administering federally funded projects of this nature and staff skills necessary to deliver the proposed project.

Self-Help Enterprises (SHE) has a successful track record of managing local, state, and federal grants and contracts. Since inception, a large portion of our operating revenue and development capital has been secured from state, local and federal sources. Our federal funding partners include the U.S. Department of Treasury's CDFI Fund, the U.S. Department of Housing and Urban Development, and prominently, the U.S. Department of Agriculture. SHE has never been deemed non-compliant with any federal award nor has SHE ever experienced any significant compliance issues. For instance, SHE is the longest continuous grantee of the USDA Rural Development Section 523 Mutual Self-Help Housing program (over 50 years) and has never had a significant finding of noncompliance. During the past three fiscal years, SHE has received federal funding totaling $69.9 million, including $36.3 million

in 2022, $16.6 million in 2021, and $17 million in 2020. Funding supports multiple lines of business, including its financial assistance programs, mutual self-help homeownership program, rental communities, down payment assistance programs, rural community drinking water and wastewater initiatives, sustainable energy solutions, and emergency services programs. Federal funds received in 2022 included the California Department of Health Care Services, Department of Social Services (CDHDSDSS), $3.2 million; Fresno County HOME funds, $475,000; California Department of Housing and Community Development (multiple federal programs), $31.7 million; U.S. Department of Agriculture 514 Program, $750,000; and Rural Community Assistance Program (federal funds pass-through), $120,000. In 2021, SHE received $16.6 million in federal funding, all through the California Department of Housing and Community Development, to support rental, homeownership, and permanent supportive housing work. In 2020, SHE received $16.6 million through CA HCD, including HOME Investment Partnerships Program funding, farmworker housing support funding, and multifamily housing production financing. SHE has received multiple additional grants and loans through the U.S. Department of Agriculture, including farm labor housing loans and grants for the Bear Creek Housing Community, Casas de la Vina, Vera Cruz Village, and Sunrise Villa. SHE has also received direct USDA support for the Housing Preservation Grant, Rural Community Development Initiative, and Household Water Well System programs. 43 of 92 Because annual expenditure of federal funds regularly exceeds $750,000, SHE is subject to Single Audit Act requirements. No material weaknesses or significant deficiencies have been identified during our history, and our auditors continue to express an unmodified opinion on compliance with major programs. SHE manages more than 50 rental housing developments with over 2,300 units of rental housing, funded through programs ranging from the USDA Farm Labor Housing to federal and state low-income housing tax credits. HUD HOME Investment Partnerships Program capital is often used to more deeply target rental and homeownership projects' affordability to VLI/ELI households. For the rental portfolio, annual income re-verifications for all tenants are completed and affordability requirements at a project-level basis are tracked closely. SHE also administers a variety of CDBG, CDBG-CF, ARPA, and HOME-funded homeownership rehabilitation, homebuyer assistance, and rental housing programs for cities and counties throughout our service area. In most of our recent contracts with cities and counties to administer their federally funded programs, SHE acts in the role as a sub-recipient of the funds.

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

   60 Years

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

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

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

3. Proposed Scope of Work

a. Briefly describe the needs this proposal addresses, how it benefits low- and moderate-income individuals, and how this need take priority among competing needs:

This proposal addresses the critical need for accessible, on-site services and community space for low- and moderate-income households living at La Hacienda Mobile Estates, including Veterans and families at risk of housing instability. Residents currently face barriers to essential services due to limited transportation, dispersed off-site resources, and the absence of a centralized location for education, supportive services, and property management. The proposed Community Center directly benefits low- and moderate-income individuals by improving access to resident services, workforce and financial education, technology, and health-related programming that supports long-term housing stability. This need takes priority among competing community needs because residents lack reliable access to comparable services nearby, and without a centralized, on-site facility, vulnerable households face heightened risks of displacement, service disengagement, and housing instability. Stable housing outcomes depend not only on physical housing improvements, but also on consistent, place-based access to supportive services that address underlying economic and social challenges. By co-locating services within the community, the project maximizes impact, reduces barriers to participation, and delivers a cost-effective, preventative investment that strengthens resident self-sufficiency and long-term community stability.

b. The City's Analysis of Impediments to Fair Housing Choice includes areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook) that include some of the City's most vulnerable communities. Please select one of the following:

☒ The investment is not located within a RECAP

☐ The investment and its service area are located within RECAPs

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

The service area for the proposed La Hacienda Community Center is defined as residents of La Hacienda Mobile Estates, located at 104 E. Sierra Avenue, Fresno, California, which directly borders the Community Center site to the north and west (see attached map). The Community Center is located at 158 E. Sierra Avenue on an approximately 0.29-acre site and is bordered by the manufactured home community to the north and west and a commercial car dealership to the east, with additional commercial uses nearby. The primary beneficiaries will be current residents of La Hacienda Mobile Estates, including low- and moderate-income households and Veterans, with outreach efforts also extended to former residents displaced by the prior owner when appropriate and relevant to housing stability goals. The centralized, on-site location ensures walkable, accessible access to resident services, education, and community programming without reliance on off-site transportation.

☒ Service area map attached as exhibit G

d. Estimate the *annual* number of unduplicated persons expected to receive a direct benefit from the project:

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

e. Select the proposed beneficiaries of the proposed project (select all that apply):

☒ Children and Youth

☐ Abused Children

☒ Older Adults (62 and older)

☒ Severely Disabled Adults

☒ Public Housing Residents

☐ Victims of Domestic Violence

☒ Illiterate Adults

☒ Migrant Farm Workers

☒ Low-Income Persons in General

☒ Homeless Individuals

☒ Persons at Risk of Homelessness

☒ Other (Specify: Veterans)

f. National Objective - Low-Income Area (LMA)
Infrastructure and Public Facility Improvements generally benefit residents within the defined service area. The service area must be primarily residential, and the participants receiving benefit from the improvement must primarily reside within the service area. If a portion of the participants receiving benefit from the improvement reside outside the service area, additional information about these participants may be required to qualify under Option 3: Low-Income Area.

☒LMA map determination included as Exhibit F

g. Continuation of Use

Pursuant to 24 CFR 570.505, recipients receiving CDBG funds may not change the use or planned use of any property for which CDBG-funded improvements were made unless the recipient provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and the new use of such property qualifies as meeting one of the national objectives in §570.208 (formerly §570.901) and is not a building for the general conduct of government.

☒ The applicant agrees to comply with 24 CFR 570.505 and to consult with the Housing & Community Development Division prior to implementing any change of use for facilities improved with CDBG funds.

Please describe your unit's capacity to maintain the facility or improvements into the future.

Self-Help Enterprises (SHE) has the demonstrated capacity and long-term commitment to maintain the Community Center and all CDBG-funded improvements in compliance with 24 CFR 570.505 and Continuation of Use requirements. The Community Center will operate as an approved public facility for the duration of the required compliance period, and SHE will consult with the City of Fresno Housing & Community Development Division prior to implementing any future change of use, as required.

The Community Center will be supported through SHE's established on-site and organizational infrastructure. La Hacienda Mobile Estates has an on-site property manager who will provide day-to-day oversight of the facility, including monitoring use, coordinating routine maintenance and repairs, managing access and scheduling, and serving as a point of contact for residents and service partners. In addition, SHE utilizes a third-party property management company that conducts regular site visits and provides ongoing maintenance support, ensuring timely response to facility needs and consistent upkeep.

SHE also maintains dedicated resident services staff who are responsible for coordinating programming, community activities, and partnerships that utilize on-site community spaces. These staff will support the activation of the Community Center through ongoing programming and coordination with service providers, ensuring the facility remains well-utilized and responsive to resident needs over time.

Oversight of facility operations and compliance will be provided by SHE's Asset Management team, which monitors maintenance practices, budget performance, and adherence to local, state, and federal requirements, including CDBG regulations.

Through existing staffing, proven experience operating community facilities, and long-term stewardship of the site, SHE is well positioned to maintain the Community Center and preserve its public benefit for low- and moderate-income residents into the future.

h. Detailed Narrative Description of Project
Describe the project in detail in the space below. Include any information about how the project has or will incorporate input from its anticipated beneficiaries. Limit description to the space provided on this and the next page.

The proposed La Hacienda Community Center is an on-site public facility designed to support residents of La Hacienda Mobile Estates, a manufactured home community located at 104 E. Sierra Avenue in Fresno, California, which is currently undergoing rehabilitation and expansion through the Homekey program. The Community Center will be developed on an approximately 0.29-acre site at 158 E. Sierra Avenue and will function as a centralized hub for resident services, property management, education, and community programming. The facility will serve existing households as well as residents of 18 newly added units, 17 of which will be dedicated to Veterans, by improving access to essential services that promote housing stability, self-sufficiency, and overall resident well-being.

The Community Center will house on-site property management staff and Services Coordinators and provide flexible, multi-purpose space for education, supportive services, and community activities. Planned programming includes after-school and youth enrichment activities, adult education such as ESL and workforce readiness classes, financial literacy and homeownership education, and technology access through a computer lab. The facility will also support health and nutrition education, including programming centered around a shared community kitchen. In addition, the space will accommodate regularly scheduled outreach by partner service providers, including behavioral health, Veteran services, and Medi-Cal eligible supportive services. All services will be offered on a voluntary, tenant-centered basis to ensure accessibility and resident choice.

Input from anticipated beneficiaries has played a central role in shaping both the design and programming of the Community Center. Residents have identified the need for a safe, accessible, and walkable on-site space where they can access services, address day-to-day needs, and gather for meetings and community activities without relying on off-site transportation. The Community Center’s location adjacent to the community park, flexible interior layout, and emphasis on practical, resident-driven programming directly respond to this input. Together, these features are intended to strengthen long-term housing stability, foster community cohesion, and support sustained resident engagement as La Hacienda Mobile Estates continues to improve and expand.

i. Please attach any drawing or visual plans that have been drafted as an exhibit to this application.

☒ Drawings or visual plans are attached as exhibit C

j. Collaboration
Briefly describe collaboration efforts the organization is making to ensure successful completion of the project to serve the overall needs of the beneficiaries.

Collaborating Organization	Description of Collaboration
Fresno Madera Continuum of Care (CoC)	Coordination of supportive services and referrals, particularly for residents experiencing housing instability, Veterans, and households connected to homeless assistance and prevention resources.
Fresno County Department of Behavioral Health	Collaboration to support access to behavioral health services and outreach for eligible residents through on-site or coordinated service delivery.
U.S. Department of Veterans Affairs/HUD-VASH Partners	Coordination to support Veteran residents through case management, referrals, and service linkage for Veteran-specific housing and supportive services.
Health Plan Partners (e.g., Anthem Blue Cross, CalViva Health)	Ongoing coordination and exploration of partnerships to support health-related programming, preventive services, and wellness activities delivered through the Community Center.

4. Project Timeline and Budget

a. The City is interested in investments that provide benefit to residents in a timely manner (12 months) while balancing the need to maintain high standards of project delivery. Propose how the organization will address this need and describe the organization's history completing projects within established deadlines.

SHE will deliver the proposed Community Center within the City's required timeline by leveraging its existing ownership of the site and utilizing building design elements from similar community facilities it has already developed. This approach will streamline the design process, minimize predevelopment time, and allow the project to move efficiently from planning through construction. Given the project's relatively small scale and cost, any remaining funding gap is expected to be limited and can be addressed without delaying construction. With demonstrated experience developing and operating affordable housing communities that include on-site community spaces, SHE is well positioned to advance the project while meeting the City's standards for quality, accountability, and timely delivery.

b. Describe how existing resources are insufficient to meet the needs of the proposed project.

There is no dedicated space within the community to support ongoing resident services, education, health-related programming, or community gatherings. Reliance on off-site facilities creates barriers related to transportation, mobility, scheduling, and consistent participation, particularly for low- and moderate-income households. Without a centralized, on-site facility, existing resources cannot be delivered in a coordinated or sustainable manner that effectively supports long-term housing stability and resident well-being.

c. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the unit has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
Local - City of Fresno	City of Fresno CDBG	$1,257,525	Pending	TBD
Anthem	Local/Private	$500,000	Committed	3/2/2026
SHE (In-Kind)	In Kind Staff Contribution	$50,000	Committed	1/22/2026

d. Activity Budget Summary

Please complete Exhibit A – Capital Budget Summary in Excel format.

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

An Exhibit B – Budget Narrative must also be completed to provide a brief explanation of the expenses included in the budget.

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

Attachments to Part B Application:

☒ EXHIBIT A – OPERATING BUDGET SUMMARY (NON-PROFITS or CITY DEPARTMENTS)

☒ EXHIBIT B – BUDGET NARRATIVE

Optional Additional Exhibits:

☒ EXHIBIT C – DRAWINGS OR PLANS (IF AVAILABLE)

☒ EXHIBIT D – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

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

☒ EXHIBIT F – LMA MAP WITH SERVICE AREA IDENTIFIED (REQUIRED)

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary.

Construction Hard Costs include all expenses associated with the construction of the Community Center, including site preparation, building materials, labor, utility connections, and installation of building systems necessary to deliver a fully functional, code-compliant public facility. These costs are supported by City of Fresno CDBG funds and a combination of local and private funding sources, including a recently secured $500,000 grant from Anthem Blue Cross and addtional philanthropic partners.

Professional Fees consist of architectural and engineering services, preliminary and final plan preparation, construction administration, inspections, and related professional services required to design, permit, and oversee construction of the Community Center. These services ensure compliance with applicable building codes, accessibility standards, and all local, state, and federal requirements.

Permits and Fees include building permits, plan check fees, utility connection fees, and other jurisdictional fees required for construction approval and occupancy of the Community Center.

Furnishings and Equipment include furniture, fixtures, and equipment necessary to support community programming and on-site services, such as tables, seating, office furnishings, and technology equipment. These items ensure the facility is functional, accessible, and responsive to resident needs.

Project Management and Administrative Support is provided through in-kind staff contributions from Self-Help Enterprises (SHE), valued at $50,000. These contributions include staff time for project management, development oversight, coordination with the City of Fresno and service partners, compliance monitoring, reporting, and long-term operational planning. These in-kind costs are not reimbursed with CDBG funds and represent SHE’s committed organizational investment in successful project delivery.

Overall, the project budget leverages City of Fresno CDBG funds alongside secured and anticipated local and private resources, including a $500,000 grant from Anthem Blue Cross, to maximize cost effectiveness and ensure timely completion of the Community Center. All proposed costs are eligible under the CDBG program and directly support the delivery of a public facility benefiting low- and moderate-income residents.

CITY OF FRESNO
INFRASTRUCTURE & PUBLIC FACILITY IMPROVEMENT BUDGET SUMMARY (Non-Profits)

Budgeted Category	City of Fresno CDBG	Other Federal Funds	State Funds	Local Funds	Private Funds SHE In-Kind	Subrecipient Contribution	Other Anthem Grant	Total Cost
Property Acquisition								
Land Acquisition								$ -
Related Acquisition Soft Costs								$ -
Total Acquisition	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Construction Hard Costs								
Renovation Cost								$ -
New Construction Cost	$ 712,500.00			$ 100,000.00			$ 500,000.00	$ 1,312,500.00
Off-site Improvements	$ 87,500.00							$ 87,500.00
Renovation / Construction / Off Site Contingency								$ -
Environmental Mitigation								$ -
Permits	$ 25,000.00							$ 25,000.00
Connection / Tap Fees	$ 50,000.00							$ 50,000.00
Construction Period Utilities	$ 5,000.00							$ 5,000.00
Other: Demolition								$ -
Total Construction Hard Cost	$ 880,000.00	$ -	$ -	$ 100,000.00	$ -	$ -	$ 500,000.00	$ 1,480,000.00
Professional Fees								
Architect	$ 25,000.00			$ 75,000.00				$ 100,000.00
Engineer	$ 5,000.00			$ 25,000.00				$ 30,000.00
A & E Reimburseables								$ -
Survey	$ 5,000.00							$ 5,000.00
Environmental Consultant								$ -
Geotechnical	$ 3,500.00							$ 3,500.00
Testing and Inspection	$ 5,000.00							$ 5,000.00
Construction Estimator								$ -
Project Management					$ 50,000.00			$ 50,000.00
Total Professional Fees Budget	$ 43,500.00	$ -	$ -	$ 100,000.00	$ 50,000.00	$ -	$ -	$ 193,500.00
Project Financing Fees and Costs								
Appraisal								$ -
Title and Recording	$ 5,000.00							$ 5,000.00
Construction Escrow								$ -
Application Fees								$ -
Financing Fees								$ -
Construction Interest								$ -
Lender Inspections								$ -
Lender Legal								$ -
Total Project Financing	$ 5,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,000.00
Miscellaneous								
Real Estate taxes								$ -
Builder's Risk Insurance	$ 40,000.00							$ 40,000.00
Property Insurance								$ -
Liability Insurance	$ 25,000.00							$ 25,000.00
Pollution Insurance	$ 25,000.00							$ 25,000.00
Other: (Specify)								$ -
Other: (Specify)								$ -
Total Miscellaneous	$ 90,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 90,000.00

Furnishings & Equipment								
Program Equipment								$ -
Data & Communications Equipment	$ 25,000.00							$ 25,000.00
Security Equipment	$ 10,000.00							$ 10,000.00
Furnishings	$ 20,000.00							$ 20,000.00
Other: (Davis Bacon Monitor	$ 20,000.00							$ 20,000.00
Other: (Specify)								$ -
Total Furnishings & Equipment	$ 75,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 75,000.00
TOTAL DIRECT COSTS	$ 1,093,500.00	$ -	$ -	$ 200,000.00	$ 50,000.00	$ -	$ 500,000.00	$ 1,843,500.00
Indirect Costs								
Approved Indirect Cost Rate								
De minimus 15% Rate	$ 164,025.00							$ 164,025.00
TOTAL INDIRECT COSTS	$ 164,025.00							$ 164,025.00
GRAND TOTAL	$ 1,257,525.00	$	$	$ 200,000.00	$ 50,000.00	$	$ 500,000.00	$ 2,007,525.00

Please revise this form and annotate budget items as needed

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

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

Per the 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.68).

California Rural Legal Assistance, Inc.

Rural Roots, Justice for All

January 14, 2026

Via electronic mail

Vanesa Donangtavanh
Self Help Enterprises
8445 W. Elowin Court
Visalia, California 93291

Re: Letter of Support for La Hacienda Community Center – 2026-2027 City of Fresno Consolidated NOFA

Dear Selection Committee,

California Rural Legal Assistance, Inc. (CRLA) is pleased to submit this letter in strong support of Self-Help Enterprises' (SHE) application for funding through the City of Fresno's 2026-2027 Consolidated Notice of Funding Availability to develop a community center at La Hacienda Mobile Estates.

CRLA has worked closely with residents of La Hacienda for several years, providing legal advocacy and support as residents organized to protect their homes, assert their rights, and ultimately preserve their community as long-term affordable housing. Beginning in 2021, residents of the former Trails End Mobile Home Park engaged in sustained advocacy to address unsafe conditions, challenge unlawful rent increases, prevent mass displacement, and stop the closure of their park. These efforts culminated in a court-supervised sale of the property to Self-Help Enterprises in 2025, ensuring that La Hacienda will remain an affordable housing community for generations to come.

As La Hacienda transitions from a period of prolonged instability toward long-term stewardship and reinvestment, the proposed community center represents a critical public facility that will support the well-being and resilience of this low- and moderate-income community. A dedicated community space will provide residents with a safe and accessible place to gather, access information, participate in educational and outreach activities, and remain engaged in decisions that affect their housing and neighborhood.

CRLA strongly supports the development of this community center and believes it will play an important role in fostering resident empowerment, civic participation, and housing stability. The center will build upon years of resident organizing and advocacy by providing infrastructure that supports community connection and access to resources.

CRLA looks forward to continuing its collaboration with SHE and La Hacienda residents and respectfully urges the City of Fresno to support this application and invest in a public facility that reflects the strength, perseverance, and future of this community.

For any questions or concerns, please do not hesitate to reach out to me at the contact information provided below.

Sincerely,



Mariah C. Thompson, Esq.
Senior Litigator
California Rural Legal Assistance, Inc.
3747 E Shields Ave
Fresno, CA 93726
mthompson@crla.org

County of Fresno

Department of Behavioral Health
Susan L. Holt
Director of Behavioral Health
Public Guardian

January 20, 2026

Erica Lutterbein
Self Help Enterprises
8445 W. Elowin Court
Visalia, California 93291

RE: Letter of Support for La Hacienda Community Center – 2026-2027 Consolidated NOFA

Dear Selection Committee,

On behalf of the Fresno County Department of Behavioral Health (Department), we are pleased to express our support for Self-Help Enterprises' (SHE) application to the City of Fresno's 2026-2027 Consolidated Notice of Funding Availability for the development of a community center at La Hacienda Mobile Estates.

The Department recognizes the important role that stable housing, supportive services, and accessible community-based spaces play in promoting health, housing stability, and overall well-being for individuals and families experiencing housing instability, including veterans and individuals with behavioral health needs. La Hacienda Mobile Estates has been the focus of significant stabilization efforts in recent years, including the development of permanent supportive housing units funded through the Homekey+ program.

Access to an on-site or nearby community space for residents can support care coordination, outreach, and engagement efforts. A community center at La Hacienda would enhance opportunities for residents to connect with services, participate in educational and supportive activities, and engage with service providers in a setting that is familiar, accessible, and responsive to resident needs.

The Fresno County Department of Behavioral Health appreciates the City of Fresno's investment in infrastructure that supports low- and moderate-income communities and encourages the City of Fresno to consider this application favorably as part of its 2026-2027 funding decisions. The Department looks forward to working with SHE and other project stakeholders as they bring critical resources to our community. If you have any questions regarding this letter of support, please feel free to reach out to me directly by phone at 559-600-9058.

Sincerely,

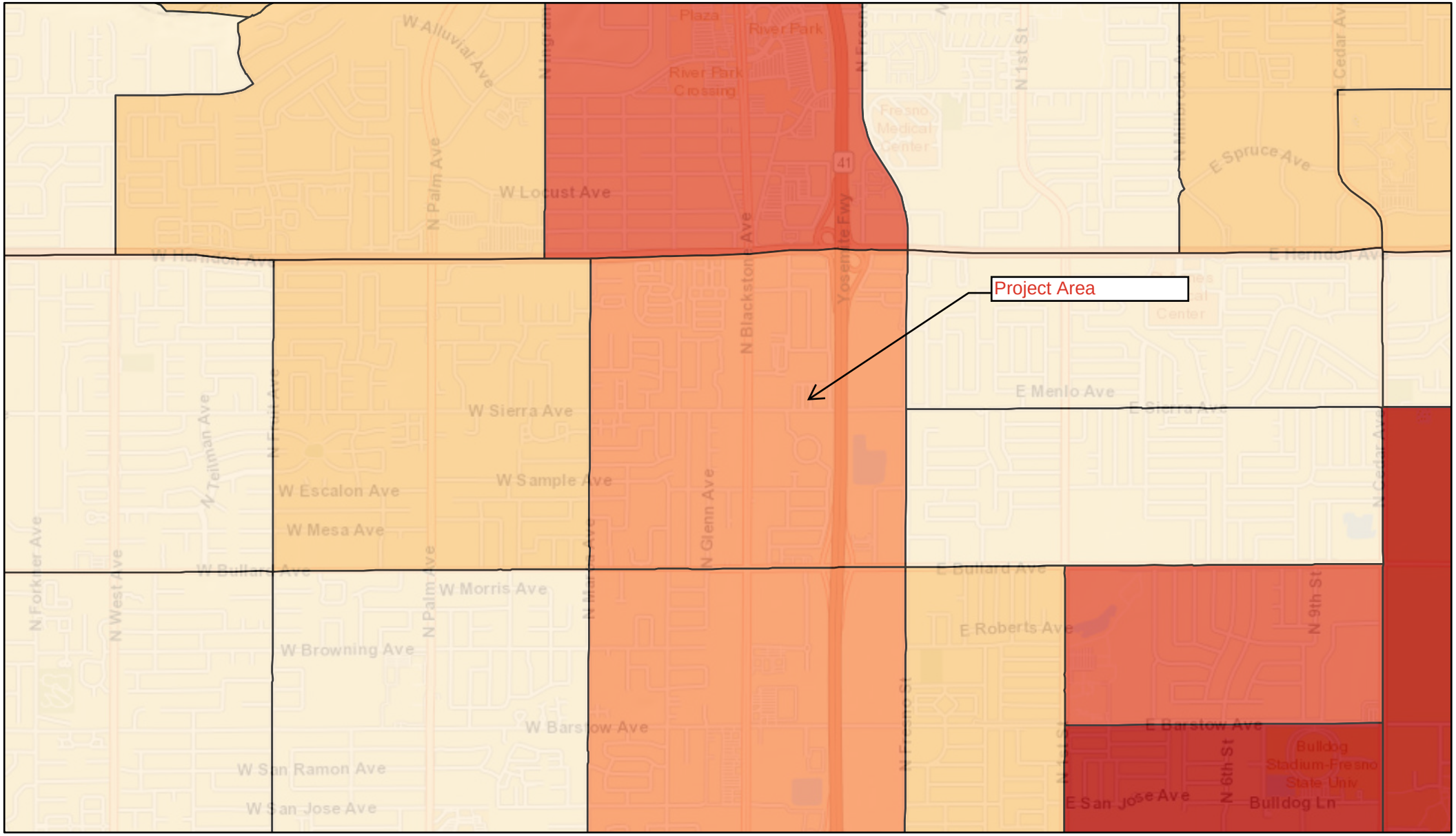
Susan Holt, LMFT
Director of Behavioral Health and Public Guardian
County of Fresno Department of Behavioral Health

LMA Map – La Hacienda

This exhibit documents compliance with the CDBG Low-Income Area (LMA) national objective for the proposed La Hacienda Community Center. The project service area, consisting of La Hacienda Mobile Estates, is entirely located within Census Tract 06019004504, which HUD designates as a Low-Income Area, meaning that more than 51 percent of households are low- and moderate-income, based on HUD's Low/Moderate Income Summary Data (LMISD).

The attached maps provide supporting context for this designation. The Low Income map illustrates the presence of households at or below 50 percent of Area Median Income (AMI) within the tract, while the Moderate Income map illustrates households between 50 and 80 percent of AMI. When considered together, these HUD-defined income categories exceed the threshold required to qualify as a Low-Income Area under CDBG regulations. The City may independently verify the LMA designation using HUD LMISD.

La Hacienda LMA Map - Low Income



January 9, 2026

LowIncomeHouseholds

- 0-15.70%
- 15.70-26.71%
- 26.71-39.09%
- 39.09-54.18%
- >54.18%

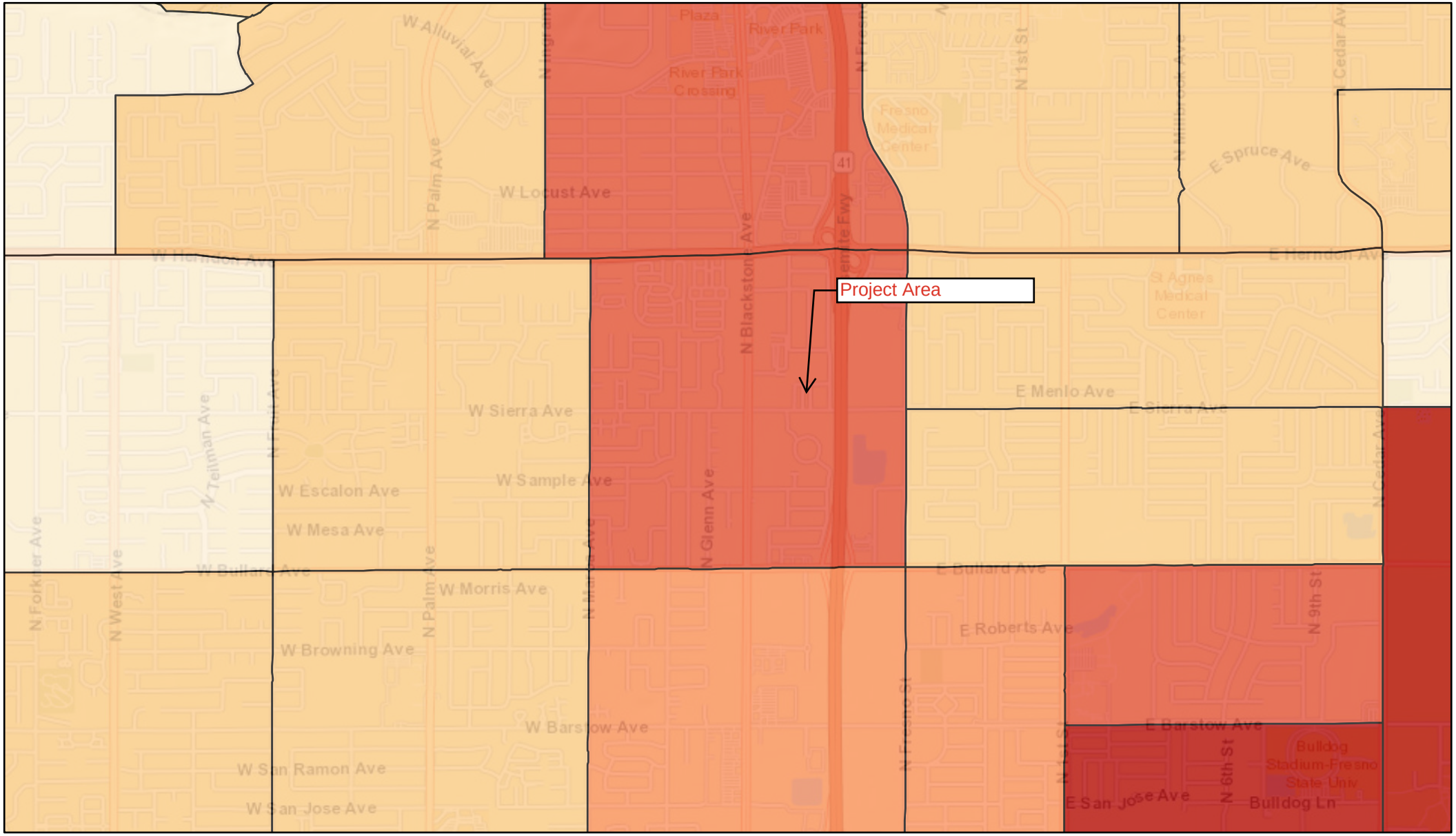
1:33,046

0 0.23 0.45 0.9 mi

0 0.35 0.7 1.4 km

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

La Hacienda LMA Map - Moderate



January 9, 2026

ModIncomeHouseholds

- 0-25.37%
- 25.37-39.40%
- 39.40-53.82%
- 53.82-70.16%
- >70.16%

1:33,046

0 0.23 0.45 0.9 mi

0 0.35 0.7 1.4 km

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community


La Hacienda Community Center
158 E. Sierra Ave, Fresno, CA 93710
Legend
La Hacienda MHP
Proposed Project Site
N Clark St
N
Google Earth
200 ft

Homeless Housing and Services (ESG)

Entity	Project Name	Amount Requested
9163 LLC	The Bridge Project	$ 4,088,000.00
Central Unified School District	Student Support Services Rapid Outreach Project	$ 97,750.00
Clinica Sierra Vista	Fresno Street Medicine Outreach and Essential Health Services Expansion	$ 100,000.00
Poverello House	The HOPE Team: Homeless Outreach Progressive Engagement	$ 222,400.00
WestCare California	Project Unite	$ 362,000.00
Total		**$4,870,150.00**

9163 LLC:

The Bridge Project

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
FOR-PROFIT ORGANIZATION
MICROENTERPRISE ASSISTANCE ONLY

Part A, Section 1: General Information

Legal Name of the Organization:
9163 LLC

Date of Incorporation:
10/10/2023

UEI of Organization:
MEX1VL9NC6Z8

Taxpayer Identification Number:
93-4076662

Mailing Address of Organization:
7177 N Ellendale Ave Fresno, CA 93722

Organization Website Address:

Name of President (or Chair of the Board):
Nick Patel

E-mail Address:
nick@holidaymanagementinc.com

Name of Chief Executive or Executive Director:
Jay Patel

E-mail Address:
jay@holidaymanagementin.com

Name of the Secretary:
Jay Patel

E-mail Address:

Name of Treasurer (or Chief Financial Officer):
Nick Patel

E-mail Address:

Principal Contact Person:
Jay Patel

Principal Contact's Title:
COO

Principal Contact's Physical Address:
7177 N Ellendale Ave Fresno,CA 93722

Primary Phone #:
559-270-5813

Alternative Phone #:

E-mail Address:
jay@holidaymanagementinc.com

Name of Authorized Signatory:
Jay Patel

Title of Authorized Signatory:
COO

Signature of Authorized Official:

Date of Signature:
1/23/2026

Do you have an active registration with SAM.gov? **Yes** No
Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

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

Our mission is to redefine the purpose of hospitality by bridging the gap between premium hotel management and essential community support. Through a hands-on hybrid model, we provide high-quality accommodations for travelers while ensuring a safe, dignified sanctuary for those supported by emergency services and non-profit organizations

Please mark any of the following classifications that apply to your organization:

Woman-Owned Business	**Small Business**
Minority Institution	**Minority-Owned**
Tribal	Veteran-Owned
Other:	

Part A, Section 3: Organizational Capacity and Management
Please provide the number of staff employed by your organization:

Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Nick Patel	CEO	12
2) Jay Patel	COO	12
3) Graecus Zangeus	Adminstration	7
4) Alisha Patel	Accounts Payable	12
5) Atiksha Patel	Operations Manager	8

Board of Directors

How often does your Board of Directors regularly meet?
Everyday as its family owned business.

List current Board of Directors below:

1)	Nick Patel	6)	
2)	Jay Patel	7)	
3)	Prabhatbhai Patel	8)	
4)		9)	
5)		10)	

Financial Management

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

Name:Nick Patel

Title:CEO

Phone/Email:
559-213-7189
nick@holidayma
nagement.com

2) Has your agency operated with or managed federal funds within the past three years? Yes **No**

Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?

3) Yes **No**

A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

Have your agency's annual financial statements been audited by an independent audit firm? Yes **No**

4) *If yes, please provide a copy of the statements for the past two years in Exhibit 2.*

If the answer to Questions 3 or 4 were 'Yes', please explain any findings or

5) questioned costs.

Does your financial system:

a) Provide for the control and accountability of grant funds, property, and other assets? **Yes** No

b) Separately track revenue and expenditures for the grant funds?

6) **Yes** No

Does your payroll system separately track staff time by grant and/or

7) activity? **Yes** No

8) Are all payments properly documented with evidence or receipt of goods or performance of services? **Yes** No

9) Are all bank accounts reconciled monthly? **Yes** No

Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager,

10) Accounting Manager, etc.) Yes **No**

If yes, please explain

Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?

11) Yes **No**

If yes, please explain

Does your agency have policies that address the following?

Ethics/Professional Conduct	**Yes**	No
Pay Rates and Benefits	**Yes**	No
Discrimination	**Yes**	No
12) Purchasing/Procurement	**Yes**	No
Property and Equipment	**Yes**	No
Segregation of Duties	**Yes**	No
Time and Effort Reporting	**Yes**	No
Record Retention	**Yes**	No

Does your agency certify that they are not presently debarred, suspended,

13) proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency? Yes **No**

Authorized Signatories

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

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

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

Authorized Signatory Name	Authorized Signatory Title
1) Nick Patel	President CEO.
2) Jay Patel	Secretary

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

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

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

➢ **Public and Community Services (Microenterprise Assistance)**

	Total Dollar Amount Requested
1	$ 4,088,000

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
1	$ 4,088,000

Required Attachments to Part A
Select all attachments included.

Part A, Exhibit 1 – Organization's Certificate of Incorporation (Required)

Part A, Exhibit 2 – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds)

Part A, Exhibit 3 – Copies of results of audits, examinations, or monitoring procedures performed during the last two fiscal years on any direct federal award received by the organization

Part A, Exhibit 4 – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

Part A, Exhibit 5 – List of all awards to the organization from City of Fresno during the past two years

Part A, Exhibit 6 – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

Part A, Exhibit 7 – List of Directors and Officers by Corporate Title and Name (Required)

Part A, Exhibit 8 – Organization's Articles of Incorporation (Required)

Part A, Exhibit 9 – Bylaws of the Organization (Required)

Part A, Exhibit 10 – Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application

PY 2026-2027 APPLICATION
Homeless Housing and Services Programs (ESG)

1. Project Summary Information

Project Name **The Bridge Project**

Amount Requested: $ 4,088,000

Please provide a breakdown of amounts requested by program component:

Street Outreach:	$	.00
Emergency Shelter:	$	.00
Homelessness Prevention:	$	.00
Rapid Rehousing:	$	4,088,000
HMIS:	$	.00

Provide a short description of the proposed program/activity. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

The Bridge Project is a community-driven housing solution dedicated to preventing homelessness through efficient, high-impact care. By operating as direct owner-operators, we eliminate the overhead costs that typically plague social services, allowing us to house 280 individuals for just $40 per person, per day. The amount requested is for 1 year.

Our model proves that stability doesn't have to be expensive to be exceptional. Every resident receives a safe bed and two nutritious meals daily, delivered with the dignity and high-level service our neighbors deserve. We aren't just a shelter; we are a sustainable foundation for our community

This is a:

☐ N**ew Project/Program**

☐ Existing Project/Program

2. Organizational Capacity

a. Describe the organization's experience with administering Federally funded programs of this nature and staff skills necessary to deliver the activities proposed.

With over 10 years of experience as owner-operators in the hospitality industry, our organization brings a sophisticated level of operational excellence to homeless prevention. Because we own and manage our own facilities, we maintain total oversight of the environment, ensuring that federal funds are utilized with maximum efficiency and zero waste. Our history in high-volume residential management allows us to provide exceptional service at a scale of 280 individuals while maintaining the strict safety and quality standards required for federal oversight

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

Our organization has a documented history of turning hospitality expertise into a lifeline for the Fresno community. By partnering with the City of Fresno and local non-profit organizations, we have successfully leveraged our 10 years of owner-operator experience to provide high-quality, dignified housing and nutrition to those in urgent need.

c. For how many years has the organization administered activities of the type described in this application? **10 years**

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

- ☐ Written policies and procedures for the proposed project or program (i.e., intake, eligibility)
- ☐ **YES -** Written Financial Management Policies and Procedures
- ☐ **YES -** Non-Discrimination / Equal Opportunity Policy
- ☐ **YES** Conflict of Interest Policies and Procedures
- ☐ Procurement Policies and Procedures
- ☐ Facility utilization plan and policies
  Note: If not, be aware, the City will require a facility utilization plan and policies prior to the execution of a subrecipient agreement.

e. Provide addresses for each applicable location of site(s) where activity will occur, a brief description of the facilities, and a description of the service area (a map may be attached in lieu of a service area description).

The facility is located at 4080 N Blackstone Fresno, CA 93726. We have total of 140 rooms, each room will have 2 people.

3. Proposed Scope of Work

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

To maintain our highly efficient $40-per-day service model, we require funding to cover the foundational costs of our 280-bed facility. These funds will directly support the mortgage and utilities, ensuring the long-term stability and availability of this critical community asset.

Furthermore, the requested investment will sustain our comprehensive in-house service delivery, including:

- Nutrition: Providing 560 nutritious meals daily through our internal culinary department.
- Sanitation & Maintenance: Funding professional housekeeping and facility upkeep to meet strict Housing Quality Standards (HQS).
- Administrative Oversight: Supporting our internal accounting and HMIS data teams to ensure 100% federal compliance and transparent reporting.

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

Our project is built on deep community integration; we will work in close coordination with the Fresno Madera Continuum of Care (FMCoC) and established partners like Poverello House to ensure a seamless 'warm hand-off' for those in need. To ensure we reach the most vulnerable, we will deploy a dedicated mobile outreach team to engage directly with unsheltered neighbors on the streets of Fresno, offering them an immediate path to stability. By acting as a high-capacity hub for these partners, our 280-bed facility serves as a vital 'release valve' for the city's over-burdened emergency shelter system.

c. Describe the outcomes of the proposed activities. Include how positive outcomes are defined and how successful outcomes will be measured.

By providing a stable "roof" for 280 individuals, we significantly reduce the number of people living in encampments or engaging in survival-based activities that can lead to crime. Our project acts as an economic stabilizer for local business owners by reducing "loitering" and property-related issues, creating a cleaner, more welcoming commercial environment.

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

In developing this scope of work, we consulted with our internal Outreach Team, who engage daily with Fresno’s unsheltered population. Their feedback was critical in determining our capacity of 280 beds. They reported that large-scale, 'ready-now' housing is the number one request from those currently living in encampments. Our outreach staff helped us design an intake process that is low-barrier and 'hospitality-focused' to reduce the intimidation many feel when entering traditional institutional shelters

e. Describe the marketing plan for the proposed activity and how the organization will affirmatively market the program to ensure the most vulnerable populations are aware of the program.

Error! Bookmark not defined.

Estimate the number of unduplicated persons expected to benefit from the project: **280 People**

unduplicated persons will receive a direct benefit from this project.

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

Check if Providing
Homeless Housing and Service Types
Estimated No. Persons Assisted

☐
Operating Cost of Shelters for Persons who are homeless
280

☐NO
Rental Assistance/Utility Assistance/Housing Stabilization Services

☐
Street Outreach and Essential Services
On going until 280 filled **Error! Bookmark not defined.**

Check if Providing	Homeless Housing and Service Types Estimated No. Persons Assisted	Estimated No. Persons Assisted

Homeless Housing and Service Types Estimated No. Persons Assisted ☐ Operating Cost of Shelters for Persons who are homeless 280 ☐NO Rental Assistance/Utility Assistance/Housing Stabilization Services ☐ Street Outreach and Essential Services On going until 280 filled **Error! Bookmark not defined.**	☐ Operating Cost of Shelters for Persons who are homeless 280 ☐NO Rental Assistance/Utility Assistance/Housing Stabilization Services ☐ Street Outreach and Essential Services On going until 280 filled **Error! Bookmark not defined.**	☐ Operating Cost of Shelters for Persons who are homeless 280 ☐NO Rental Assistance/Utility Assistance/Housing Stabilization Services ☐ Street Outreach and Essential Services On going until 280 filled **Error! Bookmark not defined.**
☐ Operating Cost of Shelters for Persons who are homeless 280	Operating Cost of Shelters for Persons who are homeless 280 ☐NO Rental Assistance/Utility Assistance/Housing Stabilization Services	280 ☐NO Rental Assistance/Utility Assistance/Housing Stabilization Services

☐NO Rental Assistance/Utility Assistance/Housing Stabilization Services ☐ Street Outreach and Essential Services On going until 280 filled **Error! Bookmark not defined.**	☐ Street Outreach and Essential Services On going until 280 filled **Error! Bookmark not defined.**	☐ Street Outreach and Essential Services On going until 280 filled **Error! Bookmark not defined.**
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☐ Street Outreach and	Street Outreach and Essential Services On going until 280 filled **Error! Bookmark not defined.**	On going until 280 filled **Error!**

Essential Services On going until 280 filled **Error! Bookmark not defined.**		**Bookmark not defined.**

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

Our program provides high-capacity, hospitality-grade housing for 280 individuals at a highly efficient cost of $40 per person, per day. As owner-operators with over 10 years of experience, we provide a stable "roof" that includes two nutritious meals daily, professional housekeeping, and 24/7 facility maintenance. By utilizing our internal departments for accounting and data management (HMIS), we ensure that every dollar is maximized to provide a safe, dignified environment that serves as a foundation for long-term community stability.

We recognize that traditional institutional settings often create barriers for the most vulnerable. Our activity addresses these through a "Low-Barrier, High-Hospitality" approach:

Safety & Trust: Our in-house maintenance and security ensure a clean, well-lit, and professionally managed facility, addressing the fear of theft or unsanitary conditions common in emergency shelters.

Accessibility: Our dedicated outreach team meets people where they are, providing a direct bridge to our facility and bypassing the complex bureaucracy that often discourages participation.

Nutritional Barriers: By providing 560 meals daily on-site, we eliminate the "food gap" that often prevents people from seeking shelter far from downtown soup kitchens.

See the next page for cost breakdown

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

g. Collaboration
Briefly describe how the proposed activity will be delivered in coordination with other community resources to address the overall needs of the clientele.

Collaborating Organization	Description of Collaboration
FMCoC	Phil Ski is an active member of the CoC and have a great relationship.
Poverello House	We maintain a strategic referral partnership to manage overflow. When their emergency services reach capacity, our facility provides a "warm hand-off" destination, ensuring that no individual is turned back to the streets due to lack of space
Fresno Police Department	We collaborate with local precincts and business owners to identify high-traffic encampment areas. Our Outreach Team works with these stakeholders to transition individuals from public spaces into our managed, hospitality-grade environment.
Healthcare & Mental Health Providers	While we provide the "roof and food," we partner with mobile medical clinics and behavioral health nonprofits to provide on-site services. By hosting these providers within our facility, we remove transportation barriers for our 280 residents.
Fresno Rescue Misson	We maintain a strategic referral partnership to manage overflow. When their emergency services reach capacity, our facility provides a "warm hand-off" destination, ensuring that no individual is turned back to the streets due to lack of space

4. Project/Program Budget

a. Activity Budget by Funding Type

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

Proposed Activity Budget	Amount

Total Federal Funds Requested	$4,088,000
Total Other Federal Funds (do not include the above funds on this line)	$
Total Non-Federal Funds	$
Total Proposed Activity Budget	$

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the organization has received funding commitment letters, please attach as an exhibit to this application.

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

c. Activity Budget Summary and Narrative

Please complete Exhibit A – Operating Budget Summary.

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

Please complete Exhibit B – Budget Narrative to provide a brief explanation of the expenses included in the budget.

d. Prior-Year Financial Statement

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

Attachments to Part B Application:

☐ EXHIBIT A – Operating Budget Summary

☐ EXHIBIT B – Budget Narrative

☐ EXHIBIT C – Homeless Housing and Services ESG Sources and Amounts of Match and Match Questionnaire

☐ EXHIBIT D – Prior-year audited financial statement including statement of activities, statement of financial position and statement of cash flows (required when total Federal grant awards equaled or exceeded $1,000,000 during the annual audit period); or prior-year unaudited financial statement when total Federal grant awards for the annual audit period was less than $1,000,000

Optional Additional Exhibits:

☐ EXHIBIT – Funding Commitment Letters (if available)

☐ EXHIBIT – Letters of Support (optional – maximum 2)

☐ EXHIBIT – Service Area Map (required if not described in 2.e.)

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary. This narrative will be used to determine eligibility of proposed expenses.

Operating Budget Summary: The Bridge Project: 280-Bed Capacity

The proposed budget is structured on a fee-for-service model of $40 per person/day, totaling $11,200 daily at full occupancy. This all-inclusive rate covers the "core pillars" of residential stability: housing, nutrition, sanitation, and administration.

I. Annual Budget Breakdown

Based on 280 residents x $40/day x 365 days

Category	Annual Allocation	% of Budget	Description
Housing & Facilities	$1,839,600	45%	Mortgage, utilities, insurance, property taxes, and 24/7 maintenance.
Nutritional Services	$1,226,400	30%	Raw food costs, kitchen staff, and specialized dietary equipment.
Sanitation & Hygiene	$613,200	15%	Housekeeping staff, janitorial supplies, and waste management.
Admin & Compliance	$408,800	10%	Accounting, HMIS data management, and Outreach team.
Total Operating Budget	$4,088,000	100%	Total cost for 102,200 bed-nights per year.

II. Budget Narrative & Cost Justification

Fixed Housing Stability: As an owner-operator, our facility costs are protected against market rent hikes. The $18.00 daily housing allocation covers the physical infrastructure and utilities (water, power, heat) required to maintain a safe environment for Fresno’s most vulnerable.

Economies of Scale in Nutrition: By preparing 560 meals daily in-house, we achieve a cost-efficiency of $6.00 per meal. This includes high-protein, nutritionally balanced options that are essential for residents recovering from the trauma of life on the streets.

Professional Sanitation Standards: Our $6.00 daily sanitation allocation ensures the facility meets or exceeds Housing Quality Standards (HQS). This budget supports our in-house cleaning crews, reducing the risk of illness and maintaining the dignity of the residents.

Administrative Oversight & Outreach: The $4.00 daily allocation funds our compliance "engine." This ensures 100% accuracy in HMIS reporting for the City of Fresno and supports our Outreach Team in their efforts to transition people from street encampments into our care.

III. Resource Leverages

Our organization leverages over 10 years of private infrastructure and existing equipment. This means 100% of the requested funding goes toward active operations and service delivery rather than "startup" costs or construction.

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

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

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

   ☐ **Yes**

   ☐ No

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

   ☐ **Yes**

   ☐ No

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

   ☐ **Yes**

   ☐ No

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

   ☐ **Yes**

   ☐ No

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

   ☐ Yes

   ☐ **No**

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

   ☐ **Yes**

   ☐ No

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

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

Please also note the following:

- The matching funds are provided based on the total grant amount and do not have to be provided on a component-by-component basis.
- HOME-TBRA funds cannot be used as a match because the requirements for rental assistance are significantly different between the two programs. In particular, under the HOME-TBRA program (24 CFR parts 92.209 and 92.253), subrecipient(s) **may not require** a program participant to accept any services (subrecipient may offer services but cannot require them). In contrast, when providing ESG homelessness prevention or rapid re-housing assistance to a program participant, the recipient or subrecipient **must require** the program participant to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability and develop a plan to assist the program participant to retain permanent housing after the ESG assistance ends (24 CFR 576.401(e)). Because of these differences in the two programs, HOME-TBRA funds may not be used as Match for the ESG funds.

Central Unified School District :

Student Support Services Rapid Outreach Project

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
UNIT OF GOVERNMENT[1]

Part A, Section 1: General Information

Legal Name of the Unit of Government: Central Unified School District	
UEI Number: ZVKGKX82TLR3	*Federal Tax ID Number:* 770559747
Office Location: 5652 W GETTYSBURG AVE	*Organization Website Address:* CENTRALUNIFIED.ORG
Director: MARK E. MARSHALL Ed.D.	*E-mail Address:* markmarshall@centralunified.org
Manager: Marilyn Lopez Ed.D.	*E-mail Address:* marilynlopez@centralunified.org
Financial Officer: Amer Iqbal	*E-mail Address:* aiqbal@centralusd.k12.ca.us

Principal Contact Person:	*Principal Contact's Title:*	*Principal Contact's Physical Address:*
Marilyn Lopez Ed.D	Assistant Superintendent of Student & Family Services	5652 W. Gettysburg Ave Fresno, CA 93722

Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
559. 274.4700 X 10165	559.6916334	marilynlopez@centralunified.org

Name of Authorized Signatory:	*Title of Authorized Signatory:*
Amer Iqbal	*Assistant Superintendent Executive Services*
Signature of Authorized Official:	*Date of Signature:* 1/23/26

Do you have an active registration with SAM.gov? ☒ Yes ☐ No
Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

[1] This document is for Units of local government. Non-profit organizations, please complete Part A: Non-Profit Organization Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

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

Staff Name	Title	Years of Experience
1) Maisie Young	Supervisor, CWA	17
2) Marilyn Lopez Ed.D.	Assistant Superintendent Students & Family Services	23
3) Nick Diaz	Executive Secretary II	7
4) Liliana Rodriguez	Acct Clerk III	2
5) Nora Ceballos	Manager, Family Engagement	21

Financial Management

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

Name: Patricia McCurley
Title: Director of Fiscal Services
Phone/Email: 559.274.4700 X 12114 / pmccurley@centralunified.org

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☒ Yes ☐ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Has your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.
N/A

6) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☒ Yes ☐ No
If yes, please explain

As of November 2025 we have a new Director of Fiscal Services, Patricia McCurley.

Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?

7) ☐ Yes ☒ No

If yes, please explain

Part A, Section 3: Summary of Attached Applications:

Provide number and total dollar amount of applications by Application Type

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
1	$ 97,750

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public and Community Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public Infrastructure and Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
	$

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
!Undefined Bookmark, NOAPPS43,noapps4) i	**!Undefined Bookmark, REQ4)**

Required Attachments to Part A
Select all attachments included.

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

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

☐ **Part A, Exhibit 3** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

PY 2026-2027 APPLICATION
Homeless Housing and Services Programs (ESG)

1. Project Summary Information

Project Name (10 words or fewer):

Amount Requested: $ 97,750.00 (Includes 15%)

Please provide a breakdown of amounts requested by program component:

Street Outreach:	$	.00
Emergency Shelter:	$	.00
Homelessness Prevention:	$	50,000.00
Rapid Rehousing:	$	35,000.00
HMIS:	$	.00

Provide a short description of the proposed program/activity. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

The Student Support Services Rapid Outreach Project will be an extension of support and resources for unhoused families and those at risk of becoming unhoused in the City of Fresno. The Central Unified Student Support Services Department will focus on three main areas: Rapid Rehousing and Homelessness Prevention. This project will allow the District to respond quickly to the housing crisis to support residents of the City of Fresno, help reduce disruptions to K-12 student attendance, and improve academic success.

This is a:

☐ New Project/Program

X Existing Project/Program

2. Organizational Capacity

a. Describe the organization's experience with administering Federally funded programs of this nature and staff skills necessary to deliver the activities proposed.

Central Unified currently utilizes federal funds under the guidance of Title I Part A & C, Title II, and Title III. The Director of State & Federal Programs reports planned expenditures and spent monies through the Consolidated Application Program for the California Department of Education. The State & Federal Programs office routinely audits these federal funds to ensure compliance with all federal regulations and program guidelines. Additionally, we are currently managing an Emergency Solutions Grant(ESG) via City of Fresno.

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

Central Unified School District's prior housing stabilization and student support efforts have resulted in meaningful outcomes for families experiencing housing insecurity, with a strong focus on limiting disruptions to students' school experience. Through coordinated outreach, case management, and strategic partnerships, the District has provided emergency shelter, utility assistance, and rental support, helping prevent homelessness and reduce interruptions to student attendance and academic participation. These efforts have allowed students to remain enrolled, attend school consistently, and maintain academic stability during housing crises.

Staff involved in assisting with the Student Support Services Rapid Outreach Project have received and will continue to receive cultural competency training to support effective and responsive service delivery. Family Outreach Liaisons reflect the diversity of the Fresno community, including Arabic-, Punjabi-, Hmong-, and Spanish-speaking populations, enabling staff to build trust and communicate effectively with families. Ongoing monthly discussions and quarterly training through the Fresno County Superintendent of Schools and the California Department of Education ensure staff remain current on best practices, supporting timely interventions that minimize disruptions to students' education.

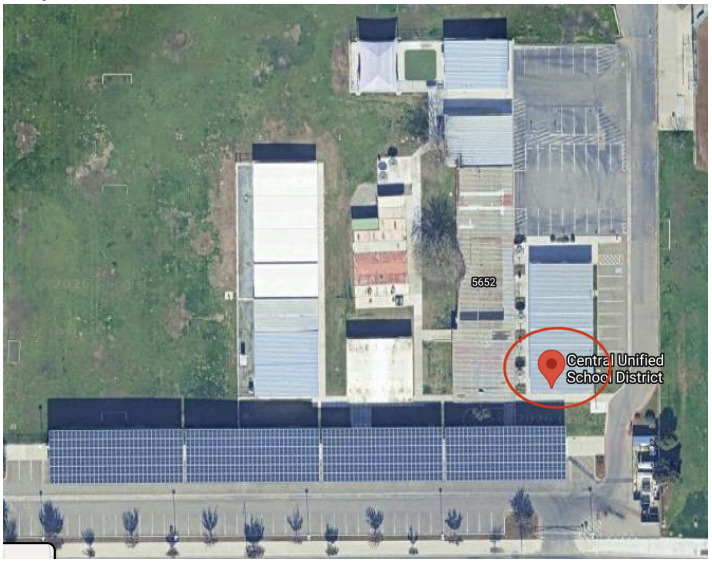
c. For how many years has the organization administered activities of the type described in this application? **61 Years**

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

- x Written policies and procedures for the proposed project or program (i.e., intake, eligibility)
- x Written Financial Management Policies and Procedures
- x Non-Discrimination / Equal Opportunity Policy
- x Conflict of Interest Policies and Procedures
- x Procurement Policies and Procedures
- x Facility utilization plan and policies
  Note: If not, be aware, the City will require a facility utilization plan and policies prior to the execution of a subrecipient agreement.

e. Provide addresses for each applicable location of site(s) where activity will occur, a brief description of the facilities, and a description of the service area (a map may be attached in lieu of a service area description).

Project activities will be coordinated from the Central Unified School District Office, located at 5652 W. Gettysburg Avenue, Fresno, CA 93722, in Room 3 (RM3). This facility serves as the administrative hub for the Student Support Services Department. This is located on the West side of the 99 in the City of Fresno.



3. **Proposed Scope of Work**

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

We offer a wide range of assistance to families, including support for unhoused students and families. This assistance includes transportation to and from school through school buses, FAX city bus passes, or gas vouchers. In addition, we provide essential items such as clothing, hygiene supplies, groceries, and referrals to outside agencies for housing and medical support. However, with the recent increase in the unhoused population in the City of Fresno it is increasingly common to find no immediate solutions for emergency housing. During the 2024–2025 school year, a continued Emergency Solutions Grant(ESG) via City of Fresno allowed us to provide roughly 217 hotel stays, 35 families with utilities assistance and 11 families with rental assistance at the time of this grant application (1/23/25).

This support helped families remain in safe, temporary shelter until other housing options became available and prevented disruptions to students' academics.
It is crucial our District continues to offer these services as oftentimes, our neighbor organizations and shelters have no rooms or services available to us. Leaving us with our internal resources for necessities like food, clothing, transportation, and external referrals. This can leave residents especially those with school-aged children in limbo for several days to weeks.
With the support of the ESG grant, we can provide rapid housing, and short-term rent and utilities assistance to continue our services for our at-risk residents of the City of Fresno. Residents will not wait for a call back from local shelters, and k-12 families will not be disrupted from their academics. With this project's funding, we can assist without disruption.

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

Each year, we learn about the ever-changing demographics of City of Fresno residents within the Central Unified school boundaries through the School Accountability Report Card (S.A.R.C.). This annual data provides us with information to improve student learning. Our current population of 15,962 students consists of 80.2% socioeconomically disadvantaged, 13.1% English Learners, 1% foster youth and 78.9% who qualify for free or reduced meals.

In response to the 80.2% percent of socioeconomically disadvantaged and 13.1% English learners, a Family Outreach Liaison (bilingual) and an Intervention Specialist are assigned to each school site. These specific positions help maintain positive relationships with parents, students, and community entities. Most importantly, they help identify at-risk students and provide vital resources and support. Intervention Specialists can perform home visits and identify problems that may reflect disruptions to a student's academics. This includes transportation, clothing, and groceries, which the school district can currently offer through our own services. Through the work of these teams, we have identified more than 764 students who are unhoused, living in transitional housing or at risk of becoming homeless. With the assistance of the ESG grant, we will be able to provide emergency shelter and homelessness prevention. Families will have one point of contact for the entirety of services, and residents with children will be able to obtain stability quickly without disrupting the academics and attendance of their children.

c. Describe the outcomes of the proposed activities. Include how positive outcomes are defined and how successful outcomes will be measured.

Positive outcomes of the proposed activities include increased housing stability for participating families, reduced risk of homelessness, and minimized disruptions to students' school experience. Successful outcomes will be defined by residents with children securing or maintaining stable housing, preventing utility shutoffs or evictions, and ensuring students can remain enrolled, attend school consistently, and participate fully in their academic programs. Program success will be measured through case management and service tracking data, housing stabilization outcomes, and school attendance records, with particular attention to reductions in housing-related absences and learning interruptions.

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

Thanks to the one-on-one approach we have with residents with children, transitional housing, and persons facing housing instability, our Family Outreach Liaisons and our Intervention Specialists receive direct feedback. Our Student Support Services Supervisor, Maisie Young personally interacts with our staff and families as cases with urgency arise to the next level of care. This includes finding shelters for our unhoused on nights and weekends. It is through our approach that the staff of Central Unified understands the target population for this project. From our first hand experience and data comes from the conversations our Intervention Specialists and Family Outreach Liaisons are having with families at each school site. Our growing community needs support and resources to navigate through the economy to keep their families growing and learning. It is also clear that the public school system is a trusted source for information; our families and residents trust us to help them solve issues inside and outside the classroom.

e. Describe the marketing plan for the proposed activity and how the organization will affirmatively market the program to ensure the most vulnerable populations are aware of the program.

Rather than marketing services broadly, we will focus outreach on families already identified as unhoused, at risk of becoming homeless, or living in transitional housing. We currently have over 764 students identified as unhoused, facing housing instability,, or in transitional housing. Through one-on-one meetings with families, we can identify our top-tier priority families and determine how to assist them with the extension of services available from the ESG grant. Under the direction of our Student Support Services Supervisor, Maisie Young, we are confident we will directly market the services to the most vulnerable families in the City of Fresno.

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

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

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

Check if Providing	Homeless Housing and Service Types	Estimated No. Persons Assisted
☐	Operating Cost of Shelters for Persons who are homeless	
X	Rental Assistance/Utility Assistance/Housing Stabilization Services	310
☐	Street Outreach and Essential Services	

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

Currently, we have over 763 families unhoused, at risk of becoming homeless or living in transitional housing. These are West of Highway 99 most vulnerable families living in unpredictable housing. Our Intervention Specialist and Family Outreach Liaisons are challenged when families are: displaced from evictions, living in places not meant for human inhabitation, loss of job, and are unable to provide basic necessities like food, clothing, and transportation.

Food, clothing, and transportation are readily available through our existing services; however, emergency shelter and homelessness prevention support are only available for a limited period of time.
With these barriers in place, they can directly affect school attendance among school-age children. In fact, it is common for parents to share that their students are absent because they live out of a car, without access to vital necessities for survival.

Food, clothing, and transportation are readily available through our existing services; however, emergency shelter and homelessness prevention supports are only available for a limited period, and immediate resources, particularly in the West 99 area, are often unavailable. When internal resources are exhausted, the Student Support Services team works diligently to identify external resources and partnerships to support families in crisis. Through successful partnerships during the 2024–2025 ESG funding period, families were able to access immediate shelter when faced with displacement. Most importantly, these supports helped ensure students experienced minimal disruption to their academics. Continued implementation of ESG-funded services has further demonstrated the ongoing demand for rapid rehousing, homelessness prevention, and targeted outreach.

The Student Support Services Rapid Outreach Project will allow our staff to continue to provide internal resources, including emergency shelter, short-term rent assistance, and utility assistance. Similar to our 24-25 ESG Grant.

As an internal resource of Central Unified, we will work directly with the City of Fresno residents and k-12 families and provide assistance quickly. Our success will prevent classroom disruptions and achieve stability in the home lives of at-risk students and families in Central Unified.

i. Collaboration

Briefly describe how the proposed activity will be delivered in coordination with other community resources to address the overall needs of the clientele.

Collaborating Organization	Description of Collaboration
Foundation for Central Schools	The Foundation will continue to support the Student & Family services department of Central Unified by supporting the whole child and the community of Central Unified.

4. Project/Program Budget

a. Activity Budget by Funding Type

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

Proposed Activity Budget	Amount
Total Federal Funds Requested	$ **97750**
Total Other Federal Funds (do not include the above funds on this line)	$
Total Non-Federal Funds	$
Total Proposed Activity Budget	$ 97750

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the organization has received funding commitment letters, please attach as an exhibit to this application.

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

c. Activity Budget Summary and Narrative

Please complete Exhibit A – Operating Budget Summary.

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

Please complete Exhibit B – Budget Narrative to provide a brief explanation of the expenses included in the budget.

d. Prior-Year Financial Statement

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

Attachments to Part B Application:

x EXHIBIT A – Operating Budget Summary

x EXHIBIT B – Budget Narrative

x EXHIBIT C – Homeless Housing and Services ESG Sources and Amounts of Match and Match Questionnaire

x EXHIBIT D – Prior-year audited financial statement including statement of activities, statement of financial position and statement of cash flows (required when total Federal grant awards equaled or exceeded $1,000,000 during the annual audit period); or prior-year unaudited financial statement when total Federal grant awards for the annual audit period was less than $1,000,000

Optional Additional Exhibits:

x EXHIBIT – Funding Commitment Letters (if available)

x EXHIBIT – Letters of Support (optional – maximum 2)

☐ EXHIBIT – Service Area Map (required if not described in 2.e.)

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

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel (enter position titles):									
Administrative Personnel (enter position titles):									
Independent Contractors / Consultants (enter position titles):									
TOTAL PERSONNEL BUDGET	$	$	**$**	$	$	$	$	$	**$**
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
Hotel Vouchers			**35,000**						
Utilities Assistance			**40000**						
Rental Assistance			**10,0000**						
TOTAL OTHER DIRECT COSTS			**$**	$	$	$	$	$	**$**
INDIRECT COSTS* (Select 1 Indirect Rate Only)									
Approved Indirect Cost Rate			**15%**						
De minimus 15 % Rate									
TOTAL INDIRECT COST BUDGET			**$ 12750**	$	$	$	$	$	**$**
TOTAL PROJECT BUDGET	$	$	$ 97750	$	$	$	$	$	$

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

Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.1).

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary. This narrative will be used to determine eligibility of proposed expenses.

Our Budget will focus on providing City of Fresno residents at-risk of housing instability with:

utilities, rental assistance, and rapid re-housing assistance to achieve stability.

A. Housing Assistance

- a. Short-term housing for families living in places not meant for human habitation.
  - i. Holiday Inn - 1 night @$150.00
    1. 200 nights of shelter = total $35,000.00

B. Utilities Assistance

- a. Short-term utilities relief with proof of late bills or final notices and rental agreement.
- b. Utilities include: City of Fresno Utilities Bill, Water & Sewer Bills and Pacific Gas & Electric Bills.
  - i. 35 households = Total Budget $40,000.00

C. Short-Term Rental Assistance

- a. Tenant-based rental assistance for families that are struggling to make monthly payments and are at-risk of eviction and homelessness.
- b. 6 households = Total budget $10,000.00

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

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

Source of ESG Match Funds (Eligible Match Only. Please be specific.)	**Dollar ($) Amount of Match**
CWA, Supervisor Maisie Young	$131,375
	$
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL	**$ 131375.00**

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

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

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

   x Yes

   ☐ No

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

   x Yes

   ☐ No

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

   x Yes

   ☐ No

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

   x Yes

   ☐ No

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

   x Yes

   ☐ No

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

   x Yes

   ☐ No

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

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

Please also note the following:

- The matching funds are provided based on the total grant amount and do not have to be provided on a component-by-component basis.
- HOME-TBRA funds cannot be used as a match because the requirements for rental assistance are significantly different between the two programs. In particular, under the HOME-TBRA program (24 CFR parts 92.209 and 92.253), subrecipient(s) **may not require** a program participant to accept any services (subrecipient may offer services but cannot require them). In contrast, when providing ESG homelessness prevention or rapid re-housing assistance to a program participant, the recipient or subrecipient **must require** the program participant to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability and develop a plan to assist the program participant to retain permanent housing after the ESG assistance ends (24 CFR 576.401(e)). Because of these differences in the two programs, HOME-TBRA funds may not be used as Match for the ESG funds.

Clinica Sierra Vista:

Fresno Street Medicine Outreach and Essential Health Services Expansion

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization: Clinica Sierra Vista	*Fictitious Name (if applicable):* N/A
UEI of Organization: WMC4EN344RB6	*Taxpayer Identification Number:* 95-20707101
Date of Incorporation: 12/14/1971	*Date of 501(c)(3) Determination:* 02/1973
Mailing Address of Organization: P.O. Box 1559, Bakersfield, CA 93302	*Organization Website Address:* www.clinicasierravista.org
Name of President (or Chair of the Board): Ana Zarco, Board of Directors, President	*E-mail Address:* N/A
Name of Chief Executive or Executive Director: Olga Meave, MD, Chief Executive Officer	*E-mail Address:* olga.meave@clinicasierravista.org
Name of the Secretary: Mary Renner, Board of Directors, Secretary	*E-mail Address:* N/A
Name of Treasurer (or Chief Financial Officer): Harjeet Sidhu, Chief Financial Officer	*E-mail Address:* harjeet.sidhu@clinicasierravista.org

Principal Contact Person:	*Principal Contact's Title:*	*Principal Contact's Physical Address:*
Aidee Cardenas	Grant Writer	1430 Truxtun Avenue, Bakersfield, CA 93301
Primary Phone #: 661-635-3050, ext. 2911	*Alternative Phone #:* 661-520-2248	*E-mail Address:* aidee.cardenas@clinicasierravista.org

Name of Authorized Signatory: Olga Meave, MD	*Title of Authorized Signatory:* Chief Executive Officer
Signature of Authorized Official:	*Date of Signature:* 1/21/2026

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

Do you have an active registration with SAM.gov? ☒ Yes ☐ No
Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

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

Improve the health status and well-being of the communities we serve through integrated, coordinated, and compassionate healthcare.

Please mark any of the following classifications that apply to your organization:

☐ Woman-Owned Business
☒ Minority Institution
☐ Tribal
☒ Other: Federally Qualified Health Center
☐ Small Business
☐ Minority-Owned
☐ Veteran-Owned

Part A, Section 3: Organizational Capacity and Management
Please provide the number of staff employed by your organization: 1,570

Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Silvia Navarre	Assistant Controller	25
2) Beatrice Ruiz	Grant Accountant	8
3) Margaret Goddard	Program Supervisor	3
4) Magdalena Pruitt	Chief Administrative Officer	10
5)		

Board of Directors

How often does your Board of Directors regularly meet?

Once per month

List current Board of Directors below:

1) Ana Zarco, President
2) Ahana Sandhu, MD, Vice President
3) Socorro Gaeta, Member
4) Philipp Melendez, MD, Member
5) Enrique Sahagun, Member
6) Jose Juan Valdovinoz, Member
7) Jaberpreet Singh, Member
8) Mario Valenzuela, Treasurer
9) Mary Renner, Secretary
10) Amandeep Kaur, Member

Financial Management

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

   Name: Katy Christensen

   Title: Controller

   Phone/Email: Katy.Christenson@clinicasierravista.org

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☒ Yes ☐ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Have your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.
Findings included the need for detailed policies and procedures to ensure record keeping, compliance with one-year lease requirements, failure to submit an Annual Performance Report, and cash match did not meet matching requirements. There has not been any questioned costs.

6) Does your financial system:
   a) Provide for the control and accountability of grant funds, property, and other assets? ☒ Yes ☐ No

b) Separately track revenue and expenditures for the grant funds?
☒ Yes ☐ No

7) Does your payroll system separately track staff time by grant and/or activity? ☒ Yes ☐ No

8) Are all payments properly documented with evidence or receipt of goods or performance of services? ☒ Yes ☐ No

9) Are all bank accounts reconciled monthly? ☒ Yes ☐ No

10) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☐ Yes ☒ No
If yes, please explain

11) Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?
☐ Yes ☒ No
If yes, please explain

12) Does your agency have policies that address the following?

Ethics/Professional Conduct	☒ Yes	☐ No
Pay Rates and Benefits	☒ Yes	☐ No
Discrimination	☒ Yes	☐ No
Purchasing/Procurement	☒ Yes	☐ No
Property and Equipment	☒ Yes	☐ No
Segregation of Duties	☒ Yes	☐ No
Time and Effort Reporting	☒ Yes	☐ No
Record Retention	☒ Yes	☐ No

13) Does your agency certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency? ☒ Yes ☐ No

Authorized Signatories

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

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

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

Authorized Signatory Name	Authorized Signatory Title
1)	
2)	

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

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

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

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
1	$ 100,000.00

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Owner-Occupied Home Repair**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public Infrastructure & Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
	$

= $100,000

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
1	**$100,000.00**

Required Attachments to Part A
Select all attachments included.

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

☒ **Part A, Exhibit 2** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds)

☒ **Part A, Exhibit 3** – Copies of results of audits, examinations, or monitoring procedures performed during the last two fiscal years on any direct federal award received by the organization

☒ **Part A, Exhibit 4** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

☐ **Part A, Exhibit 5** – List of all awards to the organization from City of Fresno during the past two years

☐ **Part A, Exhibit 6** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☒ **Part A, Exhibit 7** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 8** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 9** – Bylaws of the Organization (Required)

☒ **Part A, Exhibit 10** – Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application

PY 2026-2027 APPLICATION
Homeless Housing and Services Programs (ESG)

1. Project Summary Information

Project Name (10 words or fewer): Fresno Street Medicine Outreach and Essential Health Services Expansion

Amount Requested: $ 100,000.00

Please provide a breakdown of amounts requested by program component:

Street Outreach:	$ 100,000.00
Emergency Shelter:	$ .00
Homelessness Prevention:	$ .00
Rapid Rehousing:	$ .00
HMIS:	$ .00

Provide a short description of the proposed program/activity. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

Clinica Sierra Vista's (CSV) street medicine program will engage unsheltered individuals and families experiencing homelessness who are residing in encampments, overpasses, and homeless shelters through consistent, non-facility-based street outreach. Using both a boots-on-the-ground model and a mobile unit, the street medicine team will deliver essential services designed to identify and engage persons experiencing homelessness, assess immediate needs, and connect participants to emergency shelter, housing resources, and critical supportive services. Outreach activities will include engagement, case management, transportation assistance, and coordination of health and behavioral health services necessary to stabilize participants and support pathways to permanent housing.

This is a:

☐ New Project/Program

☒ Existing Project/Program

2. Organizational Capacity

a. Describe the organization's experience with administering Federally funded programs of this nature and staff skills necessary to deliver the activities proposed.

CSV has extensive experience administering federally funded programs that provide intensive case management to individuals experiencing housing instability and homelessness. For almost 34 years, CSV has managed Ryan White HIV/AIDS Program funding, serving a population that frequently experiences homelessness or unstable housing and requires comprehensive care coordination, benefits enrollment, documentation assistance, and linkage to medical, behavioral health, and supportive services. These case management functions closely mirror the activities proposed under ESG street outreach, particularly engagement with unsheltered individuals and navigation of complex service systems. As a Federally Qualified Health Center (FQHC), CSV operates under stringent federal compliance, reporting, and financial management requirements, supported by dedicated grant management staff and an Assistant Controller with over 25 years of experience managing federal funds. While the Fresno street medicine program has operated for three years, CSV brings over seven years of street medicine experience organization-wide, beginning with the launch of its Kern County program in 2019, with centralized oversight provided by the Street Medicine Director across both Kern and Fresno programs.

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

CSV has a demonstrated history of delivering impactful services to individuals experiencing homelessness through innovative, community-based models of care. CSV was the first organization in Kern County to launch a street medicine program, establishing a successful outreach model that has since expanded to Fresno. The effectiveness of this approach is reflected in CSV's broader service reach; in 2024 alone, CSV served 13,531 individuals experiencing homelessness across its service areas, as reported through Uniform Data System (UDS) data. Additionally, CSV has successfully integrated Ryan White HIV/AIDS Program services into its street medicine model, improving engagement, continuity of care, and health outcomes for people experiencing homelessness and living with HIV/AIDS. These prior activities demonstrate CSV's capacity to scale effective outreach programs, coordinate complex case management services, and deliver meaningful, measurable impact for highly vulnerable populations.

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

34

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

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

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

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

e. Provide addresses for each applicable location of site(s) where activity will occur, a brief description of the facilities, and a description of the service area (a map may be attached in lieu of a service area description).

1. Street Outreach/ Street Medicine Services; The service area for street outreach includes the City of Fresno, with a focus on areas where unsheltered individuals and families experiencing homelessness are most concentrated. This includes downtown Fresno, West Fresno, roadway underpasses, bridges, and known encampment locations within city limits. Services are delivered through mobile, non-facility-based outreach and are intentionally flexible to respond to encampment movement, outreach coordination efforts, and the evolving needs of individuals experiencing homelessness, consistent with HUD ESG street outreach requirements.

2. Mobile Unit Outreach at Poverello House; The service area for mobile unit outreach includes individuals and families accessing services and resources at Poverello House (412 F Street, Fresno, CA 93706). Outreach activities conducted at this location serve sheltered and unsheltered individuals engaged in shelter-based programs who are experiencing homelessness and require access to health services, case management, and coordinated referrals. This site-based outreach complements

street-based services by strengthening continuity of care and supporting engagement within Fresno’s broader homeless response system.

3. Proposed Scope of Work

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

Individuals experiencing homelessness face complex and interconnected barriers that extend well beyond access to episodic medical care. While street medicine allows providers to meet people where they are and address immediate health needs, the absence of dedicated case management creates a critical service gap that limits continuity of care, follow-up, and successful linkage to housing and supportive services. This proposal directly addresses that gap by funding a Street Medicine Case Manager to coordinate care and ensure sustained engagement with this highly vulnerable population.

Currently, outreach encounters often occur in transient and unstable environments where individuals lack phones, transportation, identification, insurance, and trust in traditional systems. Without a dedicated case manager, follow-up after initial medical or outreach contact is inconsistent, and opportunities to connect individuals to primary care, behavioral health services, housing resources, benefits enrollment, or coordinated entry are frequently lost. Clinical staff and outreach teams must prioritize immediate health needs during brief encounters and do not have the capacity to provide ongoing navigation, documentation support, or longitudinal care coordination required to move individuals toward stability.

The Street Medicine Case Manager will play a central role in bridging this gap. They will serve as the consistent point of contact between the individual and the broader system of care, building trust over time and maintaining engagement despite frequent displacement, encampment sweeps, or changes in location. They assist with obtaining identification and legal documentation, enrolling in Medi-Cal and Enhanced Care Management, coordinating transportation, facilitating referrals to housing and social services, and tracking progress toward individualized goals. This level of coordination is especially critical for people experiencing chronic homelessness, untreated behavioral health conditions, and co-occurring substance use disorders, for whom fragmented services often result in repeated crises and emergency system use.

Existing resources are insufficient to meet this need because current staffing structures do not allow for dedicated follow-up and care coordination in the field. Without a case manager embedded in the street medicine model, outreach efforts remain limited to point-in-time interventions rather than sustained pathways to care and housing. By investing in case management, this proposal strengthens the effectiveness of existing street outreach and medical services, improves continuity of care, and ensures that individuals are not only engaged, but successfully linked to the services necessary to exit homelessness and achieve long-term stability.

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

The proposed project will serve adults and families experiencing homelessness within the City of Fresno, including individuals who are unsheltered (living in encampments, vehicles, or places not meant for human habitation) as well as those residing in emergency shelters. This population experiences significant barriers to accessing healthcare, housing, and supportive services due to instability, lack of transportation, limited documentation, and fragmented engagement with traditional systems of care. By operating entirely within the City of Fresno, the project ensures services are delivered to residents most impacted by homelessness within the city limits.

Participants will be assessed in the field by the dedicated Street Medicine Case Manager during outreach encounters and shelter-based mobile unit days. Initial assessments will verify eligibility under HUD's definition of homelessness and include a comprehensive needs evaluation focused on medical, behavioral health, housing, and social service needs. The Case Manager will complete intake and enrollment into HMIS and administer the VI-SPDAT to support coordinated entry and prioritization for housing resources. Ongoing follow-up and reassessments will be conducted to track progress and adjust care plans as needs evolve. Medical Assistants (MAs) will support clinical encounters by documenting services and patient data in the organization's electronic health record, ensuring continuity between outreach, mobile services, and clinic-based care.

The project is designed to meet the specific needs of this population through a dual service delivery model that includes both street medicine outreach and mobile medical services at shelters. Street medicine services involve proactive engagement in encampments and unsheltered settings, where the team provides wound care, medication support, basic health assessments, and immediate care coordination. This approach is critical for individuals who are unable or unwilling to leave their belongings or encampments to access care. During scheduled mobile unit days at shelters, the same team is able to provide expanded services, including immunizations, preventive care, and more comprehensive medical evaluations, while continuing all outreach-based services.

Across both settings, the Case Manager play a central role in coordinating care and addressing non-medical barriers that directly impact health and housing stability. Services include care coordination and follow-up, behavioral health referrals, housing navigation and referrals, benefits enrollment assistance (including Medi-Cal), transportation support, harm reduction education and basic needs distribution, assistance obtaining identification and documentation, and warm handoffs to partner agencies. By integrating medical services with sustained case management and follow-up, the project ensures that individuals are not only engaged at the point of

contact, but supported over time in accessing care, housing pathways, and long-term stability.

c. Describe the outcomes of the proposed activities. Include how positive outcomes are defined and how successful outcomes will be measured.

The proposed activities aim to increase engagement with individuals and families experiencing homelessness, improve continuity of care, and strengthen connections to housing and supportive services within the City of Fresno. Positive outcomes are defined by sustained engagement over time, successful enrollment in case management, and measurable progress toward housing stability and service linkage.

Project performance will be primarily tracked using the HMIS, which will document the number of unduplicated individuals and families reached through street outreach and mobile unit services, verify eligibility under HUD's definition of homelessness, and track enrollment in case management and housing navigation activities. HMIS will also be used to measure the number of participants assessed through coordinated entry and the number connected to housing resources or referrals.

In addition, the organization will utilize its electronic health record (EPIC) to track the number of clinical and outreach encounters, including repeat contacts with the same individuals over time. EPIC data will be used to measure increases in engagement, frequency of contact, and continuity of care compared to current baseline activity levels. This dual-tracking approach allows the program to capture both system-level outcomes (via HMIS) and service intensity and engagement trends (via EPIC).

Successful outcomes include increased outreach encounters, higher rates of case management enrollment, improved follow-up after initial contact, and increased linkage to housing and supportive services. Program data will be reviewed regularly

to assess progress, inform continuous quality improvement, and ensure the project is achieving meaningful impact aligned with City of Fresno ESG priorities.

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

The proposed activities were developed through ongoing, direct consultation with individuals experiencing homelessness during street outreach and shelter-based service delivery within the City of Fresno. While formal surveys are not currently administered due to resource constraints, the program's street medicine model is inherently relationship-based and relies on continuous verbal feedback gathered during outreach encounters to inform service design and refinement.

Street medicine providers engage individuals in repeated, trust-based interactions in encampments, shelters, and other unsheltered settings. Through these interactions, participants regularly share feedback regarding barriers to care, unmet needs, and gaps in existing services, including challenges related to follow-up, transportation, documentation, and navigating multiple systems. This real-time input has directly shaped the proposed activities, particularly the emphasis on dedicated case management, care coordination, and consistent follow-up.

To ensure accountability and continuity of care, the program has established a clear data-tracking benchmark: 90 percent of individuals engaged through outreach will either be newly entered into HMIS or have their existing information reviewed and updated. This metric supports coordinated entry participation, improves data quality across the Fresno-Madera Continuum of Care, and ensures that individuals are not lost to follow-up after initial engagement.

In prior program periods, when resources allowed, the organization also collected participant surveys during outreach and service delivery. Findings from these efforts

reinforced the importance of meeting individuals where they are, providing low-barrier services, and ensuring continuity of care beyond initial contact. These lessons continue to inform the current program design.

The organization's providers are experienced in working with individuals experiencing homelessness and are trained to listen, assess, and adapt services based on participant feedback and lived experience. By maintaining a consistent presence in the field and building long-term relationships, the program ensures that services remain responsive to the evolving needs of the target population and grounded in the voices of those served.

e. Describe the marketing plan for the proposed activity and how the organization will affirmatively market the program to ensure the most vulnerable populations are aware of the program.

CSV will utilize a targeted, field-based outreach and partnership-driven marketing approach to ensure that the most vulnerable individuals and families experiencing homelessness within the City of Fresno are aware of and able to access the proposed services. Because the target population faces significant barriers such as lack of phones, internet access, transportation, and stable contact information, the program's marketing strategy prioritizes direct, in-person engagement over traditional advertising methods.

The primary outreach method will be street medicine engagement, during which multidisciplinary teams proactively conduct outreach in encampments, underpasses, and other locations where unsheltered individuals reside. During these encounters, staff will provide immediate services and share information about available medical, case management, and supportive services using clear, trauma-informed, and culturally responsive communication. Consistent presence in the field allows the team to reach individuals who are least likely to seek services on their own and builds trust over time.

In addition, CSV will conduct scheduled mobile unit days at emergency shelters, including Poverello House, to ensure individuals residing in shelters are aware of and connected to services. Information about mobile unit schedules and available services will be shared directly with shelter staff and residents through onsite coordination and verbal announcements, ensuring

awareness among individuals with limited literacy or access to printed materials.

CSV will also leverage its existing partnerships with community-based organizations, including shelters, outreach teams, harm reduction providers, and housing partners, to promote referrals and warm handoffs. Partner organizations will be informed of program eligibility, service availability, and referral pathways, allowing them to connect clients who may not otherwise engage with medical or case management services.

All outreach and program messaging will be delivered in a low-barrier, non-stigmatizing manner and will emphasize accessibility, confidentiality, and voluntary participation. By embedding outreach directly into the environments where people experiencing homelessness already are and by coordinating closely with trusted community partners, CSV ensures that the most vulnerable populations are aware of and able to access the proposed services.

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

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

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

Check if Providing	Homeless Housing and Service Types	Estimated No. Persons Assisted
☐	Operating Cost of Shelters for Persons who are homeless	
☐	Rental Assistance/Utility Assistance/Housing Stabilization Services	
☒	Street Outreach and Essential Services	280

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

The proposed Homeless Housing and Services program delivers street outreach, mobile medical services, and intensive case management to adults and families experiencing homelessness within the City of Fresno. The program is designed to engage individuals who are unsheltered or residing in emergency shelters and who face significant barriers to accessing healthcare, housing, and supportive services. By combining street medicine with dedicated care coordination, the program moves beyond point-in-time interventions and focuses on sustained engagement, follow-up, and linkage to housing and services

One of the most significant barriers for this population is the lack of knowledge and ability to navigate complex healthcare and social service systems. Many individuals are unaware of available resources or are unable to complete required steps to access care or housing. Even when individuals are motivated to seek assistance, participation is often blocked by the lack of required documentation, such as government-issued identification, birth certificates, or insurance coverage. These documents are essential for enrollment in housing programs, Medi-Cal, and other supportive services, yet are frequently lost, stolen, or destroyed while individuals are living unsheltered.

The program directly addresses these barriers by embedding a dedicated Case Manager within the street medicine and mobile unit model. The Case Manager initiates engagement during outreach encounters, assists participants in obtaining necessary documentation, supports benefits enrollment, and provides ongoing follow-up and navigation. Without this role, individuals are often unable to access services independently, resulting in repeated missed opportunities for care and housing placement.

Additional barriers include frequent displacement due to encampment sweeps, which cause individuals to move locations with little notice. This instability makes follow-up and continuity of care extremely difficult, particularly in the absence of dedicated case management. The proposed program addresses this challenge through proactive outreach, consistent presence in the field, and systematic tracking through HMIS, allowing staff to re-engage individuals even after displacement and maintain continuity whenever possible.

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

The program model has been developed and refined through direct consultation with the target population during ongoing outreach and service delivery. Through regular, trust-based interactions, individuals experiencing homelessness have consistently identified the need for help navigating systems, obtaining documentation, and having a reliable point of contact to support follow-up. This feedback informed the program's emphasis on low-barrier engagement, care coordination, and relationship-based case management as core components of service delivery.

By addressing structural and systemic barriers that prevent participation, the proposed program ensures that individuals experiencing homelessness are not only engaged, but supported in accessing healthcare, housing pathways, and long-term stability.

i. Collaboration
Briefly describe how the proposed activity will be delivered in coordination with other community resources to address the overall needs of the clientele.

Collaborating Organization	Description of Collaboration
Poverello House	CSV partners closely with Poverello House through reciprocal referrals and by deploying its Street Medicine mobile unit to the shelter to provide preventive care, wound care, behavioral health referrals, and case management.
Westcare	CSV collaborates with WestCare by conducting joint street outreach, with WestCare staff supporting harm reduction education during outreach encounters.
RH Community Builders	CSV partners with RH Community Builders by referring individuals for housing services and providing on-site outreach and medical care to support housing engagement and stability at their shelters.
Fresno State	CSV partners with Fresno State through a formal Memorandum of Understanding that allows advanced nurse practitioner students to participate in street outreach alongside the Street Medicine team. This partnership supports workforce development while expanding outreach capacity and supervised clinical engagement in the field.
Rainbow of Light	CSV partners with Rainbow of Light and receives donations for dog food and water for our outreach events. This helps us build trust with the target popualation and helps us engage with them while doing street outreach.

4. Project/Program Budget

a. Activity Budget by Funding Type

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

Proposed Activity Budget	Amount
Total Federal Funds Requested	$100,000
Total Other Federal Funds (do not include the above funds on this line)	$
Total Non-Federal Funds	$423,884
Total Proposed Activity Budget	$523,884

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
Clinica Sierra Vista		$423,884	Committed	

c. Activity Budget Summary and Narrative

Please complete Exhibit A – Operating Budget Summary.

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

Please complete Exhibit B – Budget Narrative to provide a brief explanation of the expenses included in the budget.

d. Prior-Year Financial Statement

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

Attachments to Part B Application:

☒ EXHIBIT A – Operating Budget Summary

☒ EXHIBIT B – Budget Narrative

☒ EXHIBIT C – Homeless Housing and Services ESG Sources and Amounts of Match and Match Questionnaire

☒ EXHIBIT D – Prior-year audited financial statement including statement of activities, statement of financial position and statement of cash flows (required when total Federal grant awards equaled or exceeded $1,000,000 during the annual audit period); or prior-year unaudited financial statement when total Federal grant awards for the annual audit period was less than $1,000,000

Optional Additional Exhibits:

☐ EXHIBIT – Funding Commitment Letters (if available)

☒ EXHIBIT E – Letters of Support (optional – maximum 2)

☐ EXHIBIT – Service Area Map (required if not described in 2.e.)

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

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel (enter position titles):									
Case Manager LVN - 50%	$ 34,320.00	$ 10,296.00	$ 44,616.00					$ 44,616.00	$ 89,232.00
Medical Assistant II								$ 64,544.48	$ 64,544.48
Medical Assistant II								$ 60,840.00	$ 60,840.00
Medical Mobile Unit NP/PA - 20%								$ 51,376.00	$ 51,376.00
Physician Assistant - 20%								$ 53,980.71	$ 53,980.71
Administrative Personnel (enter position titles):									
HCH Supervisor - 10%	$ 8,240.00	$ 2,472.00	$ 10,712.00					$ 10,712.00	$ 21,424.01
Independent Contractors / Consultants (enter position titles):									
TOTAL PERSONNEL BUDGET	**$ 42,560.00**	**$ 12,768.00**	**$ 55,328.00**	$	$	$	$	**$ 286,069.19**	**$ 341,397.20**
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
Program supplies (hygiene kits, food items, water, etc.)			$ 8,442.65						
Medical supplies (wound care, PPE)			$ 5,000.00					$ 6,000.00	$ 11,000.00
Transportation Vouchers			$ 2,550.00						
Legal Document Support			$ 1,387.00						
Street Medicine Vehicle Lease								$ 23,790.96	$ 23,790.96
HMIS Licenses			$ 1,808.00						
TOTAL OTHER DIRECT COSTS			**$ 19,187.65**	$	$	$	$	**$ 29,790.96**	**$ 48,978.61**
INDIRECT COSTS* (Select 1 Indirect Rate Only)									
Approved Indirect Cost Rate			34.20%					34.20%	
De minimus 15 % Rate									
TOTAL INDIRECT COST BUDGET			**$ 25,484.35**	$	$	$	$	**$ 108,024.17**	**$ 133,508.52**
TOTAL PROJECT BUDGET	$	$	**$ 100,000.00**	$	$	$	$	**$ 423,884.32**	**$ 523,884.33**

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary. This narrative will be used to determine eligibility of proposed expenses.

Personnel Costs ($55,328)

Direct Service Personnel – Case Manager (50% FTE)

Grant funds will support a Case Manager at 50% FTE who will provide direct street outreach and essential services to individuals and families experiencing homelessness within the City of Fresno. The Case Manager will conduct outreach in encampments, shelters, and other locations not meant for human habitation; complete client assessments; develop individualized service plans; provide ongoing case management; coordinate referrals to housing, healthcare, behavioral health, and social services; assist with insurance enrollment; and facilitate linkage to housing and stabilization resources. This position is essential to achieving program outcomes related to engagement, housing placement, and service coordination and is fully allowable under ESG Street Outreach and Essential Services.

Administrative Personnel – Healthcare for the Homeless Supervisor (10% FTE)

Grant funds will support 10% FTE of the Healthcare for the Homeless Supervisor to provide program oversight and administrative support for the proposed activities. Responsibilities include staff supervision, coordination of outreach activities, ensuring compliance with ESG and HMIS requirements, quality assurance, data reporting oversight, and coordination with community partners. This limited allocation ensures appropriate program management while maximizing resources dedicated to direct services. Personnel costs are reasonable, necessary, and proportionate to the level of administrative oversight required.

The total personnel budget of $55,328 reflects only the portion of salaries and wages directly attributable to the proposed ESG-funded activities

Other Direct Costs

Program Supplies ($8,442.65)

Program supplies include hygiene kits, food items, bottled water, and over-the-counter medications distributed during street outreach and mobile services. These supplies are used as engagement tools to build trust with unsheltered individuals, address immediate basic needs, and support participation in case management and healthcare services. All supplies are directly related to eligible ESG street outreach and essential services activities.

Medical Supplies ($5,000)

Medical supplies include personal protective equipment (PPE), wound care items, basic medical equipment (such as stethoscopes), and other clinical supplies necessary to provide non-facility-based health services during outreach and mobile unit activities. These supplies support immediate health needs, prevent infection, and facilitate engagement in ongoing care, consistent with allowable ESG street outreach services.

Transportation Vouchers ($2,550)

Transportation vouchers will be provided to program participants to eliminate transportation barriers to accessing shelter, healthcare appointments, housing interviews, benefits enrollment, and other essential services. Transportation assistance is critical for unsheltered individuals who lack reliable means of travel and directly supports housing stability and service linkage outcomes.

Legal Documentation Support and HMIS Licenses ($1,387)

Funds will support legal documentation fees (such as obtaining birth certificates, state identification cards, or other required documents) to help participants overcome barriers to housing, benefits enrollment, employment, and healthcare access.

HMIS Licenses ($1,808)

This line item includes HMIS license costs necessary for data entry, reporting, and compliance with ESG and Continuum of Care requirements. Both costs are essential to effective case management and program accountability.

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

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

Source of ESG Match Funds (Eligible Match Only. Please be specific.)	**Dollar ($) Amount of Match**
Clinica Sierra Vista	$100,000.00
	$
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL	**$100,000.00**

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

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

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

   ☒ Yes

   ☐ No

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

   ☒ Yes

   ☐ No

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

   ☒ Yes

   ☐ No

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

   ☒ Yes

   ☐ No

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

   ☒ Yes

   ☐ No

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

   ☒ Yes

   ☐ No

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

- SNAP benefits (food stamps) because the funds are being used to cover the program participant's costs;

- Housing Choice Vouchers, because the funds are used to pay the Fresno Housing Authority's obligations under its Housing Assistance Payment contract with the owner; and

- The tenant's portion of the rent because this amount is the tenant's obligation.

Please also note the following:

- The matching funds are provided based on the total grant amount and do not have to be provided on a component-by-component basis.

- HOME-TBRA funds cannot be used as a match because the requirements for rental assistance are significantly different between the two programs. In particular, under the HOME-TBRA program (24 CFR parts 92.209 and 92.253), subrecipient(s) **may not require** a program participant to accept any services (subrecipient may offer services but cannot require them). In contrast, when providing ESG homelessness prevention or rapid re-housing assistance to a program participant, the recipient or subrecipient **must require** the program participant to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability and develop a plan to assist the program participant to retain permanent housing after the ESG assistance ends (24 CFR 576.401(e)). Because of these differences in the two programs, HOME-TBRA funds may not be used as Match for the ESG funds.

Jan 20, 2026

City of Fresno

Planning and Development Department

Community Development Division

Re: Support for Clinica Sierra Vista's ESG Street Outreach Application

Dear Review Committee,

On behalf of ROL (Rainbow Of Light), We strongly support Clinica Sierra Vista's Emergency Solutions Grant (ESG) application for street outreach services. We partner with Clinica Sierra Vista to serve individuals and families experiencing homelessness across Fresno.

Clinica Sierra Vista's street medicine program reaches unsheltered individuals in encampments and other non-facility locations, providing mobile care that improves access to services and builds trust with those who are disconnected from traditional systems. Their work enhances coordination among providers, supports timely referrals, and improves continuity of care for shared clients. Our organization has seen clients better connected to health services and supportive resources through this partnership.

We fully support their ESG Street Outreach application and value their leadership and collaboration in serving Fresno's most vulnerable residents.

Sincerely,

Ray Quenga

CEO/FOUNDER

ROL Rainbow Of Light

559-930-5598 or 714-595-6020

rainbowoflight559@gmail.com

Poverello House:

The HOPE Team: Homeless Outreach Progressive Engagement

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization: Poverello House	*Fictitious Name (if applicable):*
UEI of Organization: 127482537	*Taxpayer Identification Number:* 77-0007985
Date of Incorporation: 11/25/1983	*Date of 501(c)(3) Determination:* 11/25/1983
Mailing Address of Organization: P.O. Box 12225, Fresno, CA 93777-2225	*Organization Website Address:* www.poverellohouse.org
Name of President (or Chair of the Board): Heidi Michael	*E-mail Address:* heidi@bfarm.com
Name of Chief Executive or Executive Director: Zachary Darrah	*E-mail Address:* zdarrah@poverellohouse.org
Name of the Secretary: Charles Farnsworth	*E-mail Address:* cfarnsworth@comcast.com
Name of Treasurer (or Chief Financial Officer): Linda Bowman	*E-mail Address:* lbowman@poverellohouse.org

Principal Contact Person:	*Principal Contact's Title:*	*Principal Contact's Physical Address:*
Sara Mirhadi	Chief Programs Officer	412 F Street, Fresno, CA 93706

Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
559-498-6988	559-960-4429	mirhadi@poverellohouse.org

Name of Authorized Signatory: Zachary Darrah	*Title of Authorized Signatory:* Chief Executive Officer
Signature of Authorized Official:	*Date of Signature:* 01/09/2026

Do you have an active registration with SAM.gov? ☒ Yes ☐ No
Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

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

Believing in the dignity of every person, at Poverello House we work to enrich the lives and spirits of all who pass our way by stewarding the resources made available to us through Providential and community support.

Please mark any of the following classifications that apply to your organization:

- ☐ Woman-Owned Business
- ☐ Minority Institution
- ☐ Tribal
- ☐ Other:
- ☐ Small Business
- ☐ Minority-Owned
- ☐ Veteran-Owned

Part A, Section 3: Organizational Capacity and Management
Please provide the number of staff employed by your organization: 150

Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Zachary Darrah	Chief Executive Officer	18
2) Linda Bowman	Chief Financial Officer	24
3) Paul Stack	Chief Operations Officer	15
4) Linda Bowman	Chief Programs Officer	32
5)		

Board of Directors

How often does your Board of Directors regularly meet?
Quarterly

List current Board of Directors below:

1) Heidi Michael/ Dr. Tushar Patel
2) Marc' Bady/ Charles Farnsworth
3) Linda Bowman/ Prashant Patel
4) Jim Connell/ Curtis Davies
5) Sharif Elkhaldy/Rebecca Garth-Nelson
6) Wendy Gospodnetich/ JP Sethi
7) David Olmos/ Ken Ramos
8) Andrew Slater/ Victor Thao
9)
10)

Financial Management

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

Name: Linda Bowman
Title: Chief Financial Officer
Phone/Email: 559-498-6988/ lbowman@poverellohouse.org

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☒ Yes ☐ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Have your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.
No findings or questioned costs were identified.

6) Does your financial system:
a) Provide for the control and accountability of grant funds, property, and other assets? ☒ Yes ☐ No
b) Separately track revenue and expenditures for the grant funds? ☒ Yes ☐ No

7) Does your payroll system separately track staff time by grant and/or activity? ☒ Yes ☐ No

8) Are all payments properly documented with evidence or receipt of goods or performance of services? ☒ Yes ☐ No

9) Are all bank accounts reconciled monthly? ☒ Yes ☐ No

10) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☐ Yes ☒ No
If yes, please explain
N/A

11) Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?
☐ Yes ☒ No
If yes, please explain
N/A

12) Does your agency have policies that address the following?

Ethics/Professional Conduct	☒ Yes	☐ No
Pay Rates and Benefits	☒ Yes	☐ No
Discrimination	☒ Yes	☐ No
Purchasing/Procurement	☒ Yes	☐ No
Property and Equipment	☒ Yes	☐ No
Segregation of Duties	☒ Yes	☐ No
Time and Effort Reporting	☒ Yes	☐ No
Record Retention	☒ Yes	☐ No

13) Does your agency certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency? ☒ Yes ☐ No

Authorized Signatories

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

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

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

Authorized Signatory Name	Authorized Signatory Title
1) Heidi Michael	Board Chair
2) Linda Bowman	Treasurer

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

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

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

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
1	$ 222,400

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0

- **Owner-Occupied Home Repair**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0

- **Public Services (including Microenterprise Assistance and Fair Housing)**

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

- **Public Infrastructure & Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
2	**$722,400**

Required Attachments to Part A
Select all attachments included.

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

☒ **Part A, Exhibit 2** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds)

☒ **Part A, Exhibit 3** – Copies of results of audits, examinations, or monitoring procedures performed during the last two fiscal years on any direct federal award received by the organization

N/A ☐ **Part A, Exhibit 4** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

☒ **Part A, Exhibit 5** – List of all awards to the organization from City of Fresno during the past two years

N/A ☐ **Part A, Exhibit 6** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☒ **Part A, Exhibit 7** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 8** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 9** – Bylaws of the Organization (Required)

☒ **Part A, Exhibit 10** – Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application

PY 2026-2027 APPLICATION
Homeless Housing and Services Programs (ESG)

1. Project Summary Information

Project Name (10 words or fewer): The HOPE Team: Homeless Outreach Progressive Engagement

Amount Requested: $ 222,400.00

Please provide a breakdown of amounts requested by program component:

Street Outreach: $ 222,400.00

Emergency Shelter: $ 0.00

Homelessness Prevention: $ 0.00

Rapid Rehousing: $ 0.00

HMIS: $ 0.00

Provide a short description of the proposed program/activity. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

The Homeless Outreach Progessive Engagement (HOPE) Team provides street outreach to people experiencing homelessness who live in the City of Fresno. The team aims to link people experiencing homelessness to navigation services, emergency shelter, and other supplemental Cal-AIM services.

This is a:

☐ New Project/Program

☒ Existing Project/Program

2. Organizational Capacity

a. Describe the organization's experience with administering Federally funded programs of this nature and staff skills necessary to deliver the activities proposed.

Poverello House has extensive experience administering federally funded, reimbursement-based grants and contracts of similar size and scope to the proposed activity. The organization first received federal funding from the U.S. Department of Housing and Urban Development (HUD) in 2001 and has progressively expanded its federal grant portfolio over the past two decades. Currently, Poverello House operates 22 grant-funded programs, 18 of which are reimbursement-based federal or federally pass-through grants. The organization has consistently administered these programs in full compliance with funder requirements and has never experienced early termination of a federal grant due to non-compliance.

1. City of Fresno – Emergency Solutions Grant (ESG): Poverello House has been an annual recipient of the City of Fresno's Emergency Solutions Grant since 2015. In 2024, the organization was awarded $209,589 in ESG funds to operate a portion of the City-wide street outreach program, with a required dollar-for-dollar match resulting in a total program budget of $419,178. ESG-funded activities include street outreach, engagement of unsheltered individuals, documentation of eligibility, service coordination, and referrals to shelter, housing, and supportive services. Poverello House has consistently met or exceeded ESG performance measures, maintained full compliance with HUD and City requirements, and has been awarded additional ESG funding in subsequent years based on demonstrated performance.

2. U.S. Department of Housing and Urban Development – Coordinated Entry System: In 2024 and again in 2025, Poverello House was awarded $619,103 annually to administer the HUD-funded Coordinated Entry System for Fresno County. The organization successfully managed system-wide coordination, data tracking, reporting, and compliance activities during each 12-month performance period. Poverello House met or exceeded all grant outcomes and ended both performance periods in good standing. Based on strong performance, the contract has been renewed through 2026.

3. U.S. Department of Housing and Urban Development – Rapid Re-Housing: Poverello House was awarded $311,866 in both 2022 and 2023 to operate HUD-funded Rapid Re-Housing programs providing rental assistance and housing stabilization services to individuals with low or no income. The organization complied with all grant requirements, met or exceeded performance targets, and successfully administered the funds within the

required timelines. The Rapid Re-Housing contract has been renewed through 2026.

4. Federal Emergency Management Agency – Emergency Food and Shelter Program (EFSP): Poverello House has received FEMA EFSP funding since 2010. In 2022, the organization was awarded $606,640, followed by $135,793 in 2023, to support emergency food and shelter services, including culinary services and Naomi's House Emergency Shelter. Outcomes were tied to meals served and nights of shelter provided. Poverello House completed each performance period in full compliance and in good standing and was awarded additional funding for the 2024–2025 period.

5. Community Development Block Grant (CDBG) – Workforce Development: Poverello House has demonstrated specific experience administering CDBG-funded workforce development projects. In PY 24–25, the organization successfully administered $240,826 in CDBG funds for a pilot workforce development program. In PY 25–26, Poverello House was awarded two additional CDBG contracts totaling $513,000 for projects of similar scope and complexity. All CDBG-funded activities have been implemented in compliance with City and HUD requirements, including eligibility documentation, performance reporting, and reimbursement procedures.

Poverello House maintains strong internal controls, grant accounting systems, and reimbursement tracking processes to support federally funded programs. The organization maintains a line of credit of up to $2,500,000 to ensure adequate cash flow for reimbursement-based grants and has not needed to draw on this line since its establishment. Program implementation is supported by experienced executive leadership, program managers, fiscal staff, and workforce development personnel with expertise in federal compliance, service delivery, and performance monitoring. Collectively, staff possess the skills necessary to successfully deliver the proposed activities in alignment with HUD and City of Fresno requirements.

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

Poverello House has a demonstrated history of producing meaningful impact through federally funded homeless outreach and housing programs. During 2025, the ESG-funded HOPE Team engaged more than 1,000 unduplicated individuals experiencing homelessness, exceeding annual engagement targets. These efforts resulted in consistent linkages to emergency shelter, housing navigation, substance use rehabilitation, coordinated entry, and supportive services, particularly for individuals who were previously unconnected to services.

The organization has repeatedly met or exceeded performance outcomes in federally funded programs, which includes ESG HOPE Outreach, HUD Coordinated Entry, CDBG workforce development programs, and Rapid Re-Housing programs. These projects remain in full compliance with grant requirements.

From October 2024 to September 2025, Poverello House's ESG-funded HOPE Team succeeded in accomplishing the following outcomes as measured through HMIS:

1. Provided 5,773 collective engagements to unsheltered individuals within the City of Fresno.

2. Engaged at least 2,060 unduplicated unsheltered individuals annually.

3. Linked at least 1,753 unduplicated unsheltered individuals to shelter, navigation, or supportive services.

4. Provided 293 transports to community resources, such as emergency shelter, housing navigation appointments, and healthcare access.

5. Provide 40 individuals diversion services and prevent them from becoming chronically homeless.

6. Place 15 individuals into permanent housing options who were previously unsheltered.

This track record demonstrates Poverello House’s capacity to deliver effective outreach, reduce barriers to service access, and produce measurable, system-level impact for people experiencing homelessness.

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

   14

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

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

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

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

e. Provide addresses for each applicable location of site(s) where activity will occur, a brief description of the facilities, and a description of the service area (a map may be attached in lieu of a service area description).

City of Fresno and 412 F. Street, Fresno, CA 93706. See map attached as Exhibit F.

The HOPE Team will utilize Poverello House facilities at the organization's downtown location (412 F Street, Fresno CA) as well as leased office space in the tower district, located at 10 E Olive Ave, Fresno CA. The HOPE Team will primarily provide street outreach services throughout designated areas of the City of Fresno described Exhibit F.

3. Proposed Scope of Work

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

The Homeless Outreach Progressive Engagement (HOPE) Team will provide daily street outreach services to unhoused people in Fresno. The HOPE Team will deploy six (6) outreach team members to create linkages to services with unhoused individuals. ESG will fund two (2.0 full-time equivalent) Outreach Specialist positions along with partially funding 60% of an additional (1.0 full-time equivalent) Outreach Coordinator position. Poverello House's cash match will support an additional two (2.0 full-time equivalent) Outreach Specialist positions along with partially funding the 75% of the remaining (1.0 full-time equivalent) Outreach Specialist position. The remaining 40% of the Outreach Coordinator position will be funded through state and private funding sources. These six full-time equivalent staff will make up the ESG-funded HOPE Team and provide direct services.

There are a few outreach teams, but these teams do not have sufficient resources to canvas the entire City of Fresno daily (including weekends and evening hours). The Fresno Madera Continuum of Care (FMCoC) reported in the 2023 Point in Time Count that in the City of Fresno, 3,207 people are experiencing homelessness, with 1,819 being unsheltered. During 2024, the Hope Team participanted in a tally count with the City of Fresno and identified 1,400 unhoused individuals within the greater downtown area. There is a growing need to expand outreach services focusing on rapport building to the unhoused. The purpose of rapport building is to increase the likelihood that the person will accept emergency shelter and navigation services. The HOPE Team will create linkages to Cal-AIM (California Advancing and Innovating Medi-Cal) providers, such as Poverello House and RH Builders. The HOPE Team will seek out all individuals with needs, while prioritizing vulnerable persons unlinked to services, people who are 55 years and older, victims of human trafficking, families, and people who are considered chronically homeless. Without a community-oriented outreach team, the likelihood of people experiencing homelessness having equitable access to services decreases dramatically.

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

The target population will be people who are unhoused, and not linked to emergency shelter or navigation services. The HOPE Team focuses on developing rapport with unhoused individuals throughout Fresno, living in encampments and even those isolated from easily accessible services. Outreach services will be available for unsheltered homeless individuals and families, and vulnerable populations such as people who are 55 years and older, victims of human trafficking, and people who are considered chronically homeless. The HOPE Team will "meet people where they are at" to link unhoused individuals with community-based organizations providing emergency shelter, navigation services, and supplemental Cal-AIM services. The HOPE Team will receive referrals for engagements from the City of Fresno's Homeless Assistance Response Team (HART). Report cards will reflect daily engagement tallies, referrals, locations, followup appointments, and other key performance indicators for special projects. The HOPE Team will exercise progressive engagement to tailor linkages to help unhoused individuals with specific situations, in a culturally competent manner.

Research indicates that it takes a minimum of seven encounters with an unhoused individual before that individual participates in services. The HOPE Team is a mobile "access site" for clients to access available shelter beds and navigation services. Poverello House coordinates with community-based organizations to link clients to available services such as the Fresno County Depepartment of Behavioral Health (DBH), Fresno County Department of Social Services (DSS), and mental health treatment at Poverello House's Enrichment Center. The HOPE Team collaborates with Fresno EOC to link emerging adults transitioning out of foster care to supportive services and emergency shelter. The project will meet one of the City of Fresno's prioritized objectives by facilitating encampment outreach. The HOPE Team will also link them to mobile shower and medical services. Poverello House has an ongoing working relationship with the City of Fresno's Homeless Assistance Response Team (HART) to provide compassionate response to the unhoused living in the streets of Fresno.

c. Describe the outcomes of the proposed activities. Include how positive outcomes are defined and how successful outcomes will be measured.

The HOPE Team will achieve measurable ESG-aligned outcomes by conducting proactive street outreach to engage unsheltered individuals not currently connected to services and linking them to shelter, housing navigation, and supportive services. Positive outcomes are defined as documented progress from unsheltered homelessness to service engagement and acceptance of assistance.

Performance Targets:

1.Engage 750 unduplicated unsheltered individuals annually.

2. Link at least 675 (90%) unduplicated unsheltered individuals to shelter, navigation, or supportive services.

3. Document follow-up engagement for 450 (60%) of prioritized vulnerable participants.

4. Provide 20 individuals diversion services and prevent them from becoming chronically homeless.

5. Place 10 individuals into permanent housing options who were previously unsheltered.

Program performance will be tracked through HMIS and daily outreach logs, and supervisory reviews will monitor data accuracy and ensure continuous program improvement.

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

Poverello House developed the HOPE Team by incorporating feedback from conversations and surveys gathered from discussions between clients and staff. In January 2024, Poverello House received input from 152 unsheltered individuals. Data revealed that 93.4% of respondents are open to receiving housing navigation. A sizable portion (41.2%) reported never staying in an emergency shelter. 78.5% of respondents identified mental health as an important topic. More than three-quarters of respondents shared a sense of difficulty when accessing support services such as general relief, Cal Fresh, DBH, DSS, and Medi-Cal. If offered a bed that day, 79.7% of respondents suggested they would accept it. The collective findings suggest a need for the HOPE Team to make the critical introductions to local providers in the City of Fresno that offer navigation services, emergency shelters, and supplemental Cal-AIM services. This project would allow Poverello House to collect continued feedback from individuals experiencing homelessness within the City of Fresno, which would inform the delivery of future services.

e. Describe the marketing plan for the proposed activity and how the organization will affirmatively market the program to ensure the most vulnerable populations are aware of the program.

Homeless Outreach Progressive Engagement (HOPE) Team will market its services to community memebers who are unhoused. Poverello House has over 52 years of experience providing direct services to those experiencing homelessness. The HOPE Team will continue directly engaging with unhoused community members seven days a week between 7:00 am and 7:00 pm. These mobile teams will canvas the City of Fresno in clearly marked vehicles with the Poverello House logo and HOPE Outreach Team written on the sides of all vehicles. Poverello House also works with members of the Fresno-Madera Continuum of Care to link unsheltered individuals to navigation services and emergency shelter programs.

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

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

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

Check if Providing	Homeless Housing and Service Types	Estimated No. Persons Assisted
☐	Operating Cost of Shelters for Persons who are homeless	
☐	Rental Assistance/Utility Assistance/Housing Stabilization Services	
☒	Street Outreach and Essential Services	750

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

Poverello House (PH) will provide outreach to unhoused individuals who are not engaged in navigation services and emergency shelters within the City of Fresno. The HOPE Team will provide services in clearly marked vehicles and will seek out unhoused people to link them to services/shelter. The Homeless Outreach Progressive Engagement (HOPE) Team will provide daily street outreach services to unhoused people in Fresno. The HOPE Team will deploy six (6) outreach team members to create linkages to services with unhoused individuals. ESG will fund two (2.0 full-time equivalent) Outreach Specialist positions along with partially funding 60% of an additional (1.0 full-time equivalent) Outreach Coordinator position. Poverello House's cash match will support an additional two (2.0 full-time equivalent) Outreach Specialist positions along with partially funding the 75% of the remaining (1.0 full-time equivalent) Outreach Specialist position. The remaining 40% of the Outreach Coordinator position will be funded through state and private funding sources. These six full-time equivalent staff will make up the ESG-funded HOPE Team and provide direct services.

The proposed positions will collaborate with PH's existing outreach and navigation teams by targeting homeless encampments in Fresno. The HOPE Team will also work with the City of Fresno's HART Team to make connections with unhoused individuals previously unlinked to services. The HOPE Team duties will include the following: 1) Outreach to unhoused individuals throughout the City of Fresno, 2) linking them to navigation services, 3) linking to shelters, temporary housing, or family, 4) connecting them to supportive services, 5) providing homeless verifications for programs such as Multi-Agency Access Point (MAP Point) Program, and 6) collaborating with the City of Fresno's HART Team. The HOPE Team will be responsible for engaging clients "where they are at", including building rapport, addressing immediate needs, and linking them to housing navigation services. The HOPE Team members will initially utilize the community's coordinated entry system (CES) to determine appropriate diversion tactics.

After diversion practices are exhausted, the client will get connected to housing navigation services. The HOPE Team will assess client's needs for emergency services, such as medical, mental health, and shelter services. The HOPE Team can link clients to PH's Enrichment Center, which provides mental health services. They will serve anyone who is unhoused, with a particular focus on individuals not receiving navigation services. They will prioritize vulnerable groups, such as people who are 55 years and older, victims of human trafficking, families, and people who

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

are considered chronically homeless. The team will help them overcome any immediate barriers, such as transportation, by providing transport services and bus tokens. The HOPE Team addresses immediate needs like emergency food and clothing.

Consolidated Plan: In the City of Fresno's consolidated action plan, outreach services to disadvantaged populations homelessness is an urgent issue in the community. This grant directly addresses the homelessness issue by connecting unhoused individuals to the services and resources in the community. Outreach Specialists will prioritize services for the following persons: elderly and frail elderly, people with disabilities, people with HIV/AIDs and their families, persons with alcohol or drug addiction, survivors of domestic violence, and individuals seeking supportive housing. This program addresses the barriers that unhoused individuals encounter by helping them access resources in the community through linkages and transportation. The team will provide linkages to physical and mental health care providers. The HOPE Team also responds to homeless situations reported through the 3-1-1 system. During 2025, the ESG funded HOPE Team had contact with 2,060 updduplicated individuals as reported in the HMIS system. The goal for the HOPE Team is to engage with 750 individuals experiencing homelessness and link 90% of them to services.

Agency Capacity and Experience: Since 1973, PH has provided services to persons experiencing homelessness and anyone who may be in need. Poverello House provides three meals-a-day, 365 days-a-year. PH also provides overnight emergency shelter for men, women, and families. PH participates in the local HMIS and CES systems. Nightly, approximately 250 people who experience homelessness access shelter services in a bed operated by the organization. Since late 2024, PH has been in contract with Cal Viva (Health Net) and Anthem to provide Community Supports Programs under Cal-AIM Medi-Cal services. PH's serperate street navigation teams will work closely with this project's HOPE Team to help those experiencing homelessness access services.

i. Collaboration
Briefly describe how the proposed activity will be delivered in coordination with other community resources to address the overall needs of the clientele.

Collaborating Organization	Description of Collaboration
City of Fresno Police Department	The HOPE Team will receive referrals from the HART Police Department and police officers who encounter people experiencing homelessness living in encampments and other areas of the City of Fresno.
City of Fresno HART Team	The HOPE Team will receive referrals from the City of Fresno's HART Team that is generated from the City of Fresno's 3-1-1 system. The HOPE Team will work with the City of Fresno's HART Code team to address people experiencing homelessness living in encampments.
Fresno Madera Continuum of Care (FMCoC)	The HOPE Team will collaborate with member organizations within the continuum of care to link those experiencing homelessness to services and shelter.
Fresno Economic Opportunities Commission (EOC)	The HOPE Team will link emerging adults transitioning out of foster care to services and shelter programs.

4. Project/Program Budget

a. Activity Budget by Funding Type

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

Proposed Activity Budget	Amount
Total Federal Funds Requested	$222,400

Total Other Federal Funds (do not include the above funds on this line)	$0
Total Non-Federal Funds	$222,400
Total Proposed Activity Budget	$444,800

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
Poverello House	General Funds	214,894.22	Committed	
State of California	ERF	7,505.78	Committed	

c. Activity Budget Summary and Narrative

Please complete Exhibit A – Operating Budget Summary.

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

Please complete Exhibit B – Budget Narrative to provide a brief explanation of the expenses included in the budget.

d. Prior-Year Financial Statement

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

Attachments to Part B Application:

☒ EXHIBIT A – Operating Budget Summary

☒ EXHIBIT B – Budget Narrative

☒ EXHIBIT C – Homeless Housing and Services ESG Sources and Amounts of Match and Match Questionnaire

☒ EXHIBIT D – Prior-year audited financial statement including statement of activities, statement of financial position and statement of cash flows (required when total Federal grant awards equaled or exceeded $1,000,000 during the annual audit period); or prior-year unaudited financial statement when total Federal grant awards for the annual audit period was less than $1,000,000

Optional Additional Exhibits:

☒ EXHIBIT E – Funding Commitment Letters (if available)

☐ EXHIBIT – Letters of Support (optional – maximum 2)

☒ EXHIBIT G – Service Area Map (required if not described in 2.e.)

CITY OF FRESNO
OPERATING BUDGET SUMMARY (Public Services)

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel:									
Street Outreach Coordinator (1.0 FTE)	33,696.00	11,338.70	**45,034.70**	-	7,505.78		22,517.35		**75,057.84**
Street Outreach Specialist (2.0 FTE)	91,520.00	30,796.48	**122,316.48**						**122,316.48**
Street Outreach Specialist (2.0 FTE)			-				122,316.48		**122,316.48**
Street Outreach Specialist (1.0 FTE)	11,440.00	3,849.56	**15,289.56**				45,868.68		**61,158.24**
			-						-
Administrative Personnel:									
			-						-
			-						-
			-						-
Independent Contractors / Consultants:									
			-						-
			-						-
TOTAL PERSONNEL BUDGET	$ 136,656.00	$ 45,984.74	**$ 182,640.74**	$ -	$ 7,505.78	$ -	$ 190,702.51	$ -	**$ 380,849.04**
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
Program Supplies			**150.56**				2,688.79		**2,839.35**
Fuel Costs/Vehicle Maintance/ Ins.			**7,000.00**						**7,000.00**
Informational Technology			**2,400.00**						**2,400.00**
Office Supplies			**1,200.00**						**1,200.00**
									-
									-
									-
									-
									-
									-
									-
TOTAL OTHER DIRECT COSTS			**$ 10,750.56**	$ -	$ -	$ -	$ 2,688.79	$ -	**$ 13,439.35**
INDIRECT COSTS* (Select 1 indirect rate Only)									
Approved Indirect Cost Rate									-
De minimus 15 % Rate			**29,008.70**				29,008.70		**58,017.40**
TOTAL INDIRECT COST BUDGET			**$ 29,008.70**	$ -	$ -	$ -	$ 29,008.70	$ -	$ -
TOTAL PROJECT BUDGET	$ 136,656.00	$ 45,984.74	$ 222,400.00	$ -	$ 7,505.78	$ -	$ 222,400.00	$ -	$ 444,800.00

Please revise this form and annotate budget items as needed
All applicants are required to submit a copy of their organization's operating budget.

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.
Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary. This narrative will be used to determine eligibility of proposed expenses.

A. Employee Classifications:

Street Outreach Coordinator (1.0 FTE), $56,160 annual wage ($27/ hour), and $18,897.84 annual benefits and taxes calculated at 33.65%: Is the lead staff for supervising Street Outreach Specialists. The position will engage in outreach efforts and ensure the project implementation. The ESG grant will fund 60% of the position, while Poverello House will cover the remaining by using Encampment Resolution Funding (10%) and private funds (30%) over the 12 months.

Street Outreach Specialist (5.0 FTE), $ 228,800 annual wage ($22/ hour), and $76,991.20 annual benefits and taxes calculated at 33.65%: Is the service providing staff for conducting outreach efforts. The position will assist those experiencing homelessness navigate community resources and make linkages to appropriate services. The ESG grant will fund $137,606.04 of annual wage, benefits, and taxes of 2.25 FTE positons. Poverello House will fund $168,185.16 of annual wage, benefits, and taxes of 2.75 FTE positions using private funding over the 12 months.

B. Other Direct Costs:

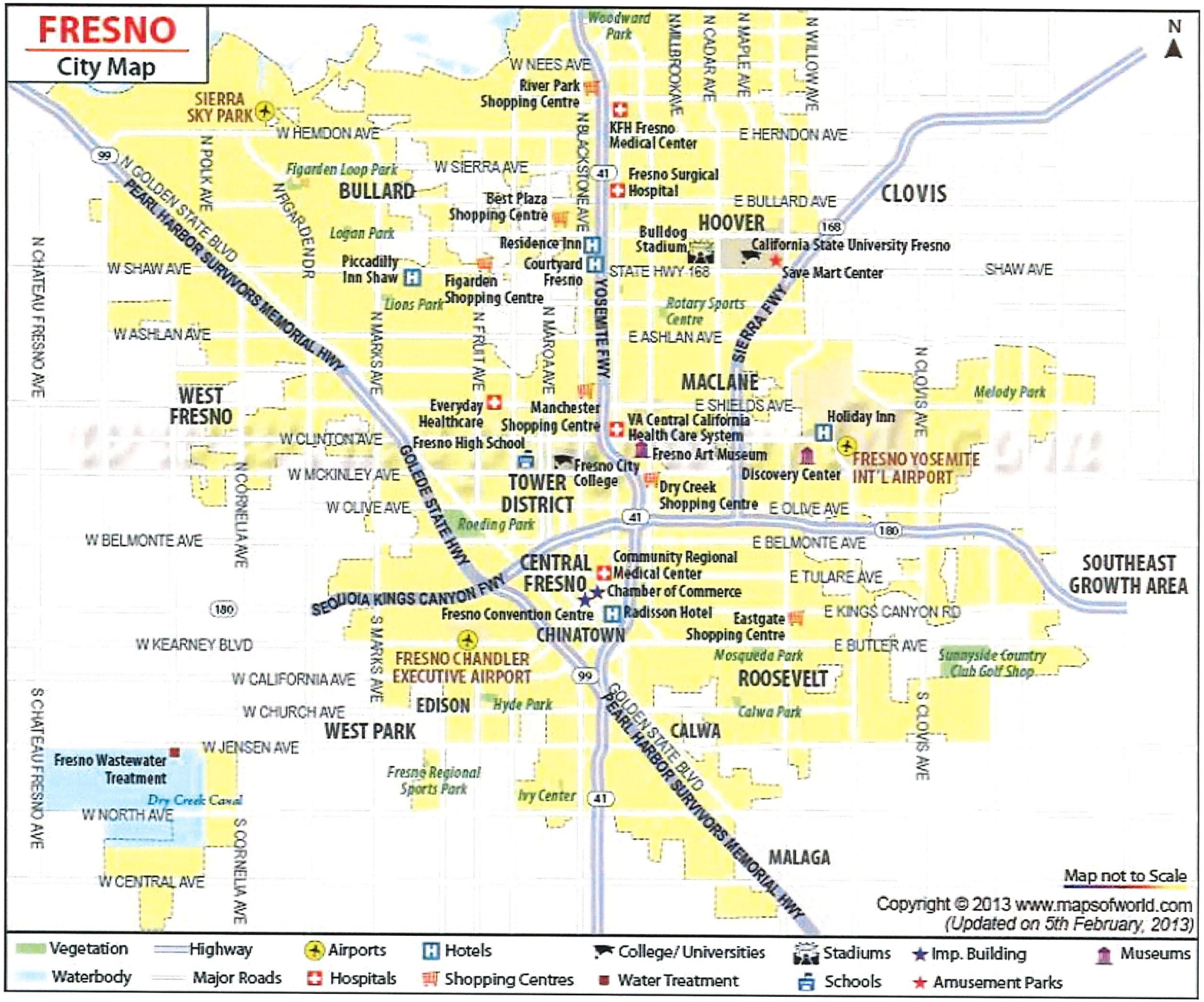
Program Supplies, $2,839.35: Is the essential items to conduct street outreach effectively to directly benefit those experiencing homelessness. These items may include, but not be limited to, hygiene supplies, food rations, clothing items, basic first aid supplies, personal protective gear, and documentation tools. These supplies will be purchased through Poverello House and ESG funding.

Vehicle Fuel/ Maintenance/ Insurance, $7,000: Poverello House funding will cover the cost of vehicle fuel, maintenance, and insurance. The ESG grant will fund 100% of these costs.

Informational Technology, $2,400: ESG funding will cover cell phones, mircrosoft office licenses, computer-related costs, and internet.

Office Supplies, $1,200: ESG funding will cover pens, paper, ink, staples, and other project-related office supplies.

Indirect Costs, $58,017.40: These costs will include such items as, facilities maintenance, finance department activities, management oversight, insurance, other utilities (water/trash/etc.), and other associated costs incurred that would be reasonable under this line item). ESG funding will support $29,008.70, Poverello House will support $29,008.70 in a $1:1 cash match.


FRESNO
City Map
N
SIERRA SKY PARK
W HERNDON AVE
N GOLDEN STATE BLVD
PEARL HARBOR SURVIVORS MEMORIAL HWY
N POLK AVE
N FIGARDEN DR
Figarden Loop Park
BULLARD
Logan Park
W SHAW AVE
Piccadilly Inn Shaw
Lions Park
W ASHLAN AVE
N CHATEAU FRESNO AVE
WEST FRESNO
N MARKS AVE
N FRUIT AVE
N MAROA AVE
W CLINTON AVE
W MCKINLEY AVE
W OLIVE AVE
W BELMONTE AVE
N CORNELIA AVE
GOLDEN STATE HWY
SEQUOIA KINGS CANYON FWY
W KEARNEY BLVD
W CALIFORNIA AVE
W CHURCH AVE
S MARKS AVE
EDISON
WEST PARK
S CHATEAU FRESNO AVE
W JENSEN AVE
Fresno Wastewater Treatment
Dry Creek Canal
W NORTH AVE
W CENTRAL AVE
S CORNELIA AVE
Fresno Regional Sports Park
Woodward Park
W NEES AVE
River Park Shopping Centre
N BLACKSTONE AVE
KFH Fresno Medical Center
Fresno Surgical Hospital
Best Plaza Shopping Centre
Residence Inn
Courtyard Fresno
Figarden Shopping Centre
YOSEMITE FWY
Everyday Healthcare
Manchester Shopping Centre
Fresno High School
Fresno City College
TOWER DISTRICT
Roeding Park
CENTRAL FRESNO
Community Regional Medical Center
Chamber of Commerce
Fresno Convention Centre
Radisson Hotel
CHINATOWN
FRESNO CHANDLER EXECUTIVE AIRPORT
Hyde Park
Ivy Center
N MILLBROOK AVE
N CEDAR AVE
N MAPLE AVE
N WILLOW AVE
E HERNDON AVE
CLOVIS
E BULLARD AVE
HOOVER
Bulldog Stadium
California State University Fresno
STATE HWY 168
Save Mart Center
SHAW AVE
Rotary Sports Centre
E ASHLAN AVE
SIERRA FWY
MACLANE
E SHIELDS AVE
N CLOVIS AVE
Melody Park
Holiday Inn
VA Central California Health Care System
Fresno Art Museum
Discovery Center
FRESNO YOSEMITE INT'L AIRPORT
Dry Creek Shopping Centre
E OLIVE AVE
E BELMONTE AVE
SOUTHEAST GROWTH AREA
E TULARE AVE
E KINGS CANYON RD
Eastgate Shopping Centre
E BUTLER AVE
Mosqueda Park
ROOSEVELT
Sunnyside Country Club Golf Shop
Calwa Park
CALWA
S CLOVIS AVE
GOLDEN STATE BLVD
PEARL HARBOR SURVIVORS MEMORIAL HWY
MALAGA
Map not to Scale
Copyright © 2013 www.mapsofworld.com
(Updated on 5th February, 2013)
Vegetation
Waterbody
Highway
Major Roads
Airports
Hospitals
Hotels
Shopping Centres
College/ Universities
Water Treatment
Stadiums
Schools
Imp. Building
Amusement Parks
Museums

WestCare California:

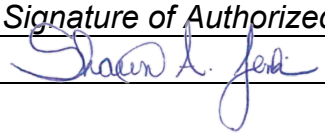
Project Unite

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization:	*Fictitious Name (if applicable):*
WestCare California, Inc.	N/A
UEI of Organization:	*Taxpayer Identification Number:*
CBQUXGEXW5Y7	23-7368450
Date of Incorporation:	*Date of 501(c)(3) Determination:*
October 1973	November 1974
Mailing Address of Organization:	*Organization Website Address:*
1900 N Gateway Blvd Ste 100 Fresno, CA 93727	https://westcarecalifornia.org
Name of President (or Chair of the Board):	*E-mail Address:*
Jack Scharrett (Board Chair)	JCScharrett@winnebagoind.com
Name of Chief Executive or Executive Director:	*E-mail Address:*
Ken Ortbals, CEO	*ken.ortbals@westcare.com*
Name of the Secretary:	*E-mail Address:*
Jim Hanna, Corporate Secretary	jim.hanna@westcare.com
Name of Treasurer (or Chief Financial Officer):	*E-mail Address:*
Linda Erath, CFO	linda.erath@westcare.com

Principal Contact Person:	*Principal Contact's Title:*	*Principal Contact's Physical Address:*
Maria Rodriguez	Deputy Administrator	1900 N Gateway Blvd Ste 100 Fresno, CA 93727
Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
559-360-8731	559-241-8753 ext. 21233	maria.rodriguez@westcare.com

Name of Authorized Signatory:	*Title of Authorized Signatory:*
Shawn Jenkins	*Chief Operating Officer – Western Region*
Signature of Authorized Official:	*Date of Signature:*
	*01/20/2026*

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

Do you have an active registration with SAM.gov? ☒ Yes ☐ No
Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

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

WestCare empowers everyone with whom we come into contact to engage in a process of healing, growth, and change, benefitting themselves, their families, coworkers, and communities.

Please mark any of the following classifications that apply to your organization:

☐ Woman-Owned Business
☐ Minority Institution
☐ Tribal
☐ Other:
☐ Small Business
☐ Minority-Owned
☐ Veteran-Owned

Part A, Section 3: Organizational Capacity and Management
Please provide the number of staff employed by your organization: 468

Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Shawn Jenkins	Chief Operating Officer – Western Region	36
2) Maryann Knoy	Senior Vice President	24
3) Maria Rodriguez	Deputy Administrator	13
4) Stephanie Perez	Program Director	10
5) Ashley Morris	Education & Prevention Director	10

Board of Directors

How often does your Board of Directors regularly meet?

Quarterly

List current Board of Directors below:

1) Jack Scharrett ~ Chair
2) James (Jim) L. Wadhams
3) Debra E. DeBerry
4) Sammuel Sanes
5) Mary A.Y. Okada
6) Thomas (Tom) J. Walsh, II
7) Richard (Dick) E. Steinberg, President
8) Ken Ortbals, CEO
9) Linda Erath, Treasurer
10) Jim Hanna, Corporate Secretary

Financial Management

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

Name: Linda Erath

Title: CFO

Phone/Email: 702-385-2090 / linda.erath@westcare.com

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☒ Yes ☐ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Have your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.
No findings or questioned costs.

6) Does your financial system:
a) Provide for the control and accountability of grant funds, property, and other assets? ☒ Yes ☐ No
b) Separately track revenue and expenditures for the grant funds? ☒ Yes ☐ No

7) Does your payroll system separately track staff time by grant and/or activity? ☒ Yes ☐ No

8) Are all payments properly documented with evidence or receipt of goods or performance of services? ☒ Yes ☐ No

9) Are all bank accounts reconciled monthly? ☒ Yes ☐ No

10) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☒ Yes ☐ No
If yes, please explain

11) Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?
☐ Yes ☒ No
If yes, please explain
Housing Program Director Robert Marquez resigned in October 2025, and Maria Rodriguez is the interim director. Ashley Morris, Education & Prevention Director of The Living Room (funded by HOPWA), joined the team in February 2025.

12) Does your agency have policies that address the following?

Ethics/Professional Conduct	☒ Yes	☐ No
Pay Rates and Benefits	☒ Yes	☐ No
Discrimination	☒ Yes	☐ No
Purchasing/Procurement	☒ Yes	☐ No
Property and Equipment	☒ Yes	☐ No
Segregation of Duties	☒ Yes	☐ No
Time and Effort Reporting	☒ Yes	☐ No
Record Retention	☒ Yes	☐ No

13) Does your agency certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency? ☒ Yes ☐ No

Authorized Signatories

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

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

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

Authorized Signatory Name	Authorized Signatory Title
1) Shawn Jenkins	Chief Operating Officer – Western Region
2)	

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

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

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

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
1	$ 362,000.00

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
1	$ 1,042,566.00

- **Owner-Occupied Home Repair**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0.00

- **Public Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0.00

- **Public Infrastructure & Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0.00

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
2	**$1,404,566**

Required Attachments to Part A
Select all attachments included.

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

☒ **Part A, Exhibit 2** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds)

☒ **Part A, Exhibit 3** – Copies of results of audits, examinations, or monitoring procedures performed during the last two fiscal years on any direct federal award received by the organization

☒ **Part A, Exhibit 4** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

☒ **Part A, Exhibit 5** – List of all awards to the organization from City of Fresno during the past two years

☐ **Part A, Exhibit 6** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☒ **Part A, Exhibit 7** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 8** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 9** – Bylaws of the Organization (Required)

☒ **Part A, Exhibit 10** – Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application

PY 2026-2027 APPLICATION
Homeless Housing and Services Programs (ESG)

1. Project Summary Information

Project Name (10 words or fewer): Project Unite

Amount Requested: $ 362,000.00

Please provide a breakdown of amounts requested by program component:

Street Outreach: $ 0.00

Emergency Shelter: $ 0.00

Homelessness Prevention: $ 102,000.00

Rapid Rehousing: $ 260,000.00

HMIS: $ 0.00

Provide a short description of the proposed program/activity. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

WestCare California, Inc. seeks funding to continue providing rapid rehousing and homelessness prevention services through Project Unite. During the grant period, Project Unite will provide at least 1) eight (8) households with homelessness prevention services, 2) ten (10) households with rapid rehousing assistance, and 3) eighteen (18) households with case management services. The program will engage homeless and chronically homeless individuals and families with extremely low incomes (less than 30% of the area median income), including Veterans who are not eligible for housing assistance through SSVF or HUD-VASH.

This is a:

☐ New Project/Program

☒ Existing Project/Program

2. Organizational Capacity

a. Describe the organization's experience with administering Federally funded programs of this nature and staff skills necessary to deliver the activities proposed.

WestCare California has provided behavioral health and human services in Fresno County since 1974. Today, WestCare's services fall into six primary domains: Mental Health & Wellness, Treatment & Rehabilitation, Veteran Services, Criminal Justice, Housing Opportunities, and Education & Prevention. WestCare has extensive experience working with a variety of special populations, including people experiencing homelessness, people struggling with substance use and mental health disorders, people living with HIV, criminal justice populations, Veterans, and the LGBTQ community.

With ongoing funding from multiple federal, state, and local agencies, including HUD, SAMHSA, Veterans Administration, California Department of Corrections and Rehabilitation, Board of State and Community Corrections, City of Fresno, County of Fresno, and others, WestCare California administers 60 separate contracts throughout the State of California with a budget of approximately $74 million and more than 400 staff. WestCare's leadership team has decades of experience administering homelessness prevention and housing programs.

WestCare has operated Project Unite with ESG funding from the City of Fresno since 2013. In PY24, the City awarded Project Unite a new HOME-ARP grant, which has allowed WestCare to expand this program significantly. WestCare is also a recipient of the HOPWA formula grant from the City of Fresno, which supports The Living Room. In 2024, WestCare was awarded a new HOPWA HINT grant directly from HUD, which enabled The Living Room to significantly enhance and expand its housing services for people living with HIV.

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

Meaningful Impact. WestCare has operated Project Unite with ESG grant funding since 2013. Over that time, the program has helped hundreds of households in Fresno regain stable housing with comprehensive homelessness prevention and rapid rehousing services. During the most recently completed grant term (February 1, 2024 – January 31, 2025), Project Unite successfully provided Rapid Rehousing services to 23 individuals and Homeless Prevention services to 14 individuals. These services allowed families to safely avoid or quickly recover from a traumatic and stressful homeless episode.

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

   13

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

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

   ☒ Written Financial Management Policies and Procedures

   ☒ Non-Discrimination / Equal Opportunity Policy

   ☒ Conflict of Interest Policies and Procedures

   ☒ Procurement Policies and Procedures

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

e. Provide addresses for each applicable location of site(s) where activity will occur, a brief description of the facilities, and a description of the service area (a map may be attached in lieu of a service area description).

WestCare's Housing Department offices are at 1900 N. Gateway Blvd., Fresno, CA 93727-1625. This facility houses senior leadership, Housing Department staff, and administrative support staff. It also provides dedicated office space for private client meetings, conference rooms, and a complete training facility. A map of the service area is attached in lieu of a service area description.

3. Proposed Scope of Work

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

There is a great need in the City of Fresno for housing and supportive services. According to HUD 2024 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations data, 4,305 people were experiencing homelessness in Fresno and Madera Counties on the night of the 2024 Point-In-Time survey (01/30/2024). This included 2,758 (64%) people who were experiencing unsheltered homelessness, 1,376 (32%) people who were staying in emergency shelters, and 171 (4%) people who were living in transitional housing. The 2024 PIT Count identified 34 (1%) people who had an HIV/AIDS-related illness. However, this is likely a significant underrepresentation considering that The Living Room serves hundreds of people living with HIV experiencing homelessness every year in Fresno. As evidenced by the large number of people experiencing unsheltered homelessness, this data indicates that existing resources are insufficient to meet the need for housing assistance in this service area.

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

Target Population. The target population for Project Unite includes individuals and families residing in the City of Fresno with extremely low incomes (less than 30% of the area median income) experiencing homelessness and those at risk of experiencing homelessness, including Veterans who are not eligible for housing assistance through SSVF or HUD-VASH. Potential program participants are identified through the Fresno-Madera Continuum of Care's Coordinated Entry system. These individuals require intensive case management services and often need linkages to multiple supportive services in addition to housing, including medical care, treatment for substance use and mental health disorders, adult basic education, life skills training, employment assistance, and help to enroll in public benefits, which clients are often not aware that they are eligible for.

Assessment. Upon enrollment to the program, the Case Manager will collaborate with the client to comprehensively assess their strengths, needs, and preferences. Clients will complete a VI-SPDAT housing assessment along with an individualized service plan (ISP), which covers all life areas needed to achieve wellness, not just for housing but also for life areas that will support future housing stability, including SUD treatment, mental health therapy, medical care, financial, educational, vocational,

legal, social, and recreation/leisure needs. The assessment results will form the basis for creating the client's ISP.

Meeting Client Needs. Based on the assessment results, the Case Manager and client will work collaboratively to develop an individualized service plan for housing and supportive services that outlines the specific housing assistance and supportive services the client will participate in to achieve their identified goals. Once the goals for the plan are established, the Case Manager will assist the client in obtaining all services identified in their plan, including housing assistance and any supportive services they may need to achieve housing stability. The Case Manager will provide a warm handoff to all service linkages rather than a mere referral to ensure the client receives all services identified in their plan. The Case Manager will also assist the client with making appointments while following up with community service providers to ensure that the client attends their scheduled appointments. If the client is experiencing barriers to accessing services, the Case Manager will help address those barriers, including providing transportation to service providers' offices. Initially, clients will meet with their Case Manager on at least a weekly basis, or more often as necessary, to monitor progress on their plan and make updates as needed. Once a client's living situation becomes more stable, meetings may taper off to once monthly.

c. Describe the outcomes of the proposed activities. Include how positive outcomes are defined and how successful outcomes will be measured.

The primary goals of the proposed program are to help participants achieve permanent housing. The following outcomes will be measured and reported through HMIS, CDS, and an exit follow-up tracker.

Objective 1.1: 80% of Households will exit to permanent housing

Objective 1.2: 85% of Rapid Rehousing Households will retain housing at least 6 months following assistance.

Objective 1.3: 90% of Homeless Prevention Households facing eviction will retain housing and avoid entry into homelessness for at least 6 months following assistance.

During the grant period, Project Unite will provide at least 1) eight (8) households with homelessness prevention services, 2) ten (10) households with rapid rehousing assistance, and 3) eighteen (18) households with case management services. The program will engage homeless and chronically homeless individuals and families with extremely low incomes (less than 30% of the area median income), including Veterans who are not eligible for housing assistance through SSVF or HUD-VASH.

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

At WestCare, we believe that getting participant feedback is the best way to improve the effectiveness and efficiency of our programs. To this end, Project Unite Case Managers document the challenges that program participants face throughout their housing journey. This valuable feedback has allowed us to identify the specific needs and challenges of individuals and families recommended for rapid rehousing and homelessness prevention services. This information allows the Case Manager to focus on areas of need and work collaboratively with community partners to provide well-rounded services that help participants achieve housing stability and sustainability. Participant feedback is critical to WestCare's program design process because the information they provide can help program leadership identify any shortcomings the program may have, discover any unmet needs that participants may have, and determine areas for improvement.

e. Describe the marketing plan for the proposed activity and how the organization will affirmatively market the program to ensure the most vulnerable populations are aware of the program.

Project Unite will market its services to the target population through regular outreach activities to engage people in need and educate them about available housing assistance and other resources offered in the community by WestCare and other partners in the Fresno-Madera Continuum of Care. The program also produces brochures describing available services and distributes these marketing materials at community events to notify the community about available services. Additionally, Project Unite's Case Manager will continue actively participating in weekly Coordinated Entry case conferencing meetings where potential clients are discussed and decisions about referrals are made.

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

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

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

Check if Providing	Homeless Housing and Service Types	Estimated No. Persons Assisted
☐	Operating Cost of Shelters for Persons who are homeless	
☒	Rental Assistance/Utility Assistance/Housing Stabilization Services	48
☐	Street Outreach and Essential Services	

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

Alignment with the Consolidated Plan. WestCare's proposed activities are consistent with the priorities outlined in the City of Fresno 2025-2029 Consolidated Plan. The specific priority addressed under this application is to "Provide Housing and Services for People Experiencing or At-Risk of Homelessness" with goals to "Improve quality of life by providing housing and supportive services for residents experiencing or at-risk of homelessness, including homelessness prevention, case management, wrap-around services, emergency shelter, transitional housing, and permanent supportive housing."

WestCare's proposed services are 1) consistent with the plan's priorities regarding homelessness, 2) will help participants regain housing stability, and 3) are grounded in the Housing First approach. Project Unite aligns with the Consolidated Plan's goals to provide all aspects of housing and supportive services, including homelessness prevention, case management, wrap-around services, emergency shelter, transitional housing, and permanent supportive housing. Project Unite focuses on homelessness prevention, rapid rehousing, case management, and wrap-around services. Clients who are in need of emergency shelter, transitional housing, or permanent supportive housing will be referred to other WestCare programs providing these services or other partners in the FMCoC, depending on their needs and preferences.

The Program. WestCare seeks continued funding for rapid rehousing and homelessness prevention for Project Unite. This Housing First program prioritizes the housing, health, and well-being of extremely low-income individuals experiencing chronic homelessness and those at risk of homelessness. The project's goals are to 1) Establish supportive relationships with the street homeless population in the City of Fresno, providing linkages and support to decrease the number of persons experiencing unsheltered and chronic homelessness; 2) Increase participants' income and ability to obtain and maintain permanent housing; and 3) Assist participants in establishing and maintaining a healthy lifestyle.

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

WestCare applies the Housing First approach to meet people experiencing homelessness where they're at. WestCare works with a broad network of community partners in the Fresno-Madera Continuum of Care and its Coordinated Entry system. Potential participants are identified through FMCoC outreach efforts, other WestCare programs like San Joaquin Valley Veterans, and WestCare's navigation team. Project Unite also accepts walk-ins and referrals from city and county agencies and the Veterans Administration Medical Center. Intake is done through Coordinated Entry. Participants are immediately assessed and prioritized for available housing using the standardized Vulnerability Index-Service Prioritization and Decision Assistance Tool (VI-SPDAT). Additionally, all participants are entered into HMIS to prevent duplication and ensure efficient, expedited service delivery. Case managers begin working with participants upon enrollment to develop individualized housing and services plans with short- and long-term goals for housing stability. Initially, participants and Case Managers meet weekly, or even daily, until the participant gains more stability in their living situation. Additional services include life skills training, literacy, and job readiness programs. Permanent housing is usually obtained within 30-60 days.

Addressing Barriers. People experiencing homelessness face formidable barriers in their attempts to improve their housing stability. Lack of reliable transportation, need for childcare, lack of steady work history or inadequate preparation for employment, lack of benefits for which they may be eligible, and the inability to navigate complex systems can all impede housing stability. Project Unite mitigates these factors through comprehensive services, including providing transportation to appointments, assisting with benefits enrollment, and linking participants to medical and mental health providers, substance use disorder treatment, and education and employment services.

Consultation with Target Population. At WestCare, we prioritize participant feedback as a cornerstone for enhancing the effectiveness and efficiency of our programs. Project Unite Case Managers actively document the obstacles encountered by program participants during their housing journeys. This critical input helps us pinpoint the unique needs and challenges faced by individuals and families referred for rapid rehousing and homelessness prevention services. Feedback from participants also plays a vital role in refining WestCare's program design, offering insights that help leadership identify program gaps, uncover unmet participant needs, and highlight opportunities for improvement.

i. Collaboration
Briefly describe how the proposed activity will be delivered in coordination with other community resources to address the overall needs of the clientele.

Collaborating Organization	Description of Collaboration
Marjaree Mason Center	domestic violence counseling
Turning Point of Central California	emergency shelter, bridge housing
Wings Advocacy Fresno, a WestCare program	furniture and household goods
RH Community Builders	emergency shelter
Mental Health Systems	emergency shelter, bridge housing
Kings View	street outreach

4. Project/Program Budget

a. Activity Budget by Funding Type

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

Proposed Activity Budget	Amount
Total Federal Funds Requested	$362,000.00
Total Other Federal Funds (do not include the above funds on this line)	$0.00
Total Non-Federal Funds	$362,000.00
Total Proposed Activity Budget	$724,000.00

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
Fresno County	HHAP - Rapid Rehousing	$685,107.89	Committed	N/A
Fresno County	HHAP - Diversion	$511,902.00	Committed	N/A

c. Activity Budget Summary and Narrative

Please complete Exhibit A – Operating Budget Summary.

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

Please complete Exhibit B – Budget Narrative to provide a brief explanation of the expenses included in the budget.

d. Prior-Year Financial Statement

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

Attachments to Part B Application:

☒ EXHIBIT A – Operating Budget Summary

☒ EXHIBIT B – Budget Narrative

☒ EXHIBIT C – Homeless Housing and Services ESG Sources and Amounts of Match and Match Questionnaire

☒ EXHIBIT D – Prior-year audited financial statement including statement of activities, statement of financial position and statement of cash flows (required when total Federal grant awards equaled or exceeded $1,000,000 during the annual audit period); or prior-year unaudited financial statement when total Federal grant awards for the annual audit period was less than $1,000,000

Optional Additional Exhibits:

☒ EXHIBIT E – Funding Commitment Letters (if available)

☒ EXHIBIT F – Letters of Support (optional – maximum 2)

☒ EXHIBIT G – Service Area Map (required if not described in 2.e.)

CITY OF FRESNO

OPERATING BUDGET SUMMARY (non-capital projects)

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)	
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)		
Salaries/Wages (Specify each position; add additional rows as needed)										
Direct Service Personnel:										
Director of Housing 20%	15,750.00	3,308.00	**19,058.00**			19,058.00			**38,116.00**	HP line
Case Manager 100% ($26)	54,080.00	11,357.00	**65,437.00**			65,437.00			**130,874.00**	
			-							
Administrative Personnel:										
			-							
			-							
			-							
Independent Contractors / Consultants:										
			-							
			-							
TOTAL PERSONNEL BUDGET	$ 69,830.00	$ 14,665.00	**$ 84,495.00**	$ -	$ -	$ 84,495.00	$ -	$ -	**$ 168,990.00**	
Occupancy, Supplies, and Other Operating										
Office Rent	$ -		-			-			-	
Utilities	2,750.00		**2,750.00**			2,750.00			**5,500.00**	
Computers/Copier/Equipment	1,330.00		**1,330.00**			1,330.00			**2,660.00**	
Telecommunications	1,100.00		**1,100.00**			1,100.00			**2,200.00**	
Office Supplies	1,500.00		**1,500.00**			1,500.00			**3,000.00**	
Project Supplies (Specify)			-			-			-	
Staff Recruitment	300.00		**300.00**			300.00			**600.00**	
Training/HMIS	-		-			-			-	
Travel/Mileage	-		-			-			-	
Vehicle Lease/Fuel	18,120.00		**18,120.00**			18,120.00			**36,240.00**	HP line
Other (Auto,Property,Liability,Umbrella Ins)	15,935.00		**15,935.00**			15,935.00			**31,870.00**	HP line
TOTAL OCCUPANCY, SUPPLIES AND OTHER OPERATING BUDGET	**$ 41,035.00**		**$ 41,035.00**	$ -	$ -	$ 41,035.00	$ -	$ -	**$ 82,070.00**	
INDIRECT COSTS (Select 1 indirect rate Only)										
Approved Cost Allocation Plan Rate - 22.5%	66,490.00		**66,490.00**			66,490.00			**132,980.00**	
De minimus 10 % Rate									-	
TOTAL INDIRECTCOST BUDGET	66,490.00		**$ 66,490.00**	$ -	$ -	$ 66,490.00	$ -	$ -	**$ 132,980.00**	
Program Expense Budget										
RAPID REHOUSING - Grant Assistance to Beneficiaries			-			-			-	
Rental Assistance	99,840.00		**99,840.00**			99,840.00			**199,680.00**	
Security & Utility Deposits	16,640.00		**16,640.00**			16,640.00			**33,280.00**	
Utility Payments	3,500.00		**3,500.00**			3,500.00			**7,000.00**	
Applications	1,000.00		**1,000.00**			1,000.00			**2,000.00**	
HOMELESS PREVENTION - Grant Assistance to Beneficiaries									-	
Rental Assistance	39,936.00		**39,936.00**			39,936.00			**79,872.00**	
Security & Utility Deposits	1,664.00		**1,664.00**			1,664.00			**3,328.00**	
Utility Payments	6,600.00		**6,600.00**			6,600.00			**13,200.00**	
Applications	800.00		**800.00**			800.00			**1,600.00**	
STREET OUTREACH - Grant Assistance to Beneficiaries			-						-	
WestCare Street Outreach		-	-			-			-	
Loans to Beneficiaries			-						-	
Other (Specify)									-	
TOTAL PROGRAM EXPENSE BUDGET	169,980.00		**$ 169,980.00**	$ -	$ -	$ 169,980.00	$ -	$ -	**$ 339,960.00**	
TOTAL PROJECT BUDGET	$ 347,335.00	$ 14,665.00	$ 362,000.00	$ -	$ -	$ 362,000.00	$ -	$ -	$ 724,000.00	

* Please revise this form and annotate budget items as needed

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

No

WestCare California, Inc.
City of Fresno ESG (Project Unite)

Rapid Re-Housing

WestCare California	
Case Manager	Case Manager will provide individuals and their families with case management to ensure they transition to independence. This will include arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of clients and helping them obtain housing stability. The Case Manager will meet with each client at least once weekly to provide support and assistance towards achieving each Individualized Service Plan. The position cost is $26/hour x 2080 hours = $54,080.00.
Program Director-Housing	The Director of Housing Svcs will be responsible for the oversight of the program and scope of work. This position will approve all purchases to ensure costs are within budget, monitor data for contract compliance, submit performance reports, and will provide supervision through direct observation and follow up training. This will be calculated at 20% of the WestCare salary paid to this position.(Approx $15,750)
Fringe Benefits	Calculated at 21% of total salaries = $14,665
Communications	For the connectivity fees associated with the program cell phones to be used by WestCare ESG program staff, office phone, and internet connectivity. Calculated at $91.67/month per month x 12 months. ($1,100)
Office Supplies	This line item represents the cost of consumables such as paper, pens, clipboards, toner, etc.; for the program facility. Calculated at an estimated $125 per month x 12 months. (1,500)
Computer/Copier-Scanner-Fax	Monthly maintenance/lease fees on one printer/fax/scanner of $500 annually, plus copy charges 12 months ($110.83 /month x 12 = $1330)
Repairs/Maintenance/Lease/Utilities	This line item represents the cost of electricity, natural gas, Garbage, Sewer, Alarm and other utility and matenience costs allocated per the rented space to be used by the program; and for the day-to-day facility repairs of the program facility. Calculated at an estimated $233.33 per month x 12 months.
Staff Recruitment	This line item represents the recruiting of staff and testing over a 12 month period. ($300)
Fuel/Vehicle Maintenance/Mileage	Leased vehicle @$1,260 per month x 12 mo $15,120 fuel $3,000 annually-($18,120)
Veh,Liability,Property,Umbrella Ins	Annual costs for insurance for Auto $8,604, Liability, Propery, Umbrella Estimated @$7,331 =$15,935

Rapid Re-Housing

WestCare Rapid Rehousing Financial Assistance	
Rental Assistance	Funds to provide assistance to clients for short-term, medium-term, or one-time payment for rent in arrears. WestCare California, Inv (WCAA) will assit 10 Families for 6 months @ $1664 each month estimated at $99,840 for the grant year.
Utility Payments	Funds to assist clients with security and/or utility deposit assistance. Estimated at 5 families @ $350 each for 2 months $3,500
Security Deposits	Funds to assist 10 families with securing housing. Estimated at $1664@ 6mo per family $16,640
Applications	Funds to assist clients with applications to be housed. Estimated at 10 families @ $50 for 2 persons per housing ($1,000)

Homelessness Prevention

HP Financial Assistance	
Rental Assistance	Funds to provide assistance to 8 HP Client/ Families for payment of arrears which will assist in client's ability to remain housed. Estimated at $1,664 per Family over 3 months ea .(8 x 1664 x 3 = $39,936)
Security & Utility Deposits	Funds to assist 1 Client/Family with security deposit assistance. Estimated at $1,664
Utility Payments	Funds to assist clients with utility payments. Estimated at 8 families @ $412.50 for 2 months. ($6,600)
Applications	Funds to assist clients with applications to be housed. Estimated at 8 families @ $50 for 2 persons per housing ($800)

Administration

Administrative costs	Administrative costs are comprised of administrative personnel and other such costs that support the program and are not covered in the line item budget. These costs include, but are not limited to, management, accounting, payroll, human resources, and technical support. Calculated at 22.5% of direct costs. $66,490.00

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

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

Source of ESG Match Funds (Eligible Match Only. Please be specific.)	**Dollar ($) Amount of Match**
State of California BSCC Cohort 4 "Bridges to Success"	$362,000.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
TOTAL	**$ 0.00**

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

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

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

   ☒ Yes

   ☐ No

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

   ☒ Yes

   ☐ No

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

   ☒ Yes

   ☐ No

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

   ☒ Yes

   ☐ No

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

   ☒ Yes

   ☐ No

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

   ☒ Yes

   ☐ No

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

- SNAP benefits (food stamps) because the funds are being used to cover the program participant's costs;

- Housing Choice Vouchers, because the funds are used to pay the Fresno Housing Authority's obligations under its Housing Assistance Payment contract with the owner; and

- The tenant's portion of the rent because this amount is the tenant's obligation.

Please also note the following:

- The matching funds are provided based on the total grant amount and do not have to be provided on a component-by-component basis.

- HOME-TBRA funds cannot be used as a match because the requirements for rental assistance are significantly different between the two programs. In particular, under the HOME-TBRA program (24 CFR parts 92.209 and 92.253), subrecipient(s) **may not require** a program participant to accept any services (subrecipient may offer services but cannot require them). In contrast, when providing ESG homelessness prevention or rapid re-housing assistance to a program participant, the recipient or subrecipient **must require** the program participant to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability and develop a plan to assist the program participant to retain permanent housing after the ESG assistance ends (24 CFR 576.401(e)). Because of these differences in the two programs, HOME-TBRA funds may not be used as Match for the ESG funds.

Part B, Exhibit F

FRESNO MADERA
CONTINUUM OF CARE

January 14, 2026

WestCare California
1900 N Gateway Blvd
Fresno, CA 93727

Re: Letter of Support from Fresno Madera Continuum of Care for WestCare California City of Fresno Emergency Solutions Grant (ESG)

To Whom It May Concern:

On behalf of the Fresno Madera Continuum of Care (FMCoC), this letter confirms support for WestCare California in applying for the City of Fresno's Emergency Solutions Grant (ESG) to provide rapid rehousing and homelessness prevention services in the City of Fresno. Since its founding in 1974, WestCare California has provided a wide range of behavioral health and human services in response to community needs. Through many collaborations, WestCare California and its partners serve hundreds of people experiencing homelessness in Fresno City each year, including low-income people experiencing chronic homelessness, Veterans, and families. WestCare California is instrumental in providing housing and other supportive services for the most vulnerable members of our community.

The Fresno Madera Continuum of Care seeks to end homelessness within Fresno and Madera Counties by facilitating a coordinated, unduplicated and seamless service provision for the community's homeless population and by developing, promoting, and implementing strategies to end homelessness.

As an active participant in the Fresno Madera Continuum of Care (FMCoC), WestCare contributes to regional community planning efforts. WestCare has been a member of the FMCoC for over a decade and participates in Continuum of Care activities, including federal initiatives aimed at addressing homelessness and the annual Point-in-Time Count.

FMCoC is committed to supporting City of Fresno's Emergency Solutions Grant efforts in assisting individuals and families with Homeless Prevention and Rapid Rehousing resources with the goal of mitigating homelessness throughout the City of Fresno.

We believe that our support and commitment are necessary to the functionality and success of the program, and we look forward to continued collaboration with Westcare.

Sincerely,

Kathryn Wilbur

Katie Wilbur, Vice-Chair
FMCoC Vice-Chair
Fresno Madera Continuum of Care

1/14/2026
Date

FRESNO HOUSING 85 YEARS

EQUAL HOUSING OPPORTUNITY

www.fresnohousing.org
1331 Fulton Street, Fresno, California 93721 (559) 443-8400 TTY (800) 735-2929

January 14, 2026

City of Fresno
Planning and Development Department
Community Development Division (HCDD)
2600 Fresno Street
Fresno, CA 93721

RE: Letter of Support for WestCare California, Inc.

Dear Grant Review Committee:

I am writing to express Fresno Housing's support of WestCare California's (WCCA) grant application in response to the City of Fresno's Emergency Solutions Grant (ESG) to provide rapid rehousing and homelessness prevention services in the City of Fresno. WestCare is an important partner, and its work to support and house people experiencing homelessness continues to be greatly needed and highly valued.

Fresno Housing has collaborated with WCCA for several years on various housing programs to assist the unhoused and vulnerable populations. Since its founding in 1974, WestCare California has provided a wide range of behavioral health and human services in response to community needs. Through many collaborations, WestCare California and its partners serve hundreds of people experiencing homelessness in Fresno City each year, including low-income people experiencing chronic homelessness, Veterans, and families. WestCare California is instrumental in providing housing and other supportive services for the most vulnerable members of our community.

WestCare California is an important leader in enabling Fresno City to reach its goals of ending homelessness and preventing its return for individuals and families in need. Fresno Housing would like to voice their support for the funding of WCCA's proposal. We look forward to continuing our critical work with WestCare California and improving the quality of life for our entire community. If you require any additional information, please do not hesitate to contact me at or via telephone (559) 443-8420.

Respectfully,

Brandy Woodard

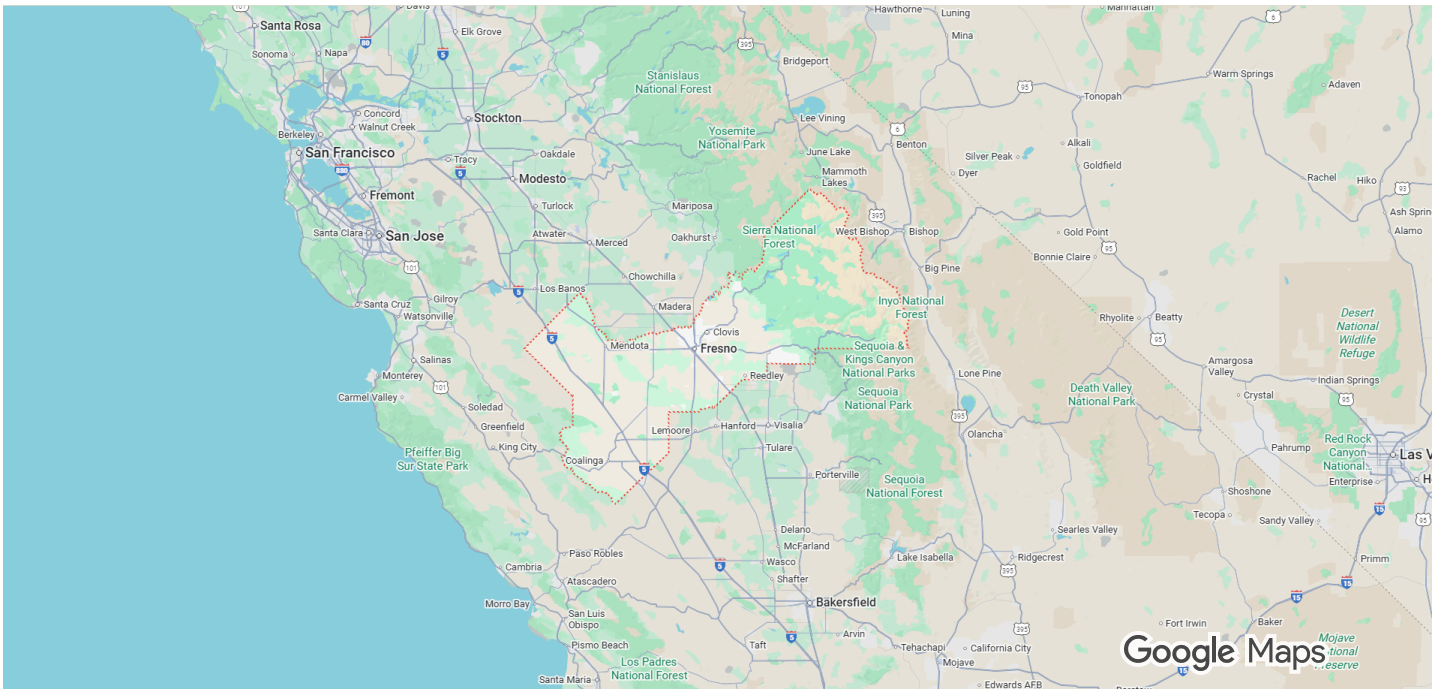
Brandy Woodard
Chief of Housing Programs

Part B, Exhibit G

Google Maps

Fresno County

Project Unite serves all of Fresno County. County map depicted below.



Imagery ©2025 , Map data ©2025 Google 20 mi



Fresno County

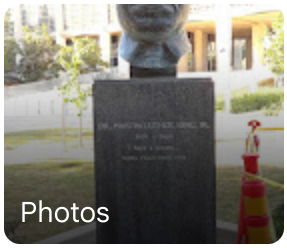
California

Directions Save Nearby Send to phone Share

Quick facts

Fresno County, officially the County of Fresno, is a county located in the central portion of the U.S. state of California. As of the 2020 United Stat... More

Photos





Get the most out of Google Maps Sign in

Homeless Housing and Servies (HOPWA)

Entity	Project Name	Amount Requested
Community Medical Centers	Housing Stabilization Program	$ 1,042,566.00
Southtower Community Land Trust	Casa y Cuidado Collaborative: Housing Stability and Health Support	$ 299,943.00
WestCare California	The Living Room	$ 1,042,566.00
Total		**$2,385,075.00**

Community Medical Centers:

Housing Stabilization Program

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization: Community Medical Centers	*Fictitious Name (if applicable):*
UEI of Organization: JCMQZ3ZK54L7	*Taxpayer Identification Number:* 94-1156276
Date of Incorporation: 1945	*Date of 501(c)(3) Determination:* 1947
Mailing Address of Organization: 2823 Fresno Street Fresno, CA 93721	*Organization Website Address:* https://www.communitymedical.org/
Name of President (or Chair of the Board): Roger Sturdevant, Chair of the Board	*E-mail Address:* Upon Request (Confidential)
Name of Chief Executive or Executive Director: *Craig Wagoner, CEO*	*E-mail Address:* *Upon Request (Confidential)*
Name of the Secretary: Karen McCaffrey, Secretary1042566	*E-mail Address:* Upon Request (Confidential)
Name of Treasurer (or Chief Financial Officer): Christopher Neuman,, CFO	*E-mail Address:* Upon Request (Confidential)
Principal Contact Person: Lydia Vang	*Principal Contact's Title:* Clinic Manager, Grant Manager
Principal Contact's Physical Address: 2315 E Illinois Ave., Fresno, CA. 93701	
Primary Phone #: 559-459-4435	*Alternative Phone #:* 559-459-1963
E-mail Address: lvang7@communitymedical.org	
Name of Authorized Signatory: *Cory Belliston*	*Title of Authorized Signatory:* *Chief Operating Officer, Post Acute Services*
Signature of Authorized Official:	*Date of Signature:* 1/23/2026

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

Do you have an active registration with SAM.gov? ☒ Yes ☐ No
Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

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

Community Medical Center's mission is to "better the lives of all those we serve."

Please mark any of the following classifications that apply to your organization:

- ☐ Woman-Owned Business
- ☐ Minority Institution
- ☐ Tribal
- ☐ Other:
- ☐ Small Business
- ☐ Minority-Owned
- ☐ Veteran-Owned

Part A, Section 3: Organizational Capacity and Management
Please provide the number of staff employed by your organization: 8500

Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Lydia Vang	Clinic Manager	13
2) Vanessa Aguilar	Social Worker	8
3) Marian Aranda	Social Worker	13
4)		
5)		

Board of Directors

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

1) Roger Sturdevant
2) Greg Estep
3) Karen McCaffrey
4) Susan Abundis
5) Lori Bennet
6) Keith Boone, M.D.
7) Mark Coelho
8) Gerardo Hernandez
9) Wagih Ibrahim, M.D.
10) Leland Parnagian

Financial Management

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

Name: Tasha Tucci
Title: Accounting Manager
Phone/Email: TTucci@communitymedical.org

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☒ Yes ☐ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Have your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.
None.

6) Does your financial system:
a) Provide for the control and accountability of grant funds, property, and other assets? ☒ Yes ☐ No
b) Separately track revenue and expenditures for the grant funds? ☒ Yes ☐ No

7) Does your payroll system separately track staff time by grant and/or activity? ☒ Yes ☐ No

8) Are all payments properly documented with evidence or receipt of goods or performance of services? ☒ Yes ☐ No

9) Are all bank accounts reconciled monthly? ☒ Yes ☐ No

10) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☒ Yes ☐ No
If yes, please explain
Our previous Clinic Manager is now a director and our previous Social Worker Supervisor is not the Clinic Manager.

11) Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?
☐ Yes ☒ No
If yes, please explain

12) Does your agency have policies that address the following?

Ethics/Professional Conduct	☒ Yes	☐ No
Pay Rates and Benefits	☒ Yes	☐ No
Discrimination	☒ Yes	☐ No
Purchasing/Procurement	☒ Yes	☐ No
Property and Equipment	☒ Yes	☐ No
Segregation of Duties	☒ Yes	☐ No
Time and Effort Reporting	☒ Yes	☐ No
Record Retention	☒ Yes	☐ No

13) Does your agency certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency? ☒ Yes ☐ No

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

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

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

Authorized Signatory Name	Authorized Signatory Title
1) Roger Sturdevant	Board Chair
2) Karen McCaffrey	Board Secretary

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

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

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

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
1	$ 1,042,566.00

- **Owner-Occupied Home Repair**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
	$

- **Public Infrastructure & Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
	$

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
!Undefined Bookmark, NOAPPS43,noapps4)	**!Undefined Bookmark, REQ4)**

Required Attachments to Part A
Select all attachments included.

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

☒ **Part A, Exhibit 2** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds)

☒ **Part A, Exhibit 3** – Copies of results of audits, examinations, or monitoring procedures performed during the last two fiscal years on any direct federal award received by the organization

☒ **Part A, Exhibit 4** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

☒ **Part A, Exhibit 5** – List of all awards to the organization from City of Fresno during the past two years

☒ **Part A, Exhibit 6** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☒ **Part A, Exhibit 7** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 8** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 9** – Bylaws of the Organization (Required)

☒ **Part A, Exhibit 10** – Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application

PY 2026-2027 APPLICATION
Homeless Housing and Services Programs (HOPWA)

1. Project Summary Information

Project Name (10 words or fewer): HOPWA

Amount Requested: $ 1042566.00

HOPWA Applicants Only – please provide a breakdown of amounts requested by program component:

Tenant-Based Rental Assistance (TBRA):	$ .00
Short-Term Rent, Mortgage and Utility (STRMU):	$ 624089.00
Supportive Services:	$ 104089.00
Housing Information Services:	$ 150701.00
Permanent Housing Placement:	$ .00
Facility Based Housing:	$ .00

Provide a short description of the proposed program/activity. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

Community Health System (CHS) proposes a HOPWA-funded housing stabilization program delivered through its Special Services Clinic to serve individuals and families living with HIV/AIDS who are homeless or at imminent risk of homelessness within the City of Fresno. The program will provide eligible HOPWA housing assistance, including Short-Term Rent, Mortgage, and Utility (STRMU) assistance and Supportive Services, and Housing Information Services to support rapid stabilization. These housing services will be integrated with HOPWA-eligible supportive services delivered by a Licensed Clinical Social Worker and experienced case managers and coordinated with the Clinic's Ryan White program to improve housing stability, health outcomes, and long-term self-sufficiency, consistent with the City's 2025–2029 Consolidated Plan priorities.

This is a:

☐ New Project/Program

☒ Existing Project/Program

2. Organizational Capacity

a. Describe the organization's experience with administering Federally funded programs of this nature and staff skills necessary to deliver the activities proposed.

The Special Services Clinic, part of the Community Health System at Fresno Community Regional Medical Center, has over 20 years of experience administering federally funded programs, including the Ryan White HIV/AIDS Program. This experience demonstrates the Clinic's capacity to manage complex, multi-component federal grants in compliance with HUD regulations, including 24 CFR Part 574 (HOPWA) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 CFR Part 200. The Clinic maintains robust internal controls, written fiscal and programmatic policies, and established monitoring and reporting systems to ensure allowable costs, accurate documentation, timely performance reporting, and audit readiness. The Clinic has successfully completed prior federal monitoring reviews with no unresolved findings.

Program implementation is supported by qualified clinical and case management staff and coordinated across experienced departments within the Community Health System to ensure efficient service delivery and minimize barriers to care. Fresno Community Health System (CHS) is a nonprofit 501(c)(3) organization in good standing with extensive experience administering federal funds to provide comprehensive medical, behavioral health, and supportive services to low-income populations. These systems and practices align with the City of Fresno's threshold eligibility requirements and HOPWA capacity review criteria, demonstrating the organization's readiness to effectively manage HOPWA-funded housing assistance and supportive services and achieve measurable outcomes in housing stability and health. hese systems demonstrate the organization's capacity to administer federally funded housing assistance programs, meet HUD compliance standards, and manage public funds with appropriate fiscal oversight.

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

Since 1998, Special Services Clinic (SCC) has been a steady source of care, advocacy, and hope for individuals living with HIV/AIDS in our community. For more than 25 years, we have responsibly stewarded federal resources through the Ryan White HIV/AIDS Program and the Health Resources & Services Administration (HRSA) to ensure that people who are uninsured or underinsured receive high-quality medical care and comprehensive case management. This long-standing work reflects both our clinical expertise and our deep commitment to walking alongside individuals facing complex medical and social challenges.

The Ryan White Program has been foundational to how we deliver care. Our approach has always gone beyond medical treatment alone, integrating mental health services, medication access, case management, and essential supports that allow people to stabilize and move forward with dignity. Through a multidisciplinary team of medical providers, social workers, nurses, dietitians, and psychologists, we have built a model of care that recognizes the whole person and responds to the layered realities of living with HIV.

Housing stability has long been recognized by our Clinic as essential to health. For more than 15 years, we have actively supported patients' housing-related needs through referrals to trusted partners, consistently providing eligibility verification, proof of diagnosis, disability documentation, and confirmation of medical compliance to support access to housing and utility assistance. In more recent years, we also directly administered Short-Term Rent, Mortgage, and Utility Assistance (STRMU), ensuring that patients remained housed during periods of acute vulnerability. At every step, our focus has been on stability, confirming that patients are safely housed and supported with the tools they need to thrive.

These efforts are strengthened by strong, long-standing partnerships throughout the community. We maintain working relationships with multiple local hotels, including the Dream Inn Fresno on Merced Street, whose ownership has committed to continued collaboration to support short-term housing needs pending availability. In addition, our partnerships with 13 Room and Board facilities, five Skilled Nursing Facilities, and six Board and Care facilities provide a range of housing and supportive living options tailored to the diverse needs of our patients.

Every day, our work reflects the resilience of the individuals we serve and the power of community-centered care. With each life stabilized and every barrier reduced, we honor Ryan White's enduring legacy and reaffirm our commitment to supporting people living with HIV/AIDS across all ethnicities, ages, genders, sexual orientations, and socioeconomic backgrounds. We are not only providing care—we are helping to reshape stories of survival, stability, and hope.

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

   27

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

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

   ☒ Written Financial Management Policies and Procedures

   ☒ Non-Discrimination / Equal Opportunity Policy

   ☒ Conflict of Interest Policies and Procedures

   ☒ Procurement Policies and Procedures

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

e. Provide addresses for each applicable location of site(s) where activity will occur, a brief description of the facilities, and a description of the service area (a map may be attached in lieu of a service area description).

The Fresno, CA 93701 zip code is a diverse and vibrant community, blending residential, commercial, and industrial areas. There is a high concentration of marginalized individuals facing health inequities, poverty, and limited healthcare access. In serving this population, Special Services clinic and the hospital provide essential medical care across the expansive 27,000-square-mile Central San Joaquin Valley, including both rural and urban regions. The clinic's predominant and highly accessible, central location in Fresno offers convenient access via freeways and bus lines, ensuring that services are available to a broad range of individuals. This is particularly important to those in Fresno who often face barriers to receiving timely and comprehensive care. While Community Health System serves a multi-county region, HOPWA-funded services under this proposal will prioritize eligible individuals residing within the City of Fresno, consistent with entitlement requirements.

Community Regional Medical Center (CRMC) , 2823 Fresno St., Fresno, CA 93721

Community Health System (CHS) serves a diverse region encompassing Fresno, Madera, Merced, Kings, and Tulare counties. This primary service area is home to over 2 million people. As the largest healthcare provider in the region, CHS operates four hospitals: Community Regional Medical Center, Clovis Community Medical Center, Fresno Heart & Surgical Hospital, and Community Behavioral Health Center. Together, these facilities provide approximately 60% of Fresno County's inpatient hospital care.

In addition to its hospital services, CHS has expanded its reach through the Community Provider Network, which is rapidly growing to enhance healthcare access across the region. This network brings new physicians, education, and research opportunities to the Central Valley. CHS also operates Community Care Health, which provides local businesses with affordable medical insurance options for employees, granting access to a network of over 2,500 providers.

Through this integrated approach, CHS ensures comprehensive and accessible care for families throughout the Central Valley. By addressing the diverse healthcare needs of its catchment area, CHS strives to improve health outcomes and deliver quality care to the communities it serves.

Special Services Clinic, 2315 E. Illinois Ave., Fresno, CA 93701

Located in central Fresno, on the campus of Fresno Community Regional Medical Center, the Special Services Clinic is a vital resource for individuals living with HIV/AIDS. Situated near a marginalized community, the Special Services Clinic offers comprehensive care including medical, mental health, and support services where 85% of the population served is under the federal poverty level. Its central location provides easy access for clients from

surrounding neighborhoods and the greater Fresno area, and the facility is well-known and trusted within the community.

3. Proposed Scope of Work

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

Special Services Clinic seeks to address the critical needs of individuals living with HIV/AIDS in the Central San Joaquin Valley, where stable housing and accessible medical care are urgent priorities. According to the California Housing Partnership, Fresno County has roughly 63% renter households that are cost-burdened, spending more than 30% of their income on housing, and nearly 19% that spend more than half of their income on housing costs, creating profound instability for extremely low-income individuals and families. Housing instability, homelessness, and cost burden are closely linked to poorer health outcomes for people living with HIV, underscoring the need for interventions that address both housing and care access.

HOPWA funds will be used to deliver eligible housing assistance activities, including Short-Term Rent, Mortgage, and Utility (STRMU) assistance, Tenant-Based Rental Assistance (TBRA), and Supportive Services, directly mitigating homelessness risk while supporting participants in maintaining stable housing. Complementary supportive services such as intensive case management, health and mental health

assessment, substance use referrals, benefits navigation, and outreach will be integrated with these housing supports, enabling clients to connect with and sustain medical care and social supports essential for long-term stability. Additionally, HOPWA-eligible housing information and referral services will help clients identify, secure, and maintain appropriate housing options in an extremely tight rental market.

Accessible medical care remains a pressing need in the region, compounded by transportation barriers and fragmented services that often prevent individuals from obtaining critical care. The Special Services Clinic addresses this gap by co-locating case management, housing assistance, medical care, and referrals at one trusted location, minimizing logistical and financial burdens so clients can focus on health and stability. HOPWA funding will enable Special Services Clinic to expand equitable, personalized case management delivered by staff with deep local knowledge and trusted relationships, bridging the gap between current resources and the overwhelming need for stable housing and comprehensive support for individuals living with HIV/AIDS in the Central Valley. Over the past year, the Clinic assisted more than 200 individuals in maintaining housing stability through coordinated referrals and STRMU support.

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

Fresno County continues to see an increase in the incidence of homelessness and HIV infected individuals. The target population are individuals living with HIV/AIDS and their families who are experiencing homelessness or housing insecurities. This includes families residing in emergency or transitional shelters or on the street who need temporary assistance to obtain and retain housing. Special Services specifically provides comprehensive medical care to the target population. Case management is an integral part of patient psychosocial assessments including housing status and housing insecurities. Patients identified with housing needs will be internally referred to HOPWA within the same clinic allowing access in one centralized location ensuring HUD guidelines and criteria are met.

Case managers utilize the Ryan White Psychosocial Assessment tool during initial intakes to identify psychosocial needs, address barriers, and create individualized care plans. For ongoing monitoring, walk-in needs are available.The Ryan White Six-Month Assessment tool is utilized to evaluate progress in addressing identified needs and barriers and to update care plans as necessary. Both assessment tools are developed in accordance with the guidelines and standards established by the Health Resources and Services Administration (HRSA) and the Ryan White HIV/AIDS Program (RWHAP).

By combining the Ryan White program's emphasis on medical care and treatment with rental assistance, utility assistance, deposits, mortgage support, application fee

coverage, transportation, food services, and referrals to additional resources offered through HOPWA, clients are expected to experience improved overall well-being and greater stability.

c. Describe the outcomes of the proposed activities. Include how positive outcomes are defined and how successful outcomes will be measured.

The primary outcomes of the proposed HOPWA activities are increased housing stability, reduced risk of homelessness, and improved access to medical and supportive services for individuals and families living with HIV/AIDS. Positive outcomes are defined as participants obtaining or maintaining safe, stable housing, avoiding eviction or utility shutoff, and remaining engaged in medical care and case management services. These outcomes directly align with HOPWA objectives to prevent homelessness, promote housing stability, and support improved health outcomes for low-income persons living with HIV/AIDS.

Housing stability outcomes will be measured by tracking the number and percentage of participants who successfully retain housing after receiving Short-Term Rent, Mortgage, and Utility (STRMU) assistance, Tenant-Based Rental Assistance (TBRA), or Supportive Services and Housing Information. Success will be demonstrated through documented prevention of eviction or utility disconnection, successful lease execution, and continued housing occupancy at 3-, 6-, and 12-month follow-up intervals, consistent with HOPWA performance expectations.

Supportive service outcomes will be measured by participant engagement in case management, completion of housing plans, successful referrals to medical, mental health, substance use treatment, and benefits programs, and increased connection to ongoing care. Positive outcomes include completion of psychosocial assessments,

regular participation in case management appointments, and documented linkage to Ryan White medical services and other essential supports.

Data will be collected and monitored using existing Ryan White Program assessment tools, including the initial Psychosocial Assessment and the Six-Month Reassessment, which evaluate housing status, service needs, barriers, and progress toward stability. Program staff will also maintain detailed case notes, financial assistance records, and housing verification documentation to ensure compliance with HUD HOPWA requirements and to support ongoing monitoring and reporting. These measures will allow the Special Services Clinic to evaluate program effectiveness, ensure accountability, and continuously improve service delivery to achieve meaningful, measurable outcomes in housing stability and health for the target population. Outcomes will be reported to the City of Fresno in accordance with HOPWA performance reporting requirements and local monitoring standards.

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

The development of this project was guided by direct input from the target population through our Consumer Advisory Board Committee, a vital forum that meets quarterly and includes clients, staff, and clinic leadership. This diverse committee structure ensures that the voices of those most impacted by the challenges of living with HIV/AIDS are heard and incorporated into program planning and decision-making.

During each meeting, we set aside dedicated time to solicit clients' feedback, creating a safe space for them to share their experiences, concerns, and recommendations. A recurring theme identified during these discussions is the significant barrier that housing insecurity poses to medication adherence, access to care, and overall wellness. Clients frequently highlight how unstable living conditions exacerbate stress, limit access to medical appointments, and make it challenging to maintain treatment regimens—factors that are critical to managing their health effectively.

The input gathered through these consultations directly informed the design of the project. Recognizing the critical need for stable housing, the project incorporates temporary rent, mortgage, and utility assistance as foundational services, alongside comprehensive case management and referral systems. Additionally, clients emphasized the importance of culturally sensitive, accessible support, which shaped the inclusion of trauma-informed care and ongoing client assessments by experienced case managers.

By grounding the program in the lived experiences of the target population, we can directly address challenges, empowering individuals to overcome housing barriers and achieve improved health outcomes. This collaborative approach strengthens the project's relevance and impact while fostering a sense of ownership and trust among the clients it is designed to serve.

e. Describe the marketing plan for the proposed activity and how the organization will affirmatively market the program to ensure the most vulnerable populations are aware of the program.

The project will be affirmatively marketed to ensure that individuals living with HIV/AIDS who are homeless or at risk of homelessness are aware of and able to access available housing and supportive services. Outreach strategies are designed to reduce common barriers to participation, including lack of information, limited transportation, stigma, and fragmented service systems.

As the largest medical provider serving the target population, the Community Health Systems (CHS) will leverage its systemwide infrastructure to conduct internal outreach across clinical and support departments. Healthcare providers and staff will receive program notifications and referral guidance, enabling them to identify housing insecurity during routine medical encounters and connect eligible clients directly to services. Case managers will conduct ongoing housing stability assessments as part of regular client engagement, ensuring timely referrals and continuity of care.

The Special Services Clinic website will be updated to include clear, accessible information about the housing assistance program, eligibility criteria, and steps for enrollment. This ensures individuals who rely on digital resources can easily locate program information and understand how to access services without unnecessary barriers.

The program will also be marketed through established partnerships with community-based organizations that serve individuals experiencing homelessness, poverty, and health disparities. These organizations will act as trusted referral sources, extending outreach to individuals who may not be actively engaged in the healthcare system.

To reach individuals with limited digital access, printed outreach materials will be distributed in high-visibility locations, including intake and exam rooms, reception areas, and emergency department bulletin boards. In coordination with partner outreach teams we will participate in community events and gatherings in areas of greatest need, including Fresno Downtown Art Hop, Fresno Pride Parade, Clovis and River Park Farmers Markets, Economic Opportunities Commission events, AIDS Walk, and outreach activities at the Mission. These efforts ensure direct engagement with the most vulnerable populations and support equitable access to housing stabilization services.

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

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

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

Check if Providing	HOPWA Homeless Housing and Service Types	Estimated No. Persons Assisted
☐	Facility Based Housing	
☒	STRMU	150
☒	Supportive Services	200
☒	Housing information services	200
☒	Tenant-Based Rental Assistance	200
☐	Permanent Housing Placement	

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

The Special Services Clinic brings critical housing services into a centralized, trusted setting where patients already receive medical care, pharmacy services, laboratory services, and case management. By co-locating housing assistance with healthcare, Special Services Clinic reduces fragmentation and ensures individuals living with HIV/AIDS can access housing resources without navigating multiple systems. Special Services provides referrals to housing programs, including the federal Housing Opportunities for Persons with AIDS (HOPWA) program, to help individuals secure safe and stable housing. Through this approach, individuals who are homeless are connected to housing services, while those at risk of homelessness receive rental and utility assistance to maintain their housing.

The Clinic also provides referrals to both medical and nonmedical resources to ensure individuals and families living with HIV/AIDS receive comprehensive, coordinated support. While the program addresses a critical need, we recognize there are barriers that may limit participation if not intentionally addressed. These barriers include lack of awareness, stigma and discrimination associated with HIV status, complex application processes, and limited mobility or transportation.

To address these challenges, information about housing services is provided directly within the Clinic, where individuals already receive care, and outreach is conducted within local homeless communities. Street outreach and community-based engagement ensure that individuals experiencing homelessness receive information about available resources in ways that are accessible and respectful. Staff receive ongoing training in cultural competency and HIV-related sensitivity to ensure interactions are supportive and affirming. Health education is also provided to help reduce stigma and misinformation surrounding HIV/AIDS, and mental health referrals are available to support individuals coping with the emotional impacts of living with HIV.

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

Dedicated case managers play a central role in reducing barriers to care and housing. They assist patients with timely scheduling of medical appointments, address insurance concerns, and connect individuals to housing assistance, partner services, and additional medical referrals. Case managers also support clients in navigating complex public assistance and housing application processes, making these systems more understandable and attainable.

The project was developed with direct input from the target population through a Consumer Advisory Board, ensuring that the voices and lived experiences of individuals living with HIV/AIDS guided program design. Feedback consistently identified housing instability as a major barrier to medication adherence, healthcare access, and overall wellness, which informed the inclusion of temporary housing assistance, trauma-informed approaches, and culturally responsive support services. Grounding the program in client experience strengthens trust, promotes engagement, and supports improved health and housing outcomes.

Transportation assistance is also available for individuals with mobility challenges or limited access to transportation. Through referrals and coordination with transportation providers, the Clinic ensures clients can attend essential medical, housing, and supportive service appointments, further reducing barriers to participation and continuity of care.

i. Collaboration
Briefly describe how the proposed activity will be delivered in coordination with other community resources to address the overall needs of the clientele.

Collaborating Organization	Description of Collaboration
West Care -The Living Room	Referrals for housing assistance, and other psychosocial needs such as support groups, food pantry, and transportation to medical appointments.
The Salvation Army	Referral for housing, food, mental health services and substance use.
Fresno Housing Authority	Collaboration with Fresno Housing Authority includes verification of voucher status and housing inspections.
Fresno Mission and Poverello House	Referrals for housing, food, mental health services and substance use treatment.
EOC, Masten Towers, The Californian, RH Community Builders, Local Room & Boards, and the Dream Inn	Additional referral options for housing assistance and placement.
The Fresno Center	Referrals for housing, food, mental health services and substance use treatment.
Catholic Charities	Referral of client for food & housing (rent/deposit) & utility assistance.

4. Project/Program Budget

a. Activity Budget by Funding Type

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

Proposed Activity Budget	Amount
Total Federal Funds Requested	$1,042,566
Total Other Federal Funds (do not include the above funds on this line)	$

Total Non-Federal Funds	$
Total Proposed Activity Budget	$

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the organization has received funding commitment letters, please attach as an exhibit to this application.

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

c. Activity Budget Summary and Narrative

Please complete Exhibit A – Operating Budget Summary.

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

Please complete Exhibit B – Budget Narrative to provide a brief explanation of the expenses included in the budget.

d. Prior-Year Financial Statement

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

Attachments to Part B Application:

☒ EXHIBIT A – Operating Budget Summary

☒ EXHIBIT B – Budget Narrative

☒ EXHIBIT C – Prior-year audited financial statement including statement of activities, statement of financial position and statement of cash flows (required when total Federal grant awards equaled or exceeded $1,000,000 during the annual audit period); or prior-year unaudited financial statement when total Federal grant awards for the annual audit period was less than $1,000,000

Optional Additional Exhibits:

☐ EXHIBIT – Funding Commitment Letters (if available)

☒ EXHIBIT – Letters of Support (optional – maximum 2)

☐ EXHIBIT – Service Area Map (required if not described in 2.e.)

CITY OF FRESNO

OPERATING BUDGET SUMMARY (Public Services)

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel:									
STRMU (Short-Term Rental, Mortgage, and Utility) -Case Manager (0.25 FTE)	19,271.00	4,818.00	**24,089.00**						**24,089.00**
Supportive Services - Case Manager (.25 FTE)	19,271.00	4,818.00	**24,089.00**						**24,089.00**
Housing Information Services - Case Manager (0.50 FTE)	41,121.00	10,280.00	**51,401.00**						**51,401.00**
[enter position title]			-						-
[enter position title]			-						-
Administrative Personnel:									
Staff Accountant (Benjamin Rivera) 0.10 FTE (59160)	5,916.00	1,479.00	**7,395.00**						**7,395.00**
Sup Social Worker (Lydia Vang) .25 FTE (Annual $116126)	31,330.00	7,833.00	**39,163.00**						**39,163.00**
[enter position title]			-						-
Independent Contractors / Consultants:									
[enter position title]			-						-
[enter position title]			-						-
TOTAL PERSONNEL BUDGET	$ 116,909.00	$ 29,228.00	**$ 146,137.00**	$ -	$ -	$ -	$ -	$ -	**$ 146,137.00**
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
STRMU (Short-Term Rental, Mortgage, and Utility) - 65 Families/individ receive max $5000 STRMU funds	$ 325,000.00		**325,000.00**						**325,000.00**
Short term Facility-Based Housing - Motel Vouchers (Max $1000 per	275,000.00		**275,000.00**						**275,000.00**
Supportive Services - Transportation	30,500.00		**30,500.00**						**30,500.00**
Supportive Services - Meals/Nutiional Services	30,500.00		**30,500.00**						**30,500.00**
Housing Info Services - HMIS Subscription ($50/month X 3 accounts)	1,800.00		**1,800.00**						**1,800.00**
Permanent Supportive Housing - Direct Services	97,500.00		**97,500.00**						**97,500.00**
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
TOTAL OTHER DIRECT COSTS			**$ 760,300.00**	$ -	$ -	$ -	$ -	$ -	**$ 760,300.00**
INDIRECT COSTS* (Select 1 indirect rate Only)									
Approved Indirect Cost Rate									-
De minimus 15 % Rate			**135,965.55**						**135,965.55**
TOTAL INDIRECT COST BUDGET			**$ 135,965.55**	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL PROJECT BUDGET	$ 116,909.00	$ 29,228.00	$ 1,042,402.55	$ -	$ -	$ -	$ -	$ -	$ 906,437.00

Please revise this form and annotate budget items as needed

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

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.
Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary. This narrative will be used to determine eligibility of proposed expenses.

The proposed budget supports the delivery of HOPWA-eligible housing assistance and supportive services to individuals and families living with HIV/AIDS who are homeless or at imminent risk of homelessness within the City of Fresno. All costs are reasonable, necessary, and allocable to the proposed activities and comply with HUD HOPWA regulations under 24 CFR Part 574 and the Uniform Administrative Requirements at 2 CFR Part 200.

Personnel – Salaries and Wages

Personnel costs support direct program implementation and include licensed clinical and case management staff responsible for eligibility determination, housing assessments, coordination of Short-Term Rent, Mortgage, and Utility (STRMU) assistance, housing information and referral services, and ongoing case management. Staff also ensure compliance with HUD documentation, reporting, and performance requirements. Personnel costs are proportionate to time dedicated to HOPWA-eligible activities and are tracked through established internal controls and time allocation systems.

Fringe Benefits

Fringe benefits are calculated in accordance with Community Health System's established policies and include payroll taxes, health insurance, retirement contributions, and workers' compensation. Fringe costs are allocated proportionally based on staff time charged to HOPWA activities.

Housing Assistance – STRMU

STRMU assistance is the primary cost component of the budget and provides short-term rental, mortgage, and utility assistance to eligible households experiencing a housing crisis. Assistance is provided in accordance with HUD HOPWA requirements and is intended to prevent homelessness and stabilize housing. All payments are supported by eligibility verification, documentation of housing status, and confirmation of financial need.

Supportive Services

Supportive service costs include intensive case management, housing counseling, mental health assessment and referrals, substance use referrals, benefits navigation, and coordination with Ryan White medical services. These services address barriers to housing stability and are delivered by qualified staff as allowable HOPWA supportive services.

Housing Information Services

Housing Information Services support counseling, referrals, landlord engagement, housing search assistance, and fair housing guidance. These services assist participants in locating, securing, and maintaining housing in a constrained rental market and are integrated with case management activities.

Other Direct Costs

Other direct costs include program-related operating expenses necessary for service delivery, such as allowable client assistance costs, outreach materials, transportation support related to housing and medical appointments, and other direct administrative costs attributable to the program. All costs are documented and directly tied to HOPWA-eligible activities.

Indirect Costs

Indirect costs are charged using approximately 11%, below the federally allowable 15% de minimis rateof Modified Total Direct Costs in accordance with 2 CFR 200.414. Indirect costs are approximately 11% and support shared administrative functions, including fiscal management, human resources, information technology, and organizational oversight.

Cost Effectiveness

The proposed budget is cost-effective and aligned with the scope of work, serving approximately 200 unduplicated individuals through housing assistance and supportive services. The cost per participant is reasonable given local housing costs and the demonstrated relationship between housing stability and improved health outcomes for individuals living with HIV/AIDS.

South Tower Community Land Trust :

Casa y Cuidado - Housing Stability and Health Support

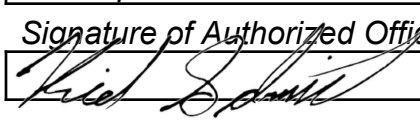
PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization:	*Fictitious Name (if applicable):*
South Tower Community Land Trust	
UEI of Organization:	*Taxpayer Identification Number:*
5131805	88-3488608
Date of Incorporation:	*Date of 501(c)(3) Determination:*
07/26/2022	03/17/2023
Mailing Address of Organization:	*Organization Website Address:*
115 N. Calaveras St. Fresno, CA 93701	southtowerclt.org
Name of President (or Chair of the Board):	*E-mail Address:*
Stanley Johnson	stan.johnson559@gmail.com
Name of Chief Executive or Executive Director:	*E-mail Address:*
Kiel Lopez-Schmidt	*kiel@southtowerclt.org*
Name of the Secretary:	*E-mail Address:*
Alex Desiga	desiga.alex1221@gmail.com
Name of Treasurer (or Chief Financial Officer):	*E-mail Address:*
Mirna Garcia	mirna@envisionfresno.com

Principal Contact Person:	*Principal Contact's Title:*	*Principal Contact's Physical Address:*
Kiel Lopez-Schmidt	Executive Director	115 N. Calaveras St. Fresno, CA 93701

Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
(559)492-7249		kiel@southtowerclt.org

Name of Authorized Signatory:	*Title of Authorized Signatory:*
Kiel Lopez-Schmidt	*Executive Director*
Signature of Authorized Official:	*Date of Signature:*
	1/23/2026

Do you have an active registration with SAM.gov? ☒ Yes ☐ No

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

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

Mission: The mission of South Tower Community Land Trust is to build community control of land, housing, and civic resources centered in the South Tower neighborhood.

Vision: We envision a barrier-free South Tower creatively building shared prosperity and health.

Values: Dignity, Creativity, Collaboration, Trust

Please mark any of the following classifications that apply to your organization:

☐ Woman-Owned Business
☒ Minority Institution
☐ Tribal
☒ Other: LGBTQ+ lead
☐ Small Business
☐ Minority-Owned
☐ Veteran-Owned

Part A, Section 3: Organizational Capacity and Management
Please provide the number of staff employed by your organization: 5

Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Kiel Lopez-Schmidt	Executive Director	21
2) German Quinonez	Community Development Manager	10
3) Elliot Bailey	Community Construction Manager	9
4) Soledad Freeman	Executive Assistant	6
5) Allyson Glascock	Administrative & Creative Consultant	4

Board of Directors

How often does your Board of Directors regularly meet?

Monthly

List current Board of Directors below:

1) Stanley Johnson, president
2) Vishinna Turner, vice president
3) Mirna Garcia, treasurer
4) Alex Desiga, secretary
5) Jess Fitzpatrick
6) Brooke Payton
7) Jacob Bailey
8) Ashley Mireles-Guerrero
9) Carlos Mireles-Guerrero
10) Logan Clark
11) Marcos Osorio
12) Paulina Reyes

Financial Management

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

Name: Kiel Lopez-Schmidt

Title: Executive Director

Phone/Email: (559)492-7249 kiel@southtowerclt.org

2) Has your agency operated with or managed federal funds within the past three years? ☐ Yes ☒ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☐ Yes ☒ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Have your agency's annual financial statements been audited by an independent audit firm? ☐ Yes ☒ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.

6) Does your financial system:
   a) Provide for the control and accountability of grant funds, property, and other assets? ☒ Yes ☐ No
   b) Separately track revenue and expenditures for the grant funds?

☒ Yes ☐ No

7) Does your payroll system separately track staff time by grant and/or activity? ☒ Yes ☐ No

8) Are all payments properly documented with evidence or receipt of goods or performance of services? ☒ Yes ☐ No

9) Are all bank accounts reconciled monthly? ☒ Yes ☐ No

10) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☒ Yes ☐ No
If yes, please explain
In June 2025, South Tower CLT created a new full-time Executive Assistant position and hired Soledad Freeman to fill the role.

11) Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?
☐ Yes ☒ No
If yes, please explain

12) Does your agency have policies that address the following?

Ethics/Professional Conduct	☒ Yes	☐ No
Pay Rates and Benefits	☒ Yes	☐ No
Discrimination	☒ Yes	☐ No
Purchasing/Procurement	☒ Yes	☐ No
Property and Equipment	☒ Yes	☐ No
Segregation of Duties	☒ Yes	☐ No
Time and Effort Reporting	☒ Yes	☐ No
Record Retention	☒ Yes	☐ No

13) Does your agency certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency? ☒ Yes ☐ No

Authorized Signatories

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

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

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

Authorized Signatory Name	Authorized Signatory Title
1) Stanley Johnson	Board President
2) Alex Desiga	Board Secretary

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

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

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

☒ **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications		*Total Dollar Amount Requested*
0		$ 0

☒ **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications		*Total Dollar Amount Requested*
1		$ 299,943

☐ **Owner-Occupied Home Repair**

Number of Applications		*Total Dollar Amount Requested*
0		$ 0

☐ **Public Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications		*Total Dollar Amount Requested*
0		$ 0

☐ **Public Infrastructure & Facility Improvements**

Number of Applications		*Total Dollar Amount Requested*
0		$ 0

=

GRAND TOTAL

Number of Applications		*Total Dollar Amount Requested*
1		$ 299,943

Required Attachments to Part A
Select all attachments included.

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

☒ **Part A, Exhibit 2** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds)

☐ **Part A, Exhibit 3** – Copies of results of audits, examinations, or monitoring procedures performed during the last two fiscal years on any direct federal award received by the organization

☐ **Part A, Exhibit 4** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

☒ **Part A, Exhibit 5** – List of all awards to the organization from City of Fresno during the past two years

☐ **Part A, Exhibit 6** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☒ **Part A, Exhibit 7** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 8** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 9** – Bylaws of the Organization (Required)

☐ **Part A, Exhibit 10** – Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application

PY 2026-2027 APPLICATION
Homeless Housing and Services Programs (HOPWA)

1. Project Summary Information

Project Name (10 words or fewer): Casa y Cuidado Collaborative: Housing Stability and Health Support

Amount Requested: $299,943.00

HOPWA Applicants Only – please provide a breakdown of amounts requested by program component:

Tenant-Based Rental Assistance (TBRA):	$ 0.00
Short-Term Rent, Mortgage and Utility (STRMU):	$ 180,943.00
Supportive Services:	$ 90,000.00
Housing Information Services:	$ 29,000.00
Permanent Housing Placement:	$ 0.00
Facility Based Housing:	$ 0.00

Provide a short description of the proposed program/activity. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

South Tower Community Land Trust (STCLT), in partnership with two community-based service providers, will deliver rental and utility assistance, housing navigation, and supportive services for people living with HIV/AIDS and their families. The program provides Short-Term Rent, Mortgage, and Utility (STRMU) assistance, Housing Information Services, and referrals through a low-barrier, culturally responsive, and gender-affirming model. Integrated health education, mental health support, and access to co-located clinical and harm-reduction services support housing stability and improved outcomes aligned with HOPWA goals.

This is a:

- ☑ New Project/Program
- ☐ Existing Project/Program

2. Organizational Capacity

a. Describe the organization's experience with administering Federally funded programs of this nature and staff skills necessary to deliver the activities proposed.

South Tower Community Land Trust is led by Executive Director Kiel Lopez-Schmidt, who brings 21 years of experience in community development and community development finance, including the administration of significant federal resources. In previous roles, Kiel managed federal funds from the Small Business Administration, Department of Treasury, and Economic Development Administration as Senior Manager of Administration at Access Plus Capital, and oversaw HUD-funded programs - including CDBG, HOME, and voucher programs - as Project Manager at UPHolding, demonstrating strong expertise in federal compliance, reporting, and financial management.

South Tower CLT has not previously administered federal funding directly, however, the organization maintains a policy of holding a six-month operational cash reserve, positioning it to effectively manage a reimbursable grant of this scale without encountering cash flow challenges. While the payment distribution and administration of federal funding proposed in this application is a new activity for the organization, South Tower CLT is project-ready: the organization now operates from a dedicated office space and is co-located with a partner provider offering clinical support and navigation referrals, ensuring the capacity to responsibly administer funds and coordinate services effectively.

The collaborative partners bring complementary and established experience that strengthens overall project capacity. Casita Feliz is a trusted, community-based organization serving Latine LGBTQ+ and underserved communities in Fresno, providing culturally responsive support, education, and referrals, including HIV/AIDS prevention and housing navigation, under leadership with decades of advocacy and community service experience. The San Joaquin Valley Free Medical Clinic & Needle Exchange has operated for more than 29 years, delivering free medical care, syringe exchange, overdose prevention, and linkage to social services for highly vulnerable populations, demonstrating sustained frontline service delivery and deep expertise in harm-reduction and health access models. Together, this partnership combines federal compliance capacity, financial readiness, and long-standing community trust necessary to successfully deliver the activities proposed in this application.

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

Founded in 2017, South Tower Community Land Trust began as a neighborhood-based LGBTQ+ advocacy group providing housing referrals and connections to supportive services. Through its early work, STCLT led land-use advocacy efforts that resulted in the creation of Broadway Parque, a tangible community improvement that expanded access to safe, inclusive public space. After receiving its 501(c)(3) designation in 2023, the organization expanded its programming to include the Queer Housing Summit, now in its fourth year, which convenes community members, service providers, and advocates to address housing instability and advance housing equity.

South Tower Community Land Trust has also advanced an affordable housing development pipeline that includes two single-family home acquisitions; a half-acre property zoned for mixed-use (NMX) development projected to deliver 18 affordable apartment units, three ADUs, and an urban garden; and the recent acquisition of the Canal Market site to support community food access and a nonprofit community building. In addition, the organization has demonstrated its ability to translate community vision into tangible, lasting impact through leadership in placemaking and public art projects that enhance neighborhood vitality, foster community connection, and strengthen partnerships with housing and supportive service providers.

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

0 years

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

- ☐ Written policies and procedures for the proposed project or program (i.e., intake, eligibility)
- ☑ Written Financial Management Policies and Procedures
- ☑ Non-Discrimination / Equal Opportunity Policy
- ☑ Conflict of Interest Policies and Procedures
- ☑ Procurement Policies and Procedures
- ☑ Facility utilization plan and policies
  Note: If not, be aware, the City will require a facility utilization plan and policies prior to the execution of a subrecipient agreement.

e. Provide addresses for each applicable location of site(s) where activity will occur, a brief description of the facilities, and a description of the service area (a map may be attached in lieu of a service area description).

Site Address and Description:
2,300 sq. ft. commercial building at 617–621 N. Fulton St., Fresno, CA 93728 (APN: 452-27-404). The building serves as a community resiliency center, centering the culture, safety, and prosperity of the LGBTQ+ community. Currently under renovation, the building is scheduled to open in April. It includes 4 offices (60–80 sq. ft. each), a community room (791 sq. ft.), a conference room (183 sq. ft.), a breakroom (110 sq. ft.), a retail space (383 sq. ft.), and a front plaza and back patio/garden for additional community use.

The renovated building will support the development of affordable housing and delivery of community services. Tenants include The San Joaquin Valley Free Medical Clinic and Needle Exchange, which occupies office space and a 40 ft. storage container (320 sq. ft.) for supplies. Services provided at this location include outreach and direct support for individuals living with HIV/AIDS, as well as prevention services for those at risk of or experiencing homelessness. This location is easily accessible by foot for Tower District residents or by FAX bus lines 22, 26, 28, 33, 35 or Q. Also easily accessible by CA-180 Fulton/Van Ness freeway exit.

Additional Service Locations:
Casita Feliz Latine LGBTQ+ Center at 1567 N. Van Ness Ave., Fresno, CA 93728. Clients may also access services such as community education, supportive services, and housing assistance for people living with HIV/AIDS and their families. Referrals from our Fulton St. office and direct intake occur at the Casita Feliz location. This location is easily accessible by foot for Tower District residents or by FAX bus lines 22, 26, 28, 35 or Q. Also easily accessible by CA-41 McKinley freeway exit.

Canal Market - 815 E. Thomas Ave, Fresno, CA 93728: A newly created outdoor farmers market where clients will be able to pick up fresh produce and food/nutrition distributions.

3. **Proposed Scope of Work**

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

This proposal addresses critical gaps in housing stability and supportive services for people living with HIV/AIDS in Fresno County, where an estimated 2,324 individuals were living with HIV as of the most recent county-level data, and new diagnoses continue to rise, particularly among Hispanic/Latino populations and younger adults. Stable housing is a well-documented determinant of positive HIV treatment outcomes; however, people with HIV who experience homelessness or housing instability face significant barriers to care, including unmet housing needs and limited access to shelter and housing services. In Fresno County, existing resources are insufficient, as services are not consistently co-located, culturally responsive, or integrated with harm-reduction and behavioral health supports, and stigma further limits access to stable housing.

The proposed program will deliver rental and utility assistance, STRMU, outreach, intake, fund administration, and compliance for people living with HIV/AIDS and their families, paired with housing navigation, culturally responsive supportive services, and partnerships for harm-reduction medical care. By reducing barriers to care and strengthening housing stability, the program fills a critical gap in local and regional HIV support infrastructure.

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

The target population includes individuals living with HIV/AIDS and their families, as well as those at risk of or experiencing homelessness, with priority outreach to underrepresented communities, particularly LGBTQ+ individuals facing barriers related to healthcare access, stigma, housing instability, and social support.

Assessment will occur through coordinated strategies. Initial screening and referral will take place at free HIV testing sites operated by partner providers, including UCSF, the Fresno County Health Department, WestCare/The Living Room, and Community Specialty Services. Following a positive diagnosis, Casita Feliz will conduct case management to assess needs, determine eligibility for housing assistance and supportive services, and connect individuals to resources while promoting regular testing and early engagement in care.

Once eligible individuals are identified, confidential interviews and intake surveys will capture housing needs, healthcare behaviors, and barriers to stability. The program will respond with tailored housing assistance, culturally responsive education, supportive services, and referrals that reflect lived experiences and specific needs, supporting measurable improvements in health outcomes and long-term stability.

c. Describe the outcomes of the proposed activities. Include how positive outcomes are defined and how successful outcomes will be measured.

The proposed program's outcomes align with HUD HOPWA and GPRA performance measures focused on housing stability, homelessness prevention, and access to supportive services for people living with HIV/AIDS and their families. Positive outcomes are defined as participants maintaining or securing stable housing, avoiding homelessness, and successfully engaging in coordinated housing and supportive services.

Housing Stability Outcomes:
The program will serve HOPWA-eligible households through Short-Term Rent, Mortgage, and Utility (STRMU) assistance and Housing Information Services. At least 85% of households receiving STRMU assistance will remain stably housed at program exit, as measured by housing status at entry and exit and verified through landlord or utility documentation. The program will prevent homelessness for at least 90% of assisted households, with housing retention tracked through case management records and required HUD reporting.

Supportive Services and Care Coordination Outcomes:
At least 90% of enrolled participants will complete intake and eligibility determination, and 85% will receive an individualized housing stability plan. A minimum of 80% of participants will be successfully linked to at least one supportive service, such as healthcare, mental health services, or harm-reduction services, as documented through referral and service utilization logs.

Program Administration and Compliance Outcomes:
The program will achieve 100% compliance with HUD HOPWA eligibility, confidentiality, and nondiscrimination requirements, with all financial assistance disbursed in a timely and compliant manner. Required HOPWA performance reports will be submitted on time, and program data will be reviewed quarterly to ensure continuous quality improvement and alignment with HUD GPRA performance standards.

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

The Casa y Cuidado Collaborative is unique in being led by individuals personally impacted by HIV/AIDS, either through their own diagnosis or that of a close family member. This lived experience ensures our team is deeply connected to and trusted by the target population of the HOPWA program.

The development of our housing assistance and supportive services was guided by the voices of the community, gathered through informative conversations and focus groups with those most affected by HIV. These discussions provided critical insights into service gaps, needs, and preferences, particularly for BIPOC adults and youth, which directly informed the design of our program. Key findings included the loss of accessible community space when the Living Room moved out of the Tower District, and the urgent need for trusted, high-level support for individuals navigating a positive HIV diagnosis.

As the program is implemented, we are committed to actively involving the target population in ongoing evaluation and service adaptation, ensuring that our activities remain relevant, responsive, and positioned to achieve meaningful impact.

e. Describe the marketing plan for the proposed activity and how the organization will affirmatively market the program to ensure the most vulnerable populations are aware of the program.

The proposed collaborative will leverage long-standing, trusted relationships with the target population and with organizations and healthcare providers across the HIV/AIDS service continuum. These relationships will serve as the foundation of our marketing and outreach strategy, enabling a strong peer-to-peer referral network that reaches individuals who may be disconnected from traditional systems.

The program will be affirmatively marketed through partnerships with organizations already serving people living with HIV/AIDS, allowing outreach to occur within trusted and culturally responsive spaces. Marketing efforts will include community events, informational workshops, and targeted digital outreach to raise awareness of available housing assistance and supportive services. Materials and messaging will be designed to be accessible, stigma-free, and responsive to the needs of the most vulnerable populations.

As a new and community-driven collaborative, our program offers a fresh approach in a service landscape where many programs have become stagnant and less effective at reaching priority populations. The introduction of new services, combined with visible community presence, is expected to generate organic outreach through peer referrals and earned media, further expanding awareness and engagement among those most in need.

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

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

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

Check if Providing	HOPWA Homeless Housing and Service Types	Estimated No. Persons Assisted
☐	Facility Based Housing	
☑	STRMU	25
☑	Supportive Services	54
☑	Housing information services	54
☐	Tenant-Based Rental Assistance	
☐	Permanent Housing Placement	

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

This homeless housing and services program supports people living with HIV/AIDS and individuals at risk of or experiencing homelessness in the City of Fresno through a Housing First, low-barrier, harm-reduction, and client-centered approach consistent with HOPWA and City of Fresno priorities. Led by South Tower Community Land Trust in collaboration with Casita Feliz and the San Joaquin Valley Free Medical Clinic & Needle Exchange, the program is rooted in lived experience, cultural responsiveness, and trusted community relationships that reduce barriers to participation and improve housing stability outcomes.

Program leadership and partners bring deep personal and community connections to the HIV/AIDS community that inform program design and delivery. Executive Director Kiel Lopez-Schmidt's leadership is shaped by losing their father to AIDS at age eight - an experience that continues to guide a commitment to dignity, care, and accountability. Together with collaborative partners who have lived experience with family and community members living with HIV/AIDS, this proposal reflects a model that differs from traditional institutional systems by centering trust, proximity, and community voice - an approach aligned with Fresno's equity-focused and community-based service delivery goals.

Services include housing navigation and referrals, case management, Short-Term Rent, Mortgage, and Utility (STRMU) assistance, Housing Information Services, and linkage to healthcare, behavioral health, and social services. Participation is voluntary, and services are delivered without preconditions related to sobriety, income, treatment participation, or housing readiness, supporting Fresno's emphasis on homelessness prevention and housing stabilization for medically underserved populations.Key barriers to participation - such as stigma related to HIV status, substance use, sexual orientation, or gender identity; distrust of traditional service systems; transportation challenges; and complex eligibility requirements - are addressed through co-located, community-based service delivery. Through partnerships with Casita Feliz and the San Joaquin Valley Free Medical Clinic & Needle Exchange, participants can access housing assistance alongside free medical care, syringe exchange, naloxone, overdose prevention, HIV and hepatitis C prevention, sexual health education, and mental health support. This integrated

model advances Fresno's goals of coordinated care, reduced service fragmentation, and improved engagement for high-need populations.

The program operates in full compliance with HOPWA nondiscrimination, fair housing, and confidentiality requirements, ensuring equitable access regardless of race, ethnicity, gender identity, sexual orientation, disability, family status, or immigration status. Client confidentiality, including HIV status, is protected through secure intake processes and staff training. Program development was informed by direct consultation with the target population through community conversations and focus groups, which emphasized the need for confidentiality, culturally responsive care, and co-located housing and health services: feedback that directly shaped program design.

This proposal advances the City of Fresno's housing and homelessness priorities by pairing federal compliance readiness with trusted, community-based delivery. To effectively address gaps in service access and reach populations historically underserved by traditional systems, local governments must invest in community-based organizations and collaborative models that are grounded in lived experience and trust. By supporting this program, the City of Fresno strengthens its homelessness response system, builds local provider capacity, and ensures HOPWA resources are delivered in ways that are equitable, effective, and responsive to community-identified needs in both current and future funding cycles.

i. Collaboration
Briefly describe how the proposed activity will be delivered in coordination with other community resources to address the overall needs of the clientele.

Collaborating Organization	Description of Collaboration
Casita Feliz	The proposed activity will be delivered through close coordination with Casita Feliz, a nonprofit Latine LGBTQ+ community center in Fresno dedicated to advancing health equity, well-being, and social justice for underserved communities. Casita Feliz will serve as a key referral, intake, and service delivery partner, providing culturally responsive sexual health education, mental health support, social services, and community engagement opportunities that complement housing assistance and supportive services. By integrating services within a trusted, community-based setting, the collaborative will reduce barriers to care, strengthen continuity of services, and ensure clients receive holistic support that addresses health, housing stability, and social connection.
The San Joaquin Valley Free Medical Clinic and Needle Exchange,	The proposed activity will be delivered in coordination with the San Joaquin Valley Free Medical Clinic and Needle Exchange, a Fresno-based harm-reduction provider offering free medical care, syringe exchange, and overdose prevention services. Through this partnership, clients will receive referrals to housing assistance and supportive services while accessing clean injection supplies, naloxone, HIV and hepatitis C prevention, and primary healthcare. This integrated approach ensures that medically underserved individuals - particularly those at risk of or experiencing homelessness - receive coordinated care that addresses health, safety, and housing stability while reducing barriers to ongoing engagement in services.

4. Project/Program Budget

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

Proposed Activity Budget	Amount
Total Federal Funds Requested	$ 299,943
Total Other Federal Funds (do not include the above funds on this line)	$ 0
Total Non-Federal Funds	$ 35,000
Total Proposed Activity Budget	$ 334,943

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
The California Endowment		$10,000	Committed	
Keith Campbell Foundation	Office Beautification Program	$25,000	Committed	

c. Activity Budget Summary and Narrative

Please complete Exhibit A – Operating Budget Summary.

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

Please complete Exhibit B – Budget Narrative to provide a brief explanation of the expenses included in the budget.

d. Prior-Year Financial Statement

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

Attachments to Part B Application:

- ☑ EXHIBIT A – Operating Budget Summary
- ☑ EXHIBIT B – Budget Narrative
- ☑ EXHIBIT C – Prior-year audited financial statement including statement of activities, statement of financial position and statement of cash flows (required when total Federal grant awards equaled or exceeded $1,000,000 during the annual audit period); or prior-year unaudited financial statement when total Federal grant awards for the annual audit period was less than $1,000,000

Optional Additional Exhibits:

- ☑ EXHIBIT D – Funding Commitment Letters (if available)
- ☑ EXHIBIT E & F – Letters of Support (optional – maximum 2)
- ☑ EXHIBIT G – Service Area Map (required if not described in 2.e.)

CITY OF FRESNO
OPERATING BUDGET SUMMARY (non-capital projects) - South Tower CLT - HOPWA

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel:									
Housing Coordinator	42,000.00	12,600.00	**54,600.00**						**54,600.00**
Community Development			-						-
[enter position title]			-						-
[enter position title]			-						-
[enter position title]			-						-
Administrative Personnel:									
Executive Director	7,000.00	2,100.00	**9,100.00**						**9,100.00**
Administrative Assistant	2,400.00	720.00	**3,120.00**						**3,120.00**
[enter position title]			-						-
Independent Contractors / Consultants:									
Casita Feliz	40,000.00	12,000.00	**52,000.00**						**52,000.00**
SJV Free Clinic & Needle	40,000.00	12,000.00	**52,000.00**						**52,000.00**
TOTAL PERSONNEL	$ 131,400.00	$ 39,420.00	**$ 170,820.00**	$ -	$ -	$ -	$ -	$ -	**$ 170,820.00**
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
Short-Term Rent,			**90,000.00**						**90,000.00**
Facility Costs							35,000.00		**35,000.00**
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
[enter cost category]									-
TOTAL OTHER DIRECT			**$ 90,000.00**	$ -	$ -	$ -	$ 35,000.00	$ -	**$ 125,000.00**
INDIRECT COSTS* (Select 1 indirect rate Only)									
Approved Indirect Cost									-
De minimus 15% Rate			**39,123.00**						**39,123.00**
TOTAL INDIRECT COST			**$ 39,123.00**						**$ 39,123.00**
TOTAL PROJECT BUDGET	$ 131,400.00	$ 39,420.00	$ 299,943.00	$ -	$ -	$ -	$ 35,000.00	$ -	$ 334,943.00

Please revise this form and annotate budget items as needed

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

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.
Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.1).

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary. This narrative will be used to determine eligibility of proposed expenses.

Outreach & Services: The core to success of this new collaboration is the success of the outreach as well as relevance and consistency of services offered. To ensure this success we have budgeted $52,000 to each Casita Feliz and Central Valley Free Clinic & Needle Exchange for their staffing, coordination and service costs. These numbers were reached by modeling some service bundles and pathways through case management.

For Central Valley Free Clinic & Needle Exchange services we anticipate providing services eligible for HOPWA funding to 18 individuals including intravenous drug users. The average cost of service was estimated at $3,000 per individual.

For Casita Feliz since they are offering less clinical services we anticipate them to serve more individuals than CV Needle Exchange but with lower cost service offerings. Casita Feliz cost of service will be less per individual resulting in the same total. Those numbers were calculated at 36 individuals with an average service cost of $1,500 per individual served.

If funded, South Tower Community Land Trust will be adding a new staff member with a primary focus on this proposal. The new staff role will be a Housing Coordinator with experience administering federal sources rental subsidies. The position salary plus benefits is anticipated to be $84,600 with 65% of the position funded by HOPWA. The Housing Coordinator will receive support from an Administrative Assistant that is budgeted for in South Tower CLT's 2025 budget regardless of receiving HOPWA funding.

Overall leadership and coordination of this proposed collaborative will be provided by the Executive Director of South Tower CLT. 6% of their role with 2.5 hours per week dedicated to HOPWA eligible activity.

Together the South Tower CLT anticipates providing Short-Term Rent, Mortgage and Utility payments to 25 unique individuals or households. The average payment was estimated at two months of median rent and utility payments. This totals anticipated STRMU payments totalling $90,000 in the grant period. While a match is not required, South Tower CLT has identified $35,000 of secured funding in their 2026 budget to renovate our facility at 617-621 N. Fulton St. that directly contributes to the success of the proposed scope of work. That full amount is from private foundation sources.

1/14/2026

City of Fresno
Planning and Development Department
Housing and Community Development Division

To whom it may concern,

I am writing to support the collaborative proposal led by South Tower Community Land Trust to provide housing assistance and housing-related supportive services for people living with AIDS/HIV and their families. Together, our collaborative brings lived experience with HIV/AIDS and trusted experience working with communities that are most impacted by HIV/AIDS.

Casita Feliz Latine LGBTQ+ Center was founded in 2023 and is committed to enhancing the health and well-being of the Latine LGBTQ+ Fresno community and other underserved communities through holistic programs, community education, supportive services and fostering health equity and social justice.

We are prepared to extend our services to people living with HIV/AIDS and their families who are at risk of or experiencing homelessness. Those services eligible for HOPWA include case management, personal assistance, substance use services, transportation, education, training & employment assistance, life skills management, mental health services, meals/nutrition services, community outreach, legal services, and housing information services. Additionally, we will work closely with SJV Free Clinic & Needle Exchange and South Tower CLT to refer individuals for the services and housing subsidies they will offer. We will focus our services on the populations we already serve including Latine LGBTQ+ individuals, BIPOC communities, and our allies.

We believe if funded by the City of Fresno with HOPWA, we will be able to deliver trusted, quality and culturally relevant care to serve high risk populations that are not currently receiving the care and support they deserve.

Sincerely,

Lady Diana Oliva, MSW
Founder and CEO
Casita Feliz Latine LGBTQ+ Center

SAN JOAQUIN VALLEY
Free Medical Clinic & Needle Exchange

City of Fresno
Planning and Development Department
Housing and Community Development Division

To whom it may concern,

I am writing to support the collaborative proposal led by South Tower Community Land Trust to AIDS/HIV and their families. Together, our collaborative brings lived experience with HIV/AIDS and trusted experience working with communities that are most impacted by HIV/AIDS.

Our organization, the San Joaquin Valley Free Medical Clinic and Needle Exchange, has been providing life-saving infectious disease and overdose prevention to highly marginalized people for over 31 years. We do all of this in a non judgmental – non stigmatizing manner in order to insure successful outcomes with our participants.

We are prepared to extend our services to people living with HIV/AIDS and their families who are at risk of or experiencing homelessness. Those services eligible for HOPWA include: case management, personal assistance, transportation, mental health services, meals/nutrition services, outreach, and housing information services. Additionally we will work closely with Casita Feliz and South Tower CLT to refer individuals for the services and housing subsidies they will offer. We will focus our services on the populations we already serve including 60 percent of our current participants are homeless and 40 percent are BIPOC both of which are disproportionately affected by HIV/AIDS.

We believe if funded by the City of Fresno with HOPWA, we will be able to deliver trusted, quality and culturally relevant care to serve high risk populations that are not currently receiving the care and support they deserve.

Sincerely,
Dallas Blanchard

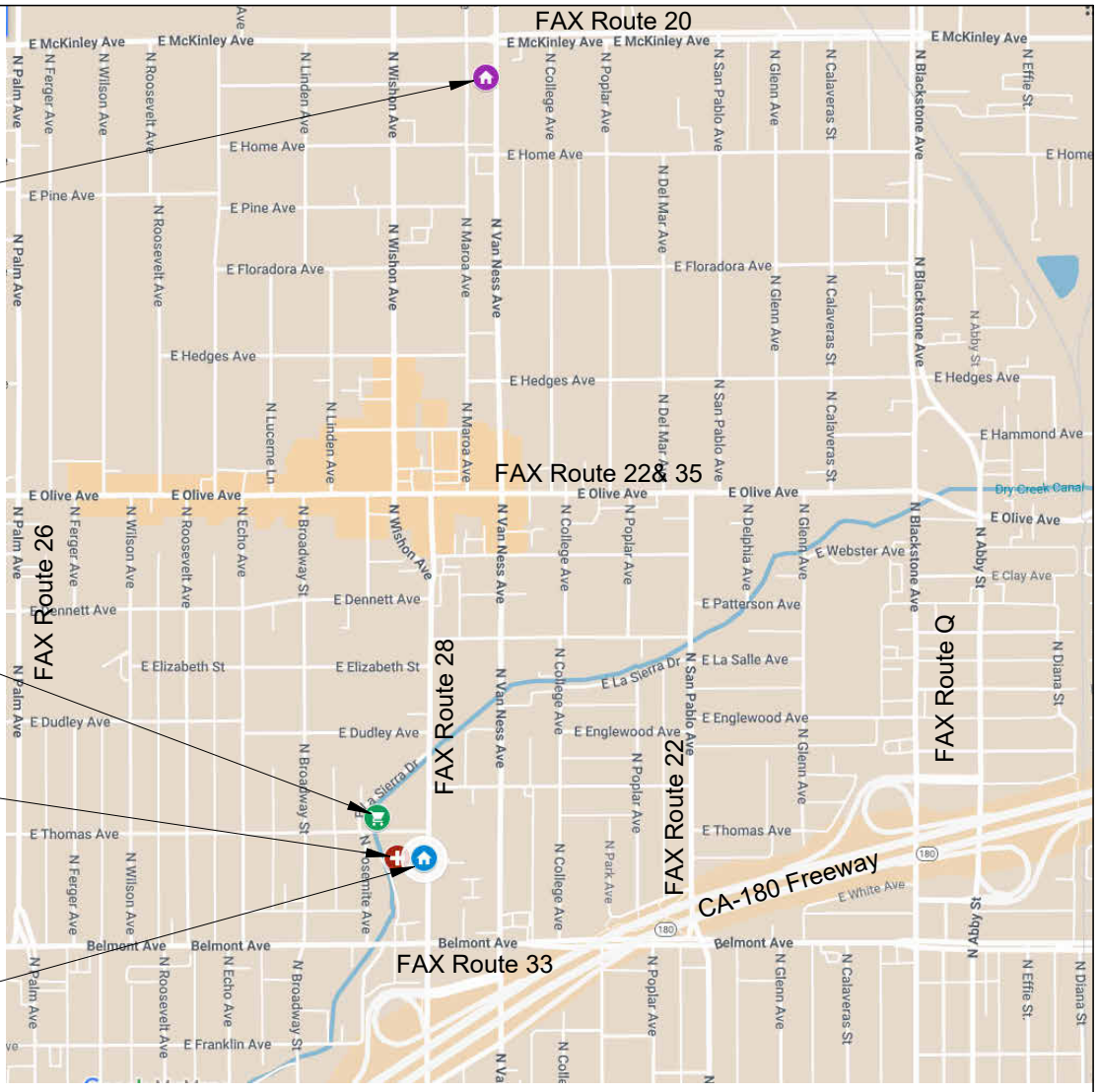
Dallas Blanchard
Program Manager / CFO
San Joaquin Valley Free Medical Clinic & Needle Exchange

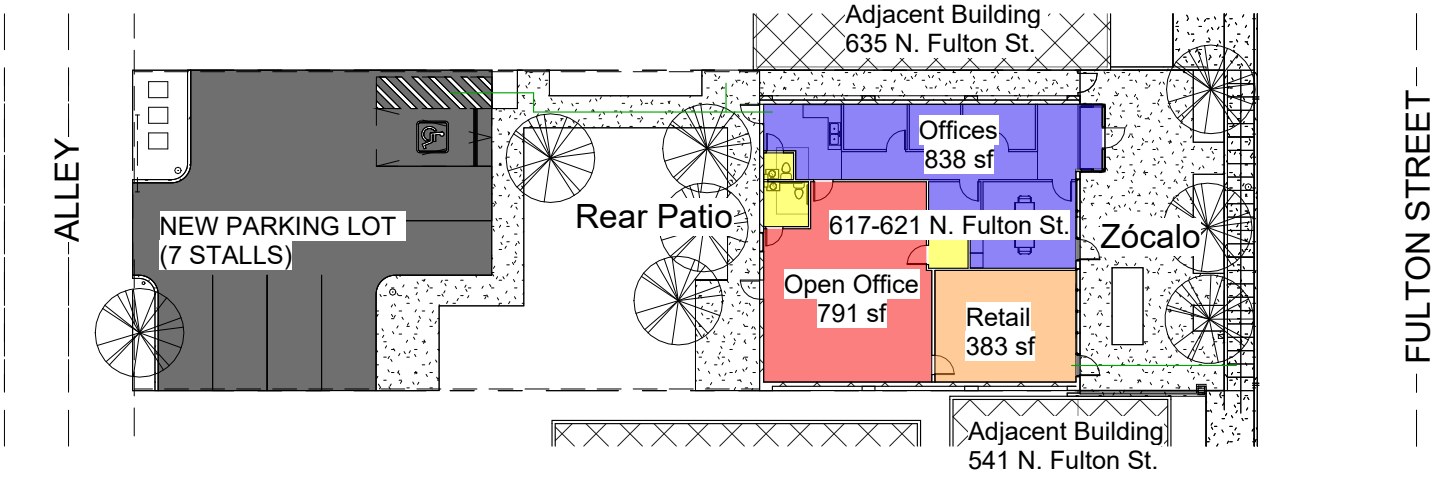
Casita Feliz
1567 N. Van Ness Ave.

Canal Market
815 E. Thomas Ave.

San Joaquin Valley Free
Clinic & Needle Exchange
621 N. Fulton St.

South Tower CLT
621 N. Fulton St.





1 Site Plan - Proposed HOPWA
1" = 30'-0"

South Tower Community Office

South Tower Community Office

HOPWA SERVICE MAP

Project number	617 Fulton
Date	1/21/2026
Drawn by	KTLS
Checked by	

HOPWA 1

Scale 1" = 30'-0"

1/21/2026 3:26:37 PM

WestCare California, Inc.:

The Living Room

PY 2026-2027 CONSOLIDATED NOFA
PART A – COVER PAGE:
NON-PROFIT ORGANIZATION[1]

Part A, Section 1: General Information

Legal Name of the Organization:	*Fictitious Name (if applicable):*
WestCare California, Inc.	N/A
UEI of Organization:	*Taxpayer Identification Number:*
CBQUXGEXW5Y7	23-7368450
Date of Incorporation:	*Date of 501(c)(3) Determination:*
October 1973	November 1974
Mailing Address of Organization:	*Organization Website Address:*
1900 N Gateway Blvd Ste 100 Fresno, CA 93727	https://westcarecalifornia.org
Name of President (or Chair of the Board):	*E-mail Address:*
Jack Scharrett (Board Chair)	JCScharrett@winnebagoind.com
Name of Chief Executive or Executive Director:	*E-mail Address:*
Ken Ortbals, CEO	*ken.ortbals@westcare.com*
Name of the Secretary:	*E-mail Address:*
Jim Hanna, Corporate Secretary	jim.hanna@westcare.com
Name of Treasurer (or Chief Financial Officer):	*E-mail Address:*
Linda Erath, CFO	linda.erath@westcare.com

Principal Contact Person:	*Principal Contact's Title:*	*Principal Contact's Physical Address:*
Maria Rodriguez	Deputy Administrator	1900 N Gateway Blvd Ste 100 Fresno, CA 93727
Primary Phone #:	*Alternative Phone #:*	*E-mail Address:*
559-360-8731	559-241-8753 ext. 21233	maria.rodriguez@westcare.com

Name of Authorized Signatory:	*Title of Authorized Signatory:*
Shawn Jenkins	*Chief Operating Officer – Western Region*
Signature of Authorized Official:	*Date of Signature:*
Shawn A. Jenkins	*01/20/2026*

[1] This document is for non-profit organizations. Units of local government, please complete Part A: Unit of Government Information. For-profit organizations applying for microenterprise assistance, please complete Part A: For-Profit Organizations (Microenterprise Assistance Only).

Do you have an active registration with SAM.gov? ☒ Yes ☐ No
Note: Active registration with SAM.gov is required. Organizations without an active registration, or those with exclusions, will be deemed ineligible.

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

WestCare empowers everyone with whom we come into contact to engage in a process of healing, growth, and change, benefitting themselves, their families, coworkers, and communities.

Please mark any of the following classifications that apply to your organization:

☐ Woman-Owned Business
☐ Minority Institution
☐ Tribal
☐ Other:
☐ Small Business
☐ Minority-Owned
☐ Veteran-Owned

Part A, Section 3: Organizational Capacity and Management
Please provide the number of staff employed by your organization: 468

Please provide key personnel information for HUD-funded projects:

Staff Name	Title	Years of Experience
1) Shawn Jenkins	Chief Operating Officer – Western Region	36
2) Maryann Knoy	Senior Vice President	24
3) Maria Rodriguez	Deputy Administrator	13
4) Stephanie Perez	Program Director	10
5) Ashley Morris	Education & Prevention Director	10

Board of Directors

How often does your Board of Directors regularly meet?

Quarterly

List current Board of Directors below:

1) Jack Scharrett ~ Chair
2) James (Jim) L. Wadhams
3) Debra E. DeBerry
4) Sammuel Sanes
5) Mary A.Y. Okada
6) Thomas (Tom) J. Walsh, II
7) Richard (Dick) E. Steinberg, President
8) Ken Ortbals, CEO
9) Linda Erath, Treasurer
10) Jim Hanna, Corporate Secretary

Financial Management

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

Name: Linda Erath

Title: CFO

Phone/Email: 702-385-2090 / linda.erath@westcare.com

2) Has your agency operated with or managed federal funds within the past three years? ☒ Yes ☐ No

3) Has your agency been required to comply with the Single Audit requirements of the Uniform Guidance in the past two fiscal years?
☒ Yes ☐ No
A Single Audit is required when $1,000,000 or more in federal funds is expended in a fiscal year.

4) Have your agency's annual financial statements been audited by an independent audit firm? ☒ Yes ☐ No
If yes, please provide a copy of the statements for the past two years in Exhibit 2.

5) If the answer to Questions 3 or 4 were 'Yes', please explain any findings or questioned costs.
No findings or questioned costs.

6) Does your financial system:
a) Provide for the control and accountability of grant funds, property, and other assets? ☒ Yes ☐ No
b) Separately track revenue and expenditures for the grant funds?
☒ Yes ☐ No

7) Does your payroll system separately track staff time by grant and/or activity? ☒ Yes ☐ No

8) Are all payments properly documented with evidence or receipt of goods or performance of services? ☒ Yes ☐ No

9) Are all bank accounts reconciled monthly? ☒ Yes ☐ No

10) Has your agency had any significant changes in key personnel within the past 12 months? (e.g. Controller, Exec. Director, Program Manager, Accounting Manager, etc.) ☒ Yes ☐ No
If yes, please explain

11) Has your agency implemented new or substantially changed systems related to grant management or accounting systems in the past 12 months?
☐ Yes ☒ No
If yes, please explain
Housing Program Director Robert Marquez resigned in October 2025, and Maria Rodriguez is the interim director. Ashley Morris, Education & Prevention Director of The Living Room (funded by HOPWA), joined the team in February 2025.

12) Does your agency have policies that address the following?

Ethics/Professional Conduct	☒ Yes	☐ No
Pay Rates and Benefits	☒ Yes	☐ No
Discrimination	☒ Yes	☐ No
Purchasing/Procurement	☒ Yes	☐ No
Property and Equipment	☒ Yes	☐ No
Segregation of Duties	☒ Yes	☐ No
Time and Effort Reporting	☒ Yes	☐ No
Record Retention	☒ Yes	☐ No

13) Does your agency certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency? ☒ Yes ☐ No

Authorized Signatories

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

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

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

Authorized Signatory Name	Authorized Signatory Title
1) Shawn Jenkins	Chief Operating Officer – Western Region
2)	

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

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

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

- **Homeless and Homelessness Prevention Programs (ESG)**

Number of Applications	*Total Dollar Amount Requested*
1	$ 362,000.00

- **Homeless and Homelessness Prevention Programs (HOPWA)**

Number of Applications	*Total Dollar Amount Requested*
1	$ 1,042,566.00

- **Owner-Occupied Home Repair**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0.00

- **Public Services (including Microenterprise Assistance and Fair Housing)**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0.00

- **Public Infrastructure & Facility Improvements**

Number of Applications	*Total Dollar Amount Requested*
0	$ 0.00

=

GRAND TOTAL

Number of Applications	*Total Dollar Amount Requested*
2	**$1,404,566**

Required Attachments to Part A
Select all attachments included.

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

☒ **Part A, Exhibit 2** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds)

☒ **Part A, Exhibit 3** – Copies of results of audits, examinations, or monitoring procedures performed during the last two fiscal years on any direct federal award received by the organization

☒ **Part A, Exhibit 4** – Indirect Cost Rate Agreement with Federal Cognizant Agency (Required if applicant seeks to charge an indirect cost rate greater than 15 percent of modified total direct costs)

☒ **Part A, Exhibit 5** – List of all awards to the organization from City of Fresno during the past two years

☐ **Part A, Exhibit 6** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)

☒ **Part A, Exhibit 7** – List of Directors and Officers by Corporate Title and Name (Required)

☒ **Part A, Exhibit 8** – Organization's Articles of Incorporation (Required)

☒ **Part A, Exhibit 9** – Bylaws of the Organization (Required)

☒ **Part A, Exhibit 10** – Resolution of the Board of the Directors Authorizing the Application and Naming the Persons Authorized to Sign the Application

PY 2026-2027 APPLICATION
Homeless Housing and Services Programs (HOPWA)

1. Project Summary Information

Project Name (10 words or fewer): The Living Room

Amount Requested: $ 1,042,566.00

HOPWA Applicants Only – please provide a breakdown of amounts requested by program component:

Tenant-Based Rental Assistance (TBRA):	$ 192,501.50
Short-Term Rent, Mortgage and Utility (STRMU):	$ 47,775.00
Supportive Services:	$ 604,970.02
Housing Information Services:	$ 87,559.48
Permanent Housing Placement:	$ 18,375.00
Facility Based Housing:	$ 91,385.00

Provide a short description of the proposed program/activity. This description will be used in summaries and/or reports and should, therefore, clearly describe the activity proposed for funding while remaining concise. (3 to 5 sentences and must fit in the provided space).

WestCare California, Inc. is the lead agency partnering with Fresno Housing to continue providing housing assistance and related support for people living with HIV and their families in Fresno County. In PY26, The Living Room will endeavor to provide Tenant-Based Rental Assistance (TBRA) for thirteen (17) households; Permanent Housing Placement for six (6) households; Short-Term Facility Based Housing (ST-FBH) for twenty-four (24) households; Short-Term Rent, Mortgage, and Utility assistance (STRMU) for thirteen to fifteen (13-15) households; Supportive Services for two hundred and thirty (230) households; and Housing Information services for one hundred and eighty (180) households. The primary goals of the proposed program are to help participants achieve permanent housing and health stability.

This is a:

☐ New Project/Program

☒ Existing Project/Program

2. Organizational Capacity

a. Describe the organization’s experience with administering Federally funded programs of this nature and staff skills necessary to deliver the activities proposed.

WestCare California has provided behavioral health and human services in Fresno County since 1974. Today, WestCare's services fall into six primary domains: Mental Health & Wellness, Treatment & Rehabilitation, Veteran Services, Criminal Justice, Housing Opportunities, and HIV Education & Prevention. WestCare has extensive experience working with a variety of special populations, including people experiencing homelessness, people with substance use and mental health disorders, people living with HIV, criminal justice populations, Veterans, and the LGBTQ community.

WestCare has administered the short-term rental assistance, outreach, and case management components of HOPWA since 2007 and has systems in place for connecting with and helping the high-priority HOPWA subpopulations, including people experiencing unsheltered homelessness, people experiencing chronic homelessness, Veterans experiencing homelessness, and other highly vulnerable persons, such as victims of domestic violence, households with children, and youth aging out of the foster care system. Since 1996, WestCare has operated The Living Room, one of the only community centers for people living with HIV in the Central Valley.

With ongoing funding from multiple federal, state, and local agencies, including HUD, SAMHSA, Veterans Administration, California Department of Corrections and Rehabilitation, Board of State and Community Corrections, County of Fresno, City of Fresno, and others, WestCare administers more than 50 separate contracts throughout California with a budget of approximately $74 million and more than 400 staff. WestCare's leadership team has decades of experience administering federally-funded homelessness prevention and housing programs in Fresno.

WestCare is a longstanding recipient of the HOPWA formula grant from the City of Fresno, which supports The Living Room. In 2024, WestCare was awarded a new HOPWA HINT grant directly from HUD, which enabled The Living Room to significantly enhance and expand its housing services for people living with HIV. WestCare is also a grantee of the City of Fresno’s ESG and HOME-ARP programs. These federal passthrough grants support WestCare’s Project Unite program, which provides homelessness prevention and rapid rehousing services for extremely low-income individuals and families, including Veterans who are not eligible for HUD-VASH benefits.

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

Meaningful Impact. For the current program year to date (February 1, 2025 – January 9, 2026), The Living Room continues to demonstrate strong progress toward meeting its HOPWA performance targets. To date, 24 households have received Tenant-Based Rental Assistance (TBRA), 30 households have received Short-Term Rent, Mortgage, and Utility (STRMU) assistance, 23 households have been served through Short-Term Facility-Based Housing (ST-FBH), and 12 households have received Permanent Housing Placement (PHP) services. In addition, 1,114 hot meals have been served, and 190 individuals have accessed food through the food pantry. Per our APR-CAPER report, 228 individuals were served for the reporting period 07/1/2024-06/30/2025.

Access to stable housing and nutritious food remains a critical foundation for low-income people living with HIV. This stability supports improved health outcomes, including increased engagement in care and progress toward achieving undetectable and untransmittable viral loads. By addressing both housing and basic needs, The Living Room helps reduce the risk of HIV transmission and contributes to improved health and well-being across the broader community.

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

19

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

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

☒ Written Financial Management Policies and Procedures

☒ Non-Discrimination / Equal Opportunity Policy

☒ Conflict of Interest Policies and Procedures

☒ Procurement Policies and Procedures

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

e. Provide addresses for each applicable location of site(s) where activity will occur, a brief description of the facilities, and a description of the service area (a map may be attached in lieu of a service area description).

The Living Room is located at 1850 N Gateway Blvd, Ste 100, Fresno, CA 93727-1626. This facility has private offices for staff that can be used for counseling or testing. The facility also has a kitchen, drop-in center, bathrooms, and a reception area. The Living Room's office is located on multiple bus lines and is ADA-accessible. A map of the service area is attached in lieu of a service area description.

3. Proposed Scope of Work

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

There is a great need in the City of Fresno for housing and supportive services. According to HUD 2024 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations data, 4,305 people were experiencing homelessness in Fresno and Madera Counties on the night of the 2024 Point-In-Time survey (01/30/2024). This included 2,758 (64%) people who were experiencing unsheltered homelessness, 1,376 (32%) people who were staying in emergency shelters, and 171 (4%) people who were living in transitional housing. The 2024 PIT Count identified 34 (1%) people who had an HIV/AIDS-related illness. However, this is likely a significant underrepresentation considering that The Living Room serves hundreds of people living with HIV experiencing homelessness every year in Fresno.

The most recent HIV Surveillance Report published by the California Department of Public Health, Office of AIDS, shows that in 2023 there were 2,461 persons living with diagnosed HIV infection in Fresno County. 178 people received new HIV diagnoses in 2023, and this number has increased each year since 2019, the earliest year documented by this report. Only 82.1% of people living with HIV in Fresno were in care, and only 70.6% were virally suppressed, falling well below the 2025 Ending the HIV Epidemic (EHE) national goals of 95% in care and 95% virally suppressed.

Currently, available resources are not enough to meet the needs of low-income people living with HIV in this community. Many more HOPWA-eligible people need these services than the program can currently serve with its existing resources.

In 2024, demand for HOPWA services continued to exceed available resources, with seventy-five (75) households placed on the Tenant-Based Rental Assistance (TBRA) waitlist and thirteen (13) households placed on the Short-Term, Transitional, Facility-Based Housing (ST-TFBH) waitlist. These waitlists reflected ongoing gaps in housing access for low-income people living with HIV in Fresno County and demonstrated that existing funding levels were insufficient to meet community need. As of the most recent reporting period, there are currently twenty-four (24) households on the TBRA waitlist, zero (0) households on the ST-FBH waitlist, five (5) households awaiting Permanent Housing Placement (PHP), and eleven (11) households on the Short-Term Rent, Mortgage, and Utility (STRMU) waitlist, further underscoring the sustained demand for housing assistance.

In response, the program implemented targeted improvements in 2025 to streamline referral and waitlist management processes. Weekly Case Review meetings were established to systematically track all HOPWA referrals and waitlisted households, strengthen coordination among staff, and improve document readiness for program enrollment. While these improvements have increased efficiency and strengthened equitable service delivery.

In Program Year 2026, continued funding will be critical to sustaining and expanding these efforts to address the housing and supportive service needs of people living with HIV in Fresno County. Maintaining and increasing resources will allow the program to reduce wait times, expand housing assistance capacity, and continue

targeted strategies that improve housing stability and health outcomes for the individuals and households served.

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

Target Population. The priority populations for the Living Room include those individuals who are currently at the highest risk for contracting HIV in Fresno County, but any individual at risk of HIV is eligible to receive services. The Living Room's participants are representative of Fresno County's most high-risk populations, including people who inject drugs, people experiencing unsheltered and chronic homelessness, MSM, young MSM (YMSM), sex industry workers, people with criminal records, and people with SUD, mental health disorders, and co-occurring disorders (COD). Although housing is the most immediate need for most of The Living Room's participants, most clients also have significant needs in other areas as well, including linkage to appropriate medical care, SUD and mental health treatment, food, clothing, adult basic education, employment, and assistance securing public benefits, which they often are not aware that they are eligible for.

Assessment. Upon enrollment to the program, the program team will collaborate with the client to comprehensively assess their strengths, needs, and preferences. Clients will complete a comprehensive biopsychosocial assessment, which covers all life areas needed to achieve wellness, not just for housing but also for life areas that will support future housing stability, including SUD treatment, mental health therapy, medical care, financial, educational, vocational, legal, social, and recreation/leisure needs. The assessment results will form the basis for creating the client's individualized service plan (ISP).

Meeting Client Needs. Based on the assessment results, the Case Management team will collaborate with clients to develop an individualized housing and services plan that outlines the specific housing assistance and supportive services they will participate in to achieve their identified goals. Once the goals for the plan are

established, the caseworker will assist the client in obtaining all services identified in their plan, including housing assistance, medical care, and any supportive services they may need to achieve housing stability. The caseworker will provide a warm handoff to all service linkages rather than a mere referral to ensure the client receives all services identified in their plan. Program staff will also assist the client with making appointments while following up with community service providers to ensure that the client attends their scheduled appointments. If the client is experiencing barriers to accessing services, program staff will help address those barriers, including providing transportation to service providers' offices. Initially, clients will meet with their assigned caseworker on at least a weekly basis, or more often as necessary, to monitor progress on their plan and make updates as needed. Once a client's living situation becomes more stable, meetings may taper off to biweekly.

c. Describe the outcomes of the proposed activities. Include how positive outcomes are defined and how successful outcomes will be measured.

The primary goals of the proposed program are to help participants achieve permanent housing and health stability. The following outcomes will be measured through a discharge survey provided to all participants.

OUTCOME 1.1: 80% of program participants will report improved access to appropriate supportive services.

OUTCOME 1.2: 100% of those receiving case management and navigation services will have increased access to healthcare by being connected or reconnected to an HIV medical case manager.

OUTCOME 1.3: 85% of those receiving case management and navigation services will have improved individual health by being prescribed ART and showing improvement in their viral load or viral suppression.

OUTCOME 1.4: 50% of those receiving case management and navigation services will have employment and income growth by being linked to General Relief, SSI/SDI, or aided with job searches, resume writing, and job application services.

OUTCOME 1.5: 75% of those receiving service linkages will have increased utilization and leverage of available community resources by enrolling in the supportive service they were linked to.

In PY26, The Living Room will endeavor to provide Tenant-Based Rental Assistance (TBRA) for thirteen (17) households; Permanent Housing Placement for six (6) households; Short-Term Facility Based Housing (ST-FBH) for twenty-four (24) households; Short-Term Rent, Mortgage, and Utility assistance (STRMU) for thirteen to fifteen (13-15) households; Supportive Services for two hundred and thirty (230) households; and Housing Information services for one hundred and eighty (180) households. The primary goals of the proposed program are to help participants achieve permanent housing and health stability.

Note: Program metrics and service numbers in Question 3g were developed using historical program data and realistic service delivery assumptions. STRMU projections reflect a programmatic shift from providing an average of one month of assistance (more households served in prior years) to accounting for households that may require one to three months of support in order to stabilize housing while working toward individualized service plan (ISP) goals and self-sufficiency. Similarly, Permanent Housing Placement (PHP) metrics reflect a shift from providing deposit-only assistance to covering both security deposits and first month's rent. This approach supports a smoother transition into permanent housing and allows case managers adequate time to provide intensive services as clients establish housing stability and work toward ISP goals, ultimately reducing recidivism and promoting long term self-sufficiency.

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

At WestCare, we believe that participant feedback is essential for improving the effectiveness and efficiency of our programs. For The Living Room program, staff regularly engage clients in small, informal group discussions to identify the services they value most and explore how these can be delivered more effectively to meet their needs. These candid conversations offer insights into client satisfaction and provide a deeper understanding of the program's impact from the participant's perspective. Additionally, organized focus groups create a structured environment for participants to share their experiences, express opinions, and offer suggestions. In PY26, we will begin holding annual focus groups for HOPWA benefit recipients. A suggestion box is also available to encourage ongoing input from clients. Feedback gathered through these methods is analyzed during monthly review meetings, allowing the team to identify program shortcomings, address unmet needs, and implement improvements that enhance service delivery.

e. Describe the marketing plan for the proposed activity and how the organization will affirmatively market the program to ensure the most vulnerable populations are aware of the program.

The Living Room has a well-established presence in Fresno County, having conducted outreach and engagement activities here since its founding in 1996. Outreach conducted for the proposed program will focus on the populations who have the highest prevalence and incidence rates, respectively, for HIV in Fresno County. To reach this priority population, The Living Room will apply a multi-pronged approach for outreach encompassing the strategies listed below.

Leverage relationships with other CBOs serving the priority population. As a long-term HIV housing and service provider in Fresno County, The Living Room has extensive relationships with local LGBTQ+ centers, housing agencies, and health clinics serving the priority population. Although The Living Room receives referrals from (and provides linkages to) many agencies, our primary referral partners include HIV clinics (CRMC, Kaiser Permanente, Clinica Sierra Vista, and United Health Centers), housing providers (through the FMCoC's Coordinated Entry System), SUD treatment programs (WestCare, Touchstone Recovery Center), and LGBTQ+ agencies (Spectrum Center, Trans-E-Motion, and Fresno EOC's LGBTQ+ Resource Center).

Host a safe drop-in space. The Living Room was founded in 1996 as "a place to belong," giving people living with HIV/AIDS a safe, secure environment to access needed services to improve their physical, mental, and emotional well-being. Today, The Living Room continues to offer a safe drop-in space where HIV+ individuals can feel comfortable discussing sexual health, accessing information about available resources, and participating in welcoming support groups.

Attend and host local LGBTQ+ events. The Living Room is a regular presence at Fresno's LGBTQ events, including the annual Pride Parade, Reel Pride Film Festival, Fresno Rainbow Pride Pageant, and Imperial Dove Court. At many of these events, The Living Room will host a table providing free HIV testing and informational brochures with HIV resources. The Living Room also hosts regular Drag Queen Bingo Nights at local bars and clubs.

Attend and host HIV-specific events. Two of the biggest HIV-specific events in Fresno each year are World AIDS Day and the annual Fresno AIDS Walk and 5K Run. Each event aims to create community, fight stigma, and provide a safe space to remember the lives of those who have been lost to the virus. The Living Room is the lead organizer of the Fresno AIDS Walk and has hosted this event every year since 2012. This highly anticipated event brings out hundreds of residents to support the cause each year.

Social media. The Living Room is active across several social media channels, including separate Facebook pages for The Living Room and the Fresno AIDS Walk. WestCare's Facebook, Twitter/X, and Instagram channels also provide information on the services available to HOPWA-eligible

individuals. Regular posts across social media channels promote HOPWA services and HIV testing events.

In addition to the outreach and marketing strategies outlined above, The Living Room will leverage two significant milestones in 2026 - the organization's 30th Anniversary and the 15th Anniversary of the Fresno AIDS Walk - as strategic opportunities to affirmatively market services, expand awareness, and increase impact across Fresno County. These milestones will serve as high-visibility platforms to engage community members, partner agencies, and individuals most impacted by HIV and housing instability, while also expanding the organization's capacity to conduct HIV testing and linkage to care throughout the community.

Lastly, in 2025, WestCare was awarded a California Department of Public Health (CDPH) PrEP/PEP Navigation grant, which will expand HIV testing and provide incentives for individuals who test and are successfully linked to PrEP/PEP services. In addition, WestCare received a City of Fresno LGBTQ+ Grant that will enhance the organization's weekly LGBTQ+ Support Group and further increase access to incentivized HIV testing. Together, these complementary funding sources will strengthen outreach, testing, and linkage to care efforts for priority populations in Fresno County.

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

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

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

Check if Providing	HOPWA Homeless Housing and Service Types	Estimated No. Persons Assisted
☒	Facility Based Housing	24 Households
☒	STRMU	13-15 Households
☒	Supportive Services	230
☒	Housing information services	180
☒	Tenant-Based Rental Assistance	17
☒	Permanent Housing Placement	6 Households

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

Alignment with the Consolidated Plan. WestCare's proposed activities are consistent with the priorities outlined in the City of Fresno 2025-2029 Consolidated Plan. The specific priority addressed under this application is to "Provide Housing and Services for People Experiencing or At-Risk of Homelessness" with goals to "Improve quality of life by providing housing and supportive services for residents experiencing or at-risk of homelessness, including homelessness prevention, case management, wrap-around services, emergency shelter, transitional housing, and permanent supportive housing.

WestCare's proposed services are 1) consistent with the plan's priorities regarding homelessness and 2) will help participants regain housing stability, and 3) are grounded in the Housing First approach. The Living Room aligns with the Consolidated Plan's goals to provide all aspects of housing and supportive services, including homelessness prevention, case management, wrap-around services, emergency shelter, transitional housing, and permanent supportive housing.

The Program. The Living Room's operations plan reflects a client-driven, holistic, and culturally affirming approach to promoting long-term housing stability and well-being for low-income people living with HIV. The program is centered around a Housing First approach, ensuring accessible and equitable housing assistance for HOPWA-eligible clients without mandatory participation in treatment services.

The program's outreach strategies will focus on populations that are at the highest risk fior contracting HIV in Fresno County. To reach this audience, specific outreach strategies will include leveraging community partnerships, hosting safe drop-in spaces, attending and hosting LGBTQ+ and HIV-specific events, and utilizing social media.

At intake, the Case Manager will verify eligibility for services based on a positive HIV diagnosis, proof of homelessness, and documented low-income status. Each client will complete a comprehensive assessment and collaborate with their Case Manager to develop an individualized housing plan incorporating supportive services to address underlying issues contributing to housing instability. Clients will receive various housing assistance services based on their unique needs and preferences, including Rapid Rehousing, TBRA, STRMU assistance, Supportive Services, and Housing Information.

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

Once clients have established stable housing and demonstrate the ability to maintain it successfully, they will be eligible for discharge. The caseworker will provide six months of post-discharge follow-ups to ensure the client's sustained stability, and cases will be closed after clients demonstrate six months of ongoing stability.

Partnership with Fresno Housing. The Living Room has a longstanding collaboration with Fresno's public housing agency, Fresno Housing, to administer TBRA for low-income people living with HIV and their families in Fresno County. Under this agreement, WestCare will continue to provide Fresno Housing with a subcontract for its services, which include 1) Conducting a Housing Quality Standard inspection and verifying rent reasonableness for each prospective leased unit; 2) Completing income eligibility and rent calculation to determine each participant's rent responsibility; 3) Ensuring timely rental assistance payments are made to property owners/landlords; 4) Conducting annual re-certifications, interims, and transfers using HACF-approved tracking software; 5) Assisting WestCare staff in providing support as needed for housing retention; and 6) Making rent payments on behalf of program participants and billing these payments to WestCare.

Addressing Barriers. People experiencing homelessness face formidable barriers, including lack of reliable transportation, need for childcare, lack of steady work history and/or inadequate preparation for employment, little or no income, food scarcity, and the inability to navigate complex systems. WestCare mitigates these factors through comprehensive services, including providing transportation to appointments, linking participants to medical and mental health providers, substance use disorder treatment, vocational and educational services, assistance enrolling in public benefits, and providing hot meals and an emergency food pantry.

Consultation with the Target Population. At WestCare, gathering participant feedback is a key strategy for enhancing the quality and efficiency of our programs. Within The Living Room program, staff frequently host informal group discussions with clients to understand their priorities and determine how services can be tailored to better address their needs. These open dialogues provide valuable perspectives on client satisfaction and shed light on the program's overall effectiveness. In addition to these discussions, structured focus groups offer participants a platform to share their experiences, voice opinions, and propose ideas. A suggestion box is also available, ensuring clients have an ongoing opportunity to contribute feedback. This input is reviewed during monthly team meetings, where it informs decisions to address gaps, resolve unmet needs, and implement improvements that strengthen the program's delivery.

i. Collaboration
Briefly describe how the proposed activity will be delivered in coordination with other community resources to address the overall needs of the clientele.

Collaborating Organization	Description of Collaboration
Fresno Housing	TBRA administration
Community Special Services clinic at Community Regional Medical Center	HIV treatment
Kaiser Permanente	HIV treatment
Clinica Sierra Vista	HIV treatment
Trans-E-Motion	Support groups, community education
Spectrum Center	LGBTQ programming, social and community events
Avita Pharmacy	PrEP

4. Project/Program Budget

a. Activity Budget by Funding Type

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

Proposed Activity Budget	Amount
Total Federal Funds Requested	$1,042,566.00
Total Other Federal Funds (do not include the above funds on this line)	$0.00
Total Non-Federal Funds	$0.00
Total Proposed Activity Budget	$1,042,566.00

b. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2026-2027. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
Broadway Cares/Equity Fights AIDS	National Grants Program – Direct Services	$5,000	Committed	N/A
Fresno County	EFSP Phase 42	$9,780	Committed	N/A
HUD	HOPWA HINT	$2,500,000	Committed	N/A
CDPH	HIV PrEP and PEP Navigator Projects	$290,000	Committed	N/A
City of Fresno	LGBTQ+ Services	$10,000	Committed	N/A

c. Activity Budget Summary and Narrative

Please complete Exhibit A – Operating Budget Summary.

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

Please complete Exhibit B – Budget Narrative to provide a brief explanation of the expenses included in the budget.

d. Prior-Year Financial Statement

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

Attachments to Part B Application:

☒ EXHIBIT A – Operating Budget Summary

☒ EXHIBIT B – Budget Narrative

☒ EXHIBIT C – Prior-year audited financial statement including statement of activities, statement of financial position and statement of cash flows (required when total Federal grant awards equaled or exceeded $1,000,000 during the annual audit period); or prior-year unaudited financial statement when total Federal grant awards for the annual audit period was less than $1,000,000

Optional Additional Exhibits:

☒ EXHIBIT D – Funding Commitment Letters (if available)

☒ EXHIBIT E – Letters of Support (optional – maximum 2)

☒ EXHIBIT F – Service Area Map (required if not described in 2.e.)

CITY OF FRESNO
OPERATING BUDGET SUMMARY (non-capital projects)

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)	
Salaries/Wages (Specify each position; add additional rows as needed)									
Direct Service Personnel:									
Administrative Assistant	32,032.00	6,726.72	**38,758.72**						**38,758.72**
Lead Case Manager	58,240.00	12,230.40	**70,470.40**						**70,470.40**
Case Manger/ Outreach Specialist	54,080.00	11,356.80	**65,436.80**						**65,436.80**
Case Manger/ Client Service Navigator	54,080.00	11,356.80	**65,436.80**						**65,436.80**
Outreach Specialist	53,040.00	11,138.40	**64,178.40**						**64,178.40**
Kitchen Assistant	26,208.00	5,503.68	**31,711.68**						**31,711.68**
Administrative Personnel:									
Program Director	31,500.00	6,615.00	**38,115.00**						**38,115.00**
Independent Contractors / Consultants:									
TBRA - Fresno Housing Authority	192,501.50		**192,501.50**						**192,501.50**
TOTAL PERSONNEL BUDGET	$ 501,681.50	$ 64,927.80	$ 566,609.30						$ 566,609.30
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)									
Program Operational Expense									
Facility Lease/Rent	$ 33,566.40		**33,566.40**						**33,566.40**
Leased Equipment	$ 3,600.00		**3,600.00**						**3,600.00**
Minor Equipment/ Office Furniture/Desk Setup	$ 11,000.00		**11,000.00**						**11,000.00**
Utilities	$ 22,000.00		**22,000.00**						**22,000.00**
Repairs/Maintenance	$ 3,000.00		**3,000.00**						**3,000.00**
Supplies/ Expendable Equip	$ 6,000.00		**6,000.00**						**6,000.00**
Auto Lease	$ 33,156.00		**33,156.00**						**33,156.00**
Commercial Insurance Pkg.	$ 18,000.00		**18,000.00**						**18,000.00**
Staff Travel & Training/ Fuel	$ 4,500.00		**4,500.00**						**4,500.00**
HMIS Licensing	$ 3,300.00		**3,300.00**						**3,300.00**
Employee Recruitment	$ 500.00		**500.00**						**500.00**
Communications	$ 5,600.00		**5,600.00**						**5,600.00**
TOTAL OCCUPANCY, SUPPLIES AND OTHER OPERATING BUDGET	**$ 144,222.40**	**$ -**	**$ 144,222.40**						**$ 144,222.40**
Direct Serivces to Participants									
Facility Based Housing									
Short-term facility based housing-Leasing	$ 33,600.00		**33,600.00**						**33,600.00**
Short-term facility based housing-Operational Expenses	11,000.00		**11,000.00**						**11,000.00**
Leasing Hotel/Motel	$ 30,000.00		**30,000.00**						**30,000.00**
Permanent Housing Placement									
Permanent Housing Placement	$ 15,000.00		**15,000.00**						**15,000.00**
Supportive Services									
Transportation	$ 17,000.00		**17,000.00**						**17,000.00**
Client Needs	$ 30,000.00		**30,000.00**						**30,000.00**
STRMU									
STRMU	$ 39,000.00		**39,000.00**						**39,000.00**
TOTAL OTHER DIRECT COSTS	**$ 175,600.00**	**$ -**	**$ 175,600.00**						**$ 175,600.00**
INDIRECT COSTS* (Select 1 indirect rate Only)									
Approved Indirect Cost Rate			**22.50%**						**22.5%**
De minimus 10 % Rate			**-**						**-**
TOTAL INDIRECT COST BUDGET			**$ 156,134.30**						**$ 156,134.30**
TOTAL PROJECT BUDGET	**$ 821,503.90**	**$ 64,927.80**	**$ 1,042,566.00**						**$ 1,042,566.00**

Please revise this form and annotate budget items as needed

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

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

Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 15% of Modified Total Direct Costs (defined in 2 CFR 200.1).

WestCare California, Inc.
City of Fresno HOPWA
PY24 CoF - FY25-26 WCCA

Salaries/ Wages	
Direct Service Personnel	
WestCare California	
Lead Case Manager	Person in this position will be responsible for providing programmatic leadership and oversight of a caseload for the program. Responsible for the coordination of client care by collaborating with multidisciplinary healthcare professionals and other community-based programs as needed to provide and facilitate services toward housing stability and client self-efficacy. Lead Case Manager will meet with each client twice monthly, or as needed to provide support and assistance towards achieving each Individualized Housing Plan. This full time position will be paid at $28/hour.
Case Manager/Outreach Specialist	This staff member will be responsible for a caseload of PLWA, and coordinating and facilitating outreach efforts in the greater Fresno community; prioritizing efforts in the rural communities that are greatly underserved. They will meet with each client at least once weekly to provide support and assistance towards achieving each Individualized Service Plan. This 1.0 FTE will be paid at $26/hour.
Case Manager/Client Service Navigator	This position will meet with each client at least once weekly to provide support and assistance towards achieving each Individualized Service Plan.Primary responsibility is to assess and understand client needs and connect them with services. 1.0 FTE paid at $26/hour
Outreach Specialist	This staff member will be responsible for a caseload of PLWA, and coordinating and facilitating outreach efforts in the greater Fresno community; prioritizing efforts in the rural communities that are greatly underserved. This full time position will be paid at $25.50/hour.
Kitchen Assistant	The Kitchen Assistant will ensure meals are prepared on Tuesday, Wednesday and Thursday and are in accordance with safe food handling guidelines. They will also provide maintenance of the food pantry and prepare and distribute grocery bags to program participants. This full-time position will work on-site and will be paid $21/hour.
Administrative Assistant	The Administrative Assistant will provide essential support to clients at the front desk and assist in the various operational functions of the HOPWA (Housing Opportunities for Persons With AIDS) program. This role is classified as a full-time equivalent (1.0 FTE) and is compensated at a rate of $22 per hour.
Fringe Benefits	Calculated at 21% of total salaries
Administrative Personnel	
Program Director	The Program Director will be responsible for oversight of the program and scope of work. This position will approve all purchases to ensure costs are within budget, monitor data for contract compliance, submit performance reports, and will provide supervision through direct observation and follow-up training.
Fringe Benefits	Calculated at 21% of total salaries
Independent Contractors/Consultants	
Contractual TBRA-FHA	Contracted housing assistance through the Fresno Housing Authority for HOPWA clients as a part of the TBRA Voucher program. Cost include FHA staff hours and rental assistance, calculated at $192,501.50 for 12 months.
Program Operational Expense	
Facility Lease/Rent	This line item represents the cost of rented space to be used for the day-to-day operations of the program. Office space, reception area, restrooms, kitchen, food pantry, etc. Estimated costs are $2,797.20/month.
Leased Equipment/Copier	The line is will cover the cost of the leased copier for the program. Estimated cost are $300 x 12 months.
Minor Equipment/ Office Furniture/Desk Setup	This amount reflects the cost of purchasing a laptop with dual monitors for $2,000; a complete desk setup including desk, chair, file cabinet and other office necessities for $1,800.; 4 tablets with connectivity service at $7,200.
Utilities	This line item represents the cost of electricity, natural gas, water/sewer, trash removal, alarm service, and other utility costs allocated per the rented space to be used by the program. Calculated at an estimated $1,833.33 per month x 12 months.
Repairs/Maintenance	This line item represents the repairs/maintenance/remodel of office space for staff to be used for the program calculated at an estimated cost of $3,000 for the year or $250 per month for 12 months.
Supplies/Expendable Equipment	This line item represents the cost of consumables such as paper, pens, clipboards, toner, staples, etc. for the program staff/facility in addition to the cost of copier/printer/scanner lease. Calculated at an estimated $500 per month x 12 months.
Auto Lease	Line item represents the cost of two leased vehicles. The cost of one is $1,1513 /12 months and the other is expected to be $1,250/12 months.

Commercial Insurance Pkg.	This insurance covers property damage and liability claims for the facility used for project activities, as detailed in the scope of work. Included in this package is auto insurance for the leased vehicles as well as Umbrella insurance for added coverage. The total cost is $18,000 per year.
Staff Travel/Training/Fuel Costs/Vehicle Maintenance	Cost of fuel for leased vehicles, mileage reimbursements for staff who use their personal vehicle for program related travel, and vehicle maintenance. Additionally, cost allocated for possible staff training during the PY. Calculated at an estimated $4,500 for the year.
HMIS Licensing	Cost of staff to be HMIS licensed. PY cost of $3,300.
Employee Recruitment	This line item represents the recruiting of staff, Indeed, physical exams, lab work, etc. at $500/year.
Communications	For the monthly connectivity fees associated with the program cell phones to be used by HOPWA program staff, desk phone, FedEx cost , internet/cable, etc. Calculated at $466.67 per month x 12 months.
Facility Based Housing	
Short-Term Facility Based Housing-Leasing	This line represents the cost of two apartments, one at a cost of $1,450 x 12 months with the other at $1,350 x 12 months.
Short-Term Facility Based Housing-Operational Expenses	This line represents the cost food and utilities associated with maintaining the four apartments under STFBH. Expenses estimated at $916.67 per month x 12.
Leasing Hotel/Motel	This line item identify the financial requirement associated with providing emergency shelter(hotel) accommodations for clients in need. Approximately $30,000 annually is expected to be spent in this area.
Permanent Housing Placement	
Permanent Housing Placement (PHP)	Funds to provide assistance to clients for a path to permanent housing for clients Estimated at $15,000 per year.
Supportive Services	
Client Travel	This line item represents the cost of client transportation via bus passes and gas cards. Calculated at $17,000 annually.
Client Needs	This line item represents the cost of consumables. Calculated at an estimated $30,000 annually.
STRMU	
Others-STRMU	Short-Term Rent, Mortgage, Utilities assistance for HOPWA clients in need of such services. Calculated at an $39,000/ year.

Indirect Costs	Costs are comprised of administrative personnel and other such costs that support the program and are not covered in the line item budget. These costs include, but are not limited to, management, accounting, auditing, payroll, human resources, and technical support. Calculated at 22.5% of direct costs.

Part B, Exhibit E

COMMUNITY
MEDICAL CENTERS

January 9, 2026

City of Fresno
Planning and Development Department
Community Development Division (HCDD)
2600 Fresno Street
Fresno, CA 93721

Re: Letter of Support for WestCare California, Inc.

Dear Grant Review Committee:

Community Medical Centers, Community Regional Medical center (CRMC) is pleased to support WestCare California's grant application in response the City of Fresno's Housing Opportunities for People with AIDS (HOPWA) Notice of Funding Availability. WestCare is an important partner, and its work to prevent the spread of HIV in Fresno County continues to be greatly needed and highly valued.

CRMC has worked with WestCare, (The Living Room) since 2006, and we have found its staff to be highly knowledgeable in providing housing and other supportive services for low-income people living with HIV/AIDS. They provide program participants with the tools, resources, and referrals necessary to achieve their goals and thrive in their lives. WestCare is a recognized leader in providing effective services in a culturally competent, trauma-informed, and gender-responsive environment. They have devoted significant resources to understanding and successfully addressing the needs of Fresno's most vulnerable residents.

We look forward to continuing our critical work with WestCare California (The Living Room) and improving the quality of life for our entire community. We highly recommend your favorable consideration of their grant proposal.

Respectfully,

Cory Belliston, VP Chief Operating Officer
Post-Acute Services, CRMC

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EQUAL HOUSING OPPORTUNITY

www.fresnohousing.org
1331 Fulton Street, Fresno, California 93721 (559) 443-8400 TTY (800) 735-2929

January 14, 2026

City of Fresno
Planning and Development Department
Community Development Division (HCDD)
2600 Fresno Street
Fresno, CA 93721

RE: Letter of Support for WestCare California, Inc.

Dear Grant Review Committee:

I am writing to express Fresno Housing's support of WestCare California's (WCCA) grant application in response to the City of Fresno's Housing Opportunities for Persons with AIDS (HOPWA) Notice of Funding Availability. WestCare is an important partner, and its work to prevent the spread of HIV in Fresno County continues to be greatly needed and valued.

Fresno Housing has collaborated with WCCA for several years on various housing programs to assist the unhoused and vulnerable populations. Since its founding in 1974, WestCare California has provided a wide range of behavioral health and human services in response to community needs. Its staff are highly knowledgeable in providing housing and other supportive services for low-income people living with HIV. They provide program participants with the tools, resources, and referrals necessary to achieve their goals and thrive in their lives. WestCare is a recognized leader in providing effective services in a trauma-informed environment. They have devoted significant resources to understanding and successfully addressing the needs of Fresno's most vulnerable residents.

Fresno Housing would like to voice their support for the funding of WCCA's proposal. We look forward to continuing our critical work with WestCare California and improving the quality of life for our entire community. If you require any additional information, please do not hesitate to contact me at bwoodard@fresnohousing.org or via telephone (559) 443-8420.

Respectfully,

Brandy Woodard

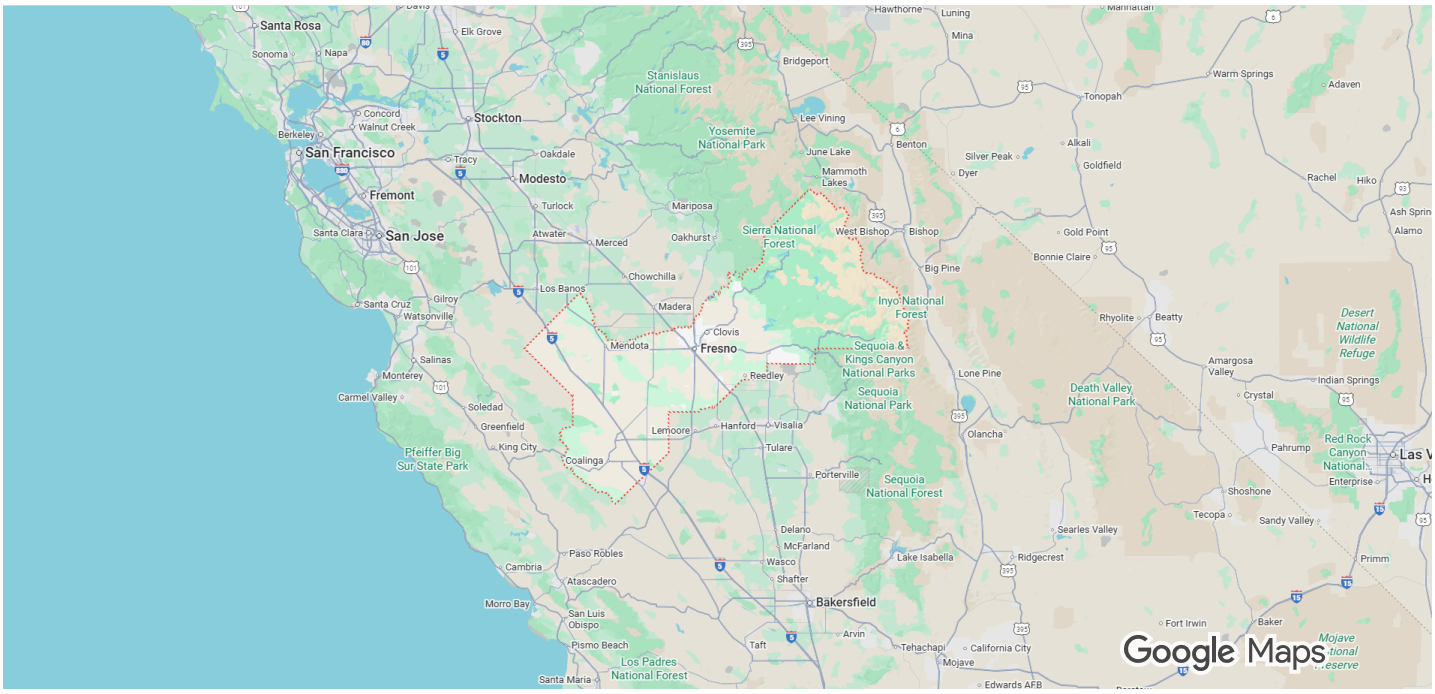
Brandy Woodard
Chief of Housing Programs

Part B, Exhibit F

Google Maps

Fresno County

The Living Room, a project of WestCare California, Inc. serves all of Fresno County. County map depicted below.



Imagery ©2025 , Map data ©2025 Google 20 mi



Fresno County

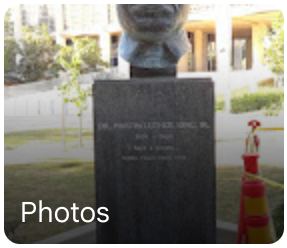
California

Directions Save Nearby Send to phone Share

Quick facts

Fresno County, officially the County of Fresno, is a county located in the central portion of the U.S. state of California. As of the 2020 United Stat... More

Photos





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