

# **CITY OF FRESNO**

## **2018-2019**

### **Book B: Funding Requests**



**Development and Resource Management Department**  
2600 Fresno Street, Room 3065  
Fresno, CA 93721  
(559) 621-8003

## CDBG Scoring Methodology and Sample Score Sheet

The purpose of the scoring system is to provide a consistent basis of comparing CDBG applications that have been submitted for the 2018-2019 fiscal year. The scoring process will consist of two components: staff evaluation and analysis; and the HCDC review and scoring. A total of 100 points are available with up to 20 points obtained through Staff evaluation and analysis and up to 80 points obtained through HCDC review and scoring. Please review the following instructions and complete one score sheet for each application.

### **Instructions**

CDBG applications will be analyzed by staff to determine program eligibility, application completeness, and the soundness/feasibility of the proposed activity/project. The applications and evaluative factors were developed to identify the capacity of an agency to carry out the proposed activity. Each application will receive an automatic score of 20 points for submitting an eligible application. Staff will analyze the application based upon five factors worth four points each. Staff will deduct points when components of a factor are unmet. Staff will analyze the application for the following:

- Compliance with qualifying criteria (i.e., established financial and management systems; incorporated, tax exempt and in good standing).
- Relation to Consolidated Plan Priorities.
- Eligibility of activity.
- Organizational and functional capacity.
- Reasonable cost of activity.

HCDC will review and score each application based upon the following evaluative factors. Each factor is worth ten points with a possibility for an application to earn up to eighty (80) points under the HCDC review. Under this component, applications must earn the points provided by HCDC.

1. The extent to which the proposed activity contributes to the City of Fresno's Consolidated Plan Priorities. **(see below)**
2. The extent to which the proposed activity **addresses** the need in a manner that serves the purpose and intent of the CDBG Program **(see attachment B to February 28<sup>th</sup> HCDC Staff report)**
3. The extent to which the proposed activity serves that portion of the community in the greatest need of the resources. **(Community Needs Hearing public comment)**
4. The extent to which the proposed activity leverages CDBG funding with other sources. **(CDBG Application)**
5. The cost effectiveness of the activity as measured by the cost per unit. **(CDBG Application)**
6. The extent to which the proposed activity affects other City priorities such as the revitalization of downtown; General Plan and its Housing Element, or address blight. **(CDBG Application narrative or ask during presentation)**
7. Does the organization/department have a demonstrated capacity to carry out the proposed activity? **(CDBG Application Organizational Capacity)**
8. The extent to which the agency demonstrates that the proposed activity is unduplicated by other agencies. **(CDBG Application narrative or ask during presentation)**

## FY 2015-2019 CONSOLIDATED PLAN PRIORITIES

The goals are identified below, and form the basis of the priority needs and strategies identified:

1. Increase development, preservation, and rehabilitation of affordable housing for low-income and special needs households.
2. Provide assistance for the homeless and those at risk of becoming homeless through Housing First collaborations.
3. Provide assistance to low-income and special needs households.
4. Provide public facilities improvements to strengthen neighborhood revitalization.

## HCDC CDBG APPLICATION SCORING

Funding Request For(check one):

- ☐ Home Repair Program
- ☐ Homeless and Homeless Prevention Program
- ☐ Public Service Program
- ☐ Facility Improvement

Name of Applicant \_\_\_\_\_

Name of Proposal \_\_\_\_\_  
(only necessary when Applicant has more than one proposal)

Amount (\$) Requested: \_\_\_\_\_ .00

HCDC COMMISSIONER SCORE SHEET	
Scoring Criteria	Score
(1) The extent to which the proposed activity contributes to the City of Fresno's Consolidated Plan Priorities.	
(2) The extent to which the proposed activity <b>addresses</b> the need in a manner that serves the purpose and intent of the CDBG Program	
(3) The extent to which the proposed activity serves that portion of the community in the greatest need of the resources.	
(4) The extent to which the proposed activity leverages CDBG funding with other sources.	
(5) The cost effectiveness of the activity as measured by the cost per	
(6) The extent to which the proposed activity affects other City priorities such as the revitalization of downtown; the Enterprise Zone or the Empowerment Zone, Housing Element, or address blight.	
(7) Does the organization/department have a demonstrated capacity to carry out the proposed activity?	
(8) The extent to which the agency demonstrates that the proposed activity is unduplicated by other agencies.	
<b>FUNDING RECOMMENDATION</b>	<b>\$</b>

## Evaluation of ESG and HOPWA Applications

### Application Scoring and Ranking:

<b>Consolidated Plan</b> – Does the applicant demonstrate how the proposal meets with the priorities outlined in the City of Fresno 2015-2019 Consolidated Plan?	10
<b>Target Population</b> — Has the applicant identified the target population? Has the applicant described how the population will be accessed? Does the proposed program match with the needs of the population? Has it describe challenges and barriers and provided mitigation strategies	10
<b>Quality of the Proposal:</b> How well does the proposed activity benefit persons experiencing homelessness or at risk of homelessness? Proposals for projects that will address higher priority objectives will be receive priority ranking	20
<b>Agency, Program Capacity and Experience</b> – Does the applicant indicate possession of the capacity and experience necessary to deliver the proposed project? Does the applicant provide a position description for all the proposed staffing of the project? Does the position description reflect the proposed project? Does the applicant provide a resume for the Executive Director/Chief Executive Officer? Does the resume demonstrate capacity/experience to support the project?	20
<b>HUD Contracts</b> – Does the applicant have any experience with HUD contracts for similar projects? Have there been any corrective actions and were they resolved? If none, does the applicant have other contracts for similar projects?	10
<b>Match</b> — Identified and listed match providers are requirements for this NOFA	20
<b>Audited Financials</b> – Does the applicant provide last two (2) fiscal years' Audited Financial Statements of the entire organization with the applicable notes, Independent Auditor's Report on Compliance and Internal Control over Financial Reporting based on an Audit of the Financial Statements in Accordance with Government Accounting Standards and Independent Auditor's Statement of Findings and Questioned costs?	10
<b>Total</b>	100

### Other Favorable Evaluation Factors

- The proposed activity is an enhancement of an existing program.
- The proposed activity has a diverse funding base and is not solely reliant upon City/HUD allocation for its operation.
- The extent to which the agency demonstrates in its narrative statement that the program is unduplicated in services to the same target group in the same area.

## HCDC ESG APPLICATION SCORE SHEET

Name of Applicant \_\_\_\_\_

Amount (\$) Requested: \_\_\_\_\_ .00

Scoring Factors:	Points Possible	Score
<b>Consolidated Plan</b> - Does the applicant demonstrate how the proposal meets with the priorities outlined in the City of Fresno 2015-2019 Consolidated Plan?	10	
<b>Target Population</b> – Has the applicant identified the target population? Has the applicant described how the population will be accessed? Does the proposed program match with the needs of the population? Has it describe challenges and barriers and provided mitigation strategies	10	
<b>Quality of the Proposal:</b> How well does the proposed activity benefit persons experiencing homelessness or at risk of homelessness? Proposals for projects that will address higher priority objectives will be receive priority ranking	20	
<b>Agency, Program Capacity and Experience</b> - Does the applicant indicate possession of the capacity and experience necessary to deliver the proposed project? Does the applicant provide a position description for all the proposed staffing of the project? Does the position description reflect the proposed project? Does the applicant provide a resume for the Executive Director/Chief Executive Officer? Does the resume demonstrate capacity/experience to support the project?	20	
<b>HUD Contracts</b> - Does the applicant have any experience with HUD contracts for similar projects? Have there been any corrective actions and were they resolved? If none, does the applicant have other contracts for similar projects?	10	
<b>Match</b> – Identified and listed match providers are requirements for this NOFA	20	
<b>Audited Financials</b> - Does the applicant provide last two (2) fiscal years' Audited Financial Statements of the entire organization with the applicable notes, Independent Auditor's	10	
<b>Total</b> (cannot exceed 100 points)	100	

Funding Recommendation: \$ \_\_\_\_\_

# Facility Improvements

H.O.P.E

## HCDC CDBG APPLICATION SCORING

Funding Request For (check one):

- ☐ Home Repair Program
- ☐ Homeless and Homeless Prevention Program
- ☐ Public Service Program
- ☐ Facility Improvement

Name of Applicant \_\_\_\_\_

Name of Proposal \_\_\_\_\_  
(only necessary when Applicant has more than one proposal)

Amount (\$) Requested: \_\_\_\_\_ .00

HCDC COMMISSIONER SCORING – 80 points (up to 10 points per item)	
Scoring Criteria	Score
(1) The extent to which the proposed activity contributes to the City of Fresno's Consolidated Plan Priorities.	
(2) The extent to which the proposed activity <b>addresses</b> the need in a manner that serves the purpose and intent of the CDBG Program	
(3) The extent to which the proposed activity serves that portion of the community in the greatest need of the resources.	
(4) The extent to which the proposed activity leverages CDBG funding with other sources.	
(5) The cost effectiveness of the activity as measured by the cost per	
(6) The extent to which the proposed activity affects other City priorities such as the revitalization of downtown; the Enterprise Zone or the Empowerment Zone, Housing Element, or address blight.	
(7) Does the organization/department have a demonstrated capacity to carry out the proposed activity?	
(8) The extent to which the agency demonstrates that the proposed activity is unduplicated by other agencies.	
<b>TOTAL POINTS</b>	
<b>FUNDING RECOMMENDATION</b>	\$

**2018 – 2019 APPLICATION PART B**  
**Public and Community Service Programs**

All narrative information provided in the application shall be entered in Arial, 11 Font or larger. Single line spacing is permitted.

1. **Short Description** - Provide a short description of the proposed program/activity. (The short description should be approximately 1 to 3 sentences and must fit in the provided space).

Helping Others Pursue Excellence (H.O.P.E.) is seeking \$40,000 in CDBG funding to improve access in compliance with Section 504 of the American with Disabilities Act of 1993. The funding will be used to remove material and architectural barriers that restrict the accessibility and/or the mobility of the elderly or persons with disabilities from participating in entrepreneurship and job training programs offered at our facilities.

Mark ("X") here    X    if the applicant currently has utilization plan and policies in place for the facility? Note: If not, beware aware, the City will require a facility utilization plan and policies prior to the execution of a Subrecipient Agreement.

2. **Program / Activity Location** – Provide addresses for each applicable location of site(s) where activity will occur. Attach a map(s). (Note: Map(s) can be a combination of the location/service area map.

4974 E Clinton Way, Fresno CA 93727

Map(s) attached as Exhibit No. 7

### **3. Narrative Description of Program / Activity – Describe the Public or Community Service Program / Activity for which funds are sought.**

Helping Others Pursue Excellence (H.O.P.E.) is a community-based organization working collectively with the community to provide an entrepreneurial ecosystem for Section 3 qualifying individuals and entrepreneurs. H.O.P.E is seeking \$40,000 in CDBG funds to improve access to its facility by removing material and architectural barriers that restricts the accessibility or mobility of the elderly or persons with disabilities from participating in entrepreneurship and job training programs being offered at our facilities located at 4974 E Clinton Way in Fresno, CA.

H.O.P.E is the go-to business center that provides job recruitment, training and placement services for Sec-3 disadvantaged business enterprises. We have created an infrastructure support system that helps these individuals acquire the tools they need to break down the barriers that may impede their chances of qualifying for a job, starting a business, and/or accessing grants and government contracts to grow their business.

Over 80% of the youth and adults we serve each meet the HUD income guidelines to qualify for our programs.

In 2017, H.O.P.E. assisted 48 participants: 17 went through employment training; 18 developed pre-venture business from concept to launch; and 10 launched their businesses. H.O.P.E. works with these low-income participants to mentor and develop a relationship with them. We provide a workspace, resources and real life opportunities to help them achieve their individual and business goals leading them to economic opportunities and self-sufficiency.

This model has proved to be very successful and we want to extend the same opportunities to participants who are elderly or have mobility challenges. We can do so, by removing the barriers and making our facilities accessible.

The City of Fresno 2015-2019 Consolidated Plan identifies an existing disparity between available jobs and the skills of the available labor force which contributes to declining labor force. Much of the current workforce is not prepared to fill the high-tech or living-wage jobs being added to the City. This need is clearly linked to the low household income and high rates of poverty, and needs to be addressed if Fresno is going to reach its economic potential over time. H.O.P.E.'s programs contribute to bridging these gaps by improving job skills, and increasing the rate of small business in the community.

As discussed in the 2015-2019 Consolidated Plan, The City is encouraging entrepreneurs to establish new businesses. H.O.P.E. is contributing to help the City meet this need with its training programs and support to individual entrepreneurs and small business.

**4. Activity Category and Matrix Code** - In the Proposed Project Activity column (left-most), mark "X" beside the proposed Facility Improvement / Infrastructure Type. In the Proposed National Objective column (3<sup>rd</sup> from right), enter the appropriate code from pages 7-8. In the Proposed Accomplishment Type column (2<sup>nd</sup> from right), enter the appropriate type from pages 8–10 that corresponds with the proposed National Objective and Accomplishment Type. In the far right column, enter a numeric value. If the National Objective is one of the "low/mod area objectives", complete the Device Area information on page 11. City staff will generate and populate the accomplishment information.

Mark with 'X' for Proposed Project Activity	Public and Community Service Types	Matrix Code	Proposed National Objective Code	Proposed Accomplishment Type	Planned Accomplish- ments
	Senior Services	05A			
	Handicapped Services	05B			
	Legal Services	05C			
	Youth Services	05D			
	Transportation Services	05E			
	Substance Abuse Services	05F			
	Services for Battered and Abused Spouses	05G			
X	Employment Training	05H	LMA/LMC	01 People	
	Crime Awareness / Prevention	05I			
	Fair Housing Activities (under public service cap)	05J			
	Tenant / Landlord Counseling	05K			
	Child Care Services	05L			
	Health Services	05M			
	Services for Abused and Neglected Children	05N			

Mark with 'X' for Proposed Project Activity	Public and Community Service Types	Matrix Code	Proposed National Objective Code	Proposed Accomplishment Type	Planned Accomplish- ments
	Mental Health Services	05O			
	Screening for Lead Based Paint/Lead Hazards Poisoning	05P			
	Subsistence Payments	05Q			
	Homeownership Assistance (not direct)	05R			
	Rental Housing Subsidies	05S			
	Security Deposits	05T			
	Housing Counseling	05U			
	Neighborhood Cleanups	05V			
	Food Banks	05W			
	Operating Costs of Homeless / AIDS Patients Prgm	03T			
	Other Public Services	05			
	Economic Dev.: Micro-Enterprise Assistance	18C			
	Non-Profit Organization Capacity Building	19C			

**National Objective Codes:**

<b>NOC</b>	<b>Description</b>	<b>24 CFR Citation</b>
LMA	<b>Low/mod area benefit</b> Activities providing benefits that are available to all the residents of a particular area, at least 51% of whom are low/mod income. The service area of an LMA activity is identified by the grantee, and need not coincide with Census tracts or other officially recognized boundaries.	570.208(a)(1)
LMAFI	<b>Low/mod area benefit, community development financial institution (CDFI)</b> Job creation and retention activities that are carried out by a CDFI and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(6)(i)
LMASA	<b>Low/mod area benefit, neighborhood revitalization strategy area (NRSA)</b> Job creation and retention activities that are carried out pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(5)(i)
LMC	<b>Low/mod limited clientele benefit</b> Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.	570.208(a)(2)
LMCMC	<b>Low/mod limited clientele, micro-enterprises</b> Activities carried out under 24 CFR 570.201(o) that benefit micro-enterprise owners/developers who are low/mod income.	570.208(a)(2)(iii)
LMCSV	<b>Low/mod limited clientele, job service benefit</b> Activities that provide job training, placement and/or employment support services in which the percentage of low/mod persons assisted is less than 51%, but the proportion of the total cost paid by CDBG does not exceed the proportion of the total number of persons assisted who are low/mod.	570.208(a)(2)(iv)
LMH	<b>Low/mod housing benefit</b> Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.	570.208(a)(3)

<b>NOC</b>	<b>Description</b>	<b>24 CFR Citation</b>
LMHSP	<b>Low/mod housing benefit, CDFI or NRSA</b> Activities carried out by a CDFI or pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) to provide or improve permanent residential structures which the grantee elects to consider as a single structure for purposes of determining national objective compliance. For example, two single-unit homes rehabilitated in an NRS may be considered a single structure; at least one of the units must be occupied by a low/mod household. If ten single-unit homes were assisted, at least six (51%) must be occupied by low/mod households.	570.208(d)(5)(ii) and (d)(6)(ii)
LMJ	<b>Low/mod job creation and retention</b> Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod persons.	570.208(a)(4)
LMJFI	<b>Low/mod job creation and retention, public facility/improvement benefit</b> Public facility/improvement activities that are undertaken principally for the benefit of one or more businesses and that result in the creation/retention of jobs.	570.208(a)(4)(vi) (F)
LMJP	<b>Low/mod job creation, location-based</b> Activities where a job is held by or made available to a low/mod person based on the location of the person's residence or the location of the assisted business.	570.208(a)(4)(iv)

**MATRIX CODE/NATIONAL OBJECTIVE/ACCOMPLISHMENT TYPE COMBINATIONS:**

<b>Matrix Code</b>	<b>National Objective</b>	<b>Accomplishment Type</b>
03T Operating Costs of Homeless / Aids Patients Program	LMC	01 People
05 Public Service (General)	LMA, LMC, LMCSV	01 People
05A Senior Services	LMC, LMCSV	01 People
05B Handicapped Services	LMC, LMCSV	01 People
05C Legal Services	LMA, LMC, LMCSV	01 People
05D Youth Services	LMC, LMCSV	01 People
05E Transportation Services	LMA, LMC, LMCSV	01 People
05F Substance Abuse Services	LMA, LMC, LMCSV	01 People
05G Battered and Abused Spouses	LMC, LMCSV	01 People
05H Employment Training	LMA, LMC, LMCSV	01 People
05I Crime Awareness	LMA, LMC, LMCSV	01 People
05J Fair Housing Activities	LMA, LMC, LMCSV	01 People
05K Tenant/Landlord Counseling	LMC, LMCSV	01 People
05L Child Care Services	LMC, LMCSV	01 People
05M Health Services	LMA, LMC, LMCSV	01 People
05N Abused and Neglected Children	LMC, LMCSV	01 People
05O Mental Health Services	LMA, LMC, LMCSV	01 People
05P Screening for Lead Based Paint/Lead Hazards Poisoning	LMC, LMCSV	01 People
05Q Subsistence Payments	LMC, LMCSV	01 People
05R Homeownership Assistance (not direct)	LMCSV, LMH, LMHSP	04 Households
05S Rental Housing Subsidies	LMCSV, LMH, LMHSP	04 Households
05T Security Deposits	LMCSV, LMH, LMHSP	04 Households
05U Homebuyer Counseling	LMC	04 Households
05V Neighborhood Cleanups	LMA, LMCSV	01 People
05W Food Banks	LMA, LMC, LMCSV	01 People
18C Economic Dev.: Micro-Enterprise Assistance	LMA, LMC, LMCMC	01 People
		08 Businesses
19C Non-Profit Organization Capacity Building	ALL	09 Organizations

**5. Service Area Detail – Low/Mod Area Benefit Applications Only:** (Non-low/mod area benefit proposals may skip to # 9.)

**Low/Mod Area Benefit Applications** - Identify the service area(s) by Census Tract(s) and Block Group(s) in the table below and list the page(s). Be sure to include partial Census Tracts and Block Groups overlapping the service area.

31.04					



**6. Accomplishment Detail Number of People Who Will Benefit:** In the chart below, list the number of persons expected to benefit from this activity. Further indicate how many of the expected beneficiaries will be low and moderate-income individuals/families. Low and moderate-income individuals and families are those whose incomes do not exceed 80% of the county area median income (AMI).

	100	100

## 7. Total Project Costs by Funding Type

<b>Proposed Activity Budget</b>	<b>Amount</b>
Total CDBG Funds Requested	\$ 40,000.00
Total Other Federal Funds (do not include CDBG funds on this line)	\$ 0
<b>Total Non-Federal Funds</b>	<b>\$ 0</b>
<b>Total Proposed Activity Budget</b>	<b>\$ 40,000.00</b>

<b>Form of Assistance Requested for CDBG Funds</b>	<b>Check Box</b>
Grant	<input checked="" type="checkbox"/>
Forgivable Loan. Describe the terms below this Table	<input type="checkbox"/>
Loan, below market interest rate. Describe the terms below this Table.	<input type="checkbox"/>

Proposed Loan Terms (if Loan is proposed):

## 8. List of Funding Sources – Provide all planned funding anticipated/ committed for this activity for 2018 - 2019

<b>Sources</b>	<b>Amount</b>	<b>Committed or Anticipated?</b>
1) CDBG	1) \$ 40,000.00	Anticipated
2)	2) \$	
3)	3) \$	
4)	4) \$	
5)	5) \$	
<b>Total All Sources</b>	<b>\$ 40,000.00</b>	

## 9. PROGRAM BUDGET LIMITATIONS

**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.

- City CDBG funds may be used to pay for that portion of the total cost of any audit required by OMB A-133 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.

## 10. ACTIVITY BUDGET SUMMARY

Prepare a line item budget with a brief description of the planned expenses.

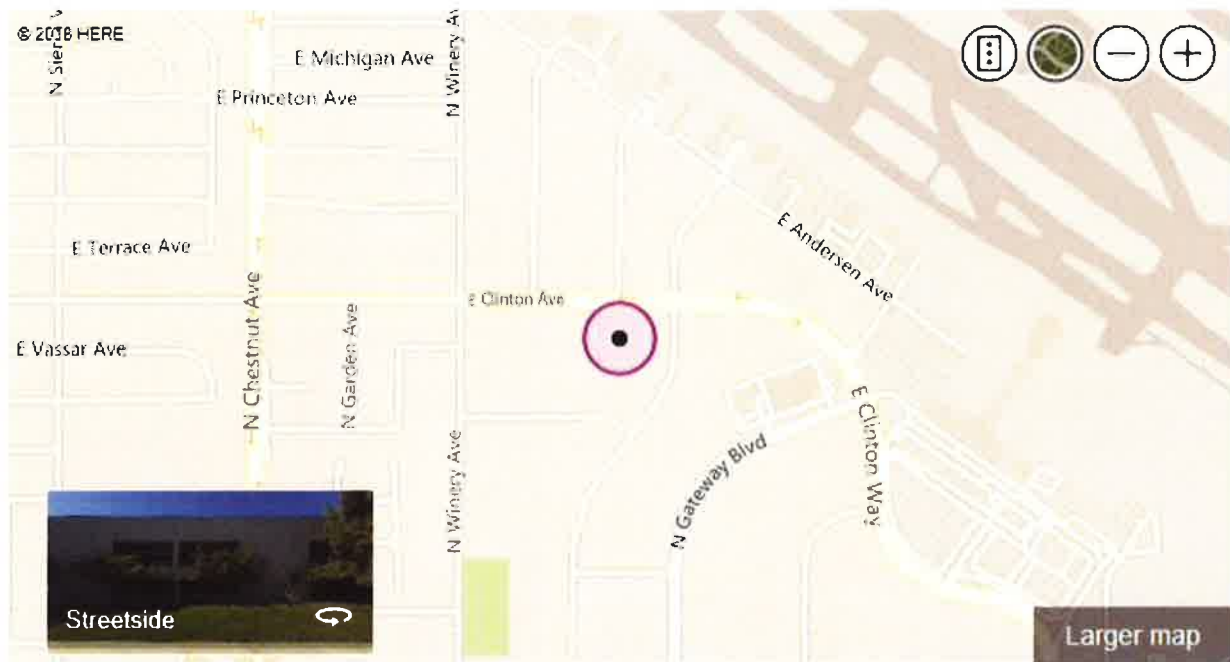
Proposed Expenditure (descriptive title)	Proposed Project Budget	Proposed 2018 – 2019 CDBG Budget	Proposed All Other Funds Budget
Remove existing concrete walkway and install handicap ramp	\$ 11,000.00	\$ 11,000.00	\$
Install one van accessible parking stall to ADA standards signage and painting	\$ 4,000.00	\$ 4,000.00	\$
Remove defective concrete of sidewalk at the back half of building A and B	\$ 13,000.00	\$ 13,000.00	\$
Remove defective concrete of sidewalk at the front of building A and B	\$ 12,000.00	\$ 12,000.00	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Total Expenditures</b>	\$ 40,000.00	\$ 40,000.00	\$

**11. Provide a List of All Attachments to Part B of the Application:**

***Part B Exhibit 1- Maps***

***Part B Exhibit 2- Letters of Support***

***Part B Exhibit 3- Section 3 Certification***



4974 E Clinton Way, Fresno, CA 93727



The Vision View Business Formation Center is the entrepreneur hub where the Sec 3 business services are offered.



Jeff Macon  
Program Manager  
California State University, Fresno  
Center for Irrigation Technology (CIT)  
International Center for Water Technology (ICWT)  
Lyles Center for Innovation and Entrepreneurship  
5370 North Chestnut Avenue, M/S OF18  
Fresno, CA 93740  
559.278.3763  
[jeffmacon@csufresno.edu](mailto:jeffmacon@csufresno.edu)

Congressman Jim Costa  
855 M Street, Suite 940  
Fresno, CA 93721

October 31, 2016

Re: The Executive Lounge and Business Formation Center

Dear Congressman Costa,

I would like to express my support for the Executive Lounge and Business Formation Center. A business incubator such as the one proposed by HOPE (Helping Others Pursue Excellence), could have a direct impact on small business growth, connect private and government resources, and leverage resources for entrepreneurs.

The establishment of this type of business incubator near the Fresno airport could provide a multitude of opportunities that could significantly grow small businesses. Should this center earn your support, I intend to work with community partners to further develop the infrastructure necessary to see the Business Formation Center become a feasible option for entrepreneurs.

Sincerely,

A handwritten signature in cursive script that reads "Jeff Macon".

Jeff Macon  
[jeffmacon@csufresno.edu](mailto:jeffmacon@csufresno.edu)  
559.278.3763

# Wheelhouse Strategies

October 31, 2016

To: Congressman Jim Costa

Re: Executive Lounge / Business Formation Center

Dear Congressman Costa

I write to you in support of the concept being presented to you: the Executive Lounge and Business Formation Center being proposed in northeast Fresno. As a supporter, I offer a few thoughts to you about the project which I hope you will consider.

As currently proposed, the location of the Business Formation Center to both freeways and the only major airport within 150 miles is both logical and visionary. The secondary benefit, which is to attract economic investment and revitalization to a neighborhood that has been at best overlooked, has tremendous merit. And the fact that it would potentially give structural and organizational support to minority owned business efforts is something I believe you personally endorse. If executed properly, this could be a triple bottom line win.

While some of the details are still being flushed out, I encourage you to please consider supporting the efforts. I have known Laneesha Senegal for many years and know that her motives are both philanthropic and pragmatic. She can operate with credibility within a community that needs more champions. I hope that you will also see the merit of her vision.

With warm regards,



Kristine Walter

FORM 1

APPLICATION  
SECTION 3 BUSINESS CONCERN BI-ANNUAL CERTIFICATION

Name of Business: Helping Others Pursue Excellence  
Address of Business: 4974 E Clinton Way  
Contact Person: Lanesh Senegal Title: Executive Director  
Telephone #: (1) 559 681-7814  
Cell Phone #: (1) 559 681-7814

Attached is the documentation of compliance with the Section 3 status which is checked below:

Type of Business Entity: ☒ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Joint Venture

The bidder certifies that it is a Section 3 Business Concern based on:

- ☒ Business is owned, at least 51 percent by Section 3 Residents.
- Provide copy of resident lease, evidence of participation in a public assistance program, or signed Certification for Section 3 Resident
  - Provide business license number: \_\_\_\_\_

- ☒ At least 30 percent of their permanent, full-time employees are currently Section 3 Residents or were Section 3 Residents within the past 3 years.
- Provide list of full-time Employees (Form 2 – Business Employee List)
  - Provide signed Certification for Section 3 Residents Preference (Form 3 – Section 3 Residence Certification/Preference Claim)

\_\_\_\_ Commitment to subcontract 25% of the dollar award to qualified Section 3 Business Concerns (only applicable for Prime Contractors).

Evidence of Ability to perform successfully:

☐ Bonding capability \$ \_\_\_\_\_ ☒ Insurance Coverage \$ 1,000,000

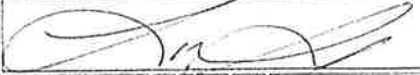
Owner Signature: [Signature]

Print Name: Lanesh Senegal

Date: 3/1/18

**Contact must provide evidence of Section 3 status prior to contract award.**

**FORM 6**  
**MBE/WBE SUBCONTRACTOR SELF-CERTIFICATION**

Firm Name:	Phone:
Helping Others Pursue Excellence	559-681-7814
Address:	
4974 E Clinton Way	
Principal Service or Product:	Bid Amount \$
SEC 3 Job training program	\$ 55,000
PLEASE INDICATE PERCENTAGE OF OWNERSHIP	
<input checked="" type="radio"/> MBE 100 % Ownership	<input type="radio"/> WBE 50 % Ownership
<input checked="" type="radio"/> Prime Contractor	<input type="radio"/> Supplier of Material/Service
<input type="radio"/> Subcontractor	<input type="radio"/> Broker
<input type="radio"/> Sole Ownership	<input checked="" type="radio"/> Corporation
<input type="radio"/> Partnership	<input type="radio"/> Joint Venture
<p>I hereby certify that this firm is a Minority or Women Business Enterprise as defined in Public Contract Code, Section 10115.1. In making this certification, I am aware of Sections 12650 et seq. of the Government Code, providing for the imposition of treble damages for making false claims against the State and Section 10115.10 of the Public Contract Code, making it a crime to, intentionally make an untrue statement in this certificate.</p>	
Certified by:	<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">  </div> <div style="width: 40%;">             Title:           </div> <div style="width: 20%;">             EXECUTIVE DIRECTOR           </div> </div>

**MBE/WBE Sub (Original Signature and Date Required)**

Name:	Date:
	3/1/18

Additional proof may be required upon written challenge of this certification by any person or agency. Falsification of this certification by a firm selected to perform federally funded work may result in a determination that the firm is non-responsive and ineligible for future contracts.

**This form is required to be submitted by the contractor within five (5) days after bid opening.**

Marjaree  
Mason

## HCDC CDBG APPLICATION SCORING

Funding Request For (check one):

- ☐ Home Repair Program
- ☐ Homeless and Homeless Prevention Program
- ☐ Public Service Program
- ☐ Facility Improvement

Name of Applicant \_\_\_\_\_

Name of Proposal \_\_\_\_\_  
(only necessary when Applicant has more than one proposal)

Amount (\$) Requested: \_\_\_\_\_ .00

HCDC COMMISSIONER SCORING – 80 points (up to 10 points per item)	
Scoring Criteria	Score
(1) The extent to which the proposed activity contributes to the City of Fresno's Consolidated Plan Priorities.	
(2) The extent to which the proposed activity <b>addresses</b> the need in a manner that serves the purpose and intent of the CDBG Program	
(3) The extent to which the proposed activity serves that portion of the community in the greatest need of the resources.	
(4) The extent to which the proposed activity leverages CDBG funding with other sources.	
(5) The cost effectiveness of the activity as measured by the cost per	
(6) The extent to which the proposed activity affects other City priorities such as the revitalization of downtown; the Enterprise Zone or the Empowerment Zone, Housing Element, or address blight.	
(7) Does the organization/department have a demonstrated capacity to carry out the proposed activity?	
(8) The extent to which the agency demonstrates that the proposed activity is unduplicated by other agencies.	
<b>TOTAL POINTS</b>	
<b>FUNDING RECOMMENDATION</b>	\$

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**FY 2018 – 2019 APPLICATION PART B**  
**Community and Homelessness Facility Improvement Projects**

All narrative information provided in the application shall be entered in Arial, 11 Font or larger. Single line spacing is permitted.

- 1. Short Description** - Provide a short description of the proposed project/activity. (The short description should be approximately 1 to 3 sentences and must fit in the provided space).

The Marjaree Mason Center is seeking funds to complete the kitchen/dining/pantry remodels at our Fresno Safe House. Our 2018-19 request of \$300,000 will supplement our current committed \$150,000 CDBG funds to allow us to entirely complete all kitchen/dining remodels. Specifics about physical improvements to be made will be detailed in section 4.

Mark ("X") here X if the subrecipient currently have a facility utilization plan and policies in place for the facility? Note: If not, beware aware, the City will require a facility utilization plan and policies prior to the execution of a subrecipient agreement.

- 2. Project / Activity Location** – Provide addresses for each applicable location of site(s) where activity will occur. Attach a map(s). (Note: Map(s) can be a combination of the location/service area map.

- Marjaree Mason Center Fresno Safe House – Map cannot be attached because location is confidential for the safety of the families and staff at the safe house.

- 3. Service Area** – Geographic boundaries of the service area for a facility providing services on an area basis.

- Boundary Description: The Marjaree Mason Center safe house is located in Fresno; however serves residents throughout the County of Fresno. 90% of our clientele are from the metro Fresno area.

Service Area Map(s) attached as Exhibit No. 1

**4. Narrative Description of Improvements** – Describe the physical improvements to be made. Feel free to attach any specifications or schematic plans that are currently available.

The Marjaree Mason Center is requesting funding to complete necessary kitchen/dining/pantry remodels at our 120-bed Fresno safe house. This facility is a shelter for individuals and families homeless due to domestic violence (HUD – Category 4 Homeless). Upon receiving \$150,000 of CDBG funding in 2016 for safe house kitchen remodels, unpredicted high cost of lead abatement, changes in building codes, prevailing wages, and meeting required ADA compliant standards (which were unforeseen changes when completing our 2016 application) have increased our estimated safe house kitchen remodel to \$450,000. In order to complete the safe house kitchen remodels, we need additional funding. A schematic of the proposed new layout is attached (Exhibit 2).

All funding awarded for the safe house kitchen/dining/pantry remodel (\$450,000, which will include the already committed \$150,000) will go towards completing the following:

- Lead paint abatement and possible asbestos removal; tearing out all cabinets; seating area, t-bar ceiling, etc.
- Reframing of walls/floors that have been severely damaged by water (this is now posing as a safety hazard)
- Replacing old and damaged doors/door frames; new trim on existing doors
- Installing a roll door between the dining area and pantry as a serving/pass through for food, drinks, other supplies, etc.
- Install Lexan panels on dining area windows – this will offer more insulation and be energy efficient while preserving the historical nature of the building
- Drywall and fresh paint throughout kitchen/dining/pantry area
- Vinyl composite flooring
- T-bar ceiling with new lighting
- Cabinets/shelfing/storage space
- Stainless steel countertops and backsplash in cook area
- Meeting all ADA compliant requirements, including seating, accessibility to kitchen equipment, sink, etc.

This project will be overseen by our Director of Facilities, Scott Loewen, a general contractor with more than 20 years of experience in residential home building and residential remodeling along with commercial tenant improvements.

**5. Relocation Compliance – Mark** (“X”) here if the proposed activity involves purchase, conversion or demolition of structures on the proposed project’s site that will cause displacement of any “persons” or “business entities”.

6. **Narrative Description of the Need for the Facility Improvement** – On this and the following page, provide a: **1)** physical description of the facility improvement, and **2)** need for the facility improvement in the below space. If the facility is new or is being expanded, describe the need in the community necessitating expanded services and facilities. Be specific as possible. Provide citations evidencing need (Census, studies, counts, data bases, etc.). Attached a copy of any studies, count summaries and data that is not generally available. Mark (“X”) here **X** if attachments are provided.

- 1) **PHYSICAL DESCRIPTION OF IMPROVEMENTS:** With additional CDBG funding, we can ensure that all Fresno safe house kitchen/dining renovations are 100% completed and meet all building codes, safety standards, and are ADA compliant. With the previously committed \$150,000 CDBG funding, combined with the requested \$300,000, we believe that all physical improvements will be completed in an appropriate timeline. Specifics about facility improvements detailed in section 4.
- 2) **NEED FOR FACILITY IMPROVEMENT:** Currently, the kitchen/dining/pantry facility is equipped with stoves, refrigerators, countertops, cabinets, storage, and seating; however, is in need of immediate remodel to best serve the number of individuals and families we serve every year. On any given day, between 45 to 50 families utilize the kitchen/dining/pantry area three times a day (equates to more than 1,000 people a year). Current needs/problems with the kitchen/dining/pantry areas include:

- **Disintegrating Walls/Cabinets and Limited Storage in Pantry Area:** Walls and cabinets, particularly in the current pantry area, are falling apart and exposing framework. This is potentially hazardous to the health of our clients, particularly children. Additionally, the pantry area offers limited storage for food items. With an average daily census of nearly 120 people, it is imperative that we have enough storage for food items. The proposed layout would move the pantry area to a different location (still next to the kitchen/dining area), yet optimize the pantry size and fully equipped with adequate storage, freezers (See figure 1)
- **Kitchen Safety:** The kitchen/dining/pantry areas are all accessible through one door;



*Figure 1: Photos of current pantry area*

however, the door to these areas has to be locked during the off meal times and only reopens for a period time during breakfast, lunch, and dinner. A primary reason for locking this door is that the stovetops and oven pose as a serious safety hazard to our families if someone (e.g., a child) turned on the stovetop or oven. If not caught, this would be extremely dangerous!

Unfortunately, when the door to this area is locked, families are not able to spend time together doing homework or playing games in the current dining area. The proposed kitchen/dining/pantry layout would eliminate this possible hazard by moving the cooking station (stovetops, counter space, sinks, ovens, etc.) to the back area (which is currently a pantry). By doing so, the cooking station would be isolated from the dining area. This move not only adds more space for families to cook together, but also allows our safe house staff to lock the kitchen area without taking away valuable dining space that can be utilized by our families.

- **No Space for Family Time:** The layout of the kitchen/dining area not only poses as a safety hazard, but also limits the number of families that can be cooking and eating at the same time due to the narrow, galley style area. Currently, the dining area (a row of booths) runs parallel to the cooking station (stoves, sinks, countertops). The current kitchen/dining layout only allows five to six families (25- 30 people) to cook and eat together comfortably. This is the only room in the safe house that families can cook and eat together, but more importantly this is an area where families can spend quality time together. Family time is an essential part of helping victimized families heal and lead positive, healthy relationships. Children who are a part of routine family time are more likely to excel academically and have an increased sense of resilience and self-esteem (See figure 2).



*Figure 2: Photos of current kitchen/dining area*

The listed problems each demonstrate a need for and purpose for our proposed renovations. If the proposed project receives the full ask amount, we anticipate that all project activities (as listed in section 4) will be completed in a timely manner. CDBG funds would allow us to make a necessary remodel (while maintaining the historical nature of the building) that would provide our clients with a large, functional communal kitchen for themselves and children to enjoy family time, cook healthy meals, do homework, and play board games together. Even more so, this space would allow our nearly 50 families to come together as friends/support systems for each other during meal time, as well as celebrate holidays (i.e., Easter, Fourth of July, Thanksgiving, Christmas, birthdays) by cooking and eating together. We truly anticipate that this remodeled area will be a great space for our families! (Additional photos – Exhibit 3)

**7. Activity Category and Matrix Code** - In the Proposed Project Activity column (left-most), mark "X" beside the proposed Facility Improvement / Infrastructure Type. In the Proposed National Objective column (3<sup>rd</sup> from right), enter the appropriate code from pages 7-8. In the Proposed Accomplishment Type column (2<sup>nd</sup> from right), enter the appropriate type from pages 8-10 that corresponds with the proposed National Objective and Accomplishment Type. In the far right column, enter a numeric value. If the National Objective is one of the "low/mod area objectives", complete the Device Area information on page 11. City staff will generate and populate the accomplishment information.

<b>Mark with 'X'</b> <b>for Proposed</b> <b>Project</b> <b>Activity</b>	<b>Facility Improvement/ Infrastructure Types</b>	<b>Matrix</b> <b>Code</b>	<b>Proposed</b> <b>National</b> <b>Objective</b> <b>Code</b>	<b>Proposed</b> <b>Accomplishm</b> <b>ent Type</b>	<b>Planned</b> <b>Accomplish-</b> <b>ments</b>
	Senior Centers	03A			
	Handicapped Centers	03B			
X	Homeless Facilities (not operating costs)	03C	LMC	11	1,000 people
	Youth Centers	03D			
	Neighborhood Facilities	03E			
	Parks, Recreational Facilities	03F			
	Parking Facilities	03G			
	Solid Waste Disposal Improvements	03H			
	Flood Drainage Improvements	03I			
	Water/Sewer Improvements	03J			
	Street Improvements	03K			
	Sidewalks	03L			
	Child Care Centers Tree Planting	03M			
	Tree Planting	03N			
	Fire Stations/Equipment	03O			
	Health Facilities	03P			
	Facilities for Abused and Neglected Children	03Q			
	Asbestos Removal	03R			
	Facilities for AIDS Patients (not operating costs)	03S			
	Other Public Facilities/Improvements	3			

**National Objective Codes:**

<b>NOC</b>	<b>Description</b>	<b>24 CFR Citation</b>
LMA	<b>Low/mod area benefit</b> Activities providing benefits that are available to all the residents of a particular area, at least 51% of whom are low/mod income. The service area of an LMA activity is identified by the grantee, and need not coincide with Census tracts or other officially recognized boundaries.	570.208(a)(1)
LMAFI	<b>Low/mod area benefit, community development financial institution (CDFI)</b> Job creation and retention activities that are carried out by a CDFI and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(6)(i)
LMASA	<b>Low/mod area benefit, neighborhood revitalization strategy area (NRSA)</b> Job creation and retention activities that are carried out pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(5)(i)
LMC	<b>Low/mod limited clientele benefit</b> Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.	570.208(a)(2)
LMCMC	<b>Low/mod limited clientele, micro-enterprises</b> Activities carried out under 24 CFR 570.201(o) that benefit micro-enterprise owners/developers who are low/mod income.	570.208(a)(2)(iii)
LMCSV	<b>Low/mod limited clientele, job service benefit</b> Activities that provide job training, placement and/or employment support services in which the percentage of low/mod persons assisted is less than 51%, but the proportion of the total cost paid by CDBG does not exceed the proportion of the total number of persons assisted who is low/mod.	570.208(a)(2)(iv)
LMH	<b>Low/mod housing benefit</b> Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.	570.208(a)(3)

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<b>NOC</b>	<b>Description</b>	<b>24 CFR Citation</b>
LMHSP	<b>Low/mod housing benefit, CDFI or NRSA</b> Activities carried out by a CDFI or pursuant to a HUD- approved Neighborhood Revitalization Strategy (NRS) to provide or improve permanent residential structures which the grantee elects to consider as a single structure for purposes of determining national objective compliance. For example, two single-unit homes rehabilitated in an NRS may be considered a single structure; at least one of the units must be occupied by a low/mod household. If ten single-unit homes were assisted, at least six (51%) must be occupied by low/mod households.	570.208(d)(5)(ii) and (d)(6)(ii)
LMJ	<b>Low/mod job creation and retention</b> Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod persons.	570.208(a)(4)
LMJFI	<b>Low/mod job creation and retention, public facility/ improvement benefit</b> Public facility/improvement activities that are undertaken principally for the benefit of one or more businesses and that result in the creation/retention of jobs.	570.208(a)(4)(vi) (F)
LMJP	<b>Low/mod job creation, location-based</b> Activities where a job is held by or made available to a low/mod person based on the location of the person's residence or the location of the assisted business.	570.208(a)(4)(iv)

**MATRIX CODE/NATIONAL OBJECTIVE/ACCOMPLISHMENT TYPE COMBINATIONS:**

<b>Matrix Code</b>	<b>National Objective</b>	<b>Accomplishment Type</b>
03 Other Public Facilities and Improvements	LMA, LMC	01 People 11 Public Facilities
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03A Senior Centers	LMC	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03B Handicapped Centers	LMC	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03C Homeless Facilities (not operating costs)	LMC	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs

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<b>Matrix Code</b>	<b>National Objective</b>	<b>Accomplishment Type</b>	
03D Youth Centers	LMC	11	Public Facilities
	LMJ*, LMAFI	13	Jobs
03E Neighborhood Facilities	LMA, LMC,	11	Public Facilities
	LMJ*, LMAFI	13	Jobs
03F Parks, Recreational Facilities	LMA, LMC	11	Public Facilities
	LMJFI	13	Jobs
03G Parking Facilities	LMA, LMC	11	Public Facilities
	LMJ*, LMAFI,	13	Jobs
03H Solid Waste Disposal Improvements	LMA, LMC,	11	Public Facilities
	LMH*	10	Housing Units
	LMJ*, LMAFI,	13	Jobs
03I Flood Drainage Improvements	LMA, LMC,	11	Public Facilities
	LMH*	10	Housing Units
	LMJ*, LMAFI,	13	Jobs
03J Water/Sewer Improvements	LMA, LMC	01	People
	LMH*	10	Housing Units
	LMJ*, LMAFI,	13	Jobs
03K Street Improvements	LMA, LMC	01	People
	LMH*	10	Housing Units
	LMJ*, LMAFI,	13	Jobs
03L Sidewalks  When the sole purpose of an activity is to create curb cuts, use the Public Facilities accomplishment type and report the number of curb cuts.  When curb cuts are carried out along with other	LMA, LMC	01 11	People Public Facilities
	LMH*	10	Housing Units
	LMJ*, LMAFI, LMASA	13	Jobs
03M Child Care Centers	LMC	11	Public Facilities
	LMJ*, LMAFI,	13	Jobs
03N Tree Planting	LMA, LMC	11	Public Facilities
03O Fire Stations/Equipment	LMA	11	Public Facilities
	LMJFI	13	Jobs
03P Health Facilities	LMA, LMC	11	Public Facilities
	LMJ*, LMAFI,	13	Jobs

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Matrix Code	National Objective	Accomplishment Type	
03Q Facilities for Abused and Neglected Children	LMC	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03R Asbestos Removal	LMA, LMC	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03S Facilities for AIDS Patients (not operating costs)	LMC	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03T Operating Costs of Homeless/AIDS Patients Programs	LMC	01	People

**8. Service Area Detail – Low/Mod Area Benefit Applications Only:** (Non-low/mod area benefit proposals may skip to # 9.)

**Low/Mod Area Benefit Applications** - Identify the service area(s) by Census Tract(s) and Block Group(s) in the table below and list the page(s). Be sure to include partial Census Tracts and Block Groups overlapping the service area.

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
6	42.05	42.12	53.02	14.10	55.17
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)
4025	3001	4315	3690	5206	10020

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
34					
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)
4021					

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

- 9. Accomplishment Detail Number of People Who Will Benefit:** In the chart below, list the number of persons expected to benefit from this activity. Further indicate how many of the expected beneficiaries will be low and moderate-income individuals/families. Low and moderate-income individuals and families are those whose incomes do not exceed 80% of the county area median income (AMI).

<u><b>81% and Above</b></u> <u><b>(Non-Low/Mod)</b></u>	<u><b>From 0 to 80%</b></u> <u><b>(Low/Mod)</b></u>	<u><b>TOTAL</b></u> <u><b>Number of People</b></u>
5%	95%	1,000

- 10. Summary of Services to be provided at the Facility - Check All Services to be provided at the facility, including those that are not funded by the City.**

Emergency Shelter	<input checked="" type="checkbox"/>
Transitional Housing	<input checked="" type="checkbox"/>
Homeless Prevention/Housing Assistance	<input checked="" type="checkbox"/>
Homeless Diversion	<input type="checkbox"/>
Mental Health/Other Services	<input checked="" type="checkbox"/>
- Individual and Family Counseling	<input checked="" type="checkbox"/>
- Drug/Alcohol Treatment	<input type="checkbox"/>
- Job Training	<input type="checkbox"/>
- Children's Program	<input checked="" type="checkbox"/>
- Parenting education	<input checked="" type="checkbox"/>
- Domestic Violence Intervention	<input checked="" type="checkbox"/>
- Self-Sufficiency Skills Training	<input checked="" type="checkbox"/>
- Outreach	<input checked="" type="checkbox"/>
- Assessment of Needs	<input checked="" type="checkbox"/>
Permanent Housing with Supportive Services	<input checked="" type="checkbox"/>
Affordable Housing	<input type="checkbox"/>
Job Training/ Job Search	<input checked="" type="checkbox"/>
Women's Program	<input checked="" type="checkbox"/>
Day Care	<input checked="" type="checkbox"/>
Youth Program	<input checked="" type="checkbox"/>
Access to Medical	<input checked="" type="checkbox"/>
Immigration Assistance	<input checked="" type="checkbox"/>
Fair Housing Assistance	<input checked="" type="checkbox"/>
Academic Support/Tutoring	<input checked="" type="checkbox"/>
Referral Services	<input checked="" type="checkbox"/>
Case Management	<input checked="" type="checkbox"/>
Provide Meals	<input checked="" type="checkbox"/>
Free Services	<input checked="" type="checkbox"/>
Business Development to micro-enterprise	<input type="checkbox"/>
Legal Assistance	
Court Accompaniment	
Other: <u>Support Groups</u>	<input checked="" type="checkbox"/>

**11. Total Project Costs by Funding Type**

<b>Proposed Activity Budget</b>	<b>Amount</b>
Total CDBG Funds Requested	\$ 300,000
Total Other Federal Funds (do not include CDBG funds on this line)	\$ 150,000
<b>Total Non-Federal Funds</b>	<b>\$ 45,000</b>
<b>Total Proposed Activity Budget</b>	<b>\$ 495,000</b>

<b>Form of Assistance Requested for CDBG Funds</b>	<b>Check Box</b>
Grant	<input checked="" type="checkbox"/>
Forgivable Loan. Describe the terms below this Table	<input type="checkbox"/>
Loan, below market interest rate. Describe the terms below this Table.	<input type="checkbox"/>

Proposed Loan Terms (if Loan is proposed):

**12. List of Funding Sources – Provide all planned funding anticipated/ committed for this activity for FY 2018 - 2019**

<b>Sources</b>	<b>Amount</b>	<b>Committed or Anticipated?</b>
1) City of Fresno CDBG	1) \$ 300,000	Anticipated
2) City of Fresno CDBG	2) \$ 150,000	Committed
3) Private Donations	3) \$ 45,000	Committed
4)	4) \$	
5)	5) \$	
<b>Total All Sources</b>	<b>\$ 495,000</b>	

## **PROGRAM BUDGET LIMITATIONS**

**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.

- CDBG funds may not be used for acquisition of property used for primarily religious purposes or to promote religious interests regardless of the use of the property.
- Requests for acquisition of property must include a purchase agreement with the owner.
- CDBG funds may be used for acquisition of a public facility if the entity undertaking the purchase takes title to the property.
- A request for property acquisition should identify the proposed site and sale price, as well as the estimated value based upon comparable market values.
- CDBG funds may not be used solely for lease or rent payments, without other allowable operating costs.
- Requests for funds to undertake capital improvements to real property or open space development must include proof of legal ownership or authorization from the owner to perform the improvements.
- Renovation costs may include equipment provided that the equipment is fixed and permanent and is not moveable.
- Religious organizations or organizations that have religious affiliation may use CDBG funds only for minor repairs of a facility that is used exclusively for non-religious purposes and where CDBG funds are providing operating costs.
- A request for capital improvements should be supported by cost estimates, preferably from at least three (3) sources.
- A proposal budget that includes construction and/or acquisition **AND** service costs should identify those costs separately.
- Lease or rental of capital equipment is generally advised as all assets acquired by a third-party vendor with CDBG funds must, upon termination of the contract, be transferred to the City or the contractor must reimburse the CDBG Program at the current per unit fair market value less the amount of depreciation previously agreed upon with the City.
- City CDBG funds may be used to pay for that portion of the total cost of any audit required by OMB A-133 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

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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.

### 13. ACTIVITY BUDGET SUMMARY

Prepare a line item budget with a brief description of the planned expenses.

<b>Proposed Expenditure</b> (descriptive title)	<b>Proposed Project Budget</b>	<b>Proposed 2018 – 2019 CDBG Budget</b>	<b>Proposed All Other Funds Budget</b>
Renovation of the Fresno Safe House kitchen including rehab of the pantry (cold and dry storage areas) which includes; rehab lead paint removal; purchase & installation of pantry counters, shelves, sinks and re-ventilation of cold boxes to outside area.	\$ 450,000	\$ 300,000	\$ 150,000
Purchase of Kitchen appliances	\$ 45,000	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Total Expenditures</b>	<b>\$ 495,000</b>	<b>\$ 250,000</b>	<b>\$ 195,000</b>

**14. Long-term Operation and Maintenance** - Describe provisions and financial systems that will ensure long-term operation and maintenance if this public facility / public improvement is funded.

If this project is funded, our Director of Facilities will oversee the project ensuring that all aspects of the projects that are contracted out meet high standards. By ensuring that all aspects of the remodels are completed accurately, we can ensure that the original state of the remodeled kitchen/dining/pantry area” is adequate and operating. The Director of Facilities will plan out routine inspections to check the on-going status and operation of the facility (i.e., equipment is running, booth seating is intact and not broken, etc.). Even though we express lots of foot traffic in and out of these areas, we hope that having proactive routine inspection will increase the longevity of the remodels.

**15. Acquisition/Rehabilitation/Improvements Budget Summary - Fill-in the bellow facility project budget table**

Acquisition Costs:

Purchase Price

Liens

Closing, Title & Recording Costs

Extension Payment

Other:

**SUBTOTAL**

Construction

Basic Construction Contract

Bond Premium

Infrastructure

Improvements

Hazardous Abate. &

Monitoring

Construction Contingency (%)

Sales Taxes

Other Construction Costs: \_\_\_\_\_

Other Construction Costs: \_\_\_\_\_

**SUBTOTAL**

Total Development Costs	Funding Sources		
	CDBG	Other Source 14 CDBG)	Other Source Donations
0	0	0	0

463,150	278,150	150,000	35,000
463,150	278,150	150,000	35,000

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Development

Appraisal  
 Architect/Engineer  
 Environmental Assessment  
 Geotechnical Study  
 Boundary & Topographic  
 Survey  
 Legal  
 Developer Fee  
 Project Management  
 Technical Assistance  
 Other  
 Consultants: \_\_\_\_\_

Other: \_\_\_\_\_

**SUBTOTAL**

10,000			10,000
21,850	21,850		
31,850	21,850	0	10,000

Other

Development

Real Estate  
 Tax  
 Insurance  
 Relocation  
 Bidding Costs  
 Permits, Fees & Hookups  
 Impact/Mitigation Fees  
 Development Period  
 Utilities  
 Construction Loan Fees  
 Construction Interest  
 Other Loan Fees  
 Accounting/Audit  
 Marketing/Leasing  
 Expenses  
 Operating Reserves  
 Replacement Reserves:

**SUBTOTAL**

0	0	0	0

**Total Development Costs**

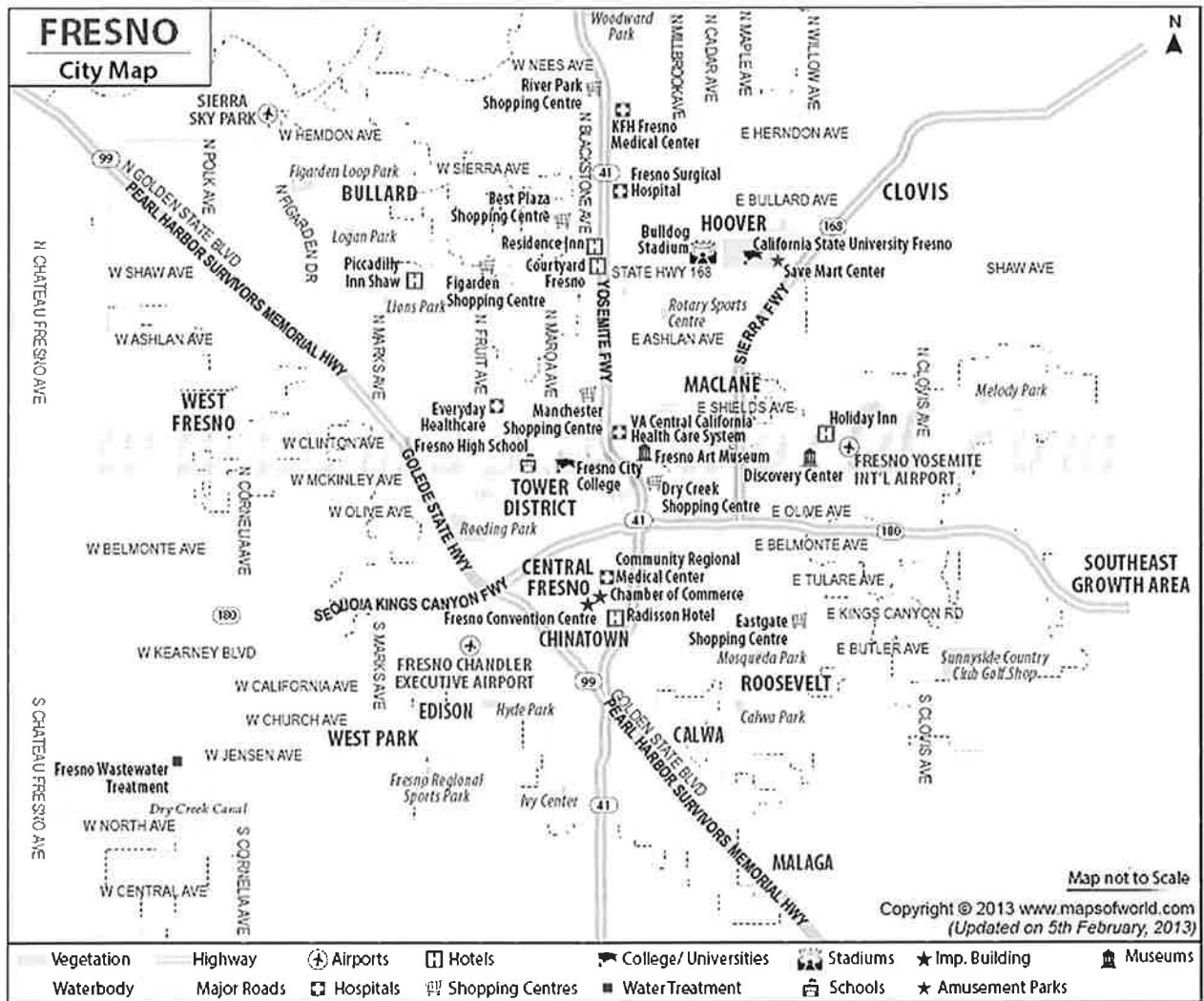
495,000	300,000	150,000	45,000
---------	---------	---------	--------

**16. Provide a List of All Attachments to Part B of the Application:**

**Part B, Exhibit 1** – Service Area Map

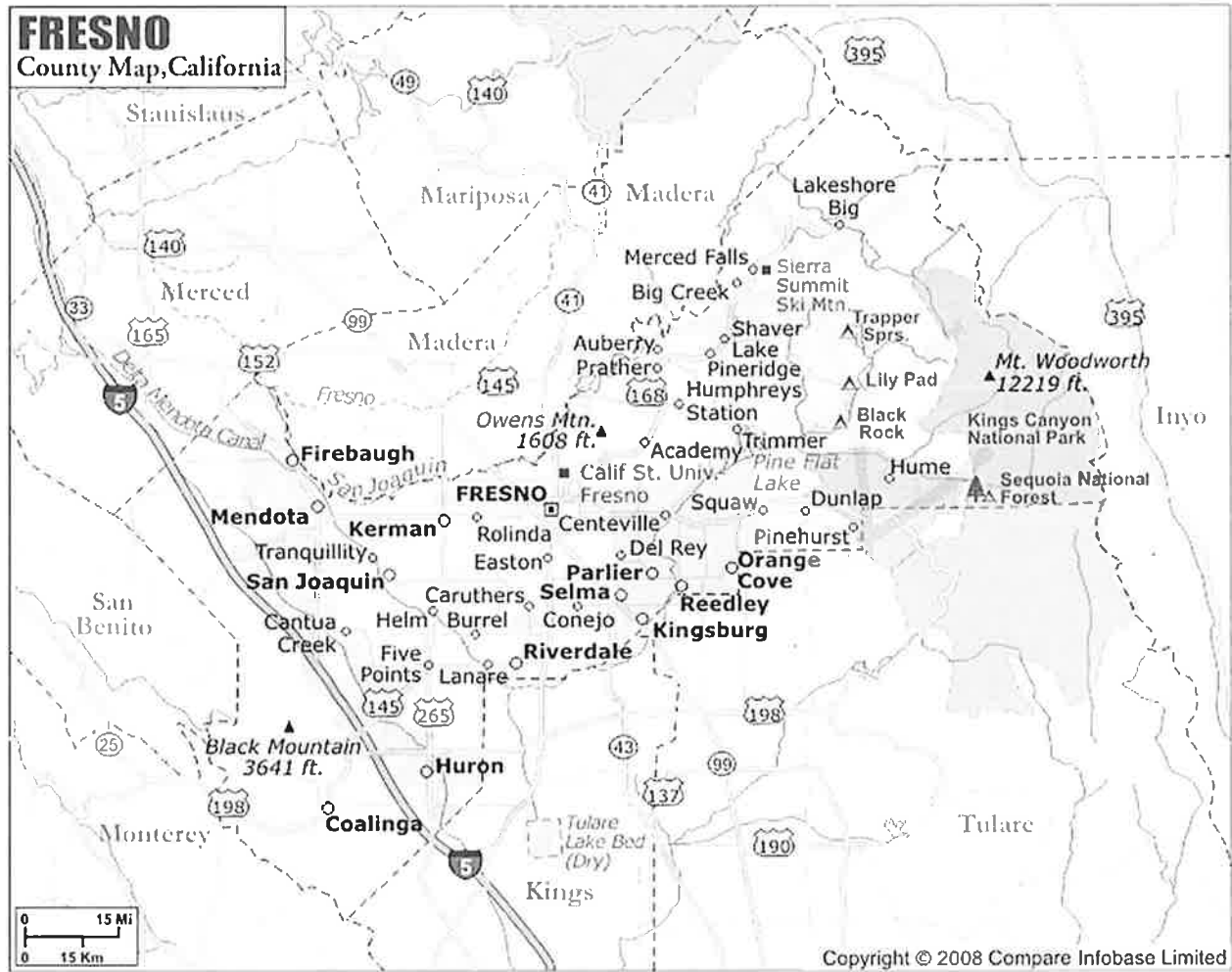
**Part B, Exhibit 2** – Schematic of Proposed Layout

**Part B, Exhibit 3** – Additional photos current kitchen/dining/pantry area



# FRESNO

County Map, California





**Current Status of the kitchen/dining/pantry area:**



# Poverello

## HCDC CDBG APPLICATION SCORING

Funding Request For (check one):

- ☐ Home Repair Program
- ☐ Homeless and Homeless Prevention Program
- ☐ Public Service Program
- ☐ Facility Improvement

Name of Applicant \_\_\_\_\_

Name of Proposal \_\_\_\_\_  
(only necessary when Applicant has more than one proposal)

Amount (\$) Requested: \_\_\_\_\_ .00

HCDC COMMISSIONER SCORING – 80 points (up to 10 points per item)	
Scoring Criteria	Score
(1) The extent to which the proposed activity contributes to the City of Fresno's Consolidated Plan Priorities.	
(2) The extent to which the proposed activity <b>addresses</b> the need in a manner that serves the purpose and intent of the CDBG Program	
(3) The extent to which the proposed activity serves that portion of the community in the greatest need of the resources.	
(4) The extent to which the proposed activity leverages CDBG funding with other sources.	
(5) The cost effectiveness of the activity as measured by the cost per	
(6) The extent to which the proposed activity affects other City priorities such as the revitalization of downtown; the Enterprise Zone or the Empowerment Zone, Housing Element, or address blight.	
(7) Does the organization/department have a demonstrated capacity to carry out the proposed activity?	
(8) The extent to which the agency demonstrates that the proposed activity is unduplicated by other agencies.	
<b>TOTAL POINTS</b>	
<b>FUNDING RECOMMENDATION</b>	\$

---

**FY 2018 – 2019 APPLICATION PART B**  
**Community and Homelessness Facility Improvement Projects**

All narrative information provided in the application shall be entered in Arial, 11 Font or larger . Single line spacing is permitted.

1. **Short Description** - Provide a short description of the proposed project/activity. (The short description should be approximately 1 to 3 sentences and must fit in the provided space).

The purpose of the grant is to update the heating and cooling system of the facilities of Poverello House that provide services to homeless clients. The original heating and cooling system has been in place since the late 1980's. The new system will have energy efficient and provide a cleaner air environment for the homeless families and individuals that we serve.

Mark ("X") here if the subrecipient currently have a facility utilization plan and policies in place for the facility? Note: If not, beware aware, the City will require a facility utilization plan and policies prior to the execution of a subrecipient agreement.

2. **Project / Activity Location** – Provide addresses for each applicable location of site(s) where activity will occur. Attach a map(s). (Note: Map(s) can be a combination of the location/service area map.

412 F. Street, Fresno Ca 93706.

Map(s) attached as Exhibit No. 1

3. **Service Area** – Geographic boundaries of the service area for a facility providing services on an area basis.

Boundary Description:

Poverello House provides services to people living in the City and County of Fresno

Service Area Map(s) attached as Exhibit No. 1

**4. Narrative Description of Improvements** – Describe the physical improvements to be made. Feel free to attach any specifications or schematic plans that are currently available.

The heating and cooling system for Poverello House is outdated, non-energy efficient and expensive to run. The AC units, swamp coolers, and heating units are over 30 years old. Poverello House, through its medical clinic, contact office, and social service offices provides over 372,000. Homeless clients and families may access a wide variety of services that we provide. In order to provide homeless individuals and families with the cleanest environment, Poverello House must update its heating and cooling system. In March 2017, an independent company, audited Poverello House energy consumption and use and reported that the heating and cooling systems were inefficient and expensive to run. None of the current equipment are energy star rated for efficiency. The outdated system is also not providing the best air environment for the homeless individuals and families that Poverello House serves.

The new heating and cooling system are rated for energy efficiency. By replacing all the heating and cooling units, the Poverello House PG&E should be reduced by at least 20%. There will also be significant cost saving on maintenance and repair bills. These significant cost savings will enable Poverello House additional services for the homeless families and individuals that we serve. These units will also provide cleaner air for the homeless clients we serve in our building.

Below is a list of system units that Poverello House will replace if awarded grant funding:

- Swamp Cooler and heater: service all the kitchen and storage
- AC #1 will service homeless medical clinic and social case management offices
- AC #2 will service homeless clinic and a portion of the dayroom for homeless clients
- AC# 3 will service back offices and bathroom
- AC #4 will service contact office for clients, kitchen office and hallways

Exhibit # 2 has a “footprint” or drawing of the area that the new units will be installed.  
Exhibit #3 Independent Energy Audit

5. **Relocation Compliance** – Mark (“X”) here if the proposed activity involves purchase, conversion or demolition of structures on the proposed project’s site that will cause displacement of any “persons” or “business entities”.

**6. Narrative Description of the Need for the Facility Improvement** – On this and the following page, provide a: **1)** physical description of the facility improvement, and **2)** need for the facility improvement in the below space. If the facility is new or is being expanded, describe the need in the community necessitating expanded services and facilities. Be specific as possible. Provide citations evidencing need (Census, studies, counts, data bases, etc.). Attached a copy of any studies, count summaries and data that is not generally available. Mark (“X”) here X if attachments are provided.

Poverello House provides food, emergency shelter, medical care and case management to homeless individuals and families living in the city and county of Fresno. The current HVAC systems are over 30 years, are not energy efficient, and are expensive to operate. To provide the homeless clients with cooler air in the summer and a warm environment in the winter, Poverello House must replace the existing HVAC units with energy efficient products that will provide an efficient heating and cooling system and a cleaner air for the homeless clients we serve. The areas of Poverello House that will directly benefit from the new HVAC equipment is the medical office and waiting room, the case management offices, a portion of the dayroom, the contact office and kitchen offices. These places are where staff provides the services that the homeless clients are seeking. There are over 372,000 client visits to these offices during the year.

The scope of work will provide the following:

- Remove the existing roof mount gas dual pack
- Install a new sheet metal transition in place
- Set a new Tran high efficient gas dual pack in place and secure to stand
- Install a new stainless steel gas flex line, shut off and required piping on roof
- Install a fused outdoor rated disconnects with new wire whip
- Install new pvc drain line
- Install a thermostat and program
- Cycle and test unit for proper operation on all modes
- Remove the existing inline duct heater and cooler assembly
- Set new heater in place with new sheet metal transitions
- Install a new evaporated cooling section in place and secure
- Cycle and test the unit for proper operation

Please see Exhibit #4 for Proposal

Please see Exhibit #5 for Pictures of old system

**City of Fresno**  
**2018 – 2019 Application for**  
**Community and Homelessness Facility**  
**Improvement Projects**

**7. Activity Category and Matrix Code** - In the Proposed Project Activity column (left-most), mark "X" beside the proposed Facility Improvement / Infrastructure Type. In the Proposed National Objective column (3<sup>rd</sup> from right), enter the appropriate code from pages 7-8. In the Proposed Accomplishment Type column (2<sup>nd</sup> from right), enter the appropriate type from pages 8–10 that corresponds with the proposed National Objective and Accomplishment Type. In the far right column, enter a numeric value. If the National Objective is one of the "low/mod area objectives", complete the Device Area information on page 11. City staff will generate and populate the accomplishment information.

<b>Mark with 'X' for Proposed Project Activity</b>	<b>Facility Improvement/ Infrastructure Types</b>	<b>Matrix Code</b>	<b>Proposed National Objective Code</b>	<b>Proposed Accomplishment Type</b>	<b>Planned Accomplishments</b>
	Senior Centers	03A			
	Handicapped Centers	03B			
X	Homeless Facilities (not operating costs)	03C	LMC	11	372,800
	Youth Centers	03D			
	Neighborhood Facilities	03E			
	Parks, Recreational Facilities	03F			
	Parking Facilities	03G			
	Solid Waste Disposal Improvements	03H			
	Flood Drainage Improvements	03I			
	Water/Sewer Improvements	03J			
	Street Improvements	03K			
	Sidewalks	03L			
	Child Care Centers Tree Planting	03M			
	Tree Planting	03N			
	Fire Stations/Equipment	03O			
	Health Facilities	03P			
	Facilities for Abused and Neglected Children	03Q			
	Asbestos Removal	03R			
	Facilities for AIDS Patients (not operating costs)	03S			
	Other Public Facilities/Improvements	3			

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**Improvement Projects**

Matrix Code	National Objective	Accomplishment Type	
03Q Facilities for Abused and Neglected Children	LMC	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03R Asbestos Removal	LMA, LMC	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03S Facilities for AIDS Patients (not operating costs)	LMC	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03T Operating Costs of Homeless/AIDS Patients Programs	LMC	01	People

**8. Service Area Detail – Low/Mod Area Benefit Applications Only:** (Non-low/mod area benefit proposals may skip to # 9.)

**Low/Mod Area Benefit Applications** - Identify the service area(s) by Census Tract(s) and Block Group(s) in the table below and list the page(s). Be sure to include partial Census Tracts and Block Groups overlapping the service area.

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

- 9. Accomplishment Detail Number of People Who Will Benefit:** In the chart below, list the number of persons expected to benefit from this activity. Further indicate how many of the expected beneficiaries will be low and moderate-income individuals/families. Low and moderate-income individuals and families are those whose incomes do not exceed 80% of the county area median income (AMI).

<u>81% and Above</u> <u>(Non-Low/Mod)</u>	<u>From 0 to 80%</u> <u>(Low/Mod)</u>	<u>TOTAL</u> <u>Number of People</u>
	372,800	372,800

- 10. Summary of Services to be provided at the Facility -** Check All Services to be provided at the facility, including those that are not funded by the City.

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

### 11. Total Project Costs by Funding Type

Proposed Activity Budget	Amount
Total CDBG Funds Requested	\$ 44,492
Total Other Federal Funds (do not include CDBG funds on this line)	\$
<b>Total Non-Federal Funds</b>	<b>\$</b>
<b>Total Proposed Activity Budget</b>	<b>\$ 44,492</b>

Form of Assistance Requested for CDBG Funds	Check Box
Grant	<input checked="" type="checkbox"/>
Forgivable Loan. Describe the terms below this Table	<input type="checkbox"/>
Loan, below market interest rate. Describe the terms below this Table.	<input type="checkbox"/>

Proposed Loan Terms (if Loan is proposed):

### 12. List of Funding Sources – Provide all planned funding anticipated/ committed for this activity for FY 2018 - 2019

Sources	Amount	Committed or Anticipated?
1) CDGB	1) \$ 44,492	Anticipated
2)	2) \$	
3)	3) \$	
4)	4) \$	
5)	5) \$	
<b>Total All Sources</b>	<b>\$ 44,492</b>	

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.

### 13.ACTIVITY BUDGET SUMMARY

Prepare a line item budget with a brief description of the planned expenses.

<b>Proposed Expenditure (descriptive title)</b>	<b>Proposed Project Budget</b>	<b>Proposed 2018 – 2019 CDBG Budget</b>	<b>Proposed All Other Funds Budget</b>
Upgrading (4) HVAC systems and swamp cooler	\$ 44,492	\$ 44,492	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Total Expenditures</b>	<b>\$ 44,492</b>	<b>\$ 44,492</b>	<b>\$</b>

**14. Long-term Operation and Maintenance** - Describe provisions and financial systems that will ensure long-term operation and maintenance if this public facility / public improvement is funded.

Poverello House has been providing homeless services since 1973. Poverello House has operated and maintained the current facility since the early 1990's. The community has supported the Poverello House for over 45 years. Poverello House's funding is a mixture of individuals, private foundations and federal, state and local grants. The operations department has six people that combined have over 30 years experience in facility management. Poverello House in its budget allocates funding for the maintenance and repair of its facilities and equipment.

**15. Acquisition/Rehabilitation/Improvements Budget Summary - Fill-in the below facility project budget table**

**Acquisition Costs:**

Purchase Price

Liens

Closing, Title & Recording  
Costs

Extension Payment

Other:

**SUBTOTAL**

**Construction**

Basic Construction Contract

Bond Premium

Infrastructure

Improvements

Hazardous Abate. &  
Monitoring

Construction Contingency (  
%)

Sales Taxes

Other Construction  
Costs: \_\_\_\_\_

Total Developm ent Costs	Funding Sources		
	CDBG	Other Source ( )	Other Source ( )

	44,492		

**City of Fresno**  
**2018 – 2019 Application for**  
**Community and Homelessness Facility**  
**Improvement Projects**

Other Construction Costs: _____			
SUBTOTAL			
<b>Development</b>			
Appraisal			
Architect/Engineer			
Environmental Assessment			
Geotechnical Study			
Boundary & Topographic Survey			
Legal			
Developer Fee			
Project Management			
Technical Assistance			
Other			
Consultants: _____			
Other: _____			
SUBTOTAL			
<b>Other</b>			
<b>Development</b>			
Real Estate			
Tax			
Insurance			
Relocation			
Bidding Costs			
Permits, Fees & Hookups			
Impact/Mitigation Fees			
Development Period			
Utilities			
Construction Loan Fees			
Construction Interest			
Other Loan Fees			
Accounting/Audit			
Marketing/Leasing			
Expenses			
Operating Reserves			
Replacement Reserves:			
SUBTOTAL			
Total Development Costs			

**16. Provide a List of All Attachments to Part B of the Application:**

**Exhibit #1 Google Map of Poverello House and Fresno County Boundary**

**Exhibit #2 Footprint/Blueprint of area of where units will be installed**

**Exhibit #3 Independent Energy Audit**

**Exhibit #4 Estimate of Upgrading HVAC Systems**

**Exhibit #5 Pictures of old HVAC units**



Exhibit -1 Google Map of Poverello  
House and Boundary of Service Area  
(Fresno County)

ALLEY

BULK STORAGE

PANTRY

REFRIGERATOR

DUAL TEMP.

FREEZER

DISHWASH

SERVING

KITCHEN

STAFF

FREEZER

STAFF MANAGER

JANITOR

WORK ROOM

BUSINESS OFFICE

DIRECTOR

CONTACT

KITCH. MANAGER

ELECT.

ASH TRAP

BLDG. PANEL

STAFF MANAGER

SOCIAL WORKER

SOCIAL WORKER

WAITING

DENTAL

INTAKE

BLDG. PANEL

EXAM

EXAM

ADMINIS.

EXAM (X-RAY)

WAITING

SHOWER

WAITING

FOYER

MEN

WOMEN

MAIN DINING

FAMILY DINING

REFERENCE NORTH

ENTRANCE "F" STREET

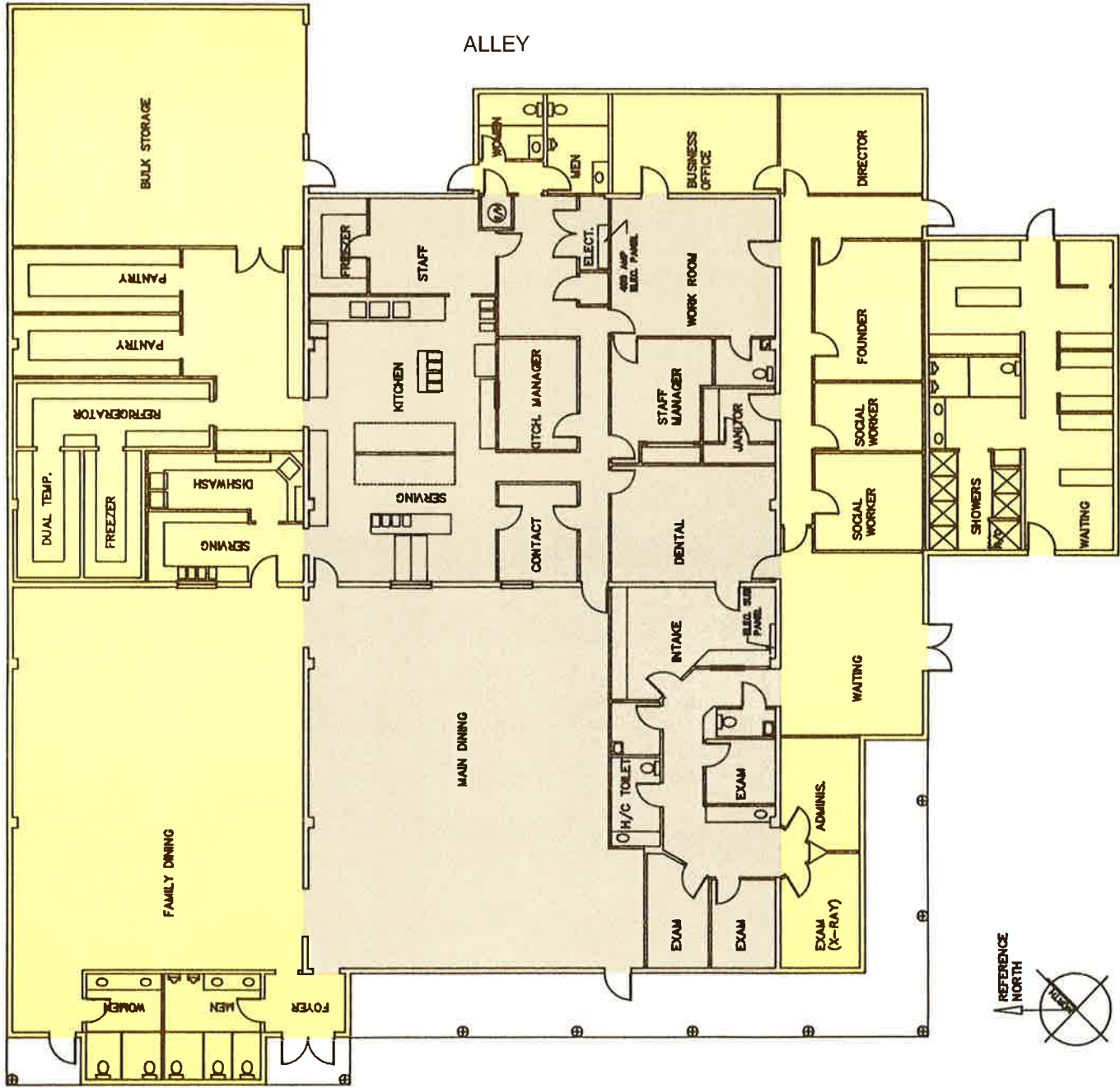
ENTRANCE  
"F" STREET

	EXISTING STRUCTURE	5,880 SQ. FT.
	ADDITION	8,376 SQ. FT.

TOTAL 14,256 SQ. FT.

Exhibit – 2 Footprint of Area Where  
Units Will Be Installed

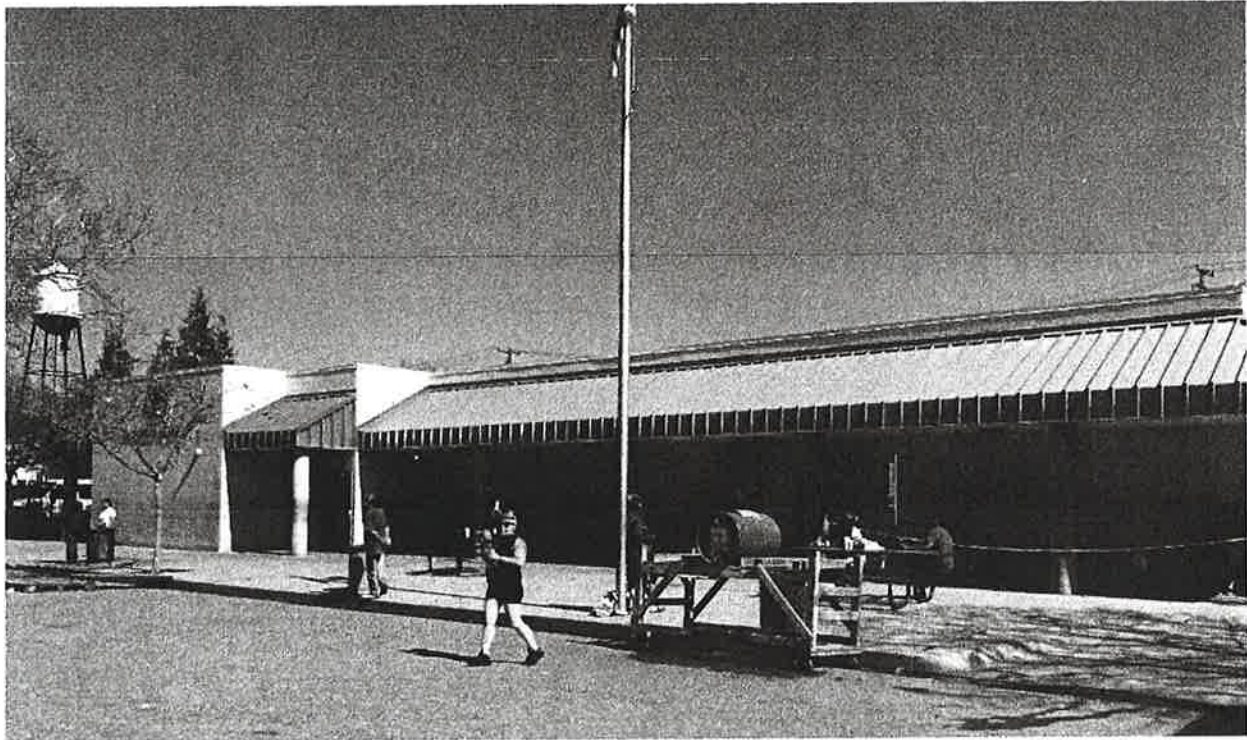
# POVERELLO HOUSE



ENTRANCE  
"F" STREET

EXISTING STRUCTURE	5,880 SQ. FT.
ADDITION	8,376 SQ. FT.
TOTAL	14,256 SQ. FT.

Prepared For:  
Cruz Avila, Executive Director  
412 F Street  
Fresno, California 93706



**Poverello House - Main Office and Resident Rehab  
ASHRAE LEVEL 1 ENERGY AUDIT**

at  
412 F Street  
Fresno, California 93706

Prepared By:

  
**CONSOL**  
5757 Pacific Avenue, Suite 220  
Stockton, California 95207

March 30, 2017

## DEFINITIONS

AC	Air Conditioning
AHRI	Air-Conditioning, Heating and Refrigeration Institute
ASHRAE	American Society of Heating, Refrigeration and Air-Conditioning Engineers
BETU	Business Energy Tune-Up
CFL	Compact Fluorescent Lamp
CO <sub>2</sub>	Carbon Dioxide
CVETU	Central Valley Energy Tune-Up
DC	Direct Current
ECM	Energy Conservation Measure
EUI	Energy Use Intensity
HID	High Intensity Discharge
HPS	High Pressure Sodium
HVAC	Heating, Ventilation and Air Conditioning
kW	Kilowatt
kWh	Kilowatt Hour
LED	Light Emitting Diode
MH	Metal Halide
MACRS	Modified Accelerated Cost Recovery System
OBF	On-Bill Financing
PACE	Property Assessed Clean Energy Financing
PG&E	Pacific Gas and Electric
PTAC	Packaged Terminal Air Conditioner
PTHP	Packaged Terminal Heat Pump
PV	Photovoltaic Solar
RTU	Rooftop Unit

## About Business Energy Tune-Up (BETU)

The Business Energy Tune-Up Program is based on the highly successful Home Energy Tune-Up Program for residential property owners developed by the City of Fresno in 2009. Business Energy Tune-Up provides business owners with a no-cost comprehensive analysis of their business energy use with a focus on opportunities to save energy and money. The American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE) Level 1 or 2 energy audits provided by the program give the business owner accurate, independent information about how energy efficiency upgrades can lower operating costs and pay for themselves through energy savings.

## ASHRAE Level 1 – Preliminary Audit

The ASHRAE Level 1 audit is also called a simple audit, screening audit or walk-through audit. It involves minimal interviews with site operations personnel, a brief review of site utility bills and other operating data, and a walk-through of the property. The focus of the audit is to identify prominent areas of energy waste or inefficiency. The data compiled from this audit is used for the preliminary energy use analysis and to generate a report detailing low-cost/no-cost measures and potential capital improvements for further study. Typically, a Level 1 audit will only uncover major energy savings opportunities. Recommended corrective measures are briefly described and preliminary estimates of implementation costs, potential operating cost savings, and simple payback periods may be provided. This level of detail is an effective method to prioritize energy efficiency projects and to assess the need for a more detailed audit.

## Energy Audit Report Disclaimer

This report is prepared in accordance with generally accepted engineering principles, standards and practices for energy analyses. Projected energy use, electrical demand, implementation costs, fuel savings, and energy cost savings are estimates. Actual implementation costs, energy fuel savings and energy costs savings may differ from estimates in the report. References to specific ideas, products and services should not be construed as endorsements. Any included design, plans, engineering sketches, scopes of work, architectural, plumbing, code information, etc. are conceptual and are not for construction, permitting, costing, or implementation. All energy usage information furnished by utility providers is presumed reliable and all savings estimates are based on this information. Federal, state, local city, or county utility incentives included are based on current information from the providing authority at time of publication. Please consult with the authority issuing the incentive or tax credit, as well as, your tax advisor prior to implementing any projects.

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**Poverello ASHRAE LEVEL 1 ENERGY AUDIT  
at  
412 F Street  
Fresno, California 93706**

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## SECTION 1

### Executive Summary

The preliminary energy audit findings for Poverello House - Main Office and Resident Rehab indicate that there are several opportunities for energy savings. Table 1 highlights the existing energy consumption and the estimated consumption after implementing the various recommended energy efficiency measures with and without solar PV.

**Table 1**  
**Energy Consumption Summary**

	Existing		With PV	Reduction		Without PV	Reduction
Electrical Consumption (kWh)	309,205		-620	100%		208,385	33%
Natural Gas Consumption (Therms)	11,998		11,794	2%		11,794	2%
Water Consumption (Gallons)	N/A		N/A	N/A		N/A	N/A
Total Energy Cost (\$)	\$72,237		\$8,417	88%		\$51,150	29%
Payback (Years)			10.9			6.3	

Table 2 provides a summary of the recommended ECM savings for the building.

**Table 2**  
**Energy Conservation Measures**

End Use	ECM	Recommendations	Savings (kW)	Annual Savings (kWh)	Annual Savings (Therms)	Annual Savings (Gallons)	Annual Cost Savings (\$)	Net Cost (\$)	Payback (Years)
Lighting	1	Replace/Retrofit T12 Fixtures with LED Fixtures/Retrofit Kits	14.9	39,407	0	0	\$8,057	\$21,023	2.6
	2	Replace CFL Lamps with LED Lamps							
	3	Replace Incandescent Lamps with LED Lamps							
	4	Install Interior Lighting Vacancy Sensors							
	5	Replace HID Floodlight Fixtures with LED Fixtures/Retrofit Kits							
HVAC	6	Install Energy Efficient HVAC	22.3	32,258	0	0	\$6,595	\$79,725	12.1
	7	Install Outside Air Economizers on Packaged RTUs							
	8	Install Demand Control Kitchen Ventilation System							
	9	Replace Evaporative Cooler V-Belts with Cogged Belts							
Refrigeration:	10	Install Floating Head Pressure Controls on Compressors	0.0	20,250	0	0	\$4,140	\$16,633	4.0
	11	Install EC Motors and Controllers on Evaporator Units							
	12	Insulate Refrigerant Suction Line Piping							
Plug Loads	13	Install Plug Load Occupancy Sensors on Computers	0.3	8,905	0	0	\$1,821	\$12,115	6.7
	14	Replace Appliances with ENERGY STAR® Rated Appliances							
Water	15	Replace Existing Faucet Aerators/ Showerheads with Efficient Fixtures	0.0	0	204	48,955	\$332	\$85	0.3
	16	Replace Existing Water Closets and Urinals with Efficient Water	0.0	0	0	38,561	\$141	\$3,510	24.9
Renewable	17	Install a 146 kW DC Photovoltaic Solar System	127.3	209,005	0	0	\$42,733	\$559,730	13.1
EV Charger	18	Install an Electrical Vehicle Charging Station							
Maintenance Observations	19	Maintenance on Evaporative Coolers							
Total			164.7	309,825	204	87,516	\$63,820	\$692,820	10.9
Total without PV			37.4	100,820	204	87,516	\$21,086	\$133,090	6.3

1: The annual kWh savings calculations are rough estimates based on items observed during the energy audit. Annual cost savings are based on the property's historical utility bill.

2: The net cost includes estimated incentives up to \$8,236 based on current PG&E rates. The actual incentive amounts depend on eligibility and PG&E incentive program type: prescriptive or custom.

## **Additional Highlights**

### **PV Solar**

The proposed photovoltaic system would generate 100% of the total site consumption after implementing the non-solar ECMs. There are no federal PV incentives available because government agencies are tax exempt.

### **ENERGY STAR® Benchmarking**

The site buildings were classified as a "Residential Care Facility." Unfortunately, the ENERGY STAR® performance rating is not applicable to this site. The site occupancy type does not fall under the space type criteria necessary to receive an ENERGY STAR® performance rating. For more information, see Section 3 of the report.

### **PG&E Incentives**

Pacific Gas and Electric (PG&E) offers incentives for installing energy efficient measures. The individual measures need to be calculated and quantified to determine the qualifying incentive amount. In order to qualify for a PG&E incentive, an application needs to be submitted to PG&E before any measure is installed. Communication with the PG&E customer account representative is also very important to assist in the incentive application process. The application process may take six weeks or longer.

### **Fresno Energy Watch – Direct Install Program**

The Fresno Energy Watch direct install program can help building owners save energy through lighting efficiency upgrades. The benefit of direct install programs is faster implementation and reduced equipment costs. For more information see Section 5 of this report.

### **LED Lighting Program**

LED Lighting Programs provide LED lamps and rebates that can cover a significant portion of the lamps and fixtures costs. For more information see Section 6 of this report.

### **PG&E Commercial HVAC Quality Maintenance Program**

The PG&E Commercial HVAC Quality Maintenance program offers incentives to customers for enrolling in a three year air conditioning service agreement. For more information see Section 7 of this report.

### **PG&E Trade Professionals**

PG&E utilizes Trade Professionals (contractors, installers, distributors, retailers, and engineers) to help increase awareness of energy efficiency initiatives, rebates, and incentives available to customers. For a list of PG&E Trade professionals specializing in refrigeration systems that may be able to assist with implementation of the proposed measures, see Section 8 of this report.

## Efficiency and Incentive/Rebate Impact

It is imperative that energy efficiency measures not be implemented before communicating with PG&E, the City of Fresno, and ConSol to follow up with potential incentives or rebates that may be available.

It is recommended that multiple bids be obtained for any retrofit measures included in this report. Also, it is important to compare equipment for potential efficiency differences. Incremental cost differences between standard efficiency and high efficiency equipment should be compared in terms of payback and incentive potential.

An energy cost of \$0.18 per kWh saved is assumed for the examples below. This represents the average of all combined electrical charges.

### Potential Energy Efficiency Cost Savings - HVAC

Table 3 shows the annual energy consumption difference of a standard code compliant 10 ton packaged RTU and a high efficiency packaged RTU. One (1) high efficiency packaged RTU may save \$320 per year.

**Table 3**  
**Standard vs. High Efficiency RTU**

AC Unit	Efficiency (EER)	Tons	kW/Ton	kW	Full Load Equivalent Hours	Annual Consumption (kWh)	Annual Cost Savings (\$)
Standard Efficiency Unit	11.2	10	1.07	10.71	1,200	12,857	\$2,314
High Efficiency Unit	13	10	0.92	9.23	1,200	11,077	\$1,994
<b>Savings</b>				<b>1.48</b>		<b>1,780</b>	<b>\$320</b>

### Potential Energy Efficiency Cost Savings - Lighting

Table 4 shows the annual energy consumption difference of standard 32 watt fluorescent T8 lamps and 15 watt LED T8 lamps. One (1) fixture may save \$24 per year.

**Table 4**  
**Standard vs. LED Lighting**

Lamp Type	Lamp Wattage (Watts)	Ballast Factor	Fixture Lamps	Fixture Wattage (kW)	Hours	Annual Consumption (kWh)	Annual Cost Savings (\$)
Fluorescent T8 Lamp	32	0.88	3	0.08	3,000	253	\$46
LED T8 Lamp	15	0.88	3	0.04	3,000	119	\$21
<b>Savings</b>				<b>0.04</b>		<b>135</b>	<b>\$24</b>

### Incentive Effect on Net Cost and Payback – Air Compressor

Table 5 shows the effect of incentive on net cost and payback for replacing a standard efficiency air compressor with a high efficiency air compressor. The incentive may save \$3,794 and reduce the payback by 1.1 years.

**Table 5**  
**Effect of Incentive on Air Compressor Net Cost and Payback**

Option	Annual Energy Savings (kWh)	Energy Cost Savings (\$)	Cost (\$)	Incentive (\$)	Net Cost (\$)	Payback (Years)
Replace Air Compressor with High Efficiency Air Compressor w/o Incentive	19,295	\$3,473	\$30,000	\$0	\$30,000	8.6
Replace Air Compressor with High Efficiency Air Compressor w/ Incentive	19,295	\$3,473	\$30,000	\$3,794	\$26,206	7.5
<b>Savings</b>					<b>\$3,794</b>	<b>1.1</b>

## SECTION 2

### Project Description

This report is provided to document potential energy savings opportunities for the building. A walkthrough audit was performed on March 13, 2017 to observe the existing equipment and to identify potential energy savings opportunities.

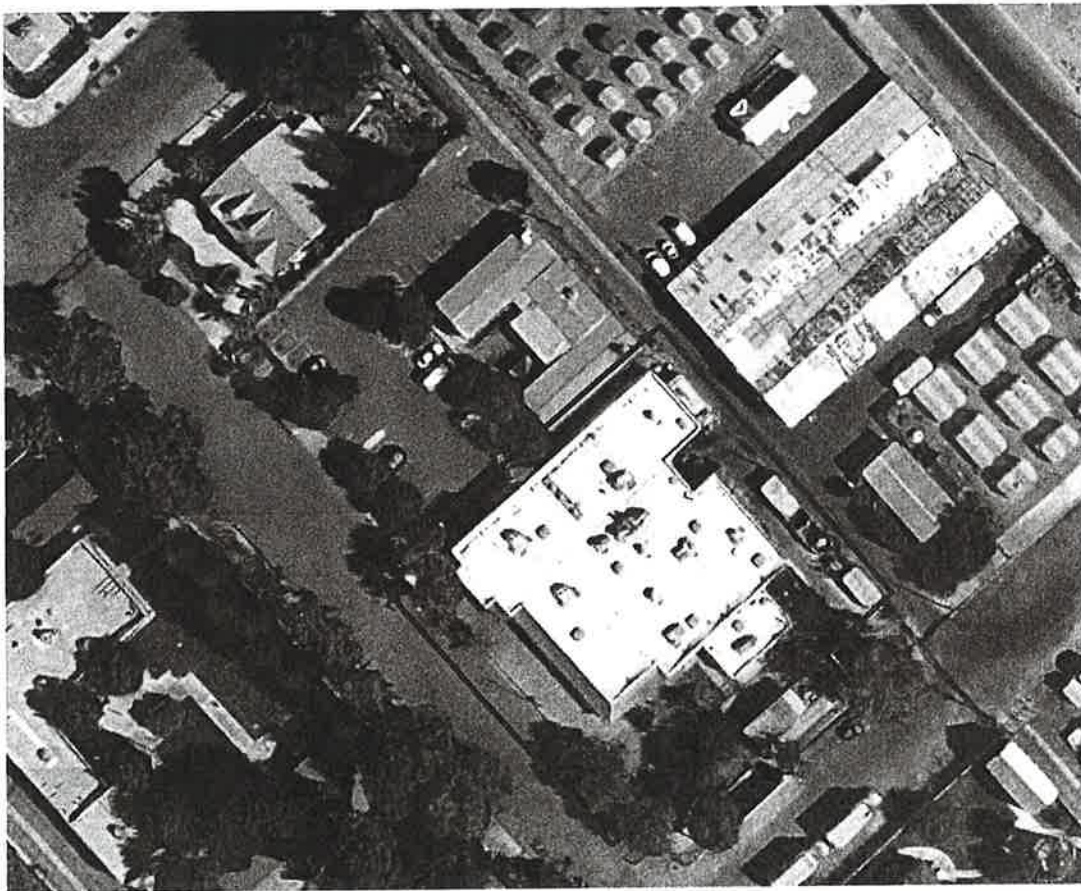
### Property Description

The property is located at 412 F Street. The property is located in a commercial area with the Povellero warehouse building to the north, an office building to the east, another Poverello warehouse building to the south and a medical clinic to the west. The building has a total building area of about 14,256 square feet. Figure 1 shows an aerial view of the property. The Poverello main office and resident rehab building is boxed in red. The top of the picture represents north.

The building is used for preparing and providing meals and medical services to those in need.

The property is serviced by PG&E. There is (1) electric and one (1) natural gas meter. ConSol obtained utility bill data for the period of March 2016 to February 2017.

**Figure 1**  
**Poverello House - Main Office and Resident Rehab – Aerial View**



## Existing Building Description

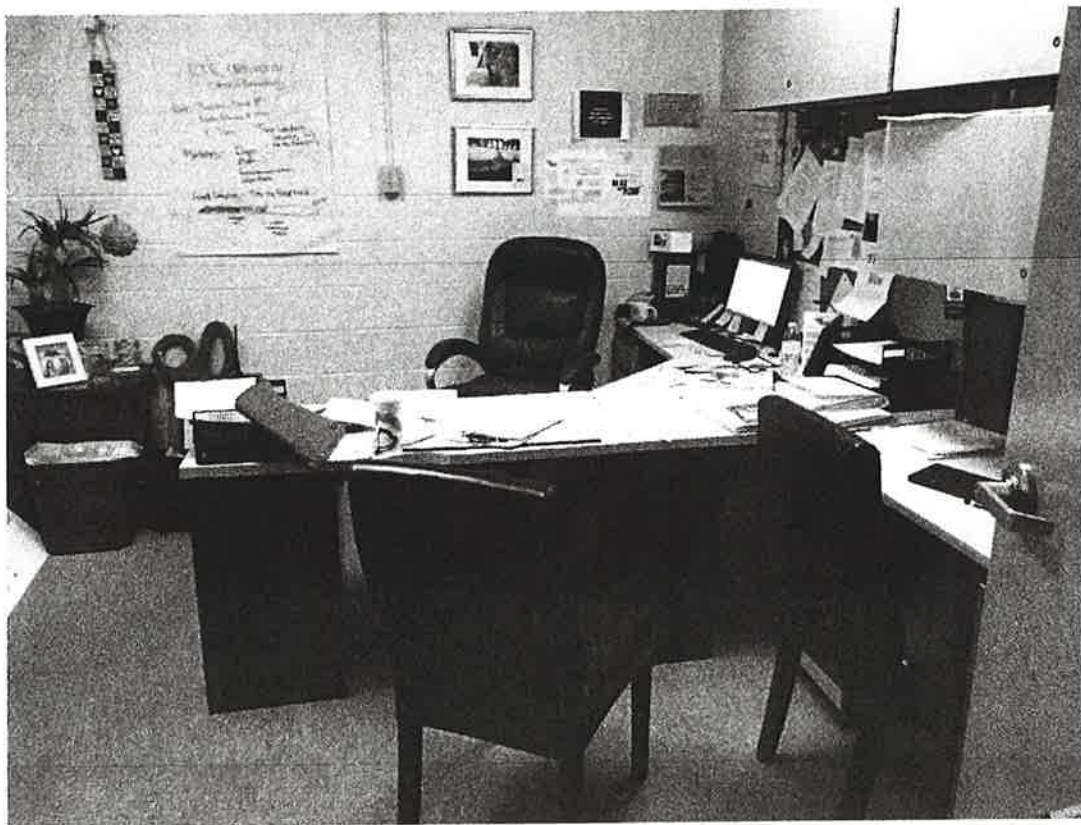
The building includes:

- Office
- Dining Room
- Kitchen
- Clinic
- Storage
- Shower/Laundry Room
- Restrooms

### Office

Figure 2 shows a private office.

**Figure 2**  
**Private Office**



## Dining

Figure 3 shows the dining room.

**Figure 3  
Dining Room**



## Kitchen

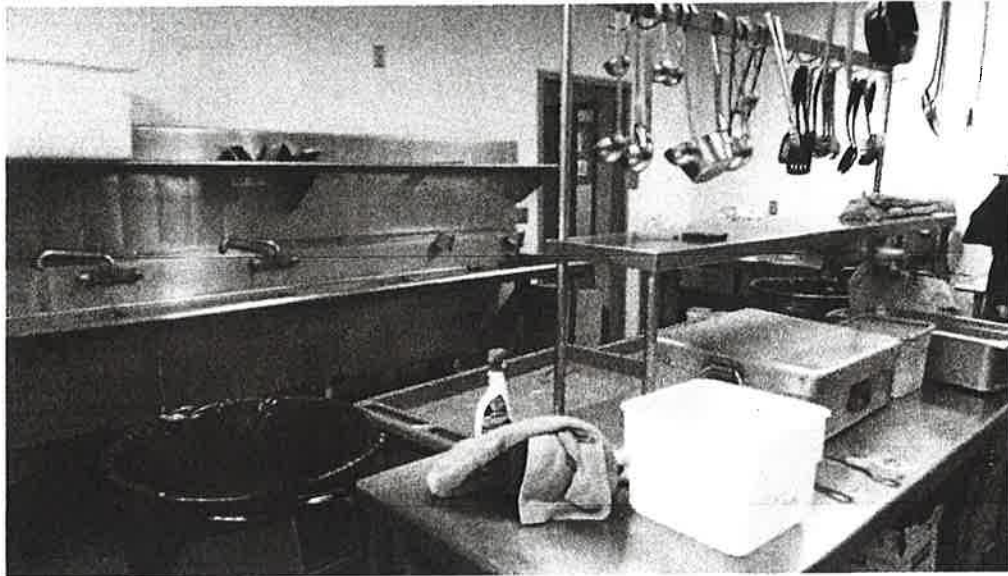
Figure 4 shows the kitchen.

**Figure 4  
Kitchen (1)**



Figure 5 shows another section of the kitchen.

**Figure 5**  
**Kitchen (2)**



### Clinic

Figure 6 shows the clinic waiting room.

**Figure 6**  
**Waiting Room**



Figure 7 shows the dental exam room.

**Figure 7**  
**Dental Exam Room**

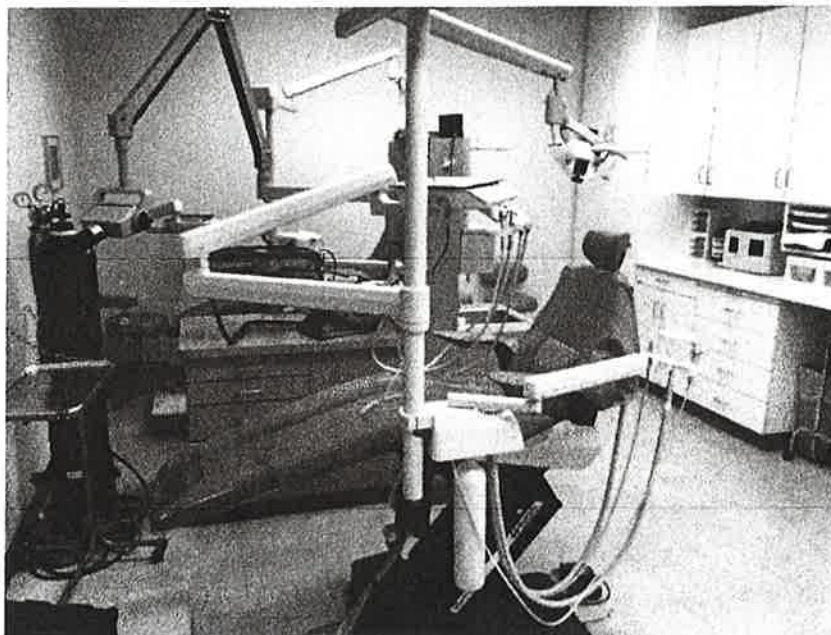


Figure 8 shows the clinical office

**Figure 8**  
**Clinical Office**

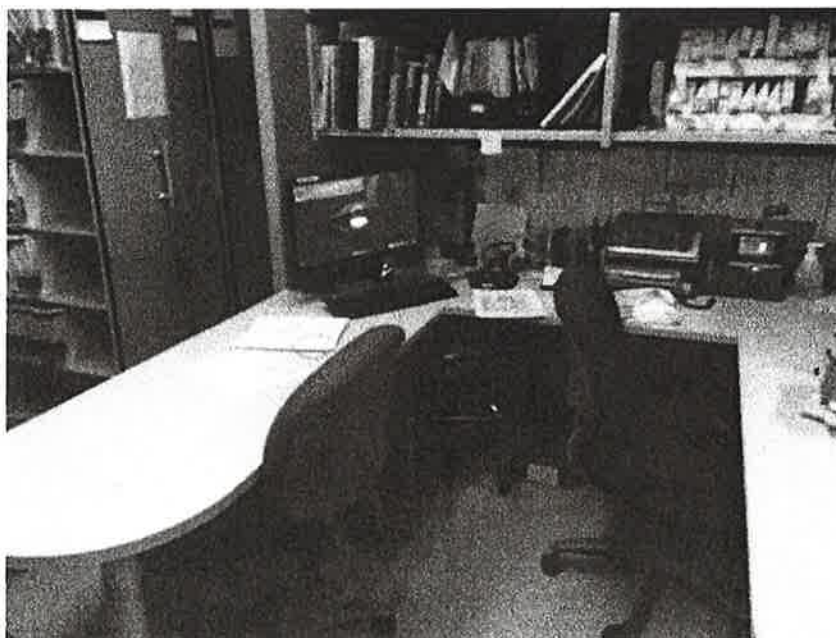


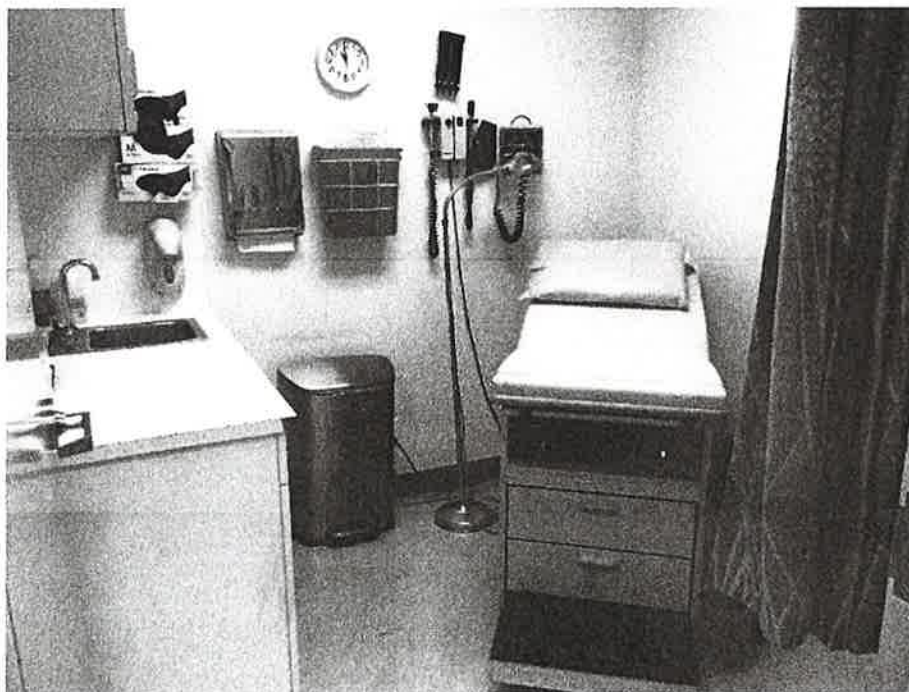
Figure 9 shows the optometry exam room.

**Figure 9**  
**Optometry Exam Room**



Figure 10 shows a medical exam room.

**Figure 10**  
**Medical Exam Room**



## HVAC

Space conditioning and ventilation for the building includes:

- Six (6) Packaged RTUs
- One (1) Mini-Split System
- Three (3) Evaporative Coolers equipped w/Duct Heaters
- Two (2) Evaporative Coolers
- Two (2) Kitchen Exhaust Fans

Figure 23 shows a 5 ton packaged RTU.

**Figure 23**  
**Packaged RTU**



Figure 24 shows a 10 ton packaged RTU.

**Figure 24**  
**Packaged RTU**

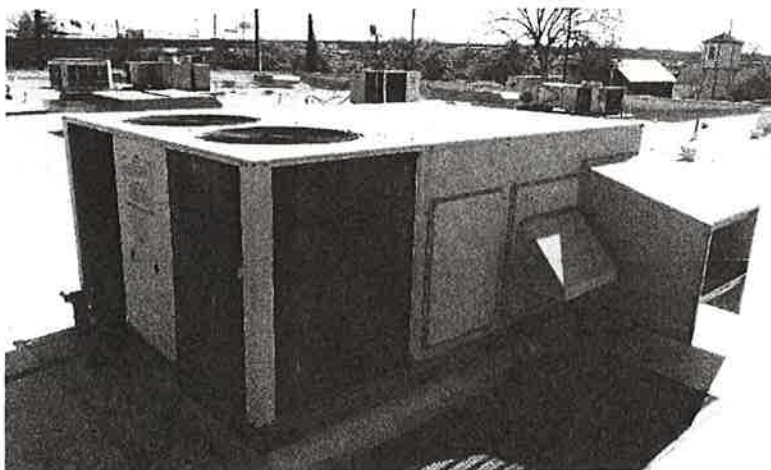


Figure 25 shows a 2 ton mini-split condensing unit.

**Figure 25**  
**Mini-Split Condensing Unit**

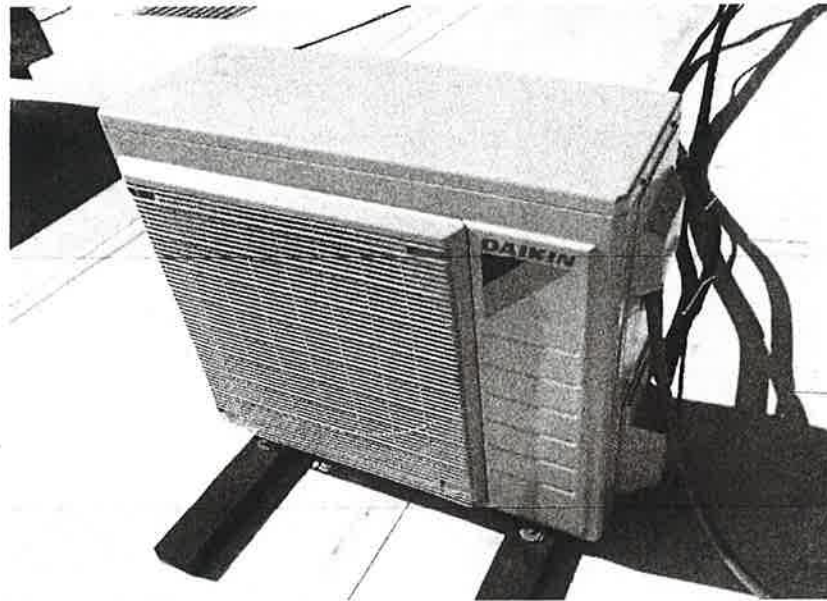


Figure 26 shows the mini-split indoor unit that serves the server room.

**Figure 26**  
**Mini-Split Indoor Unit**



Figure 27 shows a 1 hp evaporative cooler equipped with duct heater.

**Figure 27**  
**Evaporative Cooler w/ Duct Heater (1)**

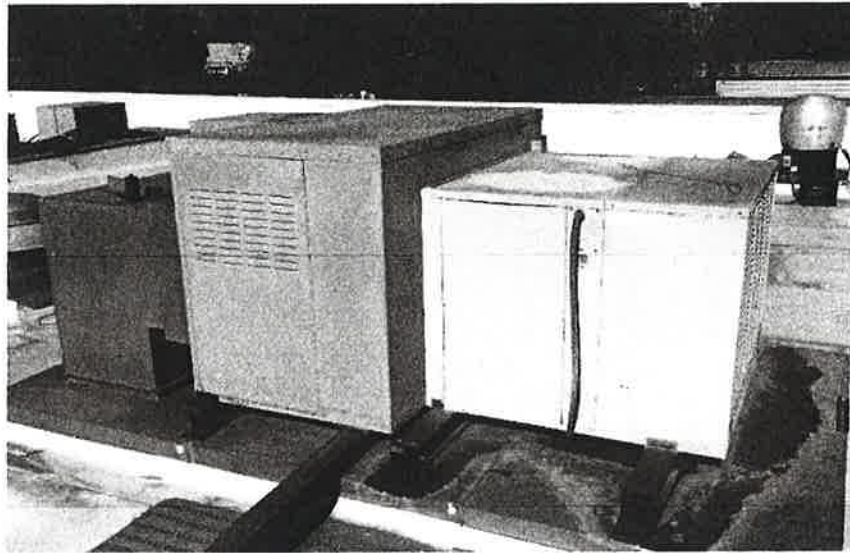


Figure 28 shows another 1 hp evaporative cooler equipped with a duct heater.

**Figure 28**  
**Evaporative Cooler w/ Duct Heater (2)**

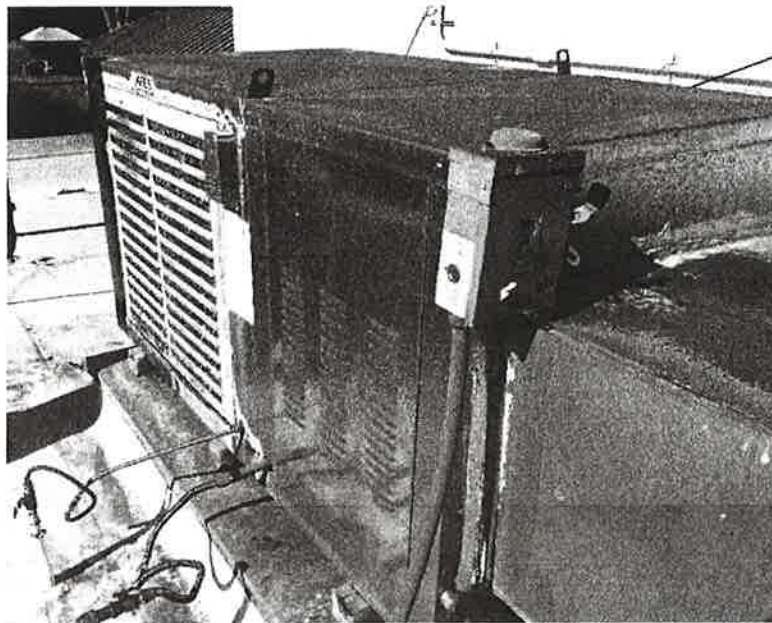


Figure 29 shows one (1) of two (2) estimated ½ hp evaporative coolers.

**Figure 29**  
**Evaporative Cooler**

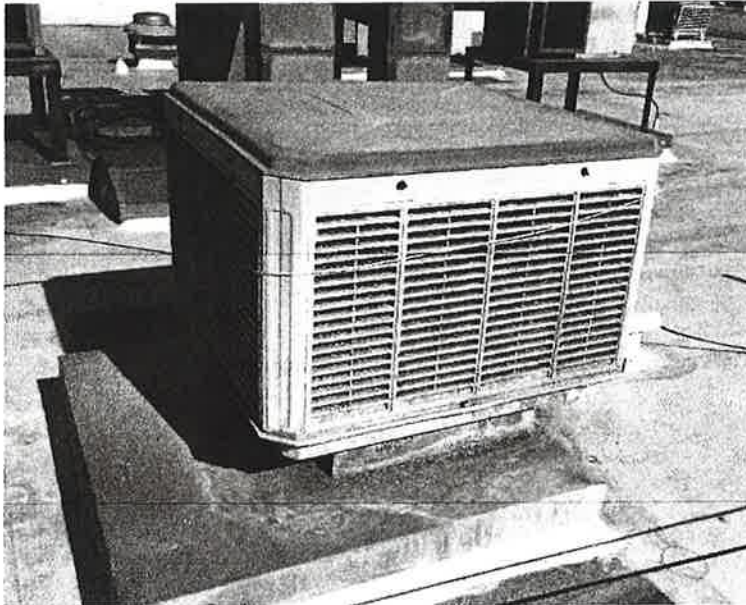
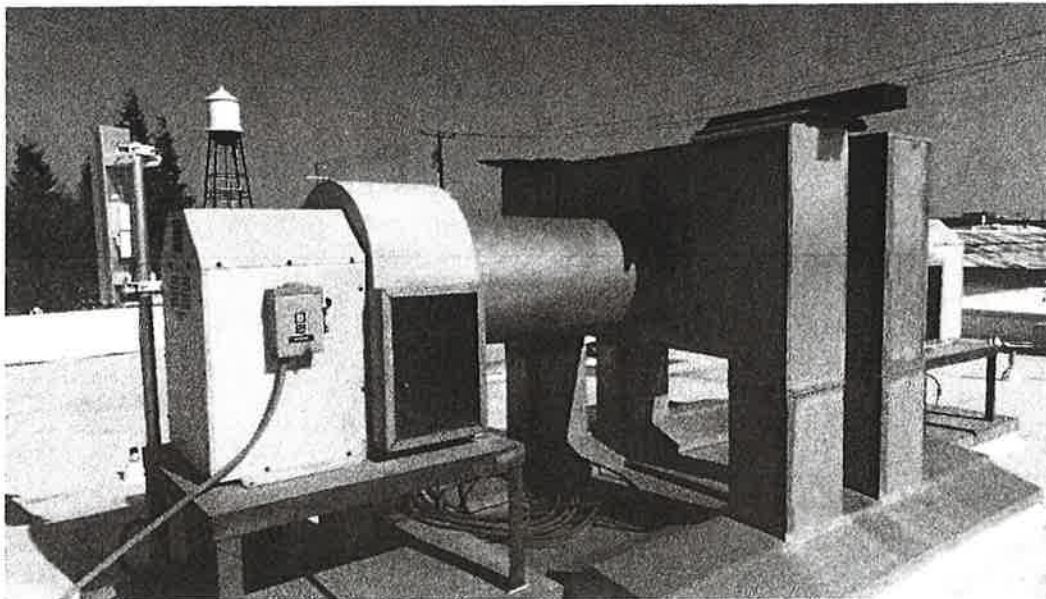


Figure 30 shows two (2) estimated 2 hp kitchen hood fans.

**Figure 30**  
**Kitchen Hood Fans**



## **Refrigeration**

Refrigeration equipment for the building includes:

- Two (2) Walk-In Coolers
- Four (4) Walk-In Freezers
- One (1) Commercial Freezer
- Two (2) Ice Makers
- Two (2) Standalone Refrigerators

Figure 31 shows the three-fan evaporator for the small walk-in cooler.

**Figure 31**  
**Three-Fan Evaporator**

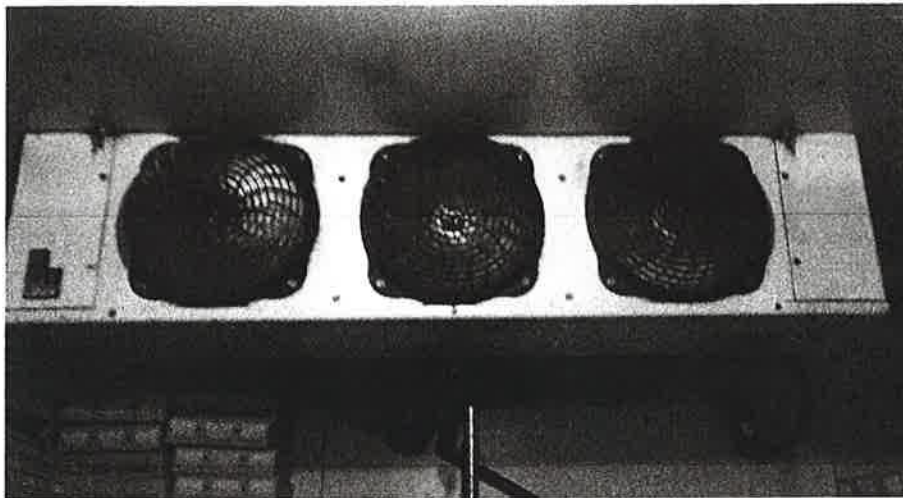


Figure 32 shows the condensing unit for the small walk-in cooler.

**Figure 32**  
**Condensing Unit – Small Walk-In Cooler**



Table 7 provides a summary of the existing HVAC units. Size and vintage of some of the units was not readable due to the nameplate being severely weathered.

**Table 7**  
**Summary of HVAC Units**

Type	Total Quantity	Year	MFG	Model	Serial	Size (tons/hp)
Packaged RTU	1	1991	York	D5YS024N03206A	NGYM042351	2
Packaged RTU	1	1986	BDP	585JPW060100A8	4986C10284	5
Packaged RTU	1	1986	Carrier	48KHA042—300BF	2386014151	3.5
Packaged RTU	1	1992	York	D3CG120N16525A	NGAM144315	10
Packaged RTU	1	1991	York	D2CG120N16525B	NFYM035466	10
Packaged RTU	1	N/A	Day & Night	N/A	N/A	4
Mini-Split Condensing Unit	1	2015	Daikin	RK24NMVJU	G001428	2
Mini-Split Indoor Unit	1	2015	Daikin	PTK24NMVJU	G001328	
Evaporative Cooler w/Duct Heater	1	N/A	Ares	SE-1 CJ2E	A7440	1 hp
Evaporative Cooler w/Duct Heater	1	N/A	Essick	Tri-Temp	N/A	1 hp
Evaporative Cooler w/Duct Heater	1	N/A	N/A	N/A	N/A	1 hp
Evaporative Cooler	2	N/A	N/A	N/A	N/A	1/2 hp
Kitchen Exhaust Fan	2	N/A	N/A	N/A	N/A	2 hp

*\*Estimated*

Table 8 provides a summary of the refrigeration equipment.

**Table 8**  
**Summary of Refrigeration Equipment**

Area Served	Type	Total Quantity	Year	MFG	Model	Serial	Size (hp)
Small Freezer	Two Fan Evaporator	1	2006	Larkin	LCA6110AB	D06B04477	1/15
	Condensing Unit	1	2004	Heatcraft	LHT015H2B	T04F 04429	1.5
Small Cooler	Three Fan Evaporator	1	N/A	Larkin	N/A	N/A	1/15
	Condensing Unit	1	2004	Heatcraft	MOZ020M62C	T04G 04476	2
Front Freezer	Three Fan Evaporator	1	N/A	Larkin	N/A	N/A	1/15
	Condensing Unit	1	2004	Heatcraft	MOZ050L62C	T04G 04623	5
Back Freezer	Three Fan Evaporator	1	N/A	Larkin	N/A	N/A	1/15
	Condensing Unit	1	2004	Heatcraft	MOZ050L62C	T04G 04524	5
Walk-In Cooler	Four Fan Evaporator	1	2004	Larkin	LCA6215BB	D04B04370	1/15
	Condensing Unit	1	2004	Heatcraft	MOZ020M63C	T04J 01501	2
Walk-In Freezer	Five Fan Evaporator	1	N/A	Larkin	N/A	N/A	1/15
	Condensing Unit	1	2004	Heatcraft	MOZ045L63C	T04J 01500	4.5

*\*Estimated*

## SECTION 3

### Energy Consumption & Benchmarking

#### Electrical Consumption

Table 13 shows one complete year of monthly electrical consumption and demand billing data for the building from March 2016 to February 2017. The meter recorded a total consumption of 309,205 kWh. The property was billed under PG&E's HA10SX rate schedule, which is a medium general demand-metered service.

**Table 13**  
**Monthly Electrical Consumption & Demand**

Month	Total Consumption (kWh)	Demand (kW)	Electric Charge (\$)
February 2017	19,818	69	\$3,340
January 2017	20,123	69	\$3,342
December 2016	19,510	64	\$3,236
November 2016	21,391	80	\$3,979
October 2016	25,433	96	\$5,950
September 2016	30,754	106	\$7,118
August 2016	36,626	108	\$8,120
July 2016	36,254	108	\$7,977
June 2016	30,853	108	\$7,126
May 2016	24,429	100	\$5,614
April 2016	24,055	91	\$4,074
March 2016	19,959	76	\$3,345
<b>Total/Peak</b>	<b>309,205</b>	<b>108</b>	<b>\$63,220</b>

## SECTION 4

### Energy Conservation Measure Recommendations

The following is a description of the recommended energy conservation measures. Table 18 provides a summary of the recommended ECM savings for the building.

**Table 18**  
**Energy Savings Summary**

End Use	ECM	Recommendations	Savings (kW)	Annual Savings (kWh)	Annual Savings (Therms)	Annual Savings (Gallons)	Annual Cost Savings (\$)	Net Cost (\$)	Payback (Years)
Lighting	1	Replace/Retrofit T12 Fixtures with LED Fixtures/Retrofit Kits	14.9	39,407	0	0	\$8,057	\$21,023	2.6
	2	Replace CFL Lamps with LED Lamps							
	3	Replace Incandescent Lamps with LED Lamps							
	4	Install Interior Lighting Vacancy Sensors							
	5	Replace HID Floodlight Fixtures with LED Fixtures/Retrofit Kits							
HVAC	6	Install Energy Efficient HVAC	22.3	32,256	0	0	\$6,595	\$79,725	12.1
	7	Install Outside Air Economizers on Packaged RTUs							
	8	Install Demand Control Kitchen Ventilation System							
	9	Replace Evaporative Cooler V-Belts with Cogged Belts							
Refrigeration	10	Install Floating Head Pressure Controls on Compressors	0.0	20,250	0	0	\$4,140	\$16,633	4.0
	11	Install EC Motors and Controllers on Evaporator Units							
	12	Insulate Refrigerant Suction Line Piping							
Plug Loads	13	Install Plug Load Occupancy Sensors on Computers	0.3	8,905	0	0	\$1,821	\$12,115	6.7
	14	Replace Appliances with ENERGY STAR® Rated Appliances							
Water	15	Replace Existing Faucet Aerators/ Showerheads with Efficient Fixtures	0.0	0	204	48,955	\$332	\$85	0.3
	16	Replace Existing Water Closets and Urinals with Efficient Water	0.0	0	0	38,561	\$141	\$3,510	24.9
Renewable	17	Install a 146 kW DC Photovoltaic Solar System	127.3	209,005	0	0	\$42,733	\$559,730	13.1
EV Charger	18	Install an Electrical Vehicle Charging Station							
Maintenance Observations	19	Maintenance on Evaporative Coolers							
Total			164.7	309,825	204	87,516	\$63,820	\$692,820	10.9
Total without PV			37.4	100,820	204	87,516	\$21,086	\$133,090	6.3

1: The annual kWh savings calculations are rough estimates based on items observed during the energy audit. Annual cost savings are based on the property's historical utility bill.

2: The net cost includes estimated incentives up to \$8,236 based on current PG&E rates. The actual incentive amounts depend on eligibility and PG&E incentive program type: prescriptive or custom.

## HVAC

The following is a list of HVAC energy efficiency recommendations.

If HVAC is altered or replaced, ducts may need to be sealed if criteria is met under section 140.4(l) of the 2016 California Energy Commission Building Energy Efficiency Standards.

### ***ECM 6: Install Energy Efficient HVAC***

Space conditioning for the building is provided by:

- Six (6) Packaged RTU

The existing packaged RTUs range in manufacturing dates between the years of 1986 and 1992. The units are past their expected useful life of 15 years and are recommended to be replaced.

Replacing the existing packaged RTU with a new high efficiency unit may provide energy savings. Modern HVAC systems have more energy efficient compressors, variable speed fan motors, and better controls. Additionally, the performance of HVAC equipment degrades over the course of the equipment's service life. If consideration is given to replace the old units, high efficiency units should be considered. The incremental cost and energy savings of higher efficiency equipment results in a lower overall payback, when compared to minimally code compliant equipment.

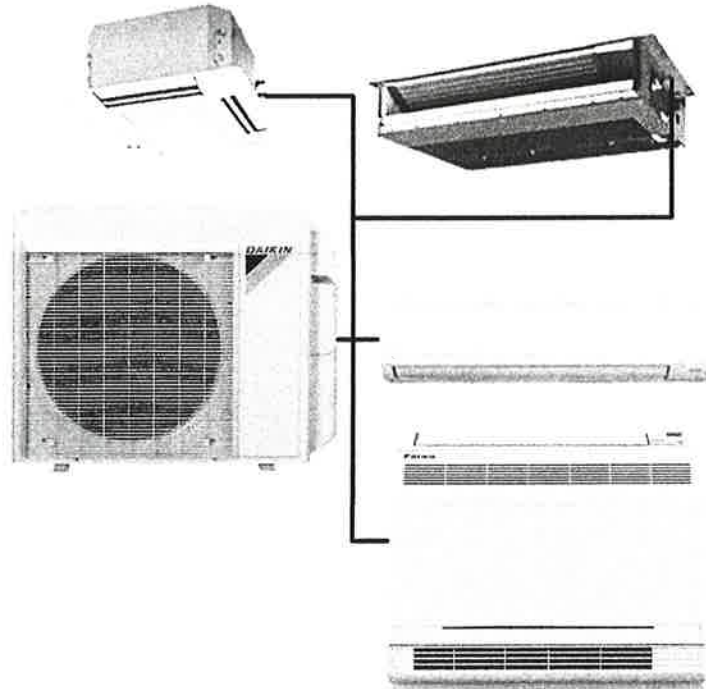
Figure 67 shows examples of high efficiency packaged RTUs.

**Figure 67**  
**High Efficiency Packaged RTUs**



Another option is to use ductless mini-split heat pumps. Ductless mini-split heat pumps are energy efficient since there are no duct losses in the HVAC system or significant fan energy. They utilize variable speed compressors which allow for better capacity control and more energy efficient part load operation. Figure 68 shows an example of a mini-split heat pump air conditioning system.

**Figure 68**  
**Mini-Split Heat Pump System**



### **ECM 7: Install Outside Air Economizers on Packaged RTUs**

There are four (4) existing packaged RTUs that are not equipped with outside air economizers. Installing outside air economizers is a cost effective way to increase the efficiency of the packaged RTUs.

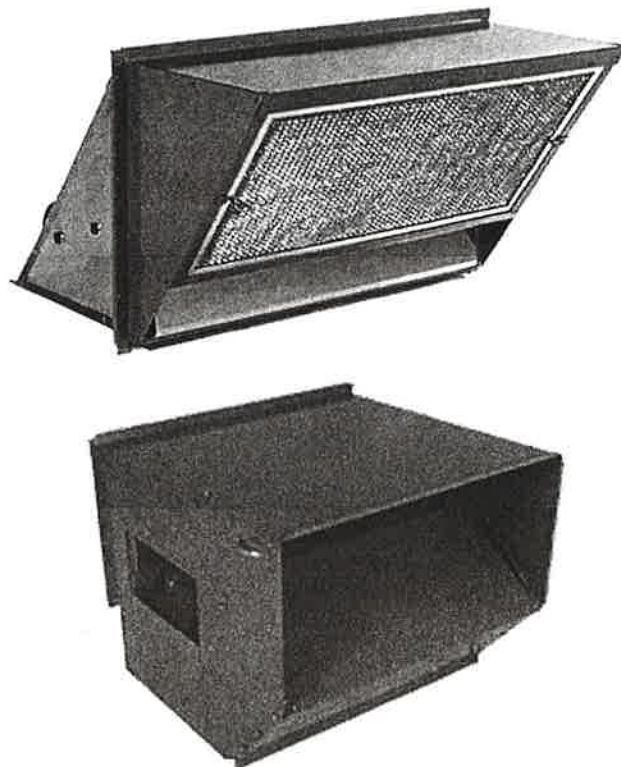
When outdoor air temperature is cool, for example in the morning and evening, the economizer uses the cool outside air to cool the building. The economizer is integrated with the unit controls and can automatically adjust the amount of outside air based on indoor and outdoor air temperatures. Using outside air reduces the need to run the air conditioning compressors unnecessarily thus reducing electrical energy consumption.

In addition to providing “free cooling”, introducing outside air to the interior of the building can help improve indoor air quality and occupant comfort.

Outside air economizers would work well for this building since it operates in the morning and evening.

Figure 69 shows examples of outside air economizers.

**Figure 69  
Economizers**





825 S. TOPEKA AVE FRESNO CA 93721  
(559) 237-3188 800 487-3188  
Fx 559 237-2867

www.valleyairrepair.com

## PROPOSAL/ CONTRACT

P12544

2/28/2018

THE FOLLOWING PROPOSAL IS MADE TO:

POVERELLO HUUSE

412 F ST

FRESNO

CA

9644

JOB NAME OR SITE:

JOB #

MAKE UP AIR UNIT B10

This Quote Is Good For 30 Days Unless Otherwise Noted

Phone

Phone 2

Job Phone

Email

**We hereby submit specifications and estimates for:**

### SCOPE OF WORK

- REMOVE THE EXISTING INLINE DUCT HEATER AND COOLER ASSEMBLY
- SET NEW HEATER IN PLACE WITH NEW SHEET METAL TRANSITIONS
- INSTALL A NEW EVAP. COOLING SECTION IN PLACE AND SECURE
- MODIFY GAS AND ELECTRICAL
- CYCLE AND TEST THE UNIT FOR PROPER OPERATION

### EQUIPMENT

REZNOR UNIT MODEL #RX250

CHAMPION COOLER SP-C4001SV

### PRICE INCLUDES

ALL MATERIAL, TAXES ,LABOR AND SHIPPING REQUIRED

### WARRANTY

ONE LABOR AND THREE ON THE EQUIPMENT

**We Propose** hereby to furnish material and labor- complete and in accordance with above specifications, for the sum of:

**PAYMENT to be as follow**

UPON COMPLETION

**NINE THOUSAND TWO HUNDRED TWENTY EIGHT**

dollars

**\$9,228**

All Material Is Guaranteed To Be As Specified. All Work To Be Completed In A Professional Manner According To Standard Practices. Any Alteration Or Deviation From Above Specifications Involving Extra Costs Will Be Executed Upon Written Orders, And Will Become An Extra Charge Over And Above The Estimate. All Agreements Contingent Upon Strikes, Accidents Or Delays Beyond Our Control. Owner To Carry Fire, Tornado And Other Necessary Insurance. Our Workers Are Fully Covered By Worker's Compensation Insurance.

Proposal made by SIMON

**Acceptance of Proposal-** the above prices, specifications and conditions are satisfactory and are hereby accepted. Valley Air Conditioning is Authorized to do the work as specified- payment to be made as outlined above.

**PLEASE SIGN BELOW AND RETURN WHITE COPY OF PROPOSAL FOR FASTEST SERVICE**

Date \_\_\_\_\_



825 S. TOPEKA AVE FRESNO CA 93721  
(559) 237-3188 800 487-3188  
Fx 559 237-2867

www.valleyairrepair.com

## PROPOSAL/ CONTRACT

P12545

2/28/2018

THE FOLLOWING PROPOSAL IS MADE TO:  
POVERELLO HUUSE

412 F ST

FRESNO

CA

9644

JOB NAME OR SITE:

JOB #

LARGER MAKE UP AIR UNIT

This Quote Is Good For 30 Days Unless Otherwise Noted

Phone PAUL 907-0046

Phone 2

Job Phone

Email STACK@POVERELLOHOUSE.ORG

**We hereby submit specifications and estimates for:**

### SCOPE OF WORK

- REMOVE THE EXISTING INLINE DUCT HEATER AND COOLER ASSEMBLY
- SET NEW HEATER IN PLACE WITH NEW SHEET METAL TRANSITIONS
- INSTALL A NEW EVAP. COOLING SECTION IN PLACE AND SECURE
- MODIFY GAS AND ELECTRICAL
- CYCLE AND TEST THE UNIT FOR PROPER OPERATION

### EQUIPMENT

REZNOR UNIT MODEL #RX300

CHAMPION COOLER #SP-500SV

### PRICE INCLUDES

ALL MATERIAL, TAXES ,LABOR AND SHIPPING REQUIRED

### WARRANTY

ONE LABOR AND THREE ON THE EQUIPMENT

**We Propose** hereby to furnish material and labor- complete and in accordance with above specifications, for the sum of:

**PAYMENT to be as follow**  
UPON COMPLETION

**TEN THOUSAND THREE HUNDRED SIXTY FOUR** dollars **\$10,364**

All Material Is Guaranteed To Be As Specified. All Work To Be Completed In A Professional Manner According To Standard Practices. Any Alteration Or Deviation From Above Specifications Involving Extra Costs Will Be Executed Upon Written Orders, And Will Become An Extra Charge Over And Above The Estimate. All Agreements Contingent Upon Strikes, Accidents Or Delays Beyond Our Control. Owner To Carry Fire, Tornado And Other Necessary Insurance. Our Workers Are Fully Covered By Worker's Compensation Insurance.

Proposal made by SIMON

**Acceptance of Proposal-** the above prices, specifications and conditions are satisfactory and are hereby accepted. Valley Air Conditioning is Authorized to do the work as specified- payment to be made as outlined above.

**PLEASE SIGN BELOW AND RETURN WHITE COPY OF PROPOSAL FOR FASTEST SERVICE**

Date \_\_\_\_\_



825 S. TOPEKA AVE FRESNO CA 93721  
(559) 237-3188 800 487-3188  
Fx 559 237-2867

www.valleyairrepair.com

## PROPOSAL/ CONTRACT

P12546

2/28/2018

THE FOLLOWING PROPOSAL IS MADE TO:  
POVERELLO HOUSE

PO BOX 1225

FRESNO CA 93777

JOB NAME OR SITE:

JOB #

412 F ST

FRESNO

CA

93706

This Quote Is Good For 30 Days Unless Otherwise Noted

Phone 907-0046

Phone 2

Job Phone

Email STACK@POVERELLOHOUSE.ORG

**We hereby submit specifications and estimates for:**

### SCOPE OF WORK

- Remove the existing roof mount gas dual pack
- Install a new sheet metal transition in place
- Set a new Trane high efficient gas dual pack in place and secure to stand (earthquake strapping as per code)
- Install a new stainless steel gas flex line , shut off and required piping on roof
- Install new fused, outdoor rated disconnects with new wire whip
- Install new pvc drain line
- Install a new thermostat and program
- Cycle and test unit for proper operation on all modes

### EQUIPMENT

SEE BELOW

### PRICE INCLUDES

All equipment , material, labor , taxes and crane fees required

### WARRANTY

Five years on labor and manufacturers warranty equipment

Clinic lobby Trane unit #4ycy4042. **\$6300 installed**

Center office Trane unit #4ycy4060. **\$6800 installed**

CEO office/ admin Trane #4ycy4024. **\$5500 installed**

Clinic Trane #4ycy4042 **\$6300 installed**

**We Propose** hereby to furnish material and labor- complete and in accordance with above specifications, for the sum of:

**PAYMENT to be as follow**

UPON COMPLETION

**see pricing above**

dollars -----

All Material Is Guaranteed To Be As Specified. All Work To Be Completed In A Professional Manner According To Standard Practices. Any Alteration Or Deviation From Above Specifications Involving Extra Costs Will Be Executed Upon Written Orders, And Will Become An Extra Charge Over And Above The Estimate. All Agreements Contingent Upon Strikes, Accidents Or Delays Beyond Our Control. Owner To Carry Fire, Tornado And Other Necessary Insurance. Our Workers Are Fully Covered By Worker's Compensation Insurance.

Proposal made by SIMON

**Acceptance of Proposal-** the above prices, specifications and conditions are satisfactory and are hereby accepted. Valley Air Conditioning is Authorized to do the work as specified- payment to be made as outlined above.

**PLEASE SIGN BELOW AND RETURN WHITE COPY OF PROPOSAL FOR FASTEST SERVICE**

Date \_\_\_\_\_

## Current HVAC Units 30+ Years



Exhibit – 5 Pictures of Old HVAC System



# Warnors

## HCDC CDBG APPLICATION SCORING

Funding Request For (check one):

- ☐ Home Repair Program
- ☐ Homeless and Homeless Prevention Program
- ☐ Public Service Program
- ☐ Facility Improvement

Name of Applicant \_\_\_\_\_

Name of Proposal \_\_\_\_\_  
(only necessary when Applicant has more than one proposal)

Amount (\$) Requested: \_\_\_\_\_ .00

HCDC COMMISSIONER SCORING – 80 points (up to 10 points per item)	
Scoring Criteria	Score
(1) The extent to which the proposed activity contributes to the City of Fresno's Consolidated Plan Priorities.	
(2) The extent to which the proposed activity <b>addresses</b> the need in a manner that serves the purpose and intent of the CDBG Program	
(3) The extent to which the proposed activity serves that portion of the community in the greatest need of the resources.	
(4) The extent to which the proposed activity leverages CDBG funding with other sources.	
(5) The cost effectiveness of the activity as measured by the cost per	
(6) The extent to which the proposed activity affects other City priorities such as the revitalization of downtown; the Enterprise Zone or the Empowerment Zone, Housing Element, or address blight.	
(7) Does the organization/department have a demonstrated capacity to carry out the proposed activity?	
(8) The extent to which the agency demonstrates that the proposed activity is unduplicated by other agencies.	
<b>TOTAL POINTS</b>	
<b>FUNDING RECOMMENDATION</b>	\$

**FY 2018 – 2019 APPLICATION PART B**  
**Community and Homelessness Facility Improvement Projects**

All narrative information provided in the application shall be entered in Arial, 11 Font or larger. Single line spacing is permitted.

1. **Short Description** - Provide a short description of the proposed project/activity. (The short description should be approximately 1 to 3 sentences and must fit in the provided space).

We will upgrade the Boiler, Repair the roof and cover it for added protection. We will also repair roof tiles and repair broken glass. Plumbing work will be done as well.

Mark ("X") here ☒ if the subrecipient currently have a facility utilization plan and policies in place for the facility? Note: If not, beware aware, the City will require a facility utilization plan and policies prior to the execution of a subrecipient agreement.

2. **Project / Activity Location** – Provide addresses for each applicable location of site(s) where activity will occur. Attach a map(s). (Note: Map(s) can be a combination of the location/service area map).

The entire project will take place at Warners Center for Performing Arts, 1400/1420 Fulton Street at the corner of Fulton and Tuolumne Streets, Fresno California.

Map(s) attached as Exhibit No. 17

3. **Service Area** – Geographic boundaries of the service area for a facility providing services on an area basis.

Boundary Description: The entire San Joaquin Valley with some patrons coming from throughout California

Service Area Map(s) attached as Exhibit No. 8

**4. Narrative Description of Improvements** – Describe the physical improvements to be made. Feel free to attach any specifications or schematic plans that are currently available.

- 1) The 1928 Boiler is going to be repaired and upgraded.
- 2) An Arch window on the mezzanine and panel in the Box office will be replaced. Both were damaged with gun shots.
- 3) The roof is going to have more repair work done. It will be covered with foam to protect it. Some leaks have caused damage to the ceilings inside the theatre and in the mezzanine. A number of tiles will either be reset or replaced.
- 4) Some of the pipes running inside the theatre will be repaired/replaced. Two commodes will be installed. Plumbing needs to be done around the concession area due to leakage.

**5. Relocation Compliance** – Mark ("X") here if the proposed activity involves purchase, conversion or demolition of structures on the proposed project's site that will cause displacement of any "persons" or "business entities".

N/A

6. **Narrative Description of the Need for the Facility Improvement** – On this and the following page, provide a: 1) physical description of the facility improvement, and 2) need for the facility improvement in the below space. If the facility is new or is being expanded, describe the need in the community necessitating expanded services and facilities. Be specific as possible. Provide citations evidencing need (Census, studies, counts, data bases, etc.). Attached a copy of any studies, count summaries and data that is not generally available. Mark ("X") here if attachments are provided.

1) The Boiler is essential to patrons, staff and performers during the Fall and winter months for heating in the Theatre.

2) The Cracked glass poses a hazard to patrons and those on the street.

3) The roof leaks are seriously damaging the art work on the ceiling inside the Theatre and the mezzanine. The loose tiles are a hazard to people on the street.

4) Water leakage is a detriment to the walls of the Theatre. It wastes water and drives up operational costs of Theatre.

Warnors Theatre is a local and state level mark, one of the finest examples of historic theatres in the state of California. It is listed on the National, State and local Registry of Historic Places. It is an anchor business essential to the cultural revitalization of downtown, the cultural arts district and the Fulton district. Historically and presently, it serves as an everman Theatre. Since the depression it accommodates people of every socio-economic group. Over 60% of our events are priced to

**Narrative Description of the Need for the Facility Improvement - additional page  
if necessary**

Accommodate low and moderate income patrons. All art hops are free. Tours of the theatre are free. The theatre franks place and all Tenant spaces are handicapaBle Accessible. We do numerous events with School Districts. Most of the students qualify for title I Services. We have done, through out the years and continually, special events for the disadvantaged such as Harvest of Hope for Catholic Charities, Honoring our military Veterans, St. Agnes Hospital fund-raisers for the disadvantaged and so many more. The Theatre was opened in 1928. Several million Dollars have been invested in the maintenance and restoration of Theatre. We are addressing current needs of the historic landmark to fulfill its mandate and mission statement. The Board of Directors and staff are committed to the re-opening of the Fulton Mall and the Revitalization of Downtown. We have been ever present throughout the decades. The work will preserve the integrity of the theatre that is of great value and appreciation to all who visit the theatre. People come from all over the country and from around the globe to see the theatre and play the historic pipe organ. The theatre is a treasure worth repairing and maintaining for future generations.

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**Improvement Projects**

**7. Activity Category and Matrix Code** - In the Proposed Project Activity column (left-most), mark "X" beside the proposed Facility Improvement / Infrastructure Type. In the Proposed National Objective column (3<sup>rd</sup> from right), enter the appropriate code from pages 7-8. In the Proposed Accomplishment Type column (2<sup>nd</sup> from right), enter the appropriate type from pages 8-10 that corresponds with the proposed National Objective and Accomplishment Type. In the far right column, enter a numeric value. If the National Objective is one of the "low/mod area objectives", complete the Device Area information on page 11. City staff will generate and populate the accomplishment information.

Mark with 'X' for Proposed Project Activity	Facility Improvement/ Infrastructure Types	Matrix Code	Proposed National Objective Code	Proposed Accomplishment Type	Planned Accomplish -ments
	Senior Centers	03A			
	Handicapped Centers	03B			
	Homeless Facilities (not operating costs)	03C			
	Youth Centers	03D			
	Neighborhood Facilities	03E			
	Parks, Recreational Facilities	03F			
	Parking Facilities	03G			
	Solid Waste Disposal Improvements	03H			
	Flood Drainage Improvements	03I			
	Water/Sewer Improvements	03J			
	Street Improvements	03K			
	Sidewalks	03L			
	Child Care Centers Tree Planting	03M			
	Tree Planting	03N			
	Fire Stations/Equipment	03O			
	Health Facilities	03P			
	Facilities for Abused and Neglected Children	03Q			
	Asbestos Removal	03R			
	Facilities for AIDS Patients (not operating costs)	03S			
	Other Public Facilities/Improvements	3	03		

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Matrix Code	National Objective	Accomplishment Type	
03Q Facilities for Abused and Neglected Children	LMC	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03R Asbestos Removal	LMA, LMC	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03S Facilities for AIDS Patients (not operating costs)	LMC	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03T Operating Costs of Homeless/AIDS Patients Programs	LMC	01	People

**8. Service Area Detail – Low/Mod Area Benefit Applications Only:** (Non-low/mod area benefit proposals may skip to # 9.)

*valley is affected. The entire San Joaquin*

**Low/Mod Area Benefit Applications** - Identify the service area(s) by Census Tract(s) and Block Group(s) in the table below and list the page(s). Be sure to include partial Census Tracts and Block Groups overlapping the service area.

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

- 9. Accomplishment Detail Number of People Who Will Benefit:** In the chart below, list the number of persons expected to benefit from this activity. Further indicate how many of the expected beneficiaries will be low and moderate-income individuals/families. Low and moderate-income individuals and families are those whose incomes do not exceed 80% of the county area median income (AMI).

<u>81% and Above</u> <u>(Non-Low/Mod)</u>	<u>From 0 to 80%</u> <u>(Low/Mod)</u>	<u>TOTAL</u> <u>Number of People</u>
40%	60%	approximately 40,000

- 10. Summary of Services to be provided at the Facility -** Check All Services to be provided at the facility, including those that are not funded by the City.

- |  |                                     |
|--|-------------------------------------|
| Emergency Shelter                          | <input type="checkbox"/>            |
| Transitional Housing                       | <input type="checkbox"/>            |
| Homeless Prevention/Housing Assistance     | <input type="checkbox"/>            |
| Homeless Diversion                         | <input type="checkbox"/>            |
| Mental Health/Other Services               | <input type="checkbox"/>            |
| - Individual and Family Counseling         | <input type="checkbox"/>            |
| - Drug/Alcohol Treatment                   | <input type="checkbox"/>            |
| - Job Training                             | <input type="checkbox"/>            |
| - Children's Program                       | <input type="checkbox"/>            |
| - Parenting education                      | <input type="checkbox"/>            |
| - Domestic Violence Intervention           | <input type="checkbox"/>            |
| - Self-Sufficiency Skills Training         | <input type="checkbox"/>            |
| - Outreach                                 | <input type="checkbox"/>            |
| - Assessment of Needs                      | <input type="checkbox"/>            |
| Permanent Housing with Supportive Services | <input type="checkbox"/>            |
| Affordable Housing                         | <input type="checkbox"/>            |
| Job Training/ Job Search                   | <input type="checkbox"/>            |
| Women's Program                            | <input type="checkbox"/>            |
| Day Care                                   | <input type="checkbox"/>            |
| Youth Program                              | <input type="checkbox"/>            |
| Access to Medical                          | <input type="checkbox"/>            |
| Immigration Assistance                     | <input type="checkbox"/>            |
| Fair Housing Assistance                    | <input type="checkbox"/>            |
| Academic Support/Tutoring                  | <input type="checkbox"/>            |
| Referral Services                          | <input type="checkbox"/>            |
| Case Management                            | <input type="checkbox"/>            |
| Provide Meals                              | <input type="checkbox"/>            |
| Free Services                              | <input type="checkbox"/>            |
| Business Development to micro-enterprise   | <input type="checkbox"/>            |
| Other: Downtown                            | <input checked="" type="checkbox"/> |

Revitalization of a  
Public Corporation  
Facility

**11. Total Project Costs by Funding Type**

<b>Proposed Activity Budget</b>	<b>Amount</b>
Total CDBG Funds Requested	\$ 100,000,00
Total Other Federal Funds (do not include CDBG funds on this line)	\$ —
<b>Total Non-Federal Funds</b>	<b>\$ 10,000</b>
<b>Total Proposed Activity Budget</b>	<b>\$ 110,000,00</b>

<b>Form of Assistance Requested for CDBG Funds</b>	<b>Check Box</b>
Grant	<input checked="" type="checkbox"/>
Forgivable Loan. Describe the terms below this Table	<input type="checkbox"/>
Loan, below market interest rate. Describe the terms below this Table.	<input type="checkbox"/>

Proposed Loan Terms (if Loan is proposed):

**12. List of Funding Sources – Provide all planned funding anticipated/ committed for this activity for FY 2018 - 2019**

<b>Sources</b>	<b>Amount</b>	<b>Committed or Anticipated?</b>
1)	1) \$	
2)	2) \$	
3)	3) \$	
4)	4) \$	
5)	5) \$	
<b>Total All Sources</b>	<b>\$</b>	

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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.

### 13. ACTIVITY BUDGET SUMMARY

Prepare a line item budget with a brief description of the planned expenses.

Proposed Expenditure (descriptive title)	Proposed Project Budget	Proposed 2018 – 2019 CDBG Budget	Proposed All Other Funds Budget
Repair roof, cover with from repair tiles	\$46,000	\$36,000	\$10,000 plus already spent
Repair 1928 Boiler	\$40,000	\$40,000	\$5,000 toward problem
Repair Arch window glass and Box office Glass	\$12,000	\$12,000	\$
Install plumbing in concessions, install	\$	\$	\$
Two Commodes, more plumbing near	\$	\$	\$
Stage on dressing rooming	\$12,000	\$12,000	already spent \$5,000 toward problem
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Total Expenditures</b>	<b>\$110,000.00</b>	<b>\$100,000.00</b>	<b>\$23,000</b>

**14. Long-term Operation and Maintenance - Describe provisions and financial systems that will ensure long-term operation and maintenance if this public facility / public improvement is funded.**

*The not for profit organization that took over 12 years ago has sustained the dedication to conservative fiscal management of the facility in keeping with the practices of the prior owner who held the theatre for over 30 years. We have a management team and Board of Directors in place to oversee the work to be done and the on-going maintenance and operation of the performing arts complex. The Board of Directors carries insurance to cover for risk.*

**15. Acquisition/Rehabilitation/Improvements Budget Summary - Fill-in the bellow facility project budget table**

Acquisition Costs:  
 Purchase Price  
 Liens  
 Closing, Title & Recording Costs  
 Extension Payment  
 Other:

SUBTOTAL

Construction

Basic Construction Contract  
 Bond Premium  
 Infrastructure

*Roof Repair  
 foam coverage,  
 tile Repair*

Total Development Costs	Funding Sources		
	CDBG	Other Source ( )	Other Source ( )

	36,000	10,000	already spent
			5,000

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Improvements  
 Hazardous Abate. &  
 Monitoring  
 Construction Contingency (%)

Sales Taxes *Repair*  
 Other Construction *Boiler*  
 Costs: *glass repair*  
 Other Construction  
 Costs: *plumbing repair*  
 SUBTOTAL

	40,000		
	12,000		
	12,000		
			already spent
			30000

**Development**

Appraisal  
 Architect/Engineer  
 Environmental Assessment  
 Geotechnical Study  
 Boundary & Topographic  
 Survey  
 Legal  
 Developer Fee  
 Project Management  
 Technical Assistance  
 Other  
 Consultants: \_\_\_\_\_

Other: \_\_\_\_\_

SUBTOTAL


**Other**

**Development**

Real Estate  
 Tax  
 Insurance  
 Relocation  
 Bidding Costs  
 Permits, Fees & Hookups  
 Impact/Mitigation Fees  
 Development Period  
 Utilities  
 Construction Loan Fees  
 Construction Interest  
 Other Loan Fees  
 Accounting/Audit  
 Marketing/Leasing  
 Expenses


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Operating Reserves  
 Replacement Reserves:  
 SUBTOTAL


Total Development Costs

	1,00,000.00	10,000	
--	-------------	--------	--

**16. Provide a List of All Attachments to Part B of the Application:**

- 1) IRS Exemption letter
- 2) Articles of Incorporation
- 3) Bylaws
- 4) List of Directors
- 5) Audited financial Statement
- 6) Mission Statement
- 7) architectural plan of Theatre
- 8) Map of Service Area
- 9) map of Service location
- 10) Board Resolution

# WestCare

## HCDC CDBG APPLICATION SCORING

Funding Request For (check one):

- ☐ Home Repair Program
- ☐ Homeless and Homeless Prevention Program
- ☐ Public Service Program
- ☐ Facility Improvement

Name of Applicant \_\_\_\_\_

Name of Proposal \_\_\_\_\_  
(only necessary when Applicant has more than one proposal)

Amount (\$) Requested: \_\_\_\_\_ .00

HCDC COMMISSIONER SCORING – 80 points (up to 10 points per item)	
Scoring Criteria	Score
(1) The extent to which the proposed activity contributes to the City of Fresno's Consolidated Plan Priorities.	
(2) The extent to which the proposed activity <b>addresses</b> the need in a manner that serves the purpose and intent of the CDBG Program	
(3) The extent to which the proposed activity serves that portion of the community in the greatest need of the resources.	
(4) The extent to which the proposed activity leverages CDBG funding with other sources.	
(5) The cost effectiveness of the activity as measured by the cost per	
(6) The extent to which the proposed activity affects other City priorities such as the revitalization of downtown; the Enterprise Zone or the Empowerment Zone, Housing Element, or address blight.	
(7) Does the organization/department have a demonstrated capacity to carry out the proposed activity?	
(8) The extent to which the agency demonstrates that the proposed activity is unduplicated by other agencies.	
<b>TOTAL POINTS</b>	
<b>FUNDING RECOMMENDATION</b>	\$

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**FY 2018 – 2019 APPLICATION PART B**  
**Community and Homelessness Facility Improvement Projects**

All narrative information provided in the application shall be entered in Arial, 11 Font or larger . Single line spacing is permitted.

1. **Short Description** - Provide a short description of the proposed project/activity. (The short description should be approximately 1 to 3 sentences and must fit in the provided space).

We are asking for funding for two projects at our MLK facility located at 2772 S. Martin Luther King, Fresno, Ca 93706. The first project is to upgrade the existing full notification fire alarm system. The second project to to remove and replace the old worn flooring throughout this facility.

Mark ("X") here if the subrecipient currently have a facility utilization plan and policies in place for the facility? Note: If not, beware aware, the City will require a facility utilization plan and policies prior to the execution of a subrecipient agreement.

2. **Project / Activity Location** – Provide addresses for each applicable location of site(s) where activity will occur. Attach a map(s). (Note: Map(s) can be a combination of the location/service area map.

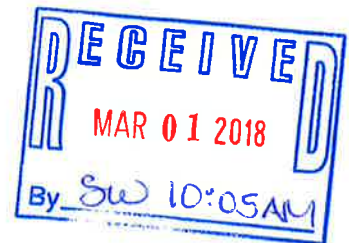
2772 S. Martin Luther King, Fresno, Ca 93706

Map(s) attached as Exhibit No. 1

3. **Service Area** – Geographic boundaries of the service area for a facility providing services on an area basis.

Boundary Description:

Service Area Map(s) attached as Exhibit No.



- 4. Narrative Description of Improvements** – Describe the physical improvements to be made. Feel free to attach any specifications or schematic plans that are currently available.

**Fire Alarm**

This funding will be for the upgrade of the existing full notification fire alarm system at our WC-CA MLK facility. The upgrade will include, removing and replacing the existing fire alarm panel with a new fully addressable panel. All notification devices will be upgraded and thought given to the design and visible coverage. All signal devices will be upgraded to addressable devices including smoke detectors, duct detectors, monitor and relay modules, pull stations, etc. The new system will link to the fire sprinkler system and provide notification to a central station monitoring company upon water flow or activation of alarm in any way. All necessary permits will be pulled through the AHJ to meet all current life safety codes. This is a necessary upgrade to an aging fire alarm system.

Cost estimate for the entire upgrade including material, labor, engineering and permits equals \$120,000.00 (Davis-Bacon wages included).

**Flooring**

This funding will also be for an upgrade to the current flooring throughout the facility. The existing flooring, particularly in the common hallways, office, dining hall and kitchen is in desperate need of replacing. The current flooring is mostly VCT which is extremely costly to maintain. The flooring in the kitchen is ceramic tile is inadequate and damaged. We propose to upgrade all common hallways and offices in addition to the dining hall with a vinyl plank floating floor or tile that is durable, appealing and comes with a 15-year commercial warranty. Not including the kitchen the total square foot estimate of flooring to be replace is 18,200 square feet. In the kitchen, we propose to remove the existing tile, and replace with kitchen appropriate quarry tile as seen in most commercial kitchen application. The kitchen square foot estimate is 1,200 square feet. The total square foot of flooring to be replaced is 19,400 square foot.

Cost estimate including removal and replacing of all necessary flooring, material, labor, wall base and adhesives equals \$320,000.00 (Davis-Bacon wages included).

- 5. Relocation Compliance** – Mark (“X”) here if the proposed activity involves purchase, conversion or demolition of structures on the proposed project’s site that will cause displacement of any “persons” or “business entities”.

N/A

- 6. Narrative Description of the Need for the Facility Improvement** – On this and the following page, provide a: 1) physical description of the facility improvement, and 2) need for the facility improvement in the below space. If the facility is new or is being expanded, describe the need in the community necessitating expanded services and facilities. Be specific as possible. Provide citations evidencing need (Census, studies, counts, data bases, etc.). Attached a copy of any studies, count summaries and data that is not generally available. Mark ("X") here if attachments are provided.

Fire Alarm: WestCare understands the importance of maintaining a safe and responsive fire alarm system for the protection of our clients and staff. The current fire alarm is mostly original to the building which was built back in the 1960's so it is grandfathered in to meet those fire codes. The fire system was retrofitted in 2000 when we moved into the building. We later added an additional panel when we expanded the building and added a children's learning center in 2010 . With much of the current fire alarm system (being over 50-years old) it makes finding replacement parts that are specific to the panel difficult as they are no longer manufactured. The modules within the fire system are no longer manufactured and have become very expensive to repair. The devices that are connected to the system are not individually addressable, but are grouped together. The smoke detectors used for this model are also being phased out and our current system has a ground fault that has become nearly untraceable. Another drawback to this old system is that it is zone specific but not device specific which means that a fire in a large size zone has to be tracked down device by device. This new system will mitigate that issue by alerting by the device that has been activated.

Flooring: The flooring in this facility takes a great deal of daily wear and tear 24/7. We need to maintain a clean and trip-free environment for our clients and staff. The existing flooring, especially in the common hallways, office, dining hall and kitchen is in desperate need of replacing. The current flooring is mostly vinyl composition tile (VCT) which is extremely costly to maintain. While VCT normally has the lowest initial cost at \$1.20-1.50 per square foot, it's maintenance costs over 15 years are the second highest overall, and 17 times the initial installed cost. The only flooring that was more costly to maintain than VCT was sheet vinyl. The flooring in the kitchen is ceramic tile and is inadequate and damaged. We propose to upgrade all common hallways and offices in addition to the dining hall with a vinyl plank floating floor or tile that is durable, appealing and comes with a substantial commercial warranty. Not including the kitchen the total square foot estimate of flooring to be replace is 18,200 square feet. In the kitchen, we propose to remove the existing tile, and replace with kitchen appropriate quarry tile as seen in most commercial kitchen application.

**Narrative Description of the Need for the Facility Improvement – additional page if necessary**

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**Improvement Projects**

**7. Activity Category and Matrix Code** - In the Proposed Project Activity column (left-most), mark "X" beside the proposed Facility Improvement / Infrastructure Type. In the Proposed National Objective column (3<sup>rd</sup> from right), enter the appropriate code from pages 7-8. In the Proposed Accomplishment Type column (2<sup>nd</sup> from right), enter the appropriate type from pages 8–10 that corresponds with the proposed National Objective and Accomplishment Type. In the far right column, enter a numeric value. If the National Objective is one of the "low/mod area objectives", complete the Device Area information on page 11. City staff will generate and populate the accomplishment information.

Mark with 'X' for Proposed Project Activity	Facility Improvement/ Infrastructure Types	Matrix Code	Proposed National Objective Code	Proposed Accomplishment Type	Planned Accomplish-ments
	Senior Centers	03A			
	Handicapped Centers	03B			
X	Homeless Facilities (not operating costs)	03C	LMC	11	
	Youth Centers	03D			
	Neighborhood Facilities	03E			
	Parks, Recreational Facilities	03F			
	Parking Facilities	03G			
	Solid Waste Disposal Improvements	03H			
	Flood Drainage Improvements	03I			
	Water/Sewer Improvements	03J			
	Street Improvements	03K			
	Sidewalks	03L			
	Child Care Centers Tree Planting	03M			
	Tree Planting	03N			
	Fire Stations/Equipment	03O			
	Health Facilities	03P			
	Facilities for Abused and Neglected Children	03Q			
	Asbestos Removal	03R			
	Facilities for AIDS Patients (not operating costs)	03S			
	Other Public Facilities/Improvements	3			

**National Objective Codes:**

<b>NOC</b>	<b>Description</b>	<b>24 CFR Citation</b>
LMA	<b>Low/mod area benefit</b> Activities providing benefits that are available to all the residents of a particular area, at least 51% of whom are low/mod income. The service area of an LMA activity is identified by the grantee, and need not coincide with Census tracts or other officially recognized boundaries.	570.208(a)(1)
LMAFI	<b>Low/mod area benefit, community development financial institution (CDFI)</b> Job creation and retention activities that are carried out by a CDFI and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(6)(i)
LMASA	<b>Low/mod area benefit, neighborhood revitalization strategy area (NRSA)</b> Job creation and retention activities that are carried out pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(5)(i)
LMC	<b>Low/mod limited clientele benefit</b> Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.	570.208(a)(2)
LMCMC	<b>Low/mod limited clientele, micro-enterprises</b> Activities carried out under 24 CFR 570.201(o) that benefit micro-enterprise owners/developers who are low/mod income.	570.208(a)(2)(iii)
LMCSV	<b>Low/mod limited clientele, job service benefit</b> Activities that provide job training, placement and/or employment support services in which the percentage of low/mod persons assisted is less than 51%, but the proportion of the total cost paid by CDBG does not exceed the proportion of the total number of persons assisted who are low/mod.	570.208(a)(2)(iv)
LMH	<b>Low/mod housing benefit</b> Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.	570.208(a)(3)

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<b>NOC</b>	<b>Description</b>	<b>24 CFR Citation</b>
LMHSP	<b>Low/mod housing benefit, CDFI or NRSA</b> Activities carried out by a CDFI or pursuant to a HUD- approved Neighborhood Revitalization Strategy (NRS) to provide or improve permanent residential structures which the grantee elects to consider as a single structure for purposes of determining national objective compliance. For example, two single-unit homes rehabilitated in an NRS may be considered a single structure; at least one of the units must be occupied by a low/mod household. If ten single-unit homes were assisted, at least six (51%) must be occupied by low/mod households.	570.208(d)(5)(ii) and (d)(6)(ii)
LMJ	<b>Low/mod job creation and retention</b> Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod persons.	570.208(a)(4)
LMJFI	<b>Low/mod job creation and retention, public facility/ improvement benefit</b> Public facility/improvement activities that are undertaken principally for the benefit of one or more businesses and that result in the creation/retention of jobs.	570.208(a)(4)(vi) (F)
LMJP	<b>Low/mod job creation, location-based</b> Activities where a job is held by or made available to a low/mod person based on the location of the person's residence or the location of the assisted business.	570.208(a)(4)(iv)

**MATRIX CODE/NATIONAL OBJECTIVE/ACCOMPLISHMENT TYPE COMBINATIONS:**

<b>Matrix Code</b>	<b>National Objective</b>	<b>Accomplishment Type</b>
03 Other Public Facilities and Improvements	LMA, LMC	01 People 11 Public Facilities
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03A Senior Centers	LMC	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03B Handicapped Centers	LMC	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03C Homeless Facilities (not operating costs)	LMC	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs

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<b>Matrix Code</b>	<b>National Objective</b>	<b>Accomplishment Type</b>	
03D Youth Centers	LMC	11	Public Facilities
	LMJ*, LMAFI	13	Jobs
03E Neighborhood Facilities	LMA, LMC,	11	Public Facilities
	LMJ*, LMAFI	13	Jobs
03F Parks, Recreational Facilities	LMA, LMC	11	Public Facilities
	LMJFI	13	Jobs
03G Parking Facilities	LMA, LMC	11	Public Facilities
	LMJ*, LMAFI,	13	Jobs
03H Solid Waste Disposal Improvements	LMA, LMC,	11	Public Facilities
	LMH*	10	Housing Units
	LMJ*, LMAFI,	13	Jobs
03I Flood Drainage Improvements	LMA, LMC,	11	Public Facilities
	LMH*	10	Housing Units
	LMJ*, LMAFI,	13	Jobs
03J Water/Sewer Improvements	LMA, LMC	01	People
	LMH*	10	Housing Units
	LMJ*, LMAFI,	13	Jobs
03K Street Improvements	LMA, LMC	01	People
	LMH*	10	Housing Units
	LMJ*, LMAFI,	13	Jobs
03L Sidewalks  When the sole purpose of an activity is to create curb cuts, use the Public Facilities accomplishment type and report the number of curb cuts.  When curb cuts are carried out along with other	LMA, LMC	01 11	People Public Facilities
	LMH*	10	Housing Units
	LMJ*, LMAFI, LMASA	13	Jobs
03M Child Care Centers	LMC	11	Public Facilities
	LMJ*, LMAFI,	13	Jobs
03N Tree Planting	LMA, LMC	11	Public Facilities
03O Fire Stations/Equipment	LMA	11	Public Facilities
	LMJFI	13	Jobs
03P Health Facilities	LMA, LMC	11	Public Facilities
	LMJ*, LMAFI,	13	Jobs

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Matrix Code	National Objective	Accomplishment Type	
03Q Facilities for Abused and Neglected Children	LMC	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03R Asbestos Removal	LMA, LMC	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03S Facilities for AIDS Patients (not operating costs)	LMC	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03T Operating Costs of Homeless/AIDS Patients Programs	LMC	01	People

**8. Service Area Detail – Low/Mod Area Benefit Applications Only:** (Non-low/mod area benefit proposals may skip to # 9.)

**Low/Mod Area Benefit Applications** - Identify the service area(s) by Census Tract(s) and Block Group(s) in the table below and list the page(s). Be sure to include partial Census Tracts and Block Groups overlapping the service area.

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

- 9. Accomplishment Detail Number of People Who Will Benefit:** In the chart below, list the number of persons expected to benefit from this activity. Further indicate how many of the expected beneficiaries will be low and moderate-income individuals/families. Low and moderate-income individuals and families are those whose incomes do not exceed 80% of the county area median income (AMI).

<b><u>81% and Above</u></b> <b><u>(Non-Low/Mod)</u></b>	<b><u>From 0 to 80%</u></b> <b><u>(Low/Mod)</u></b>	<b><u>TOTAL</u></b> <b><u>Number of People</u></b>
	1,400	1,400

- 10. Summary of Services to be provided at the Facility -** Check All Services to be provided at the facility, including those that are not funded by the City.

- |  |                                     |
|--|-------------------------------------|
| Emergency Shelter                          | <input checked="" type="checkbox"/> |
| Transitional Housing                       | <input checked="" type="checkbox"/> |
| Homeless Prevention/Housing Assistance     | <input checked="" type="checkbox"/> |
| Homeless Diversion                         | <input type="checkbox"/>            |
| Mental Health/Other Services               | <input checked="" type="checkbox"/> |
| - Individual and Family Counseling         | <input checked="" type="checkbox"/> |
| - Drug/Alcohol Treatment                   | <input checked="" type="checkbox"/> |
| - Job Training                             | <input checked="" type="checkbox"/> |
| - Children's Program                       | <input checked="" type="checkbox"/> |
| - Parenting education                      | <input checked="" type="checkbox"/> |
| - Domestic Violence Intervention           | <input checked="" type="checkbox"/> |
| - Self-Sufficiency Skills Training         | <input checked="" type="checkbox"/> |
| - Outreach                                 | <input checked="" type="checkbox"/> |
| - Assessment of Needs                      | <input checked="" type="checkbox"/> |
| Permanent Housing with Supportive Services | <input type="checkbox"/>            |
| Affordable Housing                         | <input type="checkbox"/>            |
| Job Training/ Job Search                   | <input checked="" type="checkbox"/> |
| Women's Program                            | <input checked="" type="checkbox"/> |
| Day Care                                   | <input type="checkbox"/>            |
| Youth Program                              | <input type="checkbox"/>            |
| Access to Medical                          | <input type="checkbox"/>            |
| Immigration Assistance                     | <input type="checkbox"/>            |
| Fair Housing Assistance                    | <input type="checkbox"/>            |
| Academic Support/Tutoring                  | <input type="checkbox"/>            |
| Referral Services                          | <input type="checkbox"/>            |
| Case Management                            | <input checked="" type="checkbox"/> |
| Provide Meals                              | <input type="checkbox"/>            |
| Free Services                              | <input type="checkbox"/>            |
| Business Development to micro-enterprise   | <input type="checkbox"/>            |
| Other: _____                               | <input type="checkbox"/>            |

**11. Total Project Costs by Funding Type**

<b>Proposed Activity Budget</b>	<b>Amount</b>
Total CDBG Funds Requested	\$ 436,700.00
Total Other Federal Funds (do not include CDBG funds on this line)	\$
<b>Total Non-Federal Funds</b>	<b>\$ 38,900.00</b>
<b>Total Proposed Activity Budget</b>	<b>\$ 475,600.00</b>

<b>Form of Assistance Requested for CDBG Funds</b>	<b>Check Box</b>
Grant	<input checked="" type="checkbox"/>
Forgivable Loan. Describe the terms below this Table	<input type="checkbox"/>
Loan, below market interest rate. Describe the terms below this Table.	<input type="checkbox"/>

Proposed Loan Terms (if Loan is proposed):

**12. List of Funding Sources – Provide all planned funding anticipated/ committed for this activity for FY 2018 - 2019**

<b>Sources</b>	<b>Amount</b>	<b>Committed or Anticipated?</b>
1) FitzHouse Enterprises, Inc.	1) \$ 30,800.00	Committed
2) WestCare California, Inc.	2) \$ 8,100.00	Committed
3) City of Fresno CDBG	3) \$ 436,700.00	Anticipated
4)	4) \$	
5)	5) \$	
<b>Total All Sources</b>	<b>\$ 475,600.00</b>	

## **PROGRAM BUDGET LIMITATIONS**

**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.

- CDBG funds may not be used for acquisition of property used for primarily religious purposes or to promote religious interests regardless of the use of the property.
- Requests for acquisition of property must include a purchase agreement with the owner.
- CDBG funds may be used for acquisition of a public facility if the entity undertaking the purchase takes title to the property.
- A request for property acquisition should identify the proposed site and sale price, as well as the estimated value based upon comparable market values.
- CDBG funds may not be used solely for lease or rent payments, without other allowable operating costs.
- Requests for funds to undertake capital improvements to real property or open space development must include proof of legal ownership or authorization from the owner to perform the improvements.
- Renovation costs may include equipment provided that the equipment is fixed and permanent and is not moveable.
- Religious organizations or organizations that have religious affiliation may use CDBG funds only for minor repairs of a facility that is used exclusively for non-religious purposes and where CDBG funds are providing operating costs.
- A request for capital improvements should be supported by cost estimates, preferably from at least three (3) sources.
- A proposal budget that includes construction and/or acquisition **AND** service costs should identify those costs separately.
- Lease or rental of capital equipment is generally advised as all assets acquired by a third-party vendor with CDBG funds must, upon termination of the contract, be transferred to the City or the contractor must reimburse the CDBG Program at the current per unit fair market value less the amount of depreciation previously agreed upon with the City.
- City CDBG funds may be used to pay for that portion of the total cost of any audit required by OMB A-133 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

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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.

**13. ACTIVITY BUDGET SUMMARY**

Prepare a line item budget with a brief description of the planned expenses.

<b>Proposed Expenditure (descriptive title)</b>	<b>Proposed Project Budget</b>	<b>Proposed 2018 – 2019 CDBG Budget</b>	<b>Proposed All Other Funds Budget</b>
Fire Alarm Upgrade	\$ 120,000.00	\$ 120,000.00	\$
Flooring	\$ 277,000.00	\$ 277,000.00	\$
Contingency	\$ 39,700.00	\$ 39,700.00	\$
Project Management	\$ 30,800.00	\$	\$ 30,800.00
Audit	\$ 8,100.00	\$	\$ 8,100.00
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Total Expenditures</b>	<b>\$ 475,600.00</b>	<b>\$ 436,700.00</b>	<b>\$ 38,900.00</b>

**14. Long-term Operation and Maintenance** - Describe provisions and financial systems that will ensure long-term operation and maintenance if this public facility / public improvement is funded.

WestCare - Under the continuous direction of President/CEO Richard Steinberg, Chief of Staff Peggy Quigg and Chief Financial Officer Ken Ortals, affiliates (FitzHouse) are supported by a centralized finance department and more than 1,500 dedicated professional staff members and an annual budget in excess of \$80 million and receive in-kind support and additional oversight from the Foundation's administrative staff and finance department. The agency administers over 200 federal, state and local grants at any given time, complying with all OMB A-133 and state compliance requirements and issuing an annual, independent audit. In all our years of being audited, WestCare has never been in violation of Circular A-133 rules or been issued an audit exception letter. WestCare's administrators are responsible for all administrative functions of a project including fiscal, accounting, budgeting, personnel, procurement, and contract/grant management. WestCare has an established procurement and administrative fiscal system for the ongoing management of its contracts. WestCare operates in compliance with all the federal and state directives on cost reimbursements and indirect cost accounting and follows an internal policy on competitive bidding that requires three bids for all purchases over \$10K. WestCare has an annual audit performed ensuring compliance with the standards outlined in the OMB Circular A-133 on expenditures of Federal Funds, the Government Audit Standards promulgated by the Government Accounting Standards Board (the Yellow Book) and all specific contract requirements. The accounting department uses Blackbaud Financial Edge, which is specifically designed for fund accounting in nonprofit organizations, and for management of grant funds. WestCare Bookkeeping is in compliance with OMB Circular-A133, and an independent accounting firm audits the accounting system annually.

**15. Acquisition/Rehabilitation/Improvements Budget Summary - Fill-in the bellow facility project budget table**

Total Development Costs	Funding Sources		
	CDBG	Other Source ( )	Other Source ( )
Acquisition Costs:			
Purchase Price			
Liens			
Closing, Title & Recording Costs			
Extension Payment			
Other:			
<hr/> SUBTOTAL			
Construction			
Basic Construction Contract	436,700.00		
Bond Premium			
Infrastructure			

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Improvements  
 Hazardous Abate. &  
 Monitoring  
 Construction Contingency (%)  
 Sales Taxes  
 Other Construction  
 Costs: \_\_\_\_\_  
 Other Construction  
 Costs: \_\_\_\_\_  
 SUBTOTAL


Development

Appraisal  
 Architect/Engineer  
 Environmental Assessment  
 Geotechnical Study  
 Boundary & Topographic  
 Survey  
 Legal  
 Developer Fee  
 Project Management  
 Technical Assistance  
 Other  
 Consultants: \_\_\_\_\_  
 \_\_\_\_\_  
 Other: Audit \_\_\_\_\_  
 SUBTOTAL

		30,800.00	
		8,100.00	

Other

Development

Real Estate  
 Tax  
 Insurance  
 Relocation  
 Bidding Costs  
 Permits, Fees & Hookups  
 Impact/Mitigation Fees  
 Development Period  
 Utilities  
 Construction Loan Fees  
 Construction Interest  
 Other Loan Fees  
 Accounting/Audit  
 Marketing/Leasing  
 Expenses


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Operating Reserves			
Replacement Reserves:			
SUBTOTAL			
Total Development Costs	436,700.00	38,900	

**16. Provide a List of All Attachments to Part B of the Application:**

- Exhibit 1 Map**
- Exhibit 2 Photos**
- Exhibit 3 Letter(s) of Support**

Exhibit No. 1 – Map



Exhibit No 2 – Photos Fire Alarm System:



Flooring:



Exhibit No. 3 – Letter(s) of Support



Department of Social Services  
Delfino E. Nelra, Director

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February 22, 2018

Shawn Jenkins, Senior Vice President  
WestCare California, Inc.  
1900 N. Gateway Blvd  
Fresno, CA 93727

RE: City of Fresno Community Development Block Grant (CDBG) Funding FY 2018

Dear Mr. Jenkins:

The County of Fresno, Department of Social Services supports your bid for the City of Fresno Community Development Block Grant funds through the U.S. Department of Housing and Urban Development. These funds are designed to fund local community development activities such as affordable housing, anti-poverty programs, and infrastructure development.

The replacement of aged and falling fire alarms and hallway flooring of WestCare's MLK facility will ensure the safety of people in recovery and will enable WestCare to sustain quality services to community recipients. WestCare will be able to focus on high quality treatment while improving the overall health and comfort of their clients.

Through decades of collaboration with Fresno County Department of Behavioral Health and Department of Social Services, WestCare has demonstrated conscientious stewardship of the public dollar.

Additionally, as WestCare will obtain competitive bids and only accept quality services, local contractors and vendors will benefit from these essential dollars and stimulate West Fresno development.

Respectfully,

Delfino E. Nelra, Director  
Department of Social Services

Office Location: 205 W. Pontiac, Clovis, California 93312  
Phone: (559) 600-2300 • FAX: (559) 600-2310  
Mailing Address: P.O. Box 1912, Fresno, California 93718-1912  
[www.co.fresno.ca.us](http://www.co.fresno.ca.us)  
The County of Fresno is an Equal Employment Opportunity Employer

1331 Fulton Mall  
Fresno, California 93721  
(559) 443-8400  
TTY (800) 735-2929  
[www.fresnohousing.org](http://www.fresnohousing.org)

February 27, 2018

Shawn Jenkins, Senior Vice President  
WestCare California, Inc.  
1505 N. Chestnut Avenue  
Fresno, CA 93703

RE: Letter of Support for City of Fresno Community Development Block Grant (CDBG)

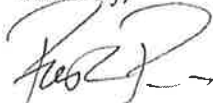
Dear Mr. Jenkins,

Fresno Housing Authority is pleased to provide this letter of support for WestCare California Inc.'s proposed Community Development Block Grant (CDBG) grant for the City of Fresno. Fresno Housing Authority has been honored to work with WestCare California for the last nine (9) years serving residents of Fresno and is proud to support them in this endeavor to create a safe, healthy living environment for those individuals seeking to achieve sobriety in the treatment facility.

A safe and healthy living environment in the treatment facility is vital to those in recovery; these men and women will go on to live substance free lives – raising families and giving back to our community. Substantial upgrades to the facility's fire alarm and flooring systems are important to the safety of those living and working there, in addition to the surrounding community. Fresno Housing is confident WestCare will only accept quality services for this work and be conscientious stewards of the public dollar.

Fresno Housing Authority supports WestCare California, Inc. in its efforts to continue to offer superior services to the residents of Fresno.

Sincerely,



Preston Prince  
CEO/Executive Director

# Home Repair

EOC

## HCDC CDBG APPLICATION SCORING

Funding Request For (check one):

- ☐ Home Repair Program
- ☐ Homeless and Homeless Prevention Program
- ☐ Public Service Program
- ☐ Facility Improvement

Name of Applicant \_\_\_\_\_

Name of Proposal \_\_\_\_\_  
(only necessary when Applicant has more than one proposal)

Amount (\$) Requested: \_\_\_\_\_ .00

HCDC COMMISSIONER SCORING – 80 points (up to 10 points per item)	
Scoring Criteria	Score
(1) The extent to which the proposed activity contributes to the City of Fresno's Consolidated Plan Priorities.	
(2) The extent to which the proposed activity <b>addresses</b> the need in a manner that serves the purpose and intent of the CDBG Program	
(3) The extent to which the proposed activity serves that portion of the community in the greatest need of the resources.	
(4) The extent to which the proposed activity leverages CDBG funding with other sources.	
(5) The cost effectiveness of the activity as measured by the cost per	
(6) The extent to which the proposed activity affects other City priorities such as the revitalization of downtown; the Enterprise Zone or the Empowerment Zone, Housing Element, or address blight.	
(7) Does the organization/department have a demonstrated capacity to carry out the proposed activity?	
(8) The extent to which the agency demonstrates that the proposed activity is unduplicated by other agencies.	
<b>TOTAL POINTS</b>	
<b>FUNDING RECOMMENDATION</b>	\$

**2018 – 2019 APPLICATION PART B**

**Home Repair Programs**

All narrative information provided in the application shall be entered in Arial, 11 Font or larger. Single line spacing is permitted.

- 1. Application For Program Providing** - Indicate the program being applied for under this application. Prepare separate applications for each proposed Home Repair Program. Note: The Owner-occupied Paint Program and the Owner-occupied Roof Repair and Replacement Program also allow the subrecipient to select one or both targeting options. Mark "X" when both targeting options.

<b>Mark "X" for Selected Program</b>	<b>Program</b>	<b>Targeting Mark "X" for Selected Targeting</b>
	Owner-occupied residential paint program for Neighborhood Revitalization Team (NRT) areas and/or senior residents on a City-wide basis	NRT Areas  Seniors, city wide
	Owner-occupied lead-based paint / lead hazards testing / abatement program	Citywide (only option)
	Owner-occupied emergency home repair program for senior residents on a city-wide basis	Senior, city wide (only option)
	Owner-occupied minor home repair program in NRT target areas	NRT areas (only option)
X	Owner-occupied roof repair and replacement program targeted to NRT areas and/or senior residents on a city-wide basis	X NRT Areas  X Seniors, city wide
	Energy efficiency improvements, including solar	Citywide (only option)
	Owner-occupied housing rehabilitation	Citywide (only option)

2. **Short Description** - Provide a short description of the proposed project/activity. (The short description should be approximately 1 to 3 sentences and must fit in the provided space).

Our Weatherization and Solar Photovoltaic (PV) Program, under the direction of Fresno Economic Opportunities Commission (Fresno EOC), will replace and repair the roofs of 40 to 50 units within Neighborhood Revitalization Team (NRT) areas (Columbia & King) and for seniors who reside within the boundaries of the Fresno Southeast Specific Plan. Upon replacement of the roofs, we will weatherize the homes and install Solar PV systems through our current programs, such as Low-Income Home Energy Assistance (LIHEAP), Low-Income Weatherization Program (LIWP), and through our Energy Savings Assistance (ESA) Program. Through the use of an awarded grant from the City of Fresno's Transformative Climate Communities (TCC) fund, we will continue to expand our services to low-income communities, however TCC restricts the use of funds for roof repairs, and without a structurally sound roof, Solar PV Systems cannot be installed.

Mark ("X") here if the subrecipient currently has existing home repair policies and procedures. Note: If not, be aware, the City will require home repair policies and procedures prior to the execution of a subrecipient agreement.

3. **Home Repair or Housing Rehabilitation Program Delivery Experience** – Mark "X" for the correct response

Continued operation of existing program active 4 or more years

X

Four (4) years of experience, but not active in last 12 months

Less than four years of experience

No active home repair or housing rehabilitation program experience

**4. Program Administration** – Complete the below questionnaire. For each item marked “Yes” response, attach the document to the application. Indicate the total number of attachments here 5

- |   |   |  |
|---|---|--|
| a) Written policies and procedures for the proposed program (i.e. intake, eligibility, income, race & ethnicity, file management) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| b) Housing Repair Standards/Guide   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| c) Written Financial Management Policies and Procedures   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| d) Non-Discrimination / Equal Opportunity Policy  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| e) Conflict of Interest Policies and Procedures   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| f) Procurement Policies and Procedures  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| g) Lead-Based Paint Certification (or able to contract with a Lead-Based Paint Consultant)  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| h) Has the organization been subject to an A-133 audit in the last five fiscal years  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

**Note:** Items “a” through “g” above will need to be submitted by the organization prior to execution of the subrecipient agreement. Item “h” will need to also be submitted if available. If not, the agency will need to submit its Federal 990 Exempt Organization Tax Return.

**5. Beneficiaries:** Home Repair Programs are income restricted and benefit low-to moderate-income households. Acknowledge this requirement by marking with an “X” here X

**Current Annual Income limits**

Household Members	0-30% Extremely Low Income	31-50% Low Income	51-80% Moderate Income
1	12,600	21,000	33,550
2	14,400	24,000	38,350
3	16,200	27,000	43,150
4	17,950	29,950	47,900
5	19,400	32,350	51,750
6	20,850	34,750	55,600
7	22,300	37,150	59,400
8+	23,700	39,550	63,250

---

Since the above income limits will likely change in spring 2018, the applicant will want to update its program guidelines at the time of the change. Current HUD income limits can always be found at Current CDBG income limits for California, Fresno may be found at: [www.hudexchange.info/resource/5334/cdbg-income-limits/](http://www.hudexchange.info/resource/5334/cdbg-income-limits/)

- 5. Detailed Narrative Description of the Program** – Provide a detailed description of the program model, identify anticipated challenges or limitations, and the subrecipient's strategy and plan for mitigating or overcoming the challenges. Limit the description to pages 15 and 16.

**Program Model:**

Our project will target homeowners who qualify to receive services from our Weatherization and Solar PV program. We have been a weatherization provider for over 30 years and have been in the Solar PV field for 15 years. Through our services, we assist homeowners as well as renters who are low-income and reside in qualified residential units. Our homeowners qualify under similar CDBG income guidelines. In order for potential clients to receive services, interested residents must submit a completed application and the household must be of a confirmed low-income status. Secondly, the housing unit will be assessed to determine the scope of weatherization and solar services needed. Lastly, the client will receive energy conservation education along with a review of measures available for the dwelling.

We have a proven application process and extensive file management systems (paper and electronic) that have been vetted by the State. Our file management systems have proven to be sufficient in keeping track of client information and services rendered. Through our current processes, we will be able to identify qualified homeowners without having to develop any new systems or processes. All records and files will be readily available for auditing or review purposes.

Additionally, we currently market our services throughout Fresno County. Our written promotional materials and proven radio advertisements, which is marketed in English, Hmong and Spanish, can be targeted to identify clients who need and qualify for our services. We have a diverse staff that speak several languages, such as Spanish, Hmong, Lao, Mien and Cambodian and we are a trusted service provider in the area. We work closely with the West Fresno Ministerial Alliance, and many of our programs have a well-established presence in the community.

**Anticipated Challenges or Limitations:**

Our current solar grants restrict structural remediation, such as roof repairs and replacements as an allowable expense. Because our clientele come from communities with some of the most staggering rates of poverty, many of them live in homes with insecure roofing structures that cannot support the Solar PV System nor the minimum 20 year lifecycle. Because they cannot afford to replace their roofs which have an average cost of \$12,500, this barrier prevents us from serving 33% of 135 new clients that will come from the project implementation of a new grant.

**Detailed Narrative Description of the Program – continued**

**Strategy of Mitigation or Overcoming Challenges:**

We are a current applicant of the City of Fresno's Transformative Climate Communities (TCC) grant. The City of Fresno has successfully applied and is the recipient of a \$70 million grant, funded by a Cap-and-Trade Program, under the direction of the California Strategic Growth Council. The core objective of this funding is to empower local communities that are the most impacted by pollution to enact change through proposed project implementations that will address present environmental despairs in vulnerable neighborhoods.

We have applied to receive \$3.2 million in TCC funding to weatherize and install Solar PV on 135 homes that fall within the boundaries as outlined in the Southeast Specific Plan. Our objective is to serve NRT areas and all seniors in this geographic area. Scope of work activities related to this grant are projected to start later this summer. Because we have performed quality work over the years, many opportunities have come our way, which will assist us in expanding our services. In fact, we are the current recipient of a \$12.5 million pilot from the State of California, charged with developing, managing, overseeing and installing Solar PV onto low income, owner-occupied homes in 9 different counties. Our hope is to leverage this project with our current services so that more families will be able to experience the benefits of living in energy efficient homes that not only adds value to the unit, but save families an average of \$413 per household annually.

Funding for this project will enable us to serve 40 to 50 families, which will compensate for the 33% of our clients that are in need of structural remediation. In our local area, Fresno EOC is the sole provider of these services to our low-income population, therefore it is imperative to service all eligible clients and to perform for them a service they will not otherwise receive.

Furthermore, Fresno EOC has a well-established procurement process. We have used this process to secure contractors to deliver weatherization and Solar PV services. We will also use this process to fairly secure qualified contractors to repair and replace the roofs of families in need of structural remediation. As a large and financially sound agency, Fresno EOC have the expertise to handle all financial transactions with contractors and with funding agencies. Our hope is to use the project to make our services accessible to more eligible residents in Fresno.

We want to continue to impact the lives of our local families, while leaving a lasting impact on the environment. Energy efficient retrofits will make the home healthier and more efficient. An additional, 40-50 homes will also receive a Solar PV system, which will reduce greenhouse gas emissions and lower the family's energy bills. The end result will be healthier families, a cleaner environment, and more money in the pockets of those who need it most.

**City of Fresno**  
**2018 – 2019 Application for**  
**Home Repair Programs**

**6. Activity Category and Matrix Code** - In the Proposed Project Activity column (left-most), mark "X" beside the proposed home repair program being delivered. Since there is only one eligible National Objective Code (NOC) for housing programs and only one corresponding Accomplishment Type, the City has populated those respective columns. In the far right column, enter a numeric value for the planned number of housing units to be addressed under the applicable home repair program.

Mark with 'X' for Proposed Project Activity	Owner-Occupied Program	Matrix Code	Proposed National Objective Code	Proposed Accomplishment Type	Planned Accomplish- ments (No. of housing units)
	Residential paint program (NRT or seniors)	14A	LMH	Units	
	Lead-based paint / lead hazards testing / abatement program (citywide)	14I	LMH	Units	
	Emergency home repair program for seniors	14A	LMH	Units	
	Minor home repair in NRT target areas	14A	LMH	Units	
X	Roof repair and replacement program (NRT or seniors)	14A	LMH	Units	40-50
	Energy efficiency improvements, including solar	14F	LMH	Units	
	Owner-occupied housing rehabilitation	14A	LMH	Units	

**National Objective Code:**

NOC	Description	24 CFR Citation
LMH	Low/mod housing benefit Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.	570.208(a)(3)

**Accomplishment Type:**

Matrix Code	National Objective	Accomplishment Type
14A Rehab: Single-Unit Residential	LMH	10 Housing Units
14F Rehab: Energy Efficiency Improvements	LMH	10 Housing Units
14I Lead-Based Paint/Lead Hazards Testing/ Abatement	LMH	10 Housing Units

7. **Relocation Compliance** – (Note: Permanent displacement will not be allowed under any of the above programs.) Mark ("X") here ☐ if the proposed activity involves temporary relocation of any persons. Describe how temporary relocation will be addressed. Note: When applicable, 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.

This program will not create any temporary or permanent displacement of any persons.

8. **Narrative Description of the 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.

See Attached.

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**Narrative Description of the Procurement Process – additional page if necessary**

**9. Total Program Costs by Funding Type**

<b>Proposed Activity Budget</b>	<b>Amount</b>
Total CDBG Funds Requested	\$ 500,000
Total Other Federal Funds (do not include CDBG funds on this line)	\$
<b>Total Non-Federal Funds</b>	<b>\$ 3,273,855</b>
<b>Total Proposed Activity Budget</b>	<b>\$ 3,773,855</b>

**10. Form of CDBG Assistance**

<b>Form of Assistance Requested for CDBG Funds</b>	<b>Check Box</b>
Grant	<input checked="" type="checkbox"/>
Forgivable Loan. Describe the terms below this Table	<input type="checkbox"/>
Loan, below market interest rate. Describe the terms below this Table.	<input type="checkbox"/>

Proposed Loan Terms (if Loan is proposed):

**11. List of Funding Sources** – Provide all planned funding anticipated/ committed for this activity for FY 2018 - 2019

<b>Source:</b>	<b>Amount</b>	<b>Committed or Anticipated?</b>
1) CDBG	1) \$ 500,000	Committed
2) TCC Grant	2) \$ 3,273,855	Committed
3)	3) \$	
4)	4) \$	
5)	5) \$	
<b>Total All Sources</b>	<b>\$ 3,773,855</b>	

**PROGRAM BUDGET LIMITATIONS**

**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 OMB A-133 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.

**12. ACTIVITY BUDGET SUMMARY** - Provide a line item budget with a brief description of the planned expenses in the below table:

**Important Note: Limitations to the use of CDBG funds** – Prior to completing the below Activity Budget Summary Table, review the following limitations to the use of CDBG funds listed above. **THESE ARE THE SAME AS ABOVE**

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.

**Budget Summary – Insert Additional Rows as Necessary**

<b>Proposed Expenditure (descriptive title)</b>	<b>Proposed Project Budget</b>	<b>Proposed 2018 – 2019 CDBG Budget</b>	<b>Proposed All Other Funds Budget</b>
Project Directors	\$ 199,500	\$	\$ 199,500
Program Manager	\$ 85,800	\$	\$ 85,800
Assessor/Inspectors	\$ 66,375	\$	\$ 66,375
Project Support Staff	\$ 209,600	\$	\$ 209,600

**City of Fresno**  
**2018 – 2019 Application**  
**for Home Repair Programs**

General Operating Expenses	\$ 26,457	\$	\$ 26,457
Solar PV Panels	\$ 1,147,500	\$	\$ 1,147,500
Weatherization Measures	\$ 654,500	\$	\$ 654,500
Solar PV Installations	\$ 586,500	\$	\$ 586,500
Roof Repair/Replacement	\$ 481,500	\$ 481,500	\$
Grant Administration	\$ 316,123	\$ 18,500	\$ 297,623
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Total Expenditures</b>	<b>\$ 3,773,855</b>	<b>\$ 500,000</b>	<b>\$ 3,273,855</b>

**List All Attachments to the Application Here:**

1. Written Policies and Procedures for the Proposed Program (i.e. intake, eligibility, income, race & ethnicity, file management)
2. Written Financial Management Policies and Procedures
3. Non-Discrimination/Equal Opportunity Policy
4. Conflict of Interest Policies and Procedures
5. Fresno EOC's Procurement Policy
6. Note: The A-133 Audit attachments is included in Part A, Exhibit 6

# Habitat for Humanity

## HCDC CDBG APPLICATION SCORING

Funding Request For (check one):

- ☐ Home Repair Program
- ☐ Homeless and Homeless Prevention Program
- ☐ Public Service Program
- ☐ Facility Improvement

Name of Applicant \_\_\_\_\_

Name of Proposal \_\_\_\_\_  
(only necessary when Applicant has more than one proposal)

Amount (\$) Requested: \_\_\_\_\_ .00

HCDC COMMISSIONER SCORING – 80 points (up to 10 points per item)	
Scoring Criteria	Score
(1) The extent to which the proposed activity contributes to the City of Fresno's Consolidated Plan Priorities.	
(2) The extent to which the proposed activity <b>addresses</b> the need in a manner that serves the purpose and intent of the CDBG Program	
(3) The extent to which the proposed activity serves that portion of the community in the greatest need of the resources.	
(4) The extent to which the proposed activity leverages CDBG funding with other sources.	
(5) The cost effectiveness of the activity as measured by the cost per	
(6) The extent to which the proposed activity affects other City priorities such as the revitalization of downtown; the Enterprise Zone or the Empowerment Zone, Housing Element, or address blight.	
(7) Does the organization/department have a demonstrated capacity to carry out the proposed activity?	
(8) The extent to which the agency demonstrates that the proposed activity is unduplicated by other agencies.	
<b>TOTAL POINTS</b>	
<b>FUNDING RECOMMENDATION</b>	\$

February 1, 2018

**Home Repair Programs**  
**Part B – Application Overview**  
**2018 – 2019 APPLICATION PART B**  
**Home Repair Programs**

All narrative information provided in the application shall be entered in Arial, 11 Font or larger. Single line spacing is permitted.

- 1. Application For Program Providing** - Indicate the program being applied for under this application. Prepare separate applications for each proposed Home Repair Program. Note: The Owner-occupied Paint Program and the Owner-occupied Roof Repair and Replacement Program also allow the subrecipient to select one or both targeting options. Mark “X” when both targeting options.

<b>Mark “X” for Selected Program</b>	<b>Program</b>	<b>Targeting Mark “X” for Selected Targeting</b>
	Owner-occupied residential paint program for Neighborhood Revitalization Team (NRT) areas and/or senior residents on a City-wide basis	NRT Areas  Seniors, city wide
	Owner-occupied lead-based paint / lead hazards testing / abatement program	Citywide (only option)
<b>X</b>	Owner-occupied emergency home repair program for senior residents on a city-wide basis	Senior, city wide (only option)
<b>X</b>	Owner-occupied minor home repair program in NRT target areas	NRT areas (only option)
<b>X</b>	Owner-occupied roof repair and replacement program targeted to NRT areas and/or senior residents on a city-wide basis	NRT Areas  X <b>Seniors, city wide</b>
	Energy efficiency improvements, including solar	Citywide (only option)
	Owner-occupied housing rehabilitation	Citywide (only option)

2. **Short Description** - Provide a short description of the proposed project/activity. (The short description should be approximately 1 to 3 sentences and must fit in the provided space).

Habitat for Humanity Fresno County is a longstanding community partner working towards a mission of safe and decent home environments by stabilizing neighborhoods and the lives of individuals. To further continue our efforts, we are proposing a comprehensive approach to a home rehabilitation grant program by combining 3 home repair activities (as defined by City of Fresno) to better serve the community while maximizing CDBG funding. The framework of the program leverages HUD funding objectives, while creating clear and measurable outcomes as defined by HUD.

Mark ("X") here if the subrecipient currently has existing home repair policies and procedures. Note: If not, be aware, the City will require home repair policies and procedures prior to the execution of a subrecipient agreement.

3. **Home Repair or Housing Rehabilitation Program Delivery Experience** – Mark "X" for the correct response

Continued operation of existing program active 4 or more years	X
Four (4) years of experience, but not active in last 12 months	
Less than four years of experience	
No active home repair or housing rehabilitation program experience	

**4. Program Administration** – Complete the below questionnaire. For each item marked “Yes” response, attach the document to the application. Indicate the total number of attachments here 1

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| a) Written policies and procedures for the proposed program (i.e. intake, eligibility, income, race & ethnicity, file management) | <input type="checkbox"/> Yes | x No                        |
| b) Housing Repair Standards/Guide   | <input type="checkbox"/> Yes | x No                        |
| c) Written Financial Management Policies and Procedures   | <input type="checkbox"/> Yes | x No                        |
| d) Non-Discrimination / Equal Opportunity Policy  | X Yes                        | <input type="checkbox"/> No |
| e) Conflict of Interest Policies and Procedures   | <input type="checkbox"/> Yes | x No                        |
| f) Procurement Policies and Procedures  | <input type="checkbox"/> Yes | x No                        |
| g) Lead-Based Paint Certification (or able to contract with a Lead-Based Paint Consultant)  | <input type="checkbox"/> Yes | X No                        |
| h) Has the organization been subject to an A-133 audit in the last five fiscal years  | <input type="checkbox"/> Yes | X No                        |

**Note:** Items “a” through “g” above will need to be submitted by the organization prior to execution of the subrecipient agreement. Item “h” will need to also be submitted if available. If not, the agency will need to submit its Federal 990 Exempt Organization Tax Return. **All policy and procedures will be submitted upon grant award. Audited statements are part of exhibit A, along with the 990.**

**5. Beneficiaries:** Home Repair Programs are income restricted and benefit low-to moderate-income households. Acknowledge this requirement by marking with an “X” here x

**Current Annual Income limits**

Household Members	0-30% Extremely Low Income	31-50% Low Income	51-80% Moderate Income
1	12,600	21,000	33,550
2	14,400	24,000	38,350
3	16,200	27,000	43,150
4	17,950	29,950	47,900
5	19,400	32,350	51,750
6	20,850	34,750	55,600
7	22,300	37,150	59,400
8+	23,700	39,550	63,250

- 5. Detailed Narrative Description of the Program** – Provide a detailed description of the program model, identify anticipated challenges or limitations, and the subrecipient's strategy and plan for mitigating or overcoming the challenges. Limit the description to pages 15 and 16.

Habitat for Humanity Fresno County proposes a home rehabilitation grant program based upon 3 home repair activities (as defined by City of Fresno) to better serve the community while maximizing CDBG funding. These activities: **(1) Owner-occupied emergency home repair program for senior residents on a city-wide basis, (2) Owner-occupied minor home repair program in NRT target areas, and (3) Owner-occupied roof repair and replacement program targeted to NRT areas AND senior residents on a city-wide basis** are combined in our proposal to provide maximum leverage of CDBG funding that is only possible through the partnership of a nonprofit organization. Additionally, HFHF will employ methodologies garnered through the vast experience of our staff and our global nonprofit network, ensuring that HUD objectives and outcomes are being met while delivering impactful repairs to our community. They are as follows:

***HUD Objectives***

**Objective #1:** Creates a suitable living environment. This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.

**Objective #2:** Provides decent housing. This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.

**Objective #3:** Creates economic opportunity. This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

***HUD Outcomes***

**Outcome #1:** Improve availability/accessibility. This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

**Outcome #2:** Improve affordability. This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

**Outcome #3:** Improve sustainability. This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

### **Our experience**

Led by Jerry Zuniga, Neighborhood Revitalization Manager, the proposed program will leverage his nearly 10 years of experience with CDBG-funded repair programs. His experience not only leverages nearly a combined one-million-dollar operating budget for cities such as Cupertino, Campbell, Santa Clara County and many more, and leading a \$600,000+ CDBG contract as an administrator for Minor and Emergency Repair Program through City of San Jose. Jerry Zuniga is a Certified Aging in Place Specialist (CAPS designation) and has served as lead inspector for over 4000 in-home assessments for minor and emergency home repairs. He currently serves as the primary inspector for City of Clovis' Home Rehabilitation Grant Program.

As an organization, HFHF has been and continues to be a close partner of City of Fresno and our shared vision of safe and decent housing for our community. Our commitment to underserved communities and their housing stock serves as a powerful tool to continue serving NRT neighborhoods.

### **Program Description**

In our experience, by approaching home preservation activities in a holistic manner, we are better serving our clients. By creating a single contact program, being able to assess and address needs, whether they be minor, accessibility or emergency in nature, helps speed the process to its completion. By separating out these activities, more CDBG funding is spent on staffing/program costs. While we are recommending and applying for CDBG funding based on this model, the following is a narrative for the individualized activities as defined by City of Fresno.

- **Owner-occupied emergency home repair program for senior residents on a city-wide basis** – Emergency repairs defined as, “repairs, that if left unaddressed can cause near-term catastrophic damage to house or person” is a component of our holistic approach. Emergency repairs tend to have shorter response times due to their critical nature. Typical repairs listed under this activity are:
  - **HVAC repairs/replacements** – Loss of heat/cooling in extreme conditions can be life-threatening for seniors.
  - **Water heater repairs/replacements** – Loss of warm/hot water for bathing can cause unhealthy living conditions for seniors, often resulting in sickness.

- 
- **Emergency Electrical/Plumbing** – On a case by case basis – system failures that can affect medical equipment or create unhealthy living conditions are considered. Whole house system replacements or upgrades would not be considered.
  - **Emergency Accessibility** – On a case-by-case basis for emergency when an ingress/egress becomes unsafe and risks the safety of an occupant. Most accessibility activities will not be considered emergency and would fall under the minor home repair process.
  - **Owner-occupied roof repair and replacement program targeted to NRT areas and/or senior residents on a city-wide basis** – The goal of the roof repair and replacement program is to address the symptoms of a roof leak. Water intrusion, which can cause unhealthy and unsafe living conditions is the symptom of a roof leak. We are proposing a small number of projects, as part of a long-term partnership strategy with City of Fresno. Our goal is to identify and maintain a pool of C-39 Roofing Contractors in order to drive down the costs of roofing activities. HFHF can easily scale this model yet minimize the overhead costs by combining these activities in a single point program.
  - **Owner-occupied minor home repair program in NRT target areas** – As a part of the holistic approach, minor home repair activities should be addressed to ensure a safe and healthy living environment. With nearly ten years of repair activity experience, we have created a methodology of repairs that are primarily low-cost, high-impact solutions. To further drive down the costs and increase the impact of the funding, HFHF will leverage our dealer status and pricing for materials used in this program including modular ramps, bath aids, railing systems, etc. Several activities for this program are:
    - Home and Fire Safety,
    - Accessibility, Aging in Place, Fall Prevention
    - Tier-1 deferred maintenance activities (anything that can cause health and safety complications if left unaddressed for long periods of time).
      - plumbing,
      - electrical,
      - minor carpentry,
      - doors/locks
      - walkways/entryways, decks, steps, etc.
    - Energy efficiency, Weatherization may be addressed as part of an existing issue such as accessibility, home safety, or other.

**6. Activity Category and Matrix Code** - In the Proposed Project Activity column (left-most), mark “X” beside the proposed home repair program being delivered. Since there is only one eligible National Objective Code (NOC) for housing programs and only one corresponding Accomplishment Type, the City has populated those respective columns. In the far right column, enter a numeric value for the planned number of housing units to be addressed under the applicable home repair program.

Mark with 'X' for Proposed Project Activity	Owner-Occupied Program	Matrix Code	Proposed National Objective Code	Proposed Accomplishment Type	Planned Accomplishments (No. of housing units)
	Residential paint program (NRT or seniors)	14A	LMH	Units	
	Lead-based paint / lead hazards testing / abatement program (citywide)	14I	LMH	Units	
X	Emergency home repair program for seniors	14A	LMH	Units	15
X	Minor home repair in NRT target areas	14A	LMH	Units	30
X	Roof repair and replacement program (NRT or seniors)	14A	LMH	Units	10
	Energy efficiency improvements, including solar	14F	LMH	Units	
	Owner-occupied housing rehabilitation	14A	LMH	Units	

**National Objective Code:**

NOC	Description	24 CFR Citation
LMH	<b>Low/mod housing benefit</b> Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.	570.208(a)(3)

**Accomplishment Type:**

Matrix Code	National Objective	Accomplishment Type
14A Rehab: Single-Unit Residential	LMH	10 Housing Units
14F Rehab: Energy Efficiency Improvements	LMH	10 Housing Units
14I Lead-Based Paint/Lead Hazards Testing/ Abatement	LMH	10 Housing Units

- 7. Relocation Compliance** – (Note: Permanent displacement will not be allowed under any of the above programs.) Mark (“X”) here if the proposed activity involves temporary relocation of any persons. Describe how temporary relocation will be addressed. Note: When applicable, 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.

**Not applicable**

- 8. Narrative Description of the 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.

Habitat will select general and/or subcontractors for the program as follows:

- A public posting will be created for all contractor needs
- Interested contractors will fill out a contractor pre-qualification form.
- Habitat will perform a screening of all contractors that have submitted a pre-qualification form.
- Interested contractors will be invited to bid
- Habitat reserves the right to select a contractor based upon bid, customer service and client aptitude.
- Habitat will continually monitor a contractor’s performance and may invite additional contractors as needed
- Contractors listed on HUD’s System for Award Management (SAM) are not eligible

Additionally, all contractors are required to undergo a homeowner orientation training, administered by Habitat for Humanity Fresno County to ensure that the quality of service and product is of the highest quality. Upon completion of training, contractors review and sign a Code of Conduct agreement (see attached).

## 9. Total Program Costs by Funding Type

Proposed Activity Budget	Amount
Total CDBG Funds Requested	\$ 215,000
Total Other Federal Funds (do not include CDBG funds on this line)	\$ 0
Total <b>Non-Federal Funds</b>	\$ 63,775
<b>Total Proposed Activity Budget</b>	<b>\$ 278,775</b>

## 10. Form of CDBG Assistance

Form of Assistance Requested for CDBG Funds	Check Box
Grant	<input checked="" type="checkbox"/>
Forgivable Loan. Describe the terms below this Table	<input type="checkbox"/>
Loan, below market interest rate. Describe the terms below this Table.	<input type="checkbox"/>

Proposed Loan Terms (if Loan is proposed): **Not applicable**

## 11. List of Funding Sources – Provide all planned funding anticipated/ committed for this activity for FY 2018 - 2019

Source:		Amount	Committed or Anticipated?
1) Central Valley Community Foundation	1)	\$20,000	Yes
2) Wells Fargo Bank	2)	\$20,000	Yes
3) Bank of American	3)	\$20,000	Yes
4) Habitat Donors	4)	\$3,775	Yes
5)	5)	\$	
<b>Total All Sources</b>		<b>\$ 63,775.00</b>	

**Budget Summary – Insert Additional Rows as Necessary**

<b>Proposed Expenditure (descriptive title)</b>	<b>Proposed Project Budget</b>	<b>Proposed 2018 – 2019 CDBG Budget</b>	<b>Proposed All Other Funds Budget</b>
<b>Technician</b>	\$ 30,000	\$ 20,000	\$ 10,000
<b>Administrative</b>	\$ 13,200	\$ 8,000	\$ 5,200
<b>Inspection Services / Proj Mgmt</b>	\$ 50,000	\$ 30,000	\$ 20,000
<b>Materials &amp; Equipment</b>	\$ 60,000	\$ 60,000	\$ 0
<b>Outreach</b>	\$ 10,000	\$ 2,000	\$ 8,000
<b>Contractor Services</b>	\$ 95,000	\$ 95,000	\$ 0
<b>Acts of Kindness Beautification</b>	\$ 17,000	\$ 0	\$ 17,000
<b>Project Dump Fees</b>	\$ 3,575	\$ 0	\$ 3,575
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Total Expenditures</b>	\$ 278,775	\$ 215,000	\$ 63,775

**List All Attachments to the Application Here:**

1. Non-Discrimination / Equal Opportunity Policy
2. Contractor Code of Conduct agreement
3. Professional Resumes

# Self-Help

## HCDC CDBG APPLICATION SCORING

Funding Request For (check one):

- ☐ Home Repair Program
- ☐ Homeless and Homeless Prevention Program
- ☐ Public Service Program
- ☐ Facility Improvement

Name of Applicant \_\_\_\_\_

Name of Proposal \_\_\_\_\_  
(only necessary when Applicant has more than one proposal)

Amount (\$) Requested: \_\_\_\_\_ .00

HCDC COMMISSIONER SCORING – 80 points (up to 10 points per item)	
Scoring Criteria	Score
(1) The extent to which the proposed activity contributes to the City of Fresno's Consolidated Plan Priorities.	
(2) The extent to which the proposed activity <b>addresses</b> the need in a manner that serves the purpose and intent of the CDBG Program	
(3) The extent to which the proposed activity serves that portion of the community in the greatest need of the resources.	
(4) The extent to which the proposed activity leverages CDBG funding with other sources.	
(5) The cost effectiveness of the activity as measured by the cost per	
(6) The extent to which the proposed activity affects other City priorities such as the revitalization of downtown; the Enterprise Zone or the Empowerment Zone, Housing Element, or address blight.	
(7) Does the organization/department have a demonstrated capacity to carry out the proposed activity?	
(8) The extent to which the agency demonstrates that the proposed activity is unduplicated by other agencies.	
<b>TOTAL POINTS</b>	
<b>FUNDING RECOMMENDATION</b>	\$

## 2018 – 2019 APPLICATION PART B

### Home Repair Programs

All narrative information provided in the application shall be entered in Arial, 11 Font or larger. Single line spacing is permitted.

1. **Application For Program Providing** - Indicate the program being applied for under this application. Prepare separate applications for each proposed Home Repair Program. Note: The Owner-occupied Paint Program and the Owner-occupied Roof Repair and Replacement Program also allow the subrecipient to select one or both targeting options. Mark "X" when both targeting options.

Mark "X" for Selected Program	Program	Targeting Mark "X" for Selected Targeting
	Owner-occupied residential paint program for Neighborhood Revitalization Team (NRT) areas and/or senior residents on a City-wide basis	NRT Areas  Seniors, city wide
	Owner-occupied lead-based paint / lead hazards testing / abatement program	Citywide (only option)
X	Owner-occupied emergency home repair program for senior residents on a city-wide basis	Senior, city wide (only option)
X	Owner-occupied minor home repair program in NRT target areas	NRT areas (only option)
X	Owner-occupied roof repair and replacement program targeted to NRT areas and/or senior residents on a city-wide basis	NRT Areas  Seniors, city wide
	Energy efficiency improvements, including solar	Citywide (only option)
X	Owner-occupied housing rehabilitation	Citywide (only option)

2. **Short Description** - Provide a short description of the proposed project/activity. (The short description should be approximately 1 to 3 sentences and must fit in the provided space).

Self-Help Enterprises will provide a Home Repair Program with four service components: 1) emergency repair services for seniors citywide; 2) minor home repair services for owner-occupants in the NRT target area; 3) roof repair or replacement services for owner-occupants in the NRT target area and for seniors city-wide; and 4) rehabilitation citywide for owner-occupants with incomes below 80% of County median income that meet all program eligibility requirements.

Mark ("X") here ☒ if the subrecipient currently has existing home repair policies and procedures. Note: If not, be aware, the City will require home repair policies and procedures prior to the execution of a subrecipient agreement.

3. **Home Repair or Housing Rehabilitation Program Delivery Experience** – Mark "X" for the correct response

☒ Continued operation of existing program active 4 or more years  
Four (4) years of experience, but not active in last 12 months  
Less than four years of experience  
No active home repair or housing rehabilitation program experience

**4. Program Administration** – Complete the below questionnaire. For each item marked “Yes” response, attach the document to the application. Indicate the total number of attachments here **4**

- a) Written policies and procedures for the proposed program (i.e. intake, eligibility, income, race & ethnicity, file management) ☒ Yes ☐ No
- b) Housing Repair Standards/Guide ☒ Yes ☐ No
- c) Written Financial Management Policies and Procedures ☒ Yes ☐ No
- d) Non-Discrimination / Equal Opportunity Policy ☒ Yes ☐ No
- e) Conflict of Interest Policies and Procedures ☒ Yes ☐ No
- f) Procurement Policies and Procedures ☒ Yes ☐ No
- g) Lead-Based Paint Certification (or able to contract with a Lead-Based Paint Consultant) - Able to contract with LBP Consultant ☒ Yes ☐ No
- h) Has the organization been subject to an A-133 audit in the last five fiscal years ☒ Yes ☐ No

**Note:** Items “a” through “g” above will need to be submitted by the organization prior to execution of the subrecipient agreement. Item “h” will need to also be submitted if available. If not, the agency will need to submit its Federal 990 Exempt Organization Tax Return.

**5. Beneficiaries:** Home Repair Programs are income restricted and benefit low-to moderate-income households. Acknowledge this requirement by marking with an “X” here **X**

**Current Annual Income limits**

Household Members	0-30% Extremely Low Income	31-50% Low Income	51-80% Moderate Income
1	12,600	21,000	33,550
2	14,400	24,000	38,350
3	16,200	27,000	43,150
4	17,950	29,950	47,900
5	19,400	32,350	51,750
6	20,850	34,750	55,600
7	22,300	37,150	59,400
8+	23,700	39,550	63,250

Since the above income limits will likely change in spring 2018, the applicant will want to update its program guidelines at the time of the change. Current HUD income limits can always be found at Current CDBG income limits for California, Fresno may be found at: [www.hudexchange.info/resource/5334/cdbg-income-limits/](http://www.hudexchange.info/resource/5334/cdbg-income-limits/)

**5. Detailed Narrative Description of the Program** – Provide a detailed description of the program model, identify anticipated challenges or limitations, and the subrecipient's strategy and plan for mitigating or overcoming the challenges. Limit the description to pages 15 and 16.

Self-Help Enterprises (SHE) will operate a Home Repair Program with the following components for owner-occupants with incomes below 80% of County median income.

The following service is available to income eligible senior citizens (only), age 62 or older, with homes located in the city limits of Fresno:

\*Emergency Home Repairs - Up to \$7,500 will be provided as a grant for repair or replacement of a major household component that would require the participant to live without basic plumbing, electrical, heating, cooling or security.

The following service is available to income eligible owner-occupants with homes in the NRT target areas:

\*Minor Home Repair Program - Up to \$10,000 will be provided as a grant to aid homeowners with problems related to the enforcement of government codes, ordinances or requirements that, due to financial hardship, the owner cannot correct. These violations include those that threaten a family's health, general well-being or safety.

The following service is available to income eligible senior citizens with homes located in the city limits of Fresno and income eligible owner-occupants with homes located in the City of Fresno's NRT target areas:

\*Roof Repair and Replacement - Up to \$15,000 will be provided as a grant to aid homeowners with the repair or replacement of their roof.

The following service is available to income eligible owner-occupants citywide:

\*Housing Rehabilitation - Zero interest deferred payment loans up to \$80,000 will be provided to assist homeowners in need of repairs to multiple household systems that threaten a household's health, general well-being or safety and/or require the household to live without basic plumbing, electrical, heating, cooling or security. Homeowners must have sufficient equity to secure the loan amount, have homeowners insurance, and current property taxes, but are not required to meet credit worthiness.

Anticipated challenges and limitations include: 1) identification of effective marketing venues, 2) lack of homeowner equity, 3) lack of homeowner insurance, 4) failure of applicant to follow through with documents required to determine eligibility in a timely manner, and 5) potential contractor/homeowner conflict.

Self-Help Enterprises (SHE) will implement the following strategies and plan to overcome or mitigate the above listed challenges as follows:

- 1) SHE will develop a marketing plan in conjunction with the City of Fresno to identify venues, agencies and areas to focus marketing to ensure the community is aware of all available services. Marketing materials will be provided in multiple languages (determined by market area demographics).

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Detailed Narrative Description of the Program – continued

- 2) Lack of homeowner equity can be a challenge for households in need of multiple or substantial repairs when they have title issues and liens. SHE's Homeownership Center counselors are available to assist homeowners in resolving and clearing title issues, developing a budget that will allow them to pay off small liens and/or determine their eligibility to refinance for more favorable terms that would allow them to address the necessary repairs and/or provide a cash out loan to aid in covering the cost of repairs beyond the funding limits of the program.
- 3) Homeowners with no mortgage and the lack of financial means for home repairs often do not carry homeowners insurance simply because they feel they cannot afford it. In these situations, SHE will work with applicants to obtain affordable homeowners insurance and develop a budget that will allow them to maintain coverage. When homeowners are unable to obtain coverage due to the home's condition, SHE will work with an agent to ensure repairs are completed that will allow the homeowner to obtain insurance upon completion.
- 4) It is not uncommon for homeowners with the lack of financial means for home repairs to also struggle with application completion and providing documents needed to determine their eligibility for assistance. For this reason, our loan processor meets with applicants directly to complete the application and provide clear instruction on items needed. Applicants are given a deadline to ensure projects move forward in a timely fashion. Those failing to communicate, provide documentation or follow through are terminated from the program and advised that if they decide they are interested in participating in the future, they will have to return to the interest list.
- 5) Because all construction/repair contracts are between the homeowner and a licensed contractor, there is always the potential for a conflict to arise. SHE mitigates this by following a detailed process for contractor selection and by conducting periodic inspections.  
Homeowners are provided a list of eligible contractors and may provide contact information for any other licensed contractor they would like to have invited to bid on their project. SHE's Rehab Specialist completes a thorough inspection of the home with the homeowner, and identifies all work required and desired by the homeowner. The Rehab Specialist then prepares the work write-up and cost estimate, and reviews it with the homeowner prior to sending out invitations to bid. All contractors selected by the homeowner are invited to the bid tour with the Rehab Specialist. Those attending the bid tour are provided with the bid package which outlines all work to be completed and material specifications. Contractors are encouraged to ask questions or obtain clarification where needed to ensure a fair bid. Once bids are received, the Rehab Specialist will review all bids for completeness and cost reasonableness. Bids within 10% of the cost estimate will be presented to the homeowner for selection. Prior to selection, the homeowner is encouraged to talk with the contractor and seek references. When the homeowner selects an eligible contractor, a contract will be developed between the homeowner and the contractor. Prior to signing the contract, the Rehab Specialist will conduct a pre-construction conference with the homeowner and the contractor to discuss the project and to ensure they agree about the work that will be completed and the timeline for the project. The homeowner will be asked to sign off on all pay requests from the contractor, signifying their agreement with the description of the completed work for which payment is being requested, as well as their satisfaction with said work. The Rehab Specialist will also conduct inspections throughout the project to ensure that materials meet specifications, work is completed in a professional craftsman's standard, and local building standards are met. At the completion of the project, a final walk through is conducted with the contractor and homeowner to review quality of work, materials, etc., at which time the homeowner signs off on the contractor's final payment. At the time of the final walk through, it is the contractor's responsibility to provide the homeowner with all warranty information, review system operations and maintenance, and provide contract information for suppliers and subcontractors.

**6. Activity Category and Matrix Code** - In the Proposed Project Activity column (left-most), mark "X" beside the proposed home repair program being delivered. Since there is only one eligible National Objective Code (NOC) for housing programs and only one corresponding Accomplishment Type, the City has populated those respective columns. In the far right column, enter a numeric value for the planned number of housing units to be addressed under the applicable home repair program.

Mark with "X" for Proposed Project Activity	Owner-Occupied Program	Matrix Code	Proposed National Objective Code	Proposed Accomplishment Type	Planned Accomplishments (No. of housing units)
	Residential paint program (NRT or seniors)	14A	LMH	Units	
	Lead-based paint / lead hazards testing / abatement program (citywide)	14I	LMH	Units	
X	Emergency home repair program for seniors	14A	LMH	Units	10
X	Minor home repair in NRT target areas	14A	LMH	Units	7
X	Roof repair and replacement program (NRT or seniors)	14A	LMH	Units	7
	Energy efficiency improvements, including solar	14F	LMH	Units	
X	Owner-occupied housing rehabilitation	14A	LMH	Units	2

**National Objective Code:**

NOC	Description	24 CFR Citation
LMH	<b>Low/mod housing benefit</b> Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.	570.208(a)(3)

**Accomplishment Type:**

Matrix Code	National Objective	Accomplishment Type
14A Rehab: Single-Unit Residential	LMH	10 Housing Units
14F Rehab: Energy Efficiency Improvements	LMH	10 Housing Units
14I Lead-Based Paint/Lead Hazards Testing/ Abatement	LMH	10 Housing Units

7. **Relocation Compliance** – (Note: Permanent displacement will not be allowed under any of the above programs.) Mark ("X") here ☒ if the proposed activity involves temporary relocation of any persons. Describe how temporary relocation will be addressed. Note: When applicable, 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.

Owner-occupants are not eligible for temporary relocation benefits unless health and safety threats are determined to exist by SHE as the Subrecipient. In cases where relocation is determined to be necessary, assistance may be provided for actual costs incurred from the applicant's loan proceeds or as a grant.

8. **Narrative Description of the 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.

**Contracting Process**

1. Contracting will be done on a competitive basis.
2. The homeowner will be the responsible agent, but the SHE will prepare the work write-up, prepare and advertise the bid package, and assist the owner in negotiating the construction contract.
3. SHE does not warrant any construction work, or provide insurance coverage.

**Approved Contractors**

1. Contractors are required to be licensed with the State of California, and be active and in good standing with the Contractors' License Board and the City.
2. Contractors will be checked against the Federal System for Award Management (SAM.gov) for debarred status. No award will be granted to a contractor on the Excluded Parties List System (EPLS).
3. Contractors must have public liability and property damage insurance, and worker's compensation, unemployment and disability insurance, to the extent required by State law.
4. Contractor must agree to comply with all federal and state regulations.

Narrative Description of the Procurement Process – additional page if necessary

SELF-HELP ENTERPRISES

Procurement Policy

Projects Requiring the use of Federal Funds

The use of Federal Funds in financing may trigger specific purchase procedures. The procedures in this document apply to purchasing and contracting for supplies, equipment, construction, and other services acquired for Self-Help Enterprises or SHE-controlled projects where specifically required by the use of Federal financing. Funding requirements should be carefully reviewed to determine the applicability of specific procedures. For example, HUD HOME funds generally require the use of specified procedures. However, these procedures do not apply in cases where the HOME project funds are CHDO funds awarded by the State HCD or by a participating jurisdiction.

SHE POLICY

The goal of the following procedures is to assure that:

1. Unnecessary or duplicative purchases are not made;
2. Favorable prices for goods and services are obtained without sacrificing needed quality;
3. Purchases are made on the basis of open and free competition whenever possible; and
4. National goals for equal employment, stimulation of small and minority-owned businesses, women's business enterprises and fair labor standards are encouraged.

Procurement procedures shall provide, to the maximum extent practical, open and free competition.

Solicitations shall clearly set forth all requirements that the bidder shall fulfill in order for the offer to be evaluated. In order to ensure objective contractor performance and to eliminate unfair competitive advantage, contractors are not allowed to develop or draft bid specifications, requirements, statements of work, invitations for bids and/or requests for proposals.

Awards shall be made to the bidder whose offer is responsive to the solicitation and is most advantageous to Self-Help Enterprises.

Any and all bids may be rejected when it is in Self-Help Enterprise's best interest to do so.

## 9. Total Program Costs by Funding Type

Proposed Activity Budget	Amount
Total CDBG Funds Requested	\$ 500,000
Total Other Federal Funds (do not include CDBG funds on this line)	\$ 0
<b>Total Non-Federal Funds</b>	<b>\$ 0</b>
<b>Total Proposed Activity Budget</b>	<b>\$ 500,000</b>

## 10. Form of CDBG Assistance

Form of Assistance Requested for CDBG Funds	Check Box
Grant	<input checked="" type="checkbox"/>
Forgivable Loan. Describe the terms below this Table	<input checked="" type="checkbox"/>
Loan, below market interest rate. Describe the terms below this Table.	<input type="checkbox"/>

### Proposed Loan Terms (if Loan is proposed):

Loans will be provided at zero interest payments deferred for 20 years, forgiven at 5% per year, and balance due upon sale or transfer.

## 11. List of Funding Sources – Provide all planned funding anticipated/ committed for this activity for FY 2018 - 2019

SHE currently has no other funding available for these activities; however, SHE historically works with USDA to obtain additional funding resources in eligible areas as available.

Source:	Amount	Committed or Anticipated?
1)	1) \$	
2)	2) \$	
3)	3) \$	
4)	4) \$	
5)	5) \$	
<b>Total All Sources</b>	<b>\$</b>	

## PROGRAM BUDGET LIMITATIONS

**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 OMB A-133 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.

**12. ACTIVITY BUDGET SUMMARY** - Provide a line item budget with a brief description of the planned expenses in the below table:

**Important Note: Limitations to the use of CDBG funds** – Prior to completing the below Activity Budget Summary Table, review the following limitations to the use of CDBG funds listed above. **THESE ARE THE SAME AS ABOVE**

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.

**Budget Summary – Insert Additional Rows as Necessary**

Proposed Expenditure (descriptive title)	Proposed Project Budget	Proposed 2018 – 2019 CDBG Budget	Proposed All Other Funds Budget
Emergency Home Repair Program for Seniors	\$ 67,500	\$ 67,500	\$ 0
Minor Home Repair in NRT Target Areas	\$ 72,500	\$ 72,500	\$ 0

**City of Fresno**  
**2018 – 2019 Application**  
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[illegible]

Total Expenditures	\$ 500,000	\$ 500,000	\$ 0
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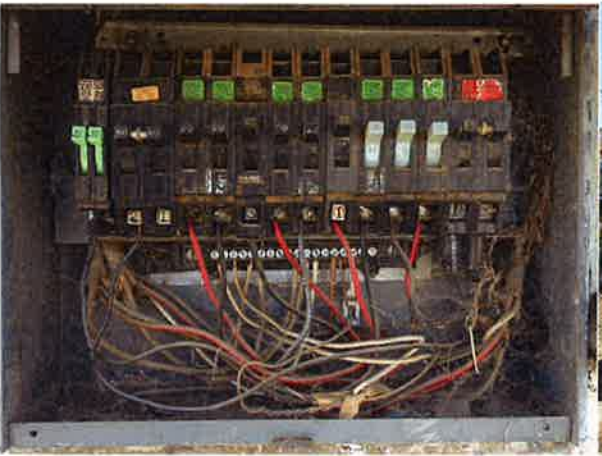
**List All Attachments to the Application Here:**

- 1) Housing Repair Program Services Policies and Procedures , includes
  - a) Housing Repair Standards
  - b) Non-Discrimination / Equal Opportunity Policy
  - c) Conflict of Interest Policies and Procedures
- 2) Financial Management Policies and Procedures
- 3) Procurement Policies and Procedures
- 4) A-133 Audit
- 5) References
- 6) Pictures

PICTURES

Before

After



# Homeless/ Homelessness Prevention

EOC

## HCDC ESG APPLICATION SCORING

Name of Applicant \_\_\_\_\_

Amount (\$) Requested: \_\_\_\_\_ .00

Scoring Factors:	Points Possible	Score
<b>Consolidated Plan</b> - Does the applicant demonstrate how the proposal meets with the priorities outlined in the City of Fresno 2015-2019 Consolidated Plan?	<b>10</b>	
<b>Target Population</b> – Has the applicant identified the target population? Has the applicant described how the population will be accessed? Does the proposed program match with the needs of the population? Has it describe challenges and barriers and provided mitigation strategies	<b>10</b>	
<b>Quality of the Proposal:</b> How well does the proposed activity benefit persons experiencing homelessness or at risk of homelessness? Proposals for projects that will address higher priority objectives will be receive priority ranking	<b>20</b>	
<b>Agency, Program Capacity and Experience</b> - Does the applicant indicate possession of the capacity and experience necessary to deliver the proposed project? Does the applicant provide a position description for all the proposed staffing of the project? Does the position description reflect the proposed project? Does the applicant provide a resume for the Executive Director/Chief Executive Officer? Does the resume demonstrate capacity/experience to support the project?	<b>20</b>	
<b>HUD Contracts</b> - Does the applicant have any experience with HUD contracts for similar projects? Have there been any corrective actions and were they resolved? If none, does the applicant have other contracts for similar projects?	<b>10</b>	
<b>Match</b> – Identified and listed match providers are requirements for this NOFA	<b>20</b>	
<b>Audited Financials</b> - Does the applicant provide last two (2) fiscal years' Audited Financial Statements of the entire organization with the applicable notes, Independent Auditor's	<b>10</b>	
<b>Total</b> (cannot exceed 100 points)	<b>100</b>	

**FY 2018 – 2019 APPLICATION PART B**  
**Homeless and Homeless Prevention Programs**

1. **Short Description** - Provide a short description of the proposed program/activity. (The short description should be approximately 1 to 3 sentences and must fit in the provided space).

*Fresno EOC proposes to provide rapid rehousing assistance to eight (8) low-income households including individuals and/or families. In alignment with HUD and the Fresno Madera Continuum of Care (FMCoC), referrals will be received through the Coordinated Entry process.*

Mark ("X") here ☐ if the subrecipient currently have a facility utilization plan and policies in place for the facility? Note: If not, be aware, the City will require a facility utilization plan and policies prior to the execution of a subrecipient agreement.

2. **Program / Activity Location (s)** – Provide addresses for each applicable location of site(s) where activity will occur.

*Staffing for this project will be based out of Fresno EOC's Executive Plaza at 1900 Mariposa Mall, Suite 113, Fresno, CA 93721. With the assistance of project staff, clients provided tenant-based rental assistance will chose the housing type that best suits their needs within the City of Fresno.*

Map(s) attached as Exhibit No. N/A

**3. Detailed Narrative Description of Program / Activity –** Describe the Public or Community Service Program / Activity for which funds are sought. Limit description to the space provided on this and the next page.

*Fresno EOC Sanctuary and Youth Services proposes to provide rapid rehousing services for eight (8) households over a 12-month project period. Assistance will include housing relocation and stabilization services (security deposits, last month's rent, housing search/placement activities, and housing stability case management), and tenant-based rental assistance for those identified as "literally homeless".*

*Eligible households will have a completed VI-SPDAT uploaded it into HMIS along with vital documents (e.g. birth certificate, social security card, homelessness verification, and income verification). Income verification will include verifying household income to ensure households meet low-income guidelines as established by the 2015-19 City of Fresno's Consolidated Plan (referenced on page 111).*

*Following Coordinated Entry procedures and Housing First strategies, eligible households will be matched to Fresno EOC by the Community Matcher. Once matched, documentation will be verified and the Case Manager will begin to work with the household to identify a housing unit and determine length of rental assistance needed (12-months maximum). Clients will be re-evaluated every three months for any change in income and/or household composition.*

*Once the client has identified a suitable housing unit and is approved by the property owner to enter into a lease agreement, the unit will be inspected using the Minimum Habitability Standards Checklist. Rent Reasonableness for the housing unit type and area will be determined, not to exceed HUD's 2018 Fair Market Rate (FMR) value for the Fresno area. Once rent is agreed upon, a Lease Agreement is executed between the client and the property owner. Staff will determine the clients rent portion (no more than 30% of verifiable income) based on HUD's calculations. Any client rent portions will be paid directly to the landlord along with the agency's rent portion.*

*Case management will focus on housing stabilization and linkages to mainstream services. The client and Case Manager will meet monthly to update their Individualized Service Plan and undergo assessment to maintain permanent housing.*

*At the end of ESG assistance, if the client still lacks sufficient resources and support networks, they will be referred back to Coordinated Entry for assistance through a Permanent Supportive Housing program. Once a client has exited the project, a 30-day follow up evaluation will be implemented to effectively determine the level of successful intervention.*

*Key staff for the project will include grant-funded Sanctuary & Youth Services staff and existing staff time leveraged for the benefit of this contract:*

- *Sanctuary Director, Michelle L. Tutunjian, has over 21 years of experience with Fresno EOC and will provide administrative oversight of the program. Ms. Tutunjian is responsible for the operation of all Sanctuary and Youth Services programs. This position is charged with ensuring sustainability of this project in conjunction with other Fresno EOC services and programs; fulfillment of operational objectives; monitoring and approving costs in accordance with the budget; executing contractual agreements; hiring and evaluating staff; maintaining the organization and functionality of community coalition and project's representation; program publicity; and monitoring of overall program operations, procedures and progress. The Sanctuary Director reports to Fresno EOC's Chief Programs Officer and serves on the Workforce Investment Board Youth Council, National*

**City of Fresno**  
**2018 – 2019 Application for**  
**Homeless and Homeless Prevention Programs**

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*Safe Place Network Board of Directors and Chair of the Advisory Board, Cultural Arts Rotary Club of Fresno (2017-18 President), and Fresno Madera of Continuum of Care (FMCoC) Board of Directors. As an active FMCoC Board member, she serves as the Treasurer and Chair of the Finance Committee.*

- *Housing Manager, Misty Gattie-Blanco, will provide supervision of ESG personnel and activities and reports directly to Sanctuary Director. She has been with the agency since 2010. She supervises Sanctuary Housing projects including: permanent supportive housing (three projects for chronically homeless adults and/or families); outreach workers through HERO and HERO Team 2; and previously ESG. Ms. Gattie-Blanco also serves as the back-up Residential Administrator for the Sanctuary Youth Shelter and has been a certified Residential Administrator through the State Department of Social Services since 2006. She serves as the Alternate for the Sanctuary Director on FMCoC's Board of Directors and is the Co-Chair for the Evaluation Committee. Ms. Gattie-Blanco is an active board member for California Coalition for Youth serving as the Regional Representative.*
- *Case Manager, TBD, will provide wrap-around case management services for homeless individuals and families assisted through ESG activities including housing stabilization. The Case Manager will report directly to Sanctuary's Housing Manager.*

*Fresno EOC has been involved in serving the homeless since 1977. Sanctuary and Youth Services began serving the homeless in 1992 when the Sanctuary Youth Shelter was established to provide emergency shelter and support for the most underserved and vulnerable populations of Fresno County. Sanctuary and Youth Services expanded in 1998 by opening transitional housing to provide services to assist 16-24 year olds in making successful transitions from homelessness to stable, safe living conditions and independence. Services expanded to include four permanent housing projects that assist chronically homeless individuals and families. The program has served thousands of individuals and families with crisis intervention, family reconciliation efforts, survival aid, case management, treatment and counseling, information and referrals, prevention and education activities, health care, follow up and after care support, supportive housing, emergency shelter and other supportive services through the various projects.*

*Fresno EOC Sanctuary and Youth Services provided Homeless Prevention and Rapid Re-Housing (HPRP) activities by collaborating with 34-property owners/managers to place 274 people with rental assistance during September 2009 -June 2012. Housing partners provided affordable low-income housing by waiving application fees, discounting security deposits, and/or pro-rating rent for the first month. In addition, housing partners worked with HPRP clients that received low credit scores.*

*The County of Fresno contracted with Fresno EOC for Emergency Solutions Grant (ESG) to provide rapid re-housing services including rental assistance, relocation and stabilization services to 23 chronically homeless individuals from February 2013 through June 2014, a 17-month grant award. Fresno EOC exceeded its goal by assisting 72 people with rental assistance, security deposit assistance, utility payments, and case management services. In September 2015 and July 2016, the City of Fresno contracted with Fresno EOC for ESG to provide rapid re-housing and homeless prevention assistance. In both contract cycles, Fresno EOC exceeded its goal by assisting more households than initially agreed upon with rental assistance, security deposit financial assistance, utility payments, and case management and stabilization services.*

**4. Summary of Services to be provided at the Facility - Check All Services to be provided at the facility, including those that are not funded by the City.**

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

**City of Fresno**  
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**Homeless and Homeless Prevention Programs**

**5. Total Project Costs by Funding Type**

<b>Proposed Activity Budget</b>	<b>Amount</b>
Total ESG, HOPWA, CDBG and/or HOME Funds Requested	\$ 150,867
Total Other Federal Funds (do not include the above funds on this line)	\$ 53,771
<b>Total Non-Federal Funds</b>	<b>\$ 97,096</b>
<b>Total Proposed Activity Budget</b>	<b>\$ 301,734</b>

**Form of Assistance Requested**

**Check Box**

- Grant
- Forgivable Loan. Describe the terms below this Table
- Loan, below market interest rate. Describe the terms below this Table.

☒
☐
☐

Proposed Loan Terms (if Loan is proposed):

**6. List of Funding Sources** – Provide all planned funding anticipated/ committed for this activity for FY 2018 – 2019. Insert additional rows as needed

<b>Sources</b>	<b>Amount</b>	<b>Committed or Anticipated?</b>
1) California Department of Community Services and Development	1) \$ 7,359	Committed
2) U.S. Department of Housing & Urban Development	2) \$ 53,771	Committed
3) California Governor's Office of Emergency Services	3) \$ 89,737	Committed
<b>Total All Sources</b>	<b>\$ 150,867</b>	

**City of Fresno**  
**2018 – 2019 Application for**  
**Homeless and Homeless Prevention Programs**

**7. ACTIVITY BUDGET SUMMARY**

Prepare a line item budget with a brief description of the planned expenses.

<b>Proposed Expenditure (descriptive title)</b>	<b>Proposed Project Budget</b>	<b>Proposed ESG Budget</b>	<b>Proposed HOPWA Budget</b>	<b>Proposed HOME TBRA Budget</b>	<b>Proposed CDBG Budget</b>
Case Management Services- 1.00 FTE to provide housing relocation & stabilization services to ESG clients (Salary \$39,059 + Benefits \$16,876).	\$ 70,535	\$ 55,935	\$	\$	\$
Rental Assistance- 8 households provided up to 12 months assistance for one-bedroom units.	\$ 77,325	\$ 74,016	\$	\$	\$
Security Deposit- 8 households provided up to double security deposit (if required by property owner and applicant fees).	\$ 12,336	\$ 12,336	\$	\$	\$
Cost of mileage and/or fuel to assist clients with transportation to housing units and for case management meetings (\$0.50/mile x avg. 150 miles x 12 mos.).	\$ 5,736	\$ 900	\$	\$	\$
Other Operational Costs for ESG Case Manager to provide services (i.e. telephone, internet, office supplies, office rental, computer, software supplies).	\$ 14,344	\$ 4,000	\$	\$	\$
Outreach Workers – 2 (1.00) FTE to conduct VI-SPDAT's and verifying homelessness of individuals living on the streets; Navigating homeless individuals through the housing process until matched to a housing project (Salaries \$59,192 + Benefits \$18,744).	\$ 77,936	\$ 0	\$	\$	\$
Housing Manager – 0.25 FTE to assess initial documentation and verification of eligibility; monitor delivery of services provided to clients (Salary \$15,512 + Benefits \$5,170).	\$ 20,682	\$ 0	\$	\$	\$
Sanctuary Director – 0.10 FTE to provide oversight of services and verification of client's progress in the program (Salary \$9,795 + Benefits \$2,006).	\$ 11,801	\$ 0	\$	\$	\$
Administrative Costs- 2.5% to provide oversight of the project including but not limited to preparing budgets, monitoring project, and coordinating audit.	\$ 11,039	\$ 3,680	\$	\$	\$
<b>Total Expenditures</b>	<b>\$ 301,734</b>	<b>\$ 150,867</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**8. Provide a List of All Attachments to Part B of the Application:**

None

# Housing Authority

**FY 2018 – 2019 APPLICATION PART B  
Homeless and Homeless Prevention Programs**

1. **Short Description** - Provide a short description of the proposed program/activity. (The short description should be approximately 1 to 3 sentences and must fit in the provided space).

Fresno Housing (FH) has administered HOME TBRA on behalf of the City of Fresno providing housing assistance for homeless households since 2014. In this period, FH has provided tenant based rental assistance for 155 households comprised on 275 persons. In this 2018-2020 grant period, FH proposed to continue activities, providing housing assistance for at least 40 households for a maximum of twenty-four (24) months.

Mark ("X") here if the subrecipient currently have a facility utilization plan and policies in place for the facility? Note: If not, be aware, the City will require a facility utilization plan and policies prior to the execution of a subrecipient agreement.

2. **Program / Activity Location (s)** – Provide addresses for each applicable location of site(s) where activity will occur.

This will be a scattered site program; households will have the ability to choose housing according to their needs within the jurisdiction of the City of Fresno.

Map(s) attached as Exhibit No.

**3. Detailed Narrative Description of Program / Activity** – Describe the Public or Community Service Program / Activity for which funds are sought. Limit description to the space provided on this and the next page.

As a public housing agency, Fresno Housing has provided safe, affordable housing to Fresno residents for over 75 years. In addition to administration of the Housing Choice Voucher and Low Income Public Housing programs, FH has been a housing developer for homeless households; including 118 units of permanent supportive housing for the chronically homeless. The agency is soon to complete a 40-unit development for homeless Veterans located across the street from the Veteran Medical Center. In addition to housing activities, FH is the Collaborative Applicant for the Fresno Madera Continuum of Care – charged with assisting the Fresno and Madera communities in securing over \$9 million in U.S. Department of Housing and Urban Development Continuum of Care funding in an effort to end homelessness.

In this HOME TBRA program, FH will participate in Coordinated Entry; a community-wide process where homeless households are engaged by the HERO Outreach Team, assessed utilizing the Vulnerability Index Services Prioritization Decision Assistance Tool (VI-SPDAT) then matched the most appropriate, available housing resource. Currently, the community gives focus to those deemed most vulnerable according to VI-SPDAT score utilizing Continuum of Care resources.

The HOME TBRA program, FH intends to target those who are accessed moderately vulnerable as resources for this population are less readily available. In addition, this population has an enhanced opportunity to achieve self-sufficiency and live independently. HOME TBRA does not provide case management services; however, FH will endeavor to connect program participants with those community services needed for maximum housing success.

In this HOME TBRA program, FH intends to provide tenant based rental assistance for a minimum of forty (40) homeless households for a maximum of twenty-four (24) months. Participating homeless households will have the ability to secure housing in a location of their choosing within the jurisdiction of the City of Fresno. FH will assist with landlord engagement on behalf of program participants as necessary. FH will utilize HOME TBRA funding to provide initial security deposit and utility deposit to secure housing; then ongoing rental assistance for a maximum of twenty-four (24) months.

**City of Fresno**  
**2018 – 2019 Application for**  
**Homeless and Homeless Prevention Programs**

**4. CDBG Activity Category and Matrix Code – (Only Applications seeking CDBG Funding Need to Complete this section)** In the Proposed Project Activity column (left-most), mark "X" beside the proposed Facility Improvement / Infrastructure Type. In the far right column, enter a numeric value.

Mark with 'X' for Proposed Project Activity	Public and Community Service Types	Matrix Code	National Objective Code	Accomplishment Type	Planned Accomplish- ments
	Operating Cost of Homeless and AIDS Patient Programs	03T	LMC	People	
	Subsistence Payments	05B	LMC	People	

**National Objective**

NOC	Description	24 CFR Citation
LMC	<b>Low/mod limited clientele benefit</b> Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.	570.208(a)(2)

**Accomplishment Type**

Matrix Code	NOC	Accomplishment Type
03T Operating Costs of Homeless/AIDS Patients Programs	LMC	01 People
05Q Subsistence Payments	LMC	01 People

**Summary of Services to be provided at the Facility** - Check All Services to be provided at the facility, including those that are not funded by the City.

Emergency Shelter	<input type="checkbox"/>
Transitional Housing	<input type="checkbox"/>
Homeless Prevention/Housing Assistance	<input type="checkbox"/>
Homeless Diversion	<input type="checkbox"/>
Mental Health/Other Services	<input type="checkbox"/>
- Individual and Family Counseling	<input type="checkbox"/>
- Drug/Alcohol Treatment	<input type="checkbox"/>
- Job Training	<input type="checkbox"/>
- Children's Program	<input type="checkbox"/>
- Parenting education	<input type="checkbox"/>
- Domestic Violence Intervention	<input type="checkbox"/>
- Self-Sufficiency Skills Training	<input type="checkbox"/>
- Outreach	<input type="checkbox"/>
- Assessment of Needs	<input type="checkbox"/>
Permanent Housing with Supportive Services	<input type="checkbox"/>
Affordable Housing	<input type="checkbox"/>
Job Training/ Job Search	<input type="checkbox"/>
Women's Program	<input type="checkbox"/>
Day Care	<input type="checkbox"/>
Youth Program	<input type="checkbox"/>
Access to Medical	<input type="checkbox"/>
Immigration Assistance	<input type="checkbox"/>
Fair Housing Assistance	<input type="checkbox"/>
Academic Support/Tutoring	<input type="checkbox"/>
Referral Services	<input type="checkbox"/>
Case Management	<input type="checkbox"/>
Provide Meals	<input type="checkbox"/>
Free Services	<input type="checkbox"/>
Business Development to micro-enterprise	<input type="checkbox"/>
Other: <u>HOME TBRA</u>	<input checked="" type="checkbox"/>

**5. Total Project Costs by Funding Type**

<b>Proposed Activity Budget</b>	<b>Amount</b>
Total ESG, HOPWA, CDBG and/or HOME Funds Requested	\$ 667,000
Total Other Federal Funds (do not include the above funds on this line)	\$
<b>Total Non-Federal Funds</b>	<b>\$</b>
<b>Total Proposed Activity Budget</b>	<b>\$ 667,000</b>

<b>Form of Assistance Requested</b>	<b>Check Box</b>
Grant	<input checked="" type="checkbox"/>
Forgivable Loan. Describe the terms below this Table	<input type="checkbox"/>
Loan, below market interest rate. Describe the terms below this Table.	<input type="checkbox"/>

Proposed Loan Terms (if Loan is proposed):

**6. List of Funding Sources** – Provide all planned funding anticipated/ committed for this activity for FY 2018 – 2019. Insert additional rows as needed

<b>Sources</b>	<b>Amount</b>	<b>Committed or Anticipated?</b>
1) HOME TBRA	1) \$ 667,000	Anticipated
2)	2) \$	
3)	3) \$	
4)	4) \$	
5)	5) \$	
<b>Total All Sources</b>	<b>\$ 667,000</b>	

Prepare a line item budget with a brief description of the planned expenses.

[illegible]

[illegible]

City of Fresno  
2018 – 2019 Application for  
Homeless and Homeless Prevention Programs

Total Expenditures	\$ 667,000	\$	\$	\$	\$	\$ 667,000
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**8. Provide a List of All Attachments to Part B of the Application:**

- Bylaws Housing Authority City of Fresno
- Board Roster
- Year Ended December 31, 2015 Audited financial statements
- Year Ended December 31, 2016 Audited financial statements
- Letter of Support – WestCare California
- Biography CEO/Executive Director Preston Prince
- Job Descriptions –
  - Senior Manager
  - Assistant Manager
  - Resident Services Coordinator
  - Accountant

Marjaree  
Mason

## HCDC ESG APPLICATION SCORING

Name of Applicant \_\_\_\_\_

Amount (\$) Requested: \_\_\_\_\_ .00

Scoring Factors:	Points Possible	Score
<b>Consolidated Plan</b> - Does the applicant demonstrate how the proposal meets with the priorities outlined in the City of Fresno 2015-2019 Consolidated Plan?	<b>10</b>	
<b>Target Population</b> – Has the applicant identified the target population? Has the applicant described how the population will be accessed? Does the proposed program match with the needs of the population? Has it describe challenges and barriers and provided mitigation strategies	<b>10</b>	
<b>Quality of the Proposal:</b> How well does the proposed activity benefit persons experiencing homelessness or at risk of homelessness? Proposals for projects that will address higher priority objectives will be receive priority ranking	<b>20</b>	
<b>Agency, Program Capacity and Experience</b> - Does the applicant indicate possession of the capacity and experience necessary to deliver the proposed project? Does the applicant provide a position description for all the proposed staffing of the project? Does the position description reflect the proposed project? Does the applicant provide a resume for the Executive Director/Chief Executive Officer? Does the resume demonstrate capacity/experience to support the project?	<b>20</b>	
<b>HUD Contracts</b> - Does the applicant have any experience with HUD contracts for similar projects? Have there been any corrective actions and were they resolved? If none, does the applicant have other contracts for similar projects?	<b>10</b>	
<b>Match</b> – Identified and listed match providers are requirements for this NOFA	<b>20</b>	
<b>Audited Financials</b> - Does the applicant provide last two (2) fiscal years' Audited Financial Statements of the entire organization with the applicable notes, Independent Auditor's	<b>10</b>	
<b>Total</b> (cannot exceed 100 points)	<b>100</b>	

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**FY 2018 – 2019 APPLICATION PART B**  
**Homeless and Homeless Prevention Programs**

1. **Short Description** - Provide a short description of the proposed program/activity. (The short description should be approximately 1 to 3 sentences and must fit in the provided space).

The Marjaree Mason Center is requesting ESG funding to support our current **emergency shelter** and **rapid rehousing programs**. The emergency shelter program (120 beds) addresses the immediate and most appropriate housing need for domestic violence victims who are considered homeless, as well as identifies necessary supportive services needed through intake assessments and case management. The rapid re-housing program identifies the most appropriate tenant based re-housing for domestic violence victims and assisting them securing long-term supportive services needs to prevent future homelessness.

Mark ("X") here X if the subrecipient currently have a facility utilization plan and policies in place for the facility? Note: If not, be aware, the City will require a facility utilization plan and policies prior to the execution of a subrecipient agreement.

2. **Program / Activity Location (s)** – Provide addresses for each applicable location of site(s) where activity will occur.

- **The Marjaree Mason Center Administration Building:** 1600 M Street Fresno, CA 93721
- **The Marjaree Mason Center Emergency Shelter:** Location is confidential for the safety of our families

Map(s) attached as Exhibit No. 1

**3. Detailed Narrative Description of Program / Activity** – Describe the Public or Community Service Program / Activity for which funds are sought. Limit description to the space provided on this and the next page.

**Emergency Shelter:** Effective May 1, 2018, we expect to lose \$224,280 of HUD CoC allocation for our emergency shelter operations, which will limit our capacity to provide emergency shelter. However, the prevalence of domestic violence in Fresno continues to increase. In 2017, Fresno PD received nearly 5,200 domestic violence related calls and estimated that 75% of these calls involve homes with children. During our 2016-17 fiscal year, 1,005 adults and children were provided with 51,498 nights of safe housing. On average, families stayed 34 days in emergency housing. Our 120-bed safe house is continuously at full capacity. During any given week, 4 to 6 families are required to stay in a hotel until a safe house bedroom becomes available. As the only dedicated domestic violence agency in the City of Fresno, victims have no other place to go to when fleeing abusive, life-threatening situations. The MMC's Emergency Shelter program provides immediate safe housing, food, clothing, case management and supportive services to domestic violence victims. The target population includes individuals and families who are experiencing homelessness due to fleeing domestic violence. Challenges facing this target population include finding safe, confidential shelter immediately upon leaving an abusive relationship due to fear of their abuser. The goal of the proposed program is two-fold: (1) secure immediate, confidential shelter to homeless adults and children fleeing domestic violence, and (2) provide essential services to target population so they can move towards permanent housing. MMC's Emergency Shelter program includes a 120-bed safe house confidentially located in Fresno. Aside from shelter bed(s), the shelter has a large living room, a communal kitchen, a computer room for job planning, an enrichment center for children with indoor and outdoor play areas. The Emergency Shelter offers Client Service Advocates (CSA) who are available 24/7 to residential clients and hotline callers for safety planning and crisis intake assessments (either by self/family/police) to determine eligibility. Essential services offered in conjunction with emergency shelter include case management (offices in the safe house), counseling, legal assistance, parenting classes, support groups, life skill classes, child care, housing, job planning, and linkages to mainstream resources, including SSI, TANF, CalWORKs, food stamps, etc.) MMC Case Managers (and CSA) oversee the essential services offered. MMC's Associate Director oversees the operation of the emergency shelter. *The MMC is requesting ESG funding to cover costs associated 24/7 shelter operations and essential services.* Proposed expenditures and position descriptions are detailed in the Activity Budget Summary section. In line with the Emergency Shelter Grant (ESG) intent and ConPlan, the MMC will focus on providing full-service emergency shelter to *500 unsheltered unduplicated homeless adults and children fleeing domestic violence.* This program is already in operation. The MMC maintains FMCoC equivalent HMIS data supports (within VAWA guidelines) and does possess insurance, as required by the ESG contract with the City of Fresno. Outreach complies with and works in conjunction with the FMCoC coordinated access process (still in process); through 2-1-1, referrals from other social services, law enforcement, the MAPs program and homeless agencies in Fresno. As per the policies and procedures for ESG, the three-step process for determining client's eligibility will be

closely adhered to which includes: 1) initial consultation with the individual or family to determine eligibility in accordance with the coordinated assessment requirements set forth under 24 CFR 576.400(d) and the associated written standards established, 2) verification of income below 30% of the area median income, and 3) verification of homelessness as per the HUD definition. The majority of those served by MMC fall within HUD's Category 4 of homelessness-Fleeing Domestic Violence without other resources for safe housing.

**Rapid Re-Housing (RRH):** The MMC operates RRH relocation and stabilization services for individuals and families fleeing domestic violence who need supportive services to quickly regain stability in permanent housing. Securing safe and permanent housing is often a challenge for families who have fled domestic violence. Barriers to doing so include bad credit or prior evictions, little or no experience in financial literacy, and minimal or no family supports. Absent this RRH relocation and stabilization service, many families have no choice but to return to an abusive household or become homeless. Program components include centralized coordinated assessments and initial evaluation for services, housing search and placement, housing stability, case management, credit repair, and ensuring service linkages, such as counseling, legal services, etc. A Case Manager (CM) is responsible for processing applications for funding assistance, advocating for the homeless family with property owners and connecting clients to resources. CMs will also provide general oversight and data collection, as required. On average, it takes 7 to 10 days for clients to obtain eligibility verification and at least 2 weeks to search for housing and complete the housing application process. The CM will ensure the housing meets housing quality standards and is approved for the family size. The housing cost must meet set FMR rates. After approval of paperwork and on-site processes, a check or checks will be requested (immediately for quick move-in) from the MMC Financial Department in the name of the third-party (i.e., landlord, moving costs, utilities, etc.). Upon moving into their home, CMs provide households with necessary supports and service linkages (either at MMC or in the community) to promote their stay in permanent housing, as well as help them overcome and heal from the short- and long-term trauma associated with experiencing domestic violence. *The MMC is requesting ESG funding for operation of RRH relocation and stabilization services to our target population.* Proposed expenditures and position descriptions are detailed in the Activity Budget Summary section. *With this funding, 102 unduplicated individuals (35 adults and 67 children) will be provided with RRH relocation to regain stability after experiencing homelessness due to domestic violence.* This program is already in operation. It is anticipated that the RRH program provides for move-in costs, housing and utility deposits, and rental assistance for a 3-month period. Long enough to help clients become stable and gain necessary community supports. Our process will include re-verification/qualification for ongoing eligibility of households serviced more than three months (only in special situations!). Our project will operate per grant guidelines. Family size determination, unit size appropriateness and rent will be in compliance with HUD standards or "rent reasonableness." All rental, security and utility payments will only be made to the third party (landlords and utility companies). Further, we will maintain all client eligibility documentation and maintain all recordkeeping/reporting requirements.

**City of Fresno**  
**2018 – 2019 Application for**  
**Homeless and Homeless Prevention Programs**

- 4. CDBG Activity Category and Matrix Code – (Only Applications seeking CDBG Funding Need to Complete this section)** In the Proposed Project Activity column (left-most), mark “X” beside the proposed Facility Improvement / Infrastructure Type. In the far right column, enter a numeric value.

Mark with "X" for Proposed Project Activity	Public and Community Service Types	Matrix Code	National Objective Code	Accomplishment Type	Planned Accomplish- ments
	Operating Cost of Homeless and AIDS Patient Programs	03T	LMC	People	
	Subsistence Payments	05B	LMC	People	

**National Objective**

NOC	Description	24 CFR Citation
LMC	<b>Low/mod limited clientele benefit</b> Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.	570.208(a)(2)

**Accomplishment Type**

Matrix Code	NOC	Accomplishment Type
03T Operating Costs of Homeless/AIDS Patients Programs	LMC	01 People
05Q Subsistence Payments	LMC	01 People

**5. Summary of Services to be provided at the Facility - Check All Services to be provided at the facility, including those that are not funded by the City.**

Emergency Shelter	<input checked="" type="checkbox"/>
Transitional Housing	<input checked="" type="checkbox"/>
Homeless Prevention/Housing Assistance	<input checked="" type="checkbox"/>
Homeless Diversion	<input type="checkbox"/>
Mental Health/Other Services	<input checked="" type="checkbox"/>
- Individual and Family Counseling	<input checked="" type="checkbox"/>
- Drug/Alcohol Treatment	<input type="checkbox"/>
- Job Training	<input type="checkbox"/>
- Children's Program	<input checked="" type="checkbox"/>
- Parenting education	<input checked="" type="checkbox"/>
- Domestic Violence Intervention	<input checked="" type="checkbox"/>
- Self-Sufficiency Skills Training	<input checked="" type="checkbox"/>
- Outreach	<input checked="" type="checkbox"/>
- Assessment of Needs	<input checked="" type="checkbox"/>
Permanent Housing with Supportive Services	<input checked="" type="checkbox"/>
Affordable Housing	<input type="checkbox"/>
Job Training/ Job Search	<input checked="" type="checkbox"/>
Women's Program	<input checked="" type="checkbox"/>
Day Care	<input checked="" type="checkbox"/>
Youth Program	<input checked="" type="checkbox"/>
Access to Medical	<input checked="" type="checkbox"/>
Immigration Assistance	<input checked="" type="checkbox"/>
Fair Housing Assistance	<input checked="" type="checkbox"/>
Academic Support/Tutoring	<input checked="" type="checkbox"/>
Referral Services	<input checked="" type="checkbox"/>
Case Management	<input checked="" type="checkbox"/>
Provide Meals	<input checked="" type="checkbox"/>
Free Services	<input checked="" type="checkbox"/>
Business Development to micro-enterprise	<input type="checkbox"/>
Legal Assistance	
Court Accompaniment	
Other:   Support Groups	<input checked="" type="checkbox"/>

**City of Fresno**  
**2018 – 2019 Application for**  
**Homeless and Homeless Prevention Programs**

**6. Total Project Costs by Funding Type**

<b>Proposed Activity Budget</b>	<b>Amount</b>
Total ESG, HOPWA, CDBG and/or HOME Funds Requested	\$ 361,121 ESG Funds
Total Other Federal Funds (do not include the above funds on this line)	\$ 20,000
<b>Total Non-Federal Funds</b>	<b>\$ 406,493</b>
<b>Total Proposed Activity Budget</b>	<b>\$ 787,614</b>

**Form of Assistance Requested**

**Check Box**

Grant

☒

Forgivable Loan. Describe the terms below this Table

☐

Loan, below market interest rate. Describe the terms below this Table.

☐

Proposed Loan Terms (if Loan is proposed):

**7. List of Funding Sources** – Provide all planned funding anticipated/ committed for this activity for FY 2018 – 2019. Insert additional rows as needed

<b>Sources</b>	<b>Amount</b>	<b>Committed or Anticipated?</b>
1) City of Fresno Emergency Solutions Grant	1) \$ 361,121	Anticipated
County of Fresno Emergency Solutions		
2) Grant	2) \$ 20,000	Anticipated
3) Domestic Violence Assistance Program	3) \$ 75,000	Committed
4) Private Donations	4) \$ 206,493	Anticipated
5) First 5 of Fresno County	5) \$ 125,000	Committed
<b>Total All Sources</b>	<b>\$ 787,614</b>	

## 8. ACTIVITY BUDGET SUMMARY

Prepare a line item budget with a brief description of the planned expenses.

Proposed Expenditure (descriptive title)	Proposed Project Budget	Proposed ESG Budget	Proposed HOPWA Budget	Proposed HOME TBRA Budget	Proposed CDBG Budget
Client Service Advocates- supports objectives by providing crisis intervention via 24-hour crisis hotline, providing 24-hour in-person crisis intervention at the Marjaree Mason Center Emergency Shelter, tracking calls received and victims provided intervention services, addressing client needs at the Emergency Shelter.	\$ 227,412	\$ 56,853	\$	\$	\$
Maintenance Specialist- This position maintains a safe, clean functional environment at the MMC Emergency Shelter assisting in ensuring compliance with government safety standards.	\$ 34,099	\$ 34,099	\$	\$	\$
Repairs and Maintenance- minor repairs and maintenance to emergency shelter and business center.	\$ 40,000	\$ 30,000	\$	\$	\$
Telephone Expense- telephone charges including crisis line numbers and internet connectivity.	\$ 32,000	\$ 24,000	\$	\$	\$
Insurance Expense- required general liability insurance for MMC	\$ 12,000	\$ 12,000	\$	\$	\$
Utilities Expense- monthly utility charges including electricity, gas, water, sewer and trash services.	\$ 55,000	\$ 28,268	\$	\$	\$
Case Manager- provides case management for ESG clients including case monitoring, goal setting, assistance in identifying options, evaluation of needs and addressing rental assistance issues.	\$ 115,304	\$ 47,652	\$	\$	\$

**City of Fresno**  
**2018 – 2019 Application for**  
**Homeless and Homeless Prevention Programs**

<b>Proposed Expenditure (descriptive title)</b>	<b>Proposed Project Budget</b>	<b>Proposed ESG Budget</b>	<b>Proposed HOPWA Budget</b>	<b>Proposed HOME TBRA Budget</b>	<b>Proposed CDBG Budget</b>
Security Deposit- assistance with client's security deposit to move into permanent housing.	\$ 110,000	\$ 37,500	\$	\$	\$
Application Fees- fees associated with the clients' application for apartments or houses to be rented.	\$ 400	\$ 350	\$	\$	\$
Utility Deposit/Utility in Arrears- Utility deposit associated with the City of Fresno, PG&E or Mid Valley disposal	\$ 7,000	\$ 3,500	\$	\$	\$
Rental Assistance- monthly rental costs for clients for up to 3 months	\$ 126,000	\$ 78,750	\$	\$	\$
Administrative Costs- partial amount of Director of Finance, who oversees the financial health of the agency, and Associate Director-Shelter Services, who oversees operations of emergency, transitional, and rapid re-housing	\$ 28,399	\$ 8,149	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
<b>Total Expenditures</b>	<b>\$ 787,614</b>	<b>\$ 361,121</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**9. Provide a List of All Attachments to Part B of the Application:**

**Part B, Exhibit 1 – Maps of Program/Activity Locations**

Google Maps 1600 M St



# Poverello

## HCDC ESG APPLICATION SCORING

Name of Applicant \_\_\_\_\_

Amount (\$) Requested: \_\_\_\_\_ .00

Scoring Factors:	Points Possible	Score
<b>Consolidated Plan</b> - Does the applicant demonstrate how the proposal meets with the priorities outlined in the City of Fresno 2015-2019 Consolidated Plan?	<b>10</b>	
<b>Target Population</b> – Has the applicant identified the target population? Has the applicant described how the population will be accessed? Does the proposed program match with the needs of the population? Has it describe challenges and barriers and provided mitigation strategies	<b>10</b>	
<b>Quality of the Proposal:</b> How well does the proposed activity benefit persons experiencing homelessness or at risk of homelessness? Proposals for projects that will address higher priority objectives will be receive priority ranking	<b>20</b>	
<b>Agency, Program Capacity and Experience</b> - Does the applicant indicate possession of the capacity and experience necessary to deliver the proposed project? Does the applicant provide a position description for all the proposed staffing of the project? Does the position description reflect the proposed project? Does the applicant provide a resume for the Executive Director/Chief Executive Officer? Does the resume demonstrate capacity/experience to support the project?	<b>20</b>	
<b>HUD Contracts</b> - Does the applicant have any experience with HUD contracts for similar projects? Have there been any corrective actions and were they resolved? If none, does the applicant have other contracts for similar projects?	<b>10</b>	
<b>Match</b> – Identified and listed match providers are requirements for this NOFA	<b>20</b>	
<b>Audited Financials</b> - Does the applicant provide last two (2) fiscal years' Audited Financial Statements of the entire organization with the applicable notes, Independent Auditor's	<b>10</b>	
<b>Total</b> (cannot exceed 100 points)	<b>100</b>	

## HCDC CDBG APPLICATION SCORING

Funding Request For (check one):

- ☐ Home Repair Program
- ☐ Homeless and Homeless Prevention Program
- ☐ Public Service Program
- ☐ Facility Improvement

Name of Applicant \_\_\_\_\_

Name of Proposal \_\_\_\_\_  
(only necessary when Applicant has more than one proposal)

Amount (\$) Requested: \_\_\_\_\_ .00

HCDC COMMISSIONER SCORING – 80 points (up to 10 points per item)	
Scoring Criteria	Score
(1) The extent to which the proposed activity contributes to the City of Fresno's Consolidated Plan Priorities.	
(2) The extent to which the proposed activity <b>addresses</b> the need in a manner that serves the purpose and intent of the CDBG Program	
(3) The extent to which the proposed activity serves that portion of the community in the greatest need of the resources.	
(4) The extent to which the proposed activity leverages CDBG funding with other sources.	
(5) The cost effectiveness of the activity as measured by the cost per	
(6) The extent to which the proposed activity affects other City priorities such as the revitalization of downtown; the Enterprise Zone or the Empowerment Zone, Housing Element, or address blight.	
(7) Does the organization/department have a demonstrated capacity to carry out the proposed activity?	
(8) The extent to which the agency demonstrates that the proposed activity is unduplicated by other agencies.	
<b>TOTAL POINTS</b>	
<b>FUNDING RECOMMENDATION</b>	\$

**FY 2018 – 2019 APPLICATION PART B**  
**Homeless and Homeless Prevention Programs**

1. **Short Description** - Provide a short description of the proposed program/activity. (The short description should be approximately 1 to 3 sentences and must fit in the provided space).

The Poverello House is requesting **\$20,000** under the Emergency Shelter/Street Outreach portion of the Emergency Solutions Grant from the City of Fresno. The **\$20,000** and the matching funds will be utilized for additional hotel/motel vouchers for homeless families, homeless veterans and homeless youths aging out of foster care system and case management. \$20,000 will be used to provide shelter for at least 15 families. **The cash match of \$15,000 will be used for an additional 30 vouchers and \$5,000 will be used to provide case management** to link the families to the social services and housing programs they need to end their homeless situation.

Mark ("X") here                      if the subrecipient currently have a facility utilization plan and policies in place for the facility? Note: If not, be aware, the City will require a facility utilization plan and policies prior to the execution of a subrecipient agreement.

2. **Program / Activity Location (s)** – Provide addresses for each applicable location of site(s) where activity will occur.

The Economy Inn 4290 N. Blackstone Ave Fresno CA 93726  
The Gables Inn 2833 E, Church Ave Fresno CA 93706  
The Vagabond Inn 2570 S. East Avenue 93706  
Motel 6 4080 N. Blackstone Ave Fresno, CA 93726

Map(s) attached as Exhibit No. 1 (City of Fresno)

**3. Detailed Narrative Description of Program / Activity –** Describe the Public or Community Service Program / Activity for which funds are sought. Limit description to the space provided on this and the next page.

When Map Point at Pov opened in February 2015; its purpose was to assist homeless individuals' access social services and housing. Once MAP Point at Pov starting operating, it was obvious, that many families were accessing the services at MAP Point. Since February 2015 numerous families have access Map Point services. The families who come to MAP Point are homeless or soon to be homeless. Unfortunately, in the City of Fresno there is limited number of shelter beds for families. Many agencies such as the Fresno Rescue Mission and Evangel Home are at capacity and cannot accommodate the entire family. Many shelters are unable to accommodate single fathers and their children. Because there is a lack of shelter beds, families had to be transported to Madera, Visalia or Tulare for emergency shelter or remain homeless. Many times staff at Poverello House was forced to split the family unit apart to find shelter. Referrals to the voucher program must come through Map Point at Pov or any other Multi-Access Program locations. Multi-Agency Program (MAP) is an integrated intake process connecting individuals facing housing, substance abuse and/or mental illness challenges to supportive services. Each family will go through the "coordinated entry system" in which the head of household will take the VI-SPDAT to determine vulnerability and housing needs. The referring agency will have to have documentation that the family is homeless. Then a housing plan will drafted for the family. Once the housing plan is completed, then the family would be eligible for the voucher program. The voucher will be good for at least 14 days. The housing plan must include plan to house the family within 28 days. The housing plan will include a plan to engaged Fresno County's Office of Education Homeless Program, Project Access. If it is anticipated that the housing plan for families will exceed 28 days, then the family will be encouraged to seek emergency shelter until they are eligible for the program.

**Targeted Population:** Homeless families, veterans and youths aging out of the foster system that met Housing and Urban Development (HUD) definitions of homeless. ESG matching funds will be utilized to provide case management, additional emergency shelter vouchers to homeless families, veterans and youth aging out of the foster care system that are determined to be homeless under the definition of homelessness as defined by HUD.

**Diversion Plan:** Before any client is eligible for the motel voucher program, they must meet with our Resource Manager, Robert Huerta. He first tries to see if the family can "self-resolve" through direct linkage to affordable housing. He will also see if the homeless family has any existing family and friends that are willing temporarily house the family. If those options are not available, he is try to connect the family to faith-based groups or social services outside coordinated entry system.

**Agency Capacity and Experience:**

Since 1973, Poverello House has provided services to needy families and the homeless. Poverello House provides 3 meals a day, 365 days a year. Poverello House also provides temporary overnight shelter for men and women. Every night approximately 74 homeless stay overnight at Poverello House through the Villages and Naomi's House. Because Poverello House has 40+ years' experience with working with the needy and homeless in Fresno, they understand the complex issues surrounding homelessness. Poverello House staff has extensive experience working with homeless clients who struggle with substance abuse, physical disabilities, and mental illness. For over 10 years, through FEMA's Emergency Food and Shelter Program, Poverello House has received funds that partially fund the off-site meal program. In February 2015, Map at Pov opened. Map Point is a linkage site that links clients to social services, mental health services and housing programs. On average Map Point at Pov sees at least 1,200 clients per month.

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**HUD Contracts:** In 2007, Poverello House became the grant recipient of HUD funds for Naomi's House. Poverello House receives \$360,000 from HUD to provide shelter for single homeless women. In 2015, Poverello House received ESG funding for Emergency Voucher Program that provided vouchers for motels for homeless families, veterans and youths aging out of the foster system. To date there have been no corrective actions for either Naomi's House or the Motel Voucher program.

**Staff Expertise:** *Sara Mirhadi*, Chief Programs Officer. Ms. Mirhadi has extensive experience with writing and monitoring federal grant programs. She currently oversees Naomi's House, Village and Community of Hope and Poverello House staff at MAP Point at Pov. She also monitors grant programs such as EFSP, county grant funds and restricted private donations. Ms. Mirhadi has also experience working with victims of domestic violence, clients with mental illness and substance abuse, and homeless clients. Ms. Mirhadi has also worked with the city's HOME and CDBG funds. Ms. Mirhadi upon referrals from MAP Point at Pov will approve the use of motel and hotel vouchers for applicants that comply with funding priorities of ESG. Once the request is approved, the finance department will "cut a check" or use the designated credit card. Ms. Mirhadi will also monitor and approve any additional grant money expenditures allowed under ESG. *Robert Huerta*, Resource Manager/Case Manager. Mr. Huerta has been at MAP Point since it opened in February 2015. He and other staff at MAP Point at Pov have helped hundreds of people who have come to MAP Point. He also is the case manager for the homeless clients at the Villages. He links homeless clients to social services and housing programs. Mr. Huerta also works with clients to "self-resolve" their homeless status by assisting them with job searches, resume building, and reuniting them with their families. Mr. Huerta will refer potential recipients to the emergency shelter voucher program. Mr. Huerta has also built relationships with numerous landlords throughout the City of Fresno and has utilize them to link families to housing.

*Leticia Martinez*, Case Manager/Family Advocate. Ms. Martinez has worked at Poverello House with homeless clients for over 9 years. Ms. Martinez assists the homeless clients living in the Villages receive social services and gather the necessary documentation for housing. Ms. Martinez also assists' in providing for the immediate needs of homeless families and transporting them to shelters. Ms. Martinez also has extensive experience in reaching out to homeless clients located throughout the city of Fresno.

**Status of Existing Emergency Voucher Program:** Since 2015, Poverello House has received ESG funding for the Motel Voucher Program. Since 2015 the program has served 108 adults and 153 children. 76% of the homeless families served have had "positive" exits. Currently there are 4 families enrolled in the program.

**Consolidated plan:** The Emergency Shelter Motel/Hotel Voucher program targets the goals for ending homelessness as identified in the city's consolidated plan. Poverello House and its' shelter programs: Naomi's House and the Emergency Voucher program practices the Housing First Model. There are no barriers to service at Poverello House. The City of Fresno has consolidated plan identified that the homeless accessing services should participate in the coordinated entry system and are tracked through the HMIS data tracking system. All participants will participate in the coordinated entry system: they will take the VI-SPDAT survey to assess their housing needs and they will be tracked through HMIS. The program also targets extremely low and low-income families, veterans and youths aging out of the foster system. The one of the city's goals in the consolidated plan is the "provide immediate relief to the crisis of homeless." (pg. 57 of the consolidated plan) The emergency shelter voucher program fulfills this goal by providing funding for temporary shelter for homeless families who are in the process of finding housing and supportive services

**4. CDBG Activity Category and Matrix Code – (Only Applications seeking CDBG Funding Need to Complete this section)** In the Proposed Project Activity column (left-most), mark "X" beside the proposed Facility Improvement / Infrastructure Type. In the far right column, enter a numeric value.

Mark with 'X' for Proposed Project Activity	Public and Community Service Types	Matrix Code	National Objective Code	Accomplishment Type	Planned Accomplish- ments
X	Operating Cost of Homeless and AIDS Patient Programs	03T	LMC	People	372,800
	Subsistence Payments	05B	LMC	People	

**National Objective**

NOC	Description	24 CFR Citation
LMC	<b>Low/mod limited clientele benefit</b> Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.	570.208(a)(2)

**Accomplishment Type**

Matrix Code	NOC	Accomplishment Type
03T Operating Costs of Homeless/AIDS Patients Programs	LMC	01 People
05Q Subsistence Payments	LMC	01 People

**5. Summary of Services to be provided at the Facility** - Check All Services to be provided at the facility, including those that are not funded by the City.

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

**6. Total Project Costs by Funding Type**

<b>Proposed Activity Budget</b>	<b>Amount</b>
Total ESG, HOPWA, CDBG and/or HOME Funds Requested (ESG \$20,000)(CDGB 44,492)	\$ 64,492
Total Other Federal Funds (do not include the above funds on this line)	\$
<b>Total Non-Federal Funds {Match \$20,000}</b>	<b>\$ 20,000</b>
<b>Total Proposed Activity Budget</b>	<b>\$ 84,492</b>

<b>Form of Assistance Requested</b>	<b>Check Box</b>
Grant	<input checked="" type="checkbox"/>
Forgivable Loan. Describe the terms below this Table	<input type="checkbox"/>
Loan, below market interest rate. Describe the terms below this Table.	<input type="checkbox"/>

Proposed Loan Terms (if Loan is proposed):

**7. List of Funding Sources** – Provide all planned funding anticipated/ committed for this activity for FY 2018 – 2019. Insert additional rows as needed

<b>Sources</b>	<b>Amount</b>	<b>Committed or Anticipated?</b>
1) ESG	1) \$ 20,000	Anticipated
2) Poverello House	2) \$ 20,000	Committed
3)	3) \$	
4)	4) \$	
5)	5) \$	
<b>Total All Sources</b>	<b>\$ 40,000</b>	

## 8. ACTIVITY BUDGET SUMMARY

Prepare a line item budget with a brief description of the planned expenses.

Proposed Expenditure (descriptive title)	Proposed Project Budget	Proposed ESG Budget	Proposed HOPWA Budget	Proposed HOME TBRA Budget	Proposed CDBG Budget
Emergency Vouchers for Homeless families, veterans and youths aging out of the foster system. Total of 31 families assisted and case management for the families	40,000	20,000	\$	\$	\$
Facilities improvement for Homeless facilities (Replacing old non energy efficient HVAC system)	\$ 44,492	\$	\$	\$	\$ 44,492
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
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**City of Fresno  
2018 – 2019 Application for  
Homeless and Homeless Prevention Programs**

[illegible]

**City of Fresno**  
**2018 – 2019 Application for**  
**Homeless and Homeless Prevention Programs**

	\$		\$		\$		\$
<b>Total Expenditures</b>	\$ 84,492	\$ 20,000	\$		\$		\$ 44,492

**9. Provide a List of All Attachments to Part B of the Application:**

Exhibit 1 Map of City of Fresno

# FRESNO GENERAL PLAN UPDATE

## Local Setting

Avenue 9

North Creek

Big Dry Creek

E Shepherd Ave

Mans Ave

E Thompson Ave

E Ballard Ave

Burrill Ave

Outsberg Ave

E Shaw Ave

W Shields Ave

W Belmont Ave

Grantland Ave

N Cornelia Ave

W Olive Ave

W Main Ave

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Address Or Parcel Number

El Peco Ranch Airport

CA 145

CA 99

CA 41

CA 168

Kendall Ranch Airport

CA 145

CA 99

CA 41

CA 168

Clovis

CA 145

CA 99

CA 41

CA 180

CA 180

CA 145

CA 41

Sanger

Bland Field

Du Bois Ranch Airport

CA 145

CA 41

Map data © OpenStreetMap contributors

Ami

119 784 36 795 Debraas

# WestCare

## HCDC ESG APPLICATION SCORING

Name of Applicant \_\_\_\_\_

Amount (\$) Requested: \_\_\_\_\_ .00

Scoring Factors:	Points Possible	Score
<b>Consolidated Plan</b> - Does the applicant demonstrate how the proposal meets with the priorities outlined in the City of Fresno 2015-2019 Consolidated Plan?	<b>10</b>	
<b>Target Population</b> – Has the applicant identified the target population? Has the applicant described how the population will be accessed? Does the proposed program match with the needs of the population? Has it describe challenges and barriers and provided mitigation strategies	<b>10</b>	
<b>Quality of the Proposal:</b> How well does the proposed activity benefit persons experiencing homelessness or at risk of homelessness? Proposals for projects that will address higher priority objectives will be receive priority ranking	<b>20</b>	
<b>Agency, Program Capacity and Experience</b> - Does the applicant indicate possession of the capacity and experience necessary to deliver the proposed project? Does the applicant provide a position description for all the proposed staffing of the project? Does the position description reflect the proposed project? Does the applicant provide a resume for the Executive Director/Chief Executive Officer? Does the resume demonstrate capacity/experience to support the project?	<b>20</b>	
<b>HUD Contracts</b> - Does the applicant have any experience with HUD contracts for similar projects? Have there been any corrective actions and were they resolved? If none, does the applicant have other contracts for similar projects?	<b>10</b>	
<b>Match</b> – Identified and listed match providers are requirements for this NOFA	<b>20</b>	
<b>Audited Financials</b> - Does the applicant provide last two (2) fiscal years' Audited Financial Statements of the entire organization with the applicable notes, Independent Auditor's	<b>10</b>	
<b>Total</b> (cannot exceed 100 points)	<b>100</b>	

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**FY 2018 – 2019 APPLICATION PART B**  
**Homeless and Homeless Prevention Programs**

1. **Short Description** - Provide a short description of the proposed program/activity. (The short description should be approximately 1 to 3 sentences and must fit in the provided space).

WestCare California, Inc. (WCCA), the lead agency, is partnering with Turning Point of Central California (TPCC) seeking funding to continue supporting the rapid rehousing and homelessness prevention program of Project Unite.

During the grant period, Project Unite will: 1) provide 12 individuals with homelessness prevention services; 2) provide 50 individuals with rental assistance; 3) provide 62 individuals with case management services; and 4) fully utilize 20 static beds at Bridge Housing.

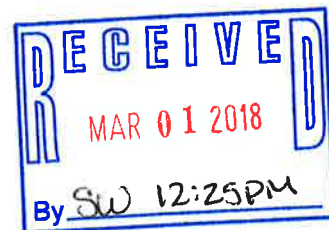
Mark X if the subrecipient currently have a facility utilization plan and policies in place for the facility? Note: If not, be aware, the City will require a facility utilization plan and policies prior to the execution of a subrecipient agreement.

2. **Program / Activity Location (s)** – Provide addresses for each applicable location of site(s) where activity will occur.

Case Management Services  
1900 N. Gateway Blvd.  
Ste 100  
Fresno, CA 93727

Turning Point Bridge Housing  
1638 L Street  
Fresno, CA 93721

Map(s) attached as Exhibit No. Part B, Exhibit 1  
Part B, Exhibit 2



**3. Detailed Narrative Description of Program / Activity – Describe the Public or Community Service Program / Activity for which funds are sought. Limit description to the space provided on this and the next page.**

WestCare California, Inc. (WCCA) is seeking \$421,955.00 for a 12-month collaborative program with Turning Point of Central California (TPCC) to conduct outreach, housing stabilization, Bridge housing, and navigation for Project Unite, prioritizing the housing, health, and well-being of chronically homeless individuals and those at risk of homelessness regardless of gender, sexual orientation, and/or disability. Individuals must meet the income requirements of project funding (at or below 30 percent of the area median income for Fresno MSA), including those with no current income or work history. This program follows a Housing First model and prioritizes housing homeless individuals and families and prevents homelessness for those at imminent risk.

**Consolidated Plan:** Project Unite’s activities address the priorities outlined in the 2015-2019 Final Consolidated Plan: to provide stable housing in a city where 47 percent of households are cost burdened and more than a third of their income goes toward housing, and where incomes are not keeping pace with increasing housing costs<sup>1</sup>. Program components address the specific needs of each individual and incorporate evidence-based programs, using trauma-informed approaches, which place homeless individuals and families in bridge housing and help those who are housed remain in permanent housing, helping all participants regardless of their housing status overcome barriers to obtaining benefits, improving their health and obtaining employment. Rapid rehousing for homeless individuals and families and homelessness prevention in Fresno is a high priority of the city. The 2015-2019 City of Fresno Final Consolidated Plan cites providing assistance for the homeless and at risk of homelessness and providing assistance to low-income and special needs households among its four goals<sup>2</sup>. And for those in Fresno who have housing, a disproportionate number pay more than 50 percent of their income toward housing costs.<sup>2</sup>

Project Unite is in alignment with the three applicable priorities of the Consolidated Plan:

- Shelter operations, rapid rehousing and homeless prevention in order to provide assistance for the homeless and those at risk of becoming homeless through Housing First collaborations. Project Unite partners provide all aspects of homeless housing and homelessness prevention: emergency shelter, Bridge housing, housing relocation, rental assistance and housing stabilization.
- Providing assistance to low-income and special needs households through linkages to care and access to substance abuse treatment services, through case management and WCCA’s residential and outpatient treatment programs;
- Providing facilities for persons with special needs such as domestic violence victims. WCCA has an ongoing collaboration with Marjaree Mason Center.

**The target population** is homeless individuals residing in the City of Fresno – chronically homeless, homeless veterans, victims of domestic violence and other highly vulnerable populations including households with children. WCCA uses a team approach and, in addition to TPCC, works with an array of community partners including organizations taking part in the Fresno-Madera Continuum of Care (FMCoC) and its Coordinated Assessment and Housing Match (CAHM) system. WCCA and TPCC provide coordinated street outreach; housing stabilization services; case management; referrals to primary medical care, mental health and substance abuse treatment (including co-occurring services); enrollment assistance

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<sup>1</sup> City of Fresno 2015-2019 Consolidated Plan, pg. 111

<sup>2</sup> Ibid. pg. 118

for public benefits including Cal Fresh, Medi-Cal, vocational training, referrals to employment services, and linkages to permanent housing and case management services. WCCA and TPCC have been providing these services through Project Unite since February 2015.

**Participants are assessed** using the Vulnerability Index-Service Prioritization and Decision Assistance Tool (VI-SPDAT) to prioritize them for available housing. Top priority will be given to serving referrals from Marjorie Mason Center. Staff also works with the FMCoC's Coordinated Assessment and Housing Match (CAHM) system to locate appropriate housing. Case Managers work with individuals to create an Individual Service Plan (ISP), which is the basis to developing short- and long-term goals, including obtaining primary medical care, mental health and substance abuse treatment (including co-occurring services), vocational training, employment, and enrolling in Medi-Cal and other vital public benefit services. Initially, the participant and Case Manager meet weekly, and sometimes daily, until the participant becomes more stable in his/her living situation, at which point meetings taper off to once per month. Permanent housing is obtained within 30-60 days. Participants typically remain in the program for three to six months, but allowances are made for those participants who require assistance for a longer duration. Once housed, the Case Manager and Housing Locator help participants maintain their residence and increase their economic, social and medical stability. This can include, based on their needs assessment, linkages to programs for literacy, vocational training, education (GED, community college) and job readiness skills (interpersonal and interview skills, resume preparation, job search assistance). Life skills are offered: money management, hygiene and nutrition education.

**The goals of Project Unite** are: 1) Decrease the number of persons experiencing unsheltered and chronic homelessness in Fresno; 2) Increase participants' income and 3) Increase participants' ability to obtain and maintain permanent housing; and 4) Establish and maintain a healthy lifestyle. During the grant period, Project Unite will: 1) Conduct outreach activities twice per week; 2) provide 12 individuals with homelessness prevention services; 3) provide 50 individuals with rental assistance; 4) provide 62 individuals with case management services; and 5) fully utilize 20 static beds of Bridge housing.

During 2018-2019, Project Unite will work to engage more chronically homeless and extremely low-income individuals and families. This includes veterans who are not eligible for housing assistance through Supportive Services for Veterans Families (SSVF) and Veterans Affairs Supportive Housing (VASH).

**Agency, Program Capacity, and Experience:** WCCA is a nonprofit health and human services organization that provides a wide range of services including substance abuse treatment and relapse prevention; mental health services; HIV/AIDS services; criminal justice, case management; rapid re-housing, transitional living; violence prevention; vocational and veteran's services; and ancillary health and human support services. WCCA is part of the WestCare Foundation, established in 1973 and based in Henderson, NV. WCCA employs more than 400 staff throughout California with an operating budget of more than \$39 million and administers 60 separate contracts. WCCA currently operates the ESG-funded program Project Unite under contract with the City of Fresno.

WCCA and TPCC have a long history of successfully housing people in need in Fresno including those who are hardest to reach. In doing so, we empower those with whom we come into contact, exemplifying the guiding philosophy of WestCare, which is to "Uplift the Human Spirit." Entities that fund WCCA include local and state agencies, provider networks, private foundations and corporate giving programs, and federal agencies including Department of Veterans Affairs; Health and Human Services; Housing and Urban Development, and Transportation; Substance Abuse and Mental Health Services Administration; and Corporation for National and Community Services. Local funders include the State of California; City of Fresno; County of Fresno; and government entities in surrounding counties.

**4. CDBG Activity Category and Matrix Code – (Only Applications seeking CDBG Funding Need to Complete this section)** In the Proposed Project Activity column (left-most), mark "X" beside the proposed Facility Improvement / Infrastructure Type. In the far right column, enter a numeric value.

Mark with "X" for Proposed Project Activity	Public and Community Service Types	Matrix Code	National Objective Code	Accomplishment Type	Planned Accomplish- ments
	Operating Cost of Homeless and AIDS Patient Programs	03T	LMC	People	
	Subsistence Payments	05B	LMC	People	

**National Objective**

NOC	Description	24 CFR Citation
LMC	<b>Low/mod limited clientele benefit</b> Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.	570.208(a)(2)

**Accomplishment Type**

Matrix Code	NOC	Accomplishment Type
03T Operating Costs of Homeless/AIDS Patients Programs	LMC	01 People
05Q Subsistence Payments	LMC	01 People

**5. Summary of Services to be provided at the Facility - Check All Services to be provided at the facility, including those that are not funded by the City.**

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

**6. Total Project Costs by Funding Type**

<b>Proposed Activity Budget</b>	<b>Amount</b>
Total ESG, HOPWA, CDBG and/or HOME Funds Requested	\$ 421,955
Total Other Federal Funds (do not include the above funds on this line)	\$ 661,513.96
<b>Total Non-Federal Funds</b>	<b>\$ 776,419.04</b>
<b>Total Proposed Activity Budget</b>	<b>\$ 1,859,888</b>

**Form of Assistance Requested**

**Check Box**

Grant

☒

Forgivable Loan. Describe the terms below this Table

☐

Loan, below market interest rate. Describe the terms below this Table.

☐

Proposed Loan Terms (if Loan is proposed):

**7. List of Funding Sources** – Provide all planned funding anticipated/ committed for this activity for FY 2018 – 2019. Insert additional rows as needed

<b>Sources</b>	<b>Amount</b>	<b>Committed or Anticipated?</b>
1) First Step Homes Services (match)	1) \$ 167,979.04	Committed
2) HUD SSVF Services (match)	2) \$ 254,015.96	Committed
3) HERO Outreach Team	3) \$ 420,000.00	Committed
4) MAP Fresno County	4) \$ 73,200.00	Committed
5) ESG PATH TFA	5) \$ 115,240.00	Anticipated
6) Lift OFF	6) \$ 407,498.00	Committed
<b>Total All Sources</b>	<b>\$ 1,437,933</b>	

**8. ACTIVITY BUDGET SUMMARY**

Prepare a line item budget with a brief description of the planned expenses.

Proposed Expenditure (descriptive title)	Proposed Project Budget	Proposed ESG Budget	Proposed HOPWA Budget	Proposed HOME TBRA Budget	Proposed CDBG Budget
<b>STREET OUTREACH</b>					
Turning Point Street Outreach & Emergency Shelter	\$ 100,000	\$ 100,000	\$	\$	\$
Turning Point (match) - First Step Homes Services	\$ 100,000				
<b>Total Street Outreach</b>	<b>\$ 200,000</b>	<b>\$ 100,000</b>			
<b>RAPID RE-HOUSING WestCare California Costs</b>					
Case Manager	\$ 56,160	\$ 56,160	\$	\$	\$
Housing Locator	\$ 18,720	\$ 18,720	\$	\$	\$
Program Coordinator	\$ 13,800	\$ 13,800	\$	\$	\$
Fringe Benefits	\$ 27,490	\$ 27,490	\$	\$	\$
Communications	\$ 4,377.84	\$ 4,377.84	\$	\$	\$

**City of Fresno**  
2018 – 2019 Application for  
Homeless and Homeless Prevention Programs

Office Supplies	\$ 1,620	\$ 1,620	\$	\$	\$
Computers/Copier/Equipment	\$ 2,650	\$ 2,650	\$	\$	\$
Repairs/Maintenance/Lease/Utilities	\$ 3,123.12	\$ 3,123.12	\$	\$	\$
Staff Recruitment	\$ 900	\$ 900	\$	\$	\$
Staff Mileage/Fuel/Vehicle Maintenance	\$ 3,801.12	\$ 3,801.12	\$	\$	\$
Indirect Costs - WestCare	\$ 3,316	\$ 3,316	\$	\$	\$
WestCare California (match) - HUD SSVF services. Turning Point (match) - First Step Homes services.	\$ 135,958.08				
<b>RAPID RE-HOUSING</b> <b>WestCare California - RR</b> <b>Financial Assistance</b>					
Rental Assistance	\$ 101,242.66	\$ 101,242.66	\$	\$	\$
Security & Utility Deposits	\$ 48,729.50	\$ 48,729.50	\$	\$	\$
Utility Payments	\$ 7,063.81	\$ 7,063.81	\$	\$	\$
Indirect Costs - WestCare	\$ 3,925.95	\$ 3,925.95	\$	\$	\$

**City of Fresno**  
**2018 – 2019 Application for**  
**Homeless and Homeless Prevention Programs**

WestCare (match) - HUD SSVF services	\$ 160,961.92					
<b>TOTAL RAPID REHOUSING</b>	<b>\$ 593,840</b>	<b>\$ 296,920</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>HOMELESS PREVENTION</b> WestCare California - Financial Assistance						
Rental Assistance	\$ 15,450	\$ 15,450	\$	\$	\$	
Security & Utility Deposits	\$ 5,589.96	\$ 5,589.96	\$	\$	\$	
Utility Payments	\$ 3,423.04	\$ 3,423.04				
Indirect Costs - WestCare	\$ 612	\$ 612				
WestCare (match) HUD SSVF	\$ 25,075					
<b>TOTAL HOMELESS PREVENTION</b>	<b>\$ 50,150</b>	<b>\$ 25,075</b>				
<b>OTHER FUNDING SOURCES</b>						
Lift OFF –serving homeless individuals and families with disabilities	\$ 407,498					
HERO Outreach Team: Outreach and Engagement	\$ 420,000					

**City of Fresno**  
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MAP Fresno County – coordinated access to housing, community coordinator, housing matcher	\$ 73,200					
ESG PATH TFA	\$ 115,240					
<b>Total other Funding Sources</b>	<b>\$ 1,015,938</b>					
<b>Total Expenditures</b>	<b>\$ 1,859,888</b>	<b>\$ 421,955</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**City of Fresno**  
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**Homeless and Homeless Prevention Programs**

**Budget Narrative**

WestCare California, Inc.  
City of Fresno ESG (Project Unite)  
12-month Budget 10/1/18 - 9/30/19

**Street Outreach & Emergency Shelter**

<b>Turning Point Street Outreach &amp; Emergency Shelter</b>	Our partner, Turning Point, will provide housing assistance in the forms of bridge housing and homeless prevention assistance including payment of arrears for rent and/or utilities, or temporary placement in The Sheds. Calculated at an estimated \$8,333.33 per month x 12 months.
--	---

**Rapid Re-Housing**

<b>WestCare California</b>	
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.
Housing Locator/Navigator	The Housing Locator will be responsible for identifying and transitioning program clients into stable housing. This will be a full time staff.
Program Coordinator	The Program Coordinator 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 a 23% FTE.
Fringe Benefits	Calculated at 31.0% of total salaries
Communications	For the connectivity fees associated with the program cell phones to be used by WestCare ESG program staff, office phone, and internet connectivity. The program will purchase an additional 3 cell phone at approximately \$100 each. Calculated at \$364.82 per month x 12 months.
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 \$135.00 per month x 12 months.
Computer/Copier-Scanner-Fax	This line item represents the cost of one laptop with docking station (\$1,550) and maintenance on one printer/fax/scanner of \$610 plus approximately 4,000 copies @ \$0.1020 per month for 12 months (\$41/month x 12 = \$490)
Repairs/Maintenance/Lease/Utilities	This line item represents the rented space for staff to be used for the program calculated at an estimated cost of \$260.26 per month for 12 months.
Staff Recruitment	This line item represents the recruiting of staff at a flat \$75 per month for 12 months.
Staff Mileage/Fuel/Vehicle Maintenance	For mileage reimbursements due to WestCare ESG staff for use of their personal vehicle for program related travel. Calculated at an estimated \$633.52 per month x 12 months. Estimated mileage costs are \$3,000 per year with an additional \$800 per year in vehicle maintenance cost for the Program Vehicle, a Chevy Malibu.

**City of Fresno**  
**2018 – 2019 Application for**  
**Homeless and Homeless Prevention Programs**

Indirect 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 2.5% of direct costs.
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<b>WestCare Rapid Rehousing Activities - Financial Assistance</b>	
Rental Assistance	Funds to provide assistance to clients for short-term, medium-term, or one-time payment for rent in arrears. Estimated at \$8,437 per month x 12 months.
Security & Utility Deposits	Funds to assist clients with security and/or utility deposit assistance. Estimated at \$3,744 per month x 12 months.
Utility Payments	Funds to assist clients with utility payments. Estimated at \$589 per month x 12 months.
Indirect 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 2.5% of direct costs.

**Homelessness Prevention**

<b>WestCare California</b>	
Rental Assistance	Funds to provide assistance to clients for short-term, medium-term, or one-time payment for rent in arrears. Estimated at \$1,288 per month x 12 months.
Security & Utility Deposits	Funds to assist clients with security and/or utility deposit assistance. Estimated at \$466 per month x 12 months.
Utility Payments	Funds to assist clients with utility payments. Estimated at \$285 per month x 12 months.
Indirect 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 2.5% of direct costs.

**9. Provide a List of All Attachments to Part B of the Application:**

Part B, Exhibit 1 – First site location Map

Part B, Exhibit 2 – Second site location Map

Part B, Exhibit 3 – Resume of President

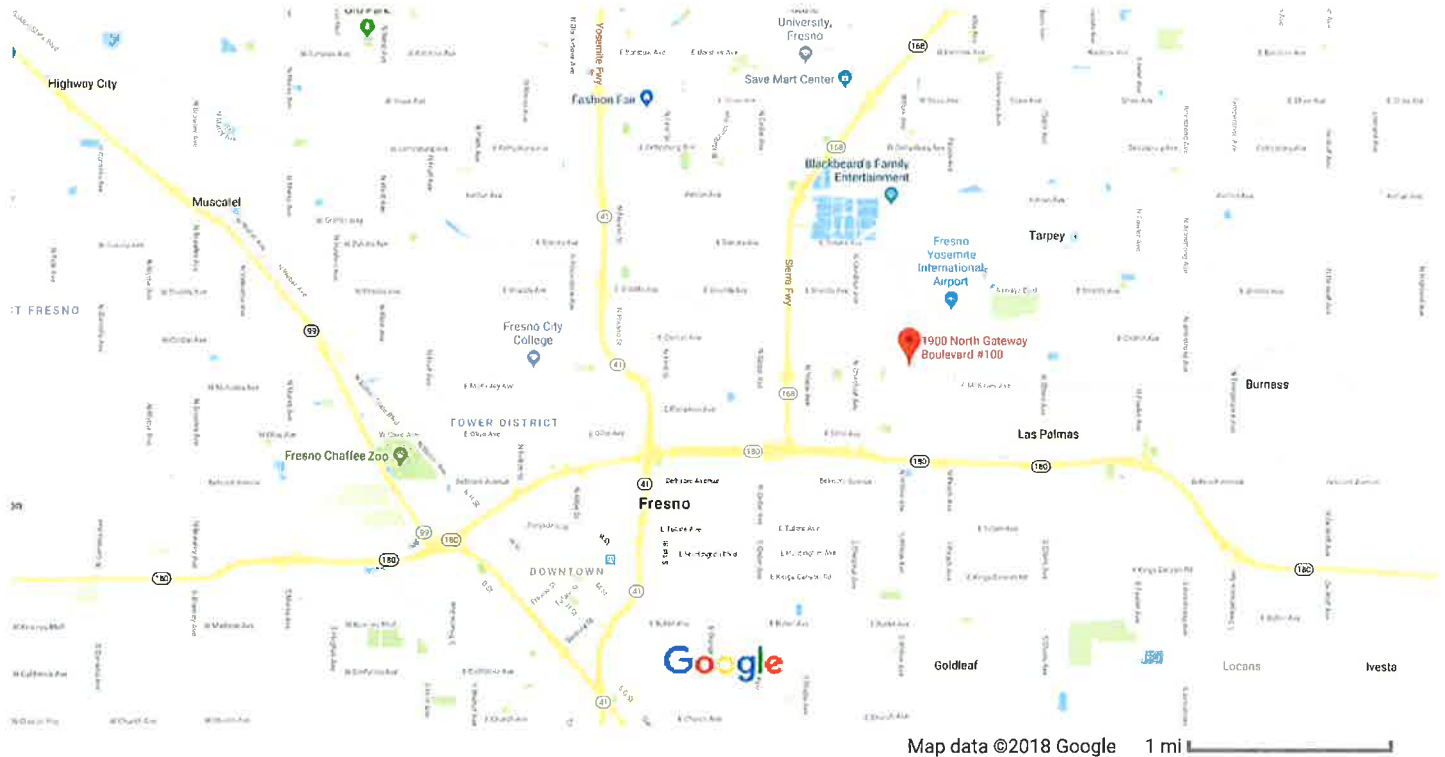
Part B, Exhibit 4 – Letter of Support

Part B, Exhibit 5 – Indirect Cost Agreement



1900 N Gateway Blvd #100

Part B, Exhibit 1



1900 N Gateway Blvd #100

Fresno, CA 93727



At this location

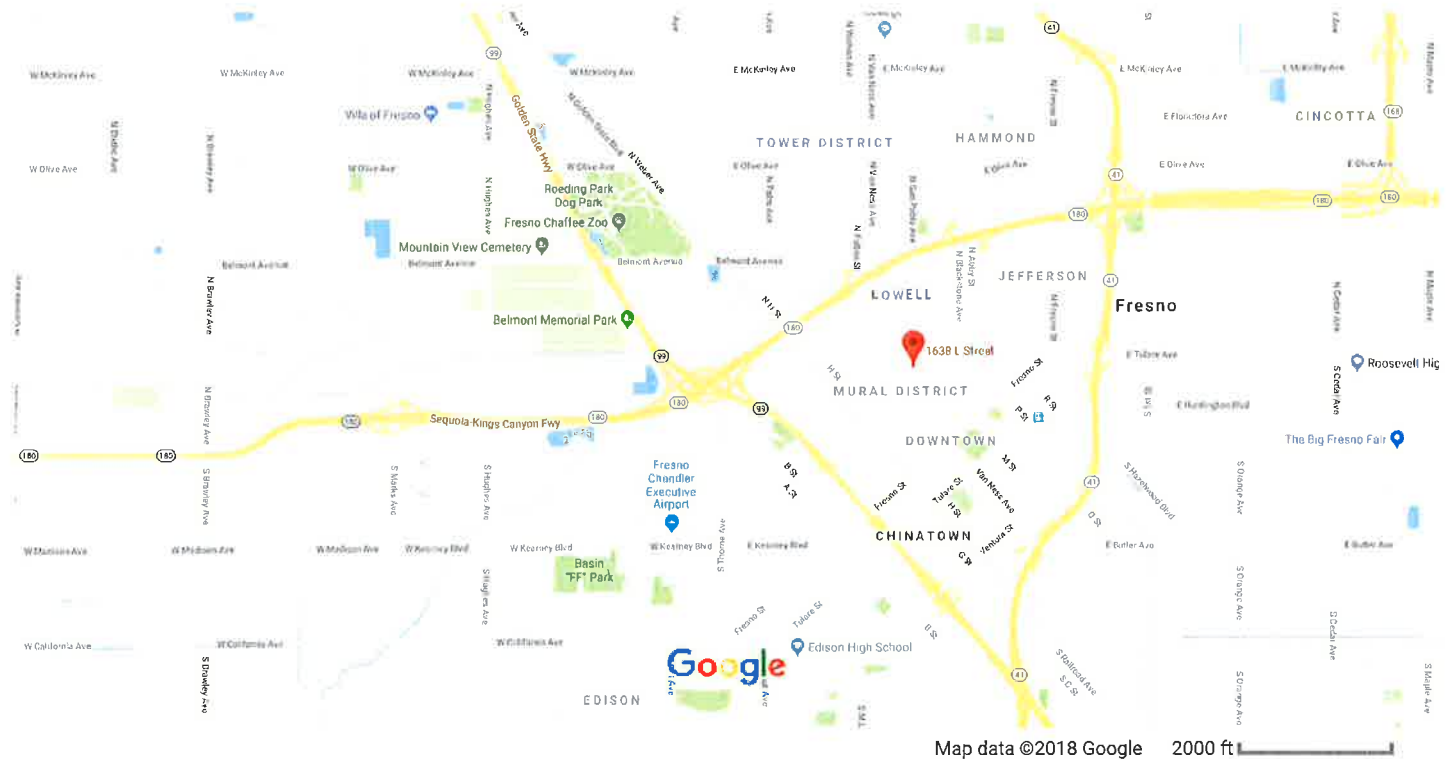
for sale by owner \$1,050,000





# 1638 L St

## Part B, Exhibit 2



1638 L St  
Fresno, CA 93721



At this location

Melissa M. Jones, MS



## Part B, Exhibit 3

### **Richard Steinberg**

P.O Box 94738  
Las Vegas, NC 89193-4738  
702-385-2090



#### **Education**

**Master of Science Degree – REHABILITATION COUNSELING** 1980

University of Nevada, Las Vegas

**Bachelor of Arts Degree – PSYCHOLOGY** 1978

California State University, Long Beach

**Associate of Arts – GENERAL EDUCATION** 1968

Palomar College

**U.S. Army Hospital – CLINICAL SPECIALIST SCHOOL** 1969

**U.S. Army Training Center – COMBAT MEDIC SCHOOL** 1968

#### **Employment History**

**WestCare Foundation Inc.** 1978-Present

Las Vegas, NV

**President/CEO**

Responsible for all aspects of WestCare's programs and affiliates: WestCare California; WestCare Arizona; WestCare Nevada; WestCare Kentucky; WestCare Georgia; WestCare Florida; WestCare Wyoming; WestCare Tennessee; WestCare Illinois; WestCare Washington; Virgin Islands and Guam. All WestCare programs are non profit, 501 (c)(3) tax exempt, substance abuse treatment agencies. Duties include creating, operating, implementing and managing substance abuse treatment services for criminal justice, dual diagnosis, and adolescent populations in all program locations.

**Veterans Administration Hospital** 1976-1978

Long Beach, CA

**Education Therapy Assistant**

Coordinated educational programs for spinal cord injured patients and patients in the alcohol and drug treatment program. Facilitated college enrollment and job placement program for patients.

**West Contra Costa YMCA** 1974-1975

Richmond, CA

**YMCA Program Director**

Coordinated youth and adult programming with special emphasis on multi-cultural issues in a community which had been torn by the civil unrest of the late sixties and early seventies.

**United States Army – Medical Corps**

1968-1971

**Clinical Specialist**

Responsible for medical/health care of artillery battalion which included: supervision of ten (10) medics, main dispensary, four field aid stations, and conducted health care education programs for G.I.'s and Vietnamese people. Organized treatment team for delivery of services to North Vietnamese Prisoners of War (P.O.W) prison. Developed and directed a short-term residential and outpatient program for substance abusers, conducted medical civic action projects in Vietnamese villages, and organized and taught medical care programs to Vietnamese people. Coordinated Battalion Multi-Culture Committee which provided training, counseling, and specific sensitivity training to G.I.'s on race relations within the ranks.

**Professional Appointments and Affiliations**

- Center for Substance Abuse Treatment (CSAT) National Advisory Council, Appointed Member (1996-2000)
- University of California, San Diego – Pacific Southwest Addiction Technology Transfer Center-Forensic Addictions Corrections Treatment (FACT), Board Member
- Therapeutic Communities of America (TCA), President, Past 1<sup>st</sup> Vice President
- California Therapeutic Communities (CTC), Member
- World Federation of Therapeutic Communities (WFTC), Member
- International Council on Alcohol and Addictions (ICAA), Member
- Community Corrections Coalition (CCC), Member
- American Correctional Association (ACA), Member
- Nevada Association of State Drug and Alcohol Programs (NASADAP), Past President
- Nevada Association of Drug and Alcohol Counselors (NADAC), Member
- Western States Youth Services Network (WSYSN), Member



REGION 4 OFFICE  
1638 "L" Street  
Fresno, CA 93721  
(559) 237-0846 • FAX (559) 237-2832

February 21, 2018

Shawn Jenkins, Senior Vice President  
WestCare California, Inc.  
1505 N. Chestnut Avenue  
Fresno, CA 93703

RE: Letter of Support for City of Fresno / Emergency Solutions Grants

Dear Mr. Jenkins,

Turning Point of Central California, Inc. is pleased to provide this letter of support for WestCare California Inc.'s proposed Emergency Solutions Grant for the City of Fresno. Turning Point of Central California, Inc. has been honored to collaborate with WestCare California for more than a decade, serving residents of Fresno, and is proud to support their application to expand services to Fresno's most vulnerable homeless populations.

We look forward to continuing to work with WestCare California, Inc. toward the goal of ending homelessness in Fresno.

If you require any additional information, please contact me at 559-732-8086, ext 7108.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dennis Reid'.

Dennis Reid  
Chief Operating Officer  
Turning Point of Central California, Inc.  
dreid@tpocc.org

**NONPROFIT RATE AGREEMENT**

EIN: 86-0852629

DATE: 02/21/2018

ORGANIZATION:

FILING REF.: The preceding  
agreement was dated  
12/08/2016

WestCare Foundation  
1711 Whitney Mesa Drive  
Henderson, NV 89014

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

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**SECTION I: INDIRECT COST RATES**

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RATE TYPES:      FIXED              FINAL              PROV. (PROVISIONAL)              PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2015	06/30/2016	28.00	All	All Programs
PROV.	07/01/2016	06/30/2019	28.00	All	All Programs

\*BASE

Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations) and subawards.

ORGANIZATION: WestCare Foundation

AGREEMENT DATE: 2/21/2018

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**SECTION I: FRINGE BENEFIT RATES\*\***

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<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	7/1/2015	6/30/2016	24.20	All	All Employees
PROV.	7/1/2016	6/30/2019	24.20	All	All Employees

\*\* DESCRIPTION OF FRINGE BENEFITS RATE BASE:

Salaries and wages including vacation, holiday and sick leave pay and other paid absences.

ORGANIZATION: WestCare Foundation

AGREEMENT DATE: 2/21/2018

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## **SECTION II: SPECIAL REMARKS**

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### TREATMENT OF FRINGE BENEFITS:

The fringe benefits are charged using the rate(s) listed in the Fringe Benefits Section of this Agreement. The fringe benefits included in the rate(s) are listed below.

### TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

### DEFINITION OF EQUIPMENT

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

The following fringe benefits are included in the fringe benefit rate(s):  
PAYROLL TAXES, WORKERS COMPENSATION, STATE UNEMPLOYMENT INSURANCE,  
HEALTH/DENTAL/LIFE INSURANCE, RETIREMENT PLAN, AND EMPLOYEE ASSISTANCE PLAN.

### NEXT PROPOSAL DUE DATE

A proposal based on actual costs for fiscal year ending 06/30/17, will be due no later than 05/31/18.

ORGANIZATION: WestCare Foundation

AGREEMENT DATE: 2/21/2018

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### SECTION III: GENERAL

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**A. LIMITATIONS:**

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted: such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

**B. ACCOUNTING CHANGES:**

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

**C. FIXED RATES:**

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

**D. USE BY OTHER FEDERAL AGENCIES:**

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

**E. OTHER:**

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

WestCare Foundation

(INSTITUTION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

2/21/2018

(DATE) 7462

HHS REPRESENTATIVE: Stanley Huynh

Telephone: (415) 437-7820

# WestCare

## HCDC ESG APPLICATION SCORING

Name of Applicant \_\_\_\_\_

Amount (\$) Requested: \_\_\_\_\_ .00

Scoring Factors:	Points Possible	Score
<b>Consolidated Plan</b> - Does the applicant demonstrate how the proposal meets with the priorities outlined in the City of Fresno 2015-2019 Consolidated Plan?	<b>10</b>	
<b>Target Population</b> – Has the applicant identified the target population? Has the applicant described how the population will be accessed? Does the proposed program match with the needs of the population? Has it describe challenges and barriers and provided mitigation strategies	<b>10</b>	
<b>Quality of the Proposal:</b> How well does the proposed activity benefit persons experiencing homelessness or at risk of homelessness? Proposals for projects that will address higher priority objectives will be receive priority ranking	<b>20</b>	
<b>Agency, Program Capacity and Experience</b> - Does the applicant indicate possession of the capacity and experience necessary to deliver the proposed project? Does the applicant provide a position description for all the proposed staffing of the project? Does the position description reflect the proposed project? Does the applicant provide a resume for the Executive Director/Chief Executive Officer? Does the resume demonstrate capacity/experience to support the project?	<b>20</b>	
<b>HUD Contracts</b> - Does the applicant have any experience with HUD contracts for similar projects? Have there been any corrective actions and were they resolved? If none, does the applicant have other contracts for similar projects?	<b>10</b>	
<b>Match</b> – Identified and listed match providers are requirements for this NOFA	<b>20</b>	
<b>Audited Financials</b> - Does the applicant provide last two (2) fiscal years' Audited Financial Statements of the entire organization with the applicable notes, Independent Auditor's	<b>10</b>	
<b>Total</b> (cannot exceed 100 points)	<b>100</b>	

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**FY 2018 – 2019 APPLICATION PART B**  
**Homeless and Homeless Prevention Programs**

1. **Short Description** - Provide a short description of the proposed program/activity. (The short description should be approximately 1 to 3 sentences and must fit in the provided space).

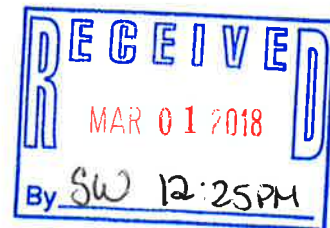
WestCare California, Inc. (WCCA), the lead agency, is partnering with the Fresno Housing Authority (FHA) seeking funding to continue providing rapid rehousing, homeless prevention, permanent supportive housing, case management, and supportive services to homeless and at-risk of homelessness individuals affected by HIV/AIDS and their families in Fresno. The goal of HOPWA is housing and health stability.

Mark X if the subrecipient currently have a facility utilization plan and policies in place for the facility? Note: If not, be aware, the City will require a facility utilization plan and policies prior to the execution of a subrecipient agreement.

2. **Program / Activity Location (s)** – Provide addresses for each applicable location of site(s) where activity will occur.

901 E. Belmont  
Fresno, CA 93701

Map(s) attached as Exhibit No. Part B Exhibit 1



**3. Detailed Narrative Description of Program / Activity – Describe the Public or Community Service Program / Activity for which funds are sought. Limit description to the space provided on this and the next page.**

WestCare California, Inc. (WCCA) is seeking \$441,305 for a 12-month collaborative program with the Fresno Housing Authority (FHA) to provide Short Term Rent, Mortgage, or Utility Assistance (STRMU); Housing Information and Referral Services; and Supportive Services – Case Management (all to be administered by WCCA); and Tenant Based Rental Assistance (TBRA) to be administered by FHA for individuals and families affected by HIV/AIDS who are homeless or at-risk of homelessness.

**Consolidated Plan:** The goals of the HOPWA program are housing and health stability for PLWHA. The 2015-2019 Final Consolidated Plan cites a 2016 report by the National AIDS Housing Coalition that stated “Stable and affordable housing ... represents the greatest unmet need for those living with the disease”<sup>1</sup>. Without housing stability, health stability is unattainable. According to the Fresno County Department of Public Health, the most-requested need by HOPWA clients in the county is assistance with emergency rent<sup>2</sup>.

The Consolidated Plan’s priorities are homeless assistance and homelessness prevention through STRMU, Supportive Services, and Housing Information/Referral. WCCA and Fresno Housing Authority are currently providing these services, plus outreach and case management, and will continue to do so under this contract, if awarded.

**Program Outcomes**

- All clients who are assessed for housing are entered into database for consideration for Section 8 vouchers.
- WCCA can place individuals at Martin Luther King, Jr. Residential Treatment Center for detox, AOD treatment, and mental health stabilization. These programs have a duration of up to 90 days.
- WCCA will provide bridge housing for those same individuals to further assess readiness for independent living and gather documents for rapid rehousing and TBRA, locate and move into permanent supportive housing.
- WCCA expects 20 clients to obtain permanent supportive housing.

**Target Population:** WCCA expects to identify and serve 40 individuals during FY 2018-2019, targeting **high-priority sub-populations of PLWHA:** Unsheltered homeless persons living outdoors or in places not intended for human habitation; chronically homeless persons; homeless veterans; other homeless, highly vulnerable persons; youth aging out of the foster care system; domestic violence victims; and households with children. We expect to engage and serve another 20 PLWA in permanent supported housing during the life of the contract. Our goal is to stabilize participants, assess their readiness for change, and ultimately place clean and sober, mentally well participants in permanent supportive housing.

Participants will be identified through outreach through our partnerships and activities throughout the community, including the Fresno-Madera Continuum of Care, Marjaree Mason Center, San Joaquin Valley Veterans, The Living Room, Community Regional Medical Center, Kaiser Permanente, LGBTQ organizations, referrals from other agencies, self-referrals, and walk-ins. We will ensure that procedures for outreach and enrollment will make the program available to all persons and families who qualify for

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<sup>1</sup> 2015-2019 Final Consolidated Plan, pg. 65. National AIDS Housing Coalition, “2016 HOPWA Need Paper.”

<sup>2</sup> *ibid.* pg. 66

**City of Fresno**  
**2018 – 2019 Application for**  
**Homeless and Homeless Prevention Programs**

assistance without regard to race, color, religion, sex, age, national origin, familial status, or handicap, and include facilities and services accessible to persons with a disability.

Stable housing is an important factor in maintaining the mental, physical and emotional health of all, particularly people living with HIV/AIDS (PLWHA). All of the services we propose will provide these program participants and their families with appropriate, safe, high-quality, stable housing and the case management and supportive services they need to maintain mental, physical, and emotional health.

**Eligible Activities/Services to be provided by WCCA:**

- **Short-Term Rent, Mortgage or Utility Assistance (STRMU);**
- **Supportive Services** including physical and mental health, assessment, using the Vulnerability Index and Service Assessment Tool (VI-SPDAT); case management; permanent housing placement, drug and alcohol abuse in-patient, outpatient and sober living treatment and counseling, day care, personal assistance, nutritional services, intensive care when required, transportation, and assistance in gaining access to local, state, and federal government benefits;
- **Housing information services** including counseling, information and referral services.

**Eligibility will be determined** using the following criteria: 1) documented medical diagnosis of HIV/AIDS of at least one member of the household; and 2) documented living situation – homeless or at risk of homelessness; 3) documented income status of low income – with incomes at or below 80% of the area median income (AMI). Preference will be given to those households documenting residency in City of Fresno, Fresno County, and living at or below the poverty level.

**Agency, Program Capacity, and Experience:** WCCA, which has administered the Short Term Rental Assistance, outreach and case management components of HOPWA since 2009, has systems in place for connecting with and helping the high-priority HOPWA subpopulations: Unsheltered homeless persons living in places not intended for human habitation; chronically homeless persons; homeless veterans; other highly vulnerable homeless persons; victims of domestic violence; households with children; and youth aging out of the foster-care system.

Furthermore, as the operator for 22 years of The Living Room (TLR), the only community center for people affected by HIV/AIDS, and as an active member of the Fresno-Madera Continuum of Care, WCCA has strong, longtime relationships among other agencies that will enable WCCA to continue to help HOPWA participants after the contract period has ended, if awarded.

WCCA is a nonprofit health and human services organization that provides a wide range of services including substance abuse treatment and relapse prevention; mental health services; HIV/AIDS services; criminal justice, case management; rapid re-housing, transitional living; violence prevention; vocational and veterans services; and ancillary health and human support services. WCCA is part of the WestCare Foundation, established in 1973 and based in Henderson, NV. WestCare administers programs in 19 states and three U.S. territories, employs 1,400 staff and has an annual operating budget of \$110 million.

WCCA has received and administered various HOPWA funds since 2009. Entities that fund WCCA include local and state agencies, provider networks, private foundations and corporate giving programs, and federal agencies including Department of Veterans Affairs; Health and Human Services; Housing and Urban Development, and Transportation; Substance Abuse and Mental Health Services Administration; and Corporation for National and Community Services. Local funders include the State of California; City of Fresno; County of Fresno; and government entities in surrounding counties.

**4. CDBG Activity Category and Matrix Code – (Only Applications seeking CDBG Funding Need to Complete this section)** In the Proposed Project Activity column (left-most), mark “X” beside the proposed Facility Improvement / Infrastructure Type. In the far right column, enter a numeric value.

Mark with "X" for Proposed Project Activity	Public and Community Service Types	Matrix Code	National Objective Code	Accomplishment Type	Planned Accomplish- ments
	Operating Cost of Homeless and AIDS Patient Programs	03T	LMC	People	
	Subsistence Payments	05B	LMC	People	

**National Objective**

NOC	Description	24 CFR Citation
LMC	<b>Low/mod limited clientele benefit</b> Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.	570.208(a)(2)

**Accomplishment Type**

Matrix Code	NOC	Accomplishment Type
03T Operating Costs of Homeless/AIDS Patients Programs	LMC	01 People
05Q Subsistence Payments	LMC	01 People

**5. Summary of Services to be provided at the Facility** - Check All Services to be provided at the facility, including those that are not funded by the City.

Emergency Shelter	<input checked="" type="checkbox"/>
Transitional Housing	<input checked="" type="checkbox"/>
Homeless Prevention/Housing Assistance	<input checked="" type="checkbox"/>
Homeless Diversion	<input type="checkbox"/>
Mental Health/Other Services	<input type="checkbox"/>
- Individual and Family Counseling	<input type="checkbox"/>
- Drug/Alcohol Treatment	<input checked="" type="checkbox"/>
- Job Training	<input type="checkbox"/>
- Children's Program	<input type="checkbox"/>
- Parenting education	<input type="checkbox"/>
- Domestic Violence Intervention	<input type="checkbox"/>
- Self-Sufficiency Skills Training	<input type="checkbox"/>
- Outreach	<input checked="" type="checkbox"/>
- Assessment of Needs	<input checked="" type="checkbox"/>
Permanent Housing with Supportive Services	<input checked="" type="checkbox"/>
Affordable Housing	<input checked="" type="checkbox"/>
Job Training/ Job Search	<input type="checkbox"/>
Women's Program	<input type="checkbox"/>
Day Care	<input type="checkbox"/>
Youth Program	<input type="checkbox"/>
Access to Medical	<input type="checkbox"/>
Immigration Assistance	<input type="checkbox"/>
Fair Housing Assistance	<input type="checkbox"/>
Academic Support/Tutoring	<input type="checkbox"/>
Referral Services	<input checked="" type="checkbox"/>
Case Management	<input checked="" type="checkbox"/>
Provide Meals	<input type="checkbox"/>
Free Services	<input type="checkbox"/>
Business Development to micro-enterprise	<input type="checkbox"/>
Short-term mortgage, rental, and	
Other: <u>utilities assistance</u>	<input checked="" type="checkbox"/>

**City of Fresno**  
**2018 – 2019 Application for**  
**Homeless and Homeless Prevention Programs**

**6. Total Project Costs by Funding Type**

<b>Proposed Activity Budget</b>	<b>Amount</b>
Total ESG, HOPWA, CDBG and/or HOME Funds Requested	\$ 441,305
Total Other Federal Funds (do not include the above funds on this line)	\$ 500,000
<b>Total Non-Federal Funds</b>	<b>\$ 102,000</b>
<b>Total Proposed Activity Budget</b>	<b>\$ 1,043,305</b>

**Form of Assistance Requested**

**Check Box**

Grant	<input checked="" type="checkbox"/>
Forgivable Loan. Describe the terms below this Table	<input type="checkbox"/>
Loan, below market interest rate. Describe the terms below this Table.	<input type="checkbox"/>

Proposed Loan Terms (if Loan is proposed):

**7. List of Funding Sources** – Provide all planned funding anticipated/ committed for this activity for FY 2018 – 2019. Insert additional rows as needed

<b>Sources</b>	<b>Amount</b>	<b>Committed or Anticipated?</b>
1) Minority AIDS Initiative	1) \$ 75,000	Committed
2) Imperial Dove Court	2) \$ 3,000	Committed
3) Broadway Cares	3) \$ 5,000	Committed
4) AIDS Walk	4) \$ 19,000	Anticipated
5) SAMHSA	5) \$ 500,000	Committed
<b>Total All Sources</b>	<b>\$ 602,000</b>	

## 8. ACTIVITY BUDGET SUMMARY

Prepare a line item budget with a brief description of the planned expenses.

Proposed Expenditure (descriptive title)	Proposed Project Budget	Proposed ESG Budget	Proposed HOPWA Budget	Proposed HOME TBRA Budget	Proposed CDBG Budget
<b>A. Supportive Services</b>					
Program Director	\$ 48,000	\$	\$ 48,000	\$	\$
Case Manager/Outreach \$18/hr	\$ 37,440	\$	\$ 37,440	\$	\$
Fringe (31%)	\$ 26,486.40	\$	\$ 26,486.40	\$	\$
Facility Lease/Rent	\$ 4,860	\$	\$ 4,860	\$	\$
Utilities	\$ 2,520	\$	\$ 2,520	\$	\$
Repairs/Maintenance	\$ 1,200	\$	\$ 1,200	\$	\$
Supplies/Expendable Equipment copier lease	\$ 2,400	\$	\$ 2,400	\$	\$
Equipment	\$ 400	\$	\$ 400	\$	\$
Auto lease	\$ 6,600	\$	\$ 6,600	\$	\$
Staff Travel & Training	\$ 7,000	\$	\$ 7,000	\$	\$

**City of Fresno**  
2018 – 2019 Application for  
Homeless and Homeless Prevention Programs

Proposed Expenditure (descriptive title)	Proposed Project Budget	Proposed ESG Budget	Proposed HOPWA Budget	Proposed HOME TBRA Budget	Proposed CDBG Budget
HMIS Licensing	\$ 550	\$	\$ 550	\$	\$
Communications	\$ 1,932.67	\$	\$ 1,932.67	\$	\$
Client Needs	\$ 1,030	\$	\$ 1,030	\$	\$
Insurance	\$ 1,200	\$	\$ 1,200	\$	\$
<b>Subtotal A. Supportive Services</b>	<b>\$141,619.07</b>		<b>\$141,619.07</b>		
<b>B. Emergency Shelter</b>					
Bridge housing 4 clients @ \$35/day 1460 bed days	\$ 51,100	\$	\$ 51,100	\$	\$
<b>Subtotal B. Emergency Shelter</b>	<b>\$ 51,100</b>	\$	<b>\$ 51,100</b>	\$	\$
<b>C. Housing Info. Referral Services</b>					
Client Services Specialist/Navigator	\$ 36,940	\$	\$ 36,940	\$	\$
Fringe (31%)	\$ 11,451.60	\$	\$ 11,451.60	\$	\$

**City of Fresno**  
2018 – 2019 Application for  
Homeless and Homeless Prevention Programs

Supplies/Expendable Equipment	\$ 600	\$		\$ 600	\$	
Equipment	\$ 400			\$ 400		
Staff Travel & Training	\$ 3,500			\$ 3,500		
Client Travel - Bus tokens, gas cards, bus passes	\$ 250			\$ 250		
HMIS Licensing	\$ 500			\$ 500		
Communications	\$ 966.36			\$ 966.36		
<b>Subtotal C. Housing Info. Referral Services</b>	<b>\$ 54,607.96</b>			<b>\$ 54,607.96</b>		
<b>D. TBRA</b>						
Contractual (TBRA-FHA)	\$ 163,214			\$ 163,214		
<b>E. STRMU</b>						
Others - STRMU	\$ 20,000			\$ 20,000		
<b>Subtotal of A, B, C, D, &amp; E</b>	<b>\$ 430,541.03</b>			<b>\$ 430,541.03</b>		
Indirect Costs - WestCare (max allowed 2.5%)	\$ 10,763.53			\$ 10,763.53		

**City of Fresno**  
**2018 – 2019 Application for**  
**Homeless and Homeless Prevention Programs**

<b>Other Funding Sources</b>							
Minority AIDS Initiative: Outreach Worker	\$ 75,000						
Imperial Dove Court: Client Needs	\$ 3,000						
Broadway Cares: Client Transportation	\$ 5,000						
AIDS Walk (annual fundraiser)	\$ 19,000						
SAMHSA: HIV prevention and SUD Treatment	\$ 500,000						
<b>Total Other Funding Sources</b>							
<b>Total Expenditures</b>	<b>\$ 1,043,304.56</b>	<b>\$</b>	<b>\$ 441,304.56</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**City of Fresno**  
**2018 – 2019 Application for**  
**Homeless and Homeless Prevention Programs**

**Budget Narrative**

WestCare California, Inc.  
City of Fresno HOPWA  
12-month Budget 10/1/18 - 9/30/19

<b>A. Supportive Services</b>	
Program Director	The Program Director will provide oversight of the overall operations of the program and supervision of staff. Additionally, the Program Director will prepare reports and ensure program compliance. Annual salary \$48,000.
Case Manager	The Case Manager will be responsible for maintaining client files, documenting and preparing client service plans, making referrals to community resources, providing transportation or transportation resources for clients to appointments, data entry, and working closely with Navigators to ensure smooth transition for clients into permanent housing. Annual salary \$37,440.
Fringe Benefits	Fringe benefits are calculated at 31% of the total salaries of the Program Director and Case Manager/Outreach (\$48,000 + \$37,440 @ 31% = \$26,486.40) Total fringe \$26,486.40
Facility Lease/Rent	This line item represents the rented space for staff to be used for the program calculated at an estimated cost of \$405.00 per month for 12 months. Annual cost of \$4,860.
Utilities	This line item represents the cost of electricity, gas, garbage, water, sewer and alarm service based on the program's rented space. Annual costs \$2,520.
Repairs/Maintenance	The line item represents an estimate of the program's portion of annual and/or emergency repairs based on the program's allocated space. Calculated at \$1,200 for the program year.
Supplies/Expendable Equipment/Copier Lease	This line item includes the cost of consumable items needed for the operation of the program. These items may include, but are not limited to, paper, pens, notebooks, educational materials, toner, staples and other consumable items. Additionally, this section will include the program's portion of the cost on the copier/scanner/printer lease. Cost estimated at \$2,400 per year.
Equipment	Costs may include the purchase of chairs, file cabinets and other small items as they become needed for the program. Cost of \$400.00 total.
Auto Lease	Program costs for the lease of two vehicles to transport clients to/from appointments, DMV for ID's, and other trips that will assist in the client's successful transition. This line item will also cover auto insurance for the leased vehicles. Calculated at \$6,600 per year.
Staff Travel & Training	This line item includes the cost to cover four employees travel and per diem to attend the United States Conference on AIDS (USCA) in Orlando, FL September 6-9, 2018. Staff will travel to the conference on September 5th and return after the conference on September 9th. Costs will include travel to and from the nearest airport, airfare, hotel accommodations, travel costs and per diem while in Orlando. Estimated at \$7,000.
HMIS Licensing	This item is the planned cost of Homeless Management Information System (HMIS) training for staff licensure. Cost of \$550 total.

**City of Fresno**  
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Communications	For the connectivity fees associated with two cell phones to be used by WestCare HOPWA program staff and the cost of internet connectivity. Calculated at \$161.08 per month x 12 months. Total costs \$1,932.67
Client Needs	This cost includes personal care products, ID costs, and other emergency costs to fulfill client needs. Calculated at \$1,030.
Insurance	The cost of Property & Liability insurance to cover the program staff and clients. Calculated at \$1,200 per year.
<b>Subtotal A. Supportive Services</b>	
<b>B. Emergency Shelter</b>	
Bridge Housing	This line item includes the cost to cover 1,460 bed days per year of Bridge Housing for 4 clients per day at \$35 per day, for 365 days. Total cost of \$51,000.
<b>Subtotal B. Emergency Shelter</b>	
<b>C. Housing Info. Referral Services</b>	
Client Services Specialist/Navigator	The Client Services Specialist/Navigator will be responsible for client outreach and encouraging individuals and explaining the advantages of entering residential treatment and transitional housing. This position will also provide case management to clients in the transitional living portion of the program. Annual salary \$36,940.
Fringe (31%)	Fringe benefits are calculated at 31% of the total salary of the Client Services Specialist/Navigator. Total fringe \$11,452.
Supplies/Expendable Equipment/Copier Lease	This line item includes the cost of consumable items needed for the operation of the program. These items may include, but are not limited to, paper, pens, notebooks, educational materials, toner, staples and other consumable items. Cost estimated at \$600 per year.
Equipment	Costs may include purchases of chairs, file cabinets and other small items as they become needed for the program. Cost of \$400.00 total.
Staff Travel & Training	This line item includes the cost to cover four employees travel and per diem to attend the United States Conference on AIDS (USCA) in Orlando, FL September 6-9, 2018. Staff will travel to the conference on September 5th and return after the conference on September 9th. Costs will include travel to and from the nearest airport, airfare, hotel accommodations, travel costs and per diem while in Orlando. Estimated at \$3,500.
Client Travel	The cost in this line item includes the purchase of bus tokens, gas cards and monthly bus passes at a cost of \$250.00.
HMIS Licensing	This item is the planned cost of Homeless Management Information System (HMIS) training for staff licensure. Cost of \$500 total.
Communications	For the connectivity fees associated with one cell phone, one VOIP phone and the cost of internet connectivity to be used by WestCare HOPWA program staff. Calculated at \$80.53 per month or \$966.36 annually.
<b>Subtotal C. Housing Info. Referral Services</b>	
<b>D. TBRA</b>	
Contractual	Contractual services with the Fresno Housing Authority for outreach and temporary housing. Annual cost \$163,214.
<b>E. STRMU</b>	

**City of Fresno**  
**2018 – 2019 Application for**  
**Homeless and Homeless Prevention Programs**

Others - STRMU	This line item covers the costs of emergency Short-term Rent, Mortgage and Utility payments for clients to providers at an annual cost of \$20,000
<b>INDIRECT COSTS</b>	
Indirect Costs - WestCare	This line item includes the cost to cover WestCare administrative services. WestCare is requesting the maximum allowed of 2.5% of the total direct program costs. Estimated at \$10,763.53

**9. Provide a List of All Attachments to Part B of the Application:**

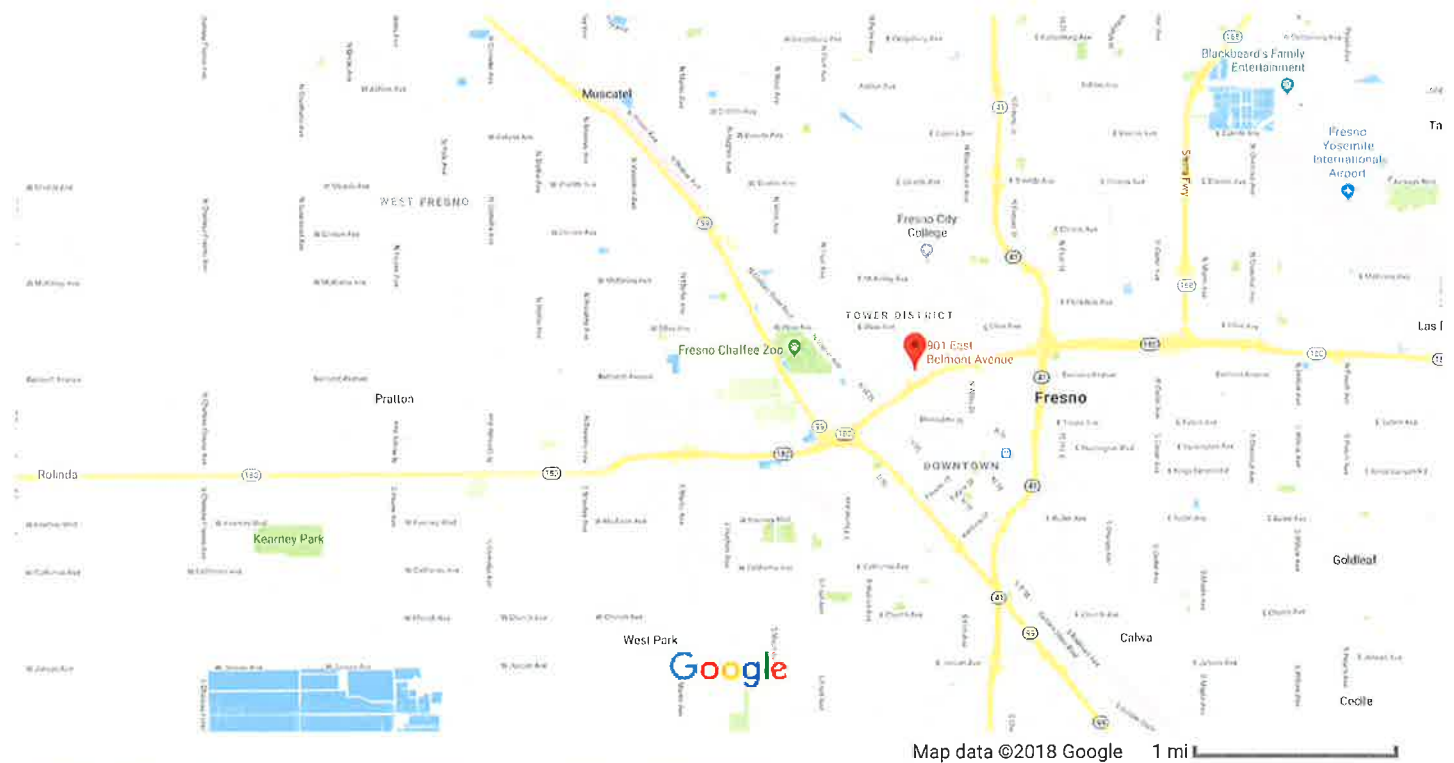
Part B, Exhibit 1 – Site location Map

Part B, Exhibit 2 – Resume of President

Part B, Exhibit 3 – Indirect Cost Agreement

Part B, Exhibit 4 – Letter of Support

Google Maps 901 E Belmont Ave  
Part B, Exhibit 1



901 E Belmont Ave  
Fresno, CA 93701



At this location

The Living Room, WestCare



## Part B, Exhibit 2

### **Richard Steinberg**

P.O Box 94738  
Las Vegas, NC 89193-4738  
702-385-2090



#### **Education**

<b>Master of Science Degree – REHABILITATION COUNSELING</b>	1980
University of Nevada, Las Vegas	
<b>Bachelor of Arts Degree – PSYCHOLOGY</b>	1978
California State University, Long Beach	
<b>Associate of Arts – GENERAL EDUCATION</b>	1968
Palomar College	
<b>U.S. Army Hospital – CLINICAL SPECIALIST SCHOOL</b>	1969
<b>U.S. Army Training Center – COMBAT MEDIC SCHOOL</b>	1968

#### **Employment History**

<b>WestCare Foundation Inc.</b>	1978-Present
Las Vegas, NV	
<b>President/CEO</b>	

Responsible for all aspects of WestCare's programs and affiliates: WestCare California; WestCare Arizona; WestCare Nevada; WestCare Kentucky; WestCare Georgia; WestCare Florida; WestCare Wyoming; WestCare Tennessee; WestCare Illinois; WestCare Washington; Virgin Islands and Guam. All WestCare programs are non profit, 501 (c)(3) tax exempt, substance abuse treatment agencies. Duties include creating, operating, implementing and managing substance abuse treatment services for criminal justice, dual diagnosis, and adolescent populations in all program locations.

<b>Veterans Administration Hospital</b>	1976-1978
Long Beach, CA	
<b>Education Therapy Assistant</b>	

Coordinated educational programs for spinal cord injured patients and patients in the alcohol and drug treatment program. Facilitated college enrollment and job placement program for patients.

<b>West Contra Costa YMCA</b>	1974-1975
Richmond, CA	
<b>YMCA Program Director</b>	

Coordinated youth and adult programming with special emphasis on multi-cultural issues in a community which had been torn by the civil unrest of the late sixties and early seventies.

**United States Army – Medical Corps**

1968-1971

**Clinical Specialist**

Responsible for medical/health care of artillery battalion which included: supervision of ten (10) medics, main dispensary, four field aid stations, and conducted health care education programs for G.I's and Vietnamese people. Organized treatment team for delivery of services to North Vietnamese Prisoners of War (P.O.W) prison. Developed and directed a short-term residential and outpatient program for substance abusers, conducted medical civic action projects in Vietnamese villages, and organized and taught medical care programs to Vietnamese people. Coordinated Battalion Multi-Culture Committee which provided training, counseling, and specific sensitivity training to G.I's on race relations within the ranks.

**Professional Appointments and Affiliations**

- Center for Substance Abuse Treatment (CSAT) National Advisory Council, Appointed Member (1996-2000)
- University of California, San Diego – Pacific Southwest Addiction Technology Transfer Center-Forensic Addictions Corrections Treatment (FACT), Board Member
- Therapeutic Communities of America (TCA), President, Past 1<sup>st</sup> Vice President
- California Therapeutic Communities (CTC), Member
- World Federation of Therapeutic Communities (WFTC), Member
- International Council on Alcohol and Addictions (ICAA), Member
- Community Corrections Coalition (CCC), Member
- American Correctional Association (ACA), Member
- Nevada Association of State Drug and Alcohol Programs (NASADAP), Past President
- Nevada Association of Drug and Alcohol Counselors (NADAC), Member
- Western States Youth Services Network (WSYSN), Member

**NONPROFIT RATE AGREEMENT**

EIN: 86-0852629

DATE: 02/21/2018

ORGANIZATION:

FILING REF.: The preceding  
agreement was dated  
12/08/2016

WestCare Foundation

1711 Whitney Mesa Drive

Henderson, NV 89014

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

**SECTION I: INDIRECT COST RATES**

RATE TYPES:	FIXED	FINAL	PROV. (PROVISIONAL)	PRED. (PREDETERMINED)
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EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2015	06/30/2016	28.00	All	All Programs
PROV.	07/01/2016	06/30/2019	28.00	All	All Programs

\*BASE

Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations) and subawards.

ORGANIZATION: WestCare Foundation

AGREEMENT DATE: 2/21/2018

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**SECTION I: FRINGE BENEFIT RATES\*\***

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<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	7/1/2015	6/30/2016	24.20	All	All Employees
PROV.	7/1/2016	6/30/2019	24.20	All	All Employees

\*\* DESCRIPTION OF FRINGE BENEFITS RATE BASE:

Salaries and wages including vacation, holiday and sick leave pay and other paid absences.

ORGANIZATION: WestCare Foundation

AGREEMENT DATE: 2/21/2018

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**SECTION II: SPECIAL REMARKS**

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TREATMENT OF FRINGE BENEFITS:

The fringe benefits are charged using the rate(s) listed in the Fringe Benefits Section of this Agreement. The fringe benefits included in the rate(s) are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

DEFINITION OF EQUIPMENT

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

The following fringe benefits are included in the fringe benefit rate(s):  
PAYROLL TAXES, WORKERS COMPENSATION, STATE UNEMPLOYMENT INSURANCE,  
HEALTH/DENTAL/LIFE INSURANCE, RETIREMENT PLAN, AND EMPLOYEE ASSISTANCE PLAN.

NEXT PROPOSAL DUE DATE

A proposal based on actual costs for fiscal year ending 06/30/17, will be due no later than 05/31/18.

ORGANIZATION: WestCare Foundation

AGREEMENT DATE: 2/21/2018

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### SECTION III: GENERAL

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**A. LIMITATIONS:**

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted: such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

**B. ACCOUNTING CHANGES:**

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

**C. FIXED RATES:**

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

**D. USE BY OTHER FEDERAL AGENCIES:**

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

**E. OTHER:**

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

WestCare Foundation

(INSTITUTION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

2/21/2018

(DATE) 7462

HHS REPRESENTATIVE:

Stanley Huynh

Telephone:

(415) 437-7820

1331 Fulton Mall  
Fresno, California 93721

(559) 443-8400  
TTY (800) 735-2929

[www.fresnohousing.org](http://www.fresnohousing.org)

February 27, 2018

Shawn Jenkins, Senior Vice President  
WestCare California, Inc.  
1505 N. Chestnut Avenue  
Fresno, CA 93703

RE: Letter of Support for City of Fresno Housing Opportunities for Persons with  
AIDS/HIV (HOPWA)

Dear Mr. Jenkins,

Fresno Housing Authority is pleased to provide this letter of support for WestCare California Inc.'s proposed Housing Opportunities for Persons with AIDS/HIV (HOPWA) grant for the City of Fresno. Fresno Housing Authority has been honored to work with WestCare California for the last nine (9) years serving residents of Fresno and is proud to support them in this endeavor to provide rapid rehousing, homeless prevention, permanent supportive housing, case management, and supportive services to homeless and at-risk of homelessness individuals affected by AIDS/HIV and their families.

The availability of a community-wide, coordinated effort to assist the homeless and those affected by AIDS/HIV in Fresno will benefit both those we help link to services and the city as whole. It is vital to provide wraparound services to address barriers to service which have contributed to their lack of appropriate mental healthcare, wellbeing, and homelessness. WestCare will conduct outreach, assess, and either provide or link individuals with substance abuse treatment, mental healthcare, stable housing, and means to acquire and increase their income and life skills. By meeting the needs of these vulnerable individuals living in Fresno, participants' quality of life will improve as well as the overall health of the City of Fresno.

Fresno Housing Authority supports WestCare California, Inc. in its efforts to continue to offer superior services to the homeless of Fresno.

Sincerely,



Preston Prince  
CEO/Executive Director

# Public Service

# Boys & Girls Clubs

## HCDC CDBG APPLICATION SCORING

Funding Request For (check one):

- ☐ Home Repair Program
- ☐ Homeless and Homeless Prevention Program
- ☐ Public Service Program
- ☐ Facility Improvement

Name of Applicant \_\_\_\_\_

Name of Proposal \_\_\_\_\_  
(only necessary when Applicant has more than one proposal)

Amount (\$) Requested: \_\_\_\_\_ .00

HCDC COMMISSIONER SCORING – 80 points (up to 10 points per item)	
Scoring Criteria	Score
(1) The extent to which the proposed activity contributes to the City of Fresno's Consolidated Plan Priorities.	
(2) The extent to which the proposed activity <b>addresses</b> the need in a manner that serves the purpose and intent of the CDBG Program	
(3) The extent to which the proposed activity serves that portion of the community in the greatest need of the resources.	
(4) The extent to which the proposed activity leverages CDBG funding with other sources.	
(5) The cost effectiveness of the activity as measured by the cost per	
(6) The extent to which the proposed activity affects other City priorities such as the revitalization of downtown; the Enterprise Zone or the Empowerment Zone, Housing Element, or address blight.	
(7) Does the organization/department have a demonstrated capacity to carry out the proposed activity?	
(8) The extent to which the agency demonstrates that the proposed activity is unduplicated by other agencies.	
<b>TOTAL POINTS</b>	
<b>FUNDING RECOMMENDATION</b>	\$

**2018 – 2019 APPLICATION PART B  
Public and Community Service Programs**

All narrative information provided in the application shall be entered in Arial, 11 Font or larger. Single line spacing is permitted.

1. **Short Description** - Provide a short description of the proposed program/activity. (The short description should be approximately 1 to 3 sentences and must fit in the provided space). This proposal is for the Boys & Girls Clubs of Fresno County to provide youth development services to over 950 youth ages, 6-18, who live in at-risk and underserved Fresno neighborhoods of three City-owned parks: Fink-White Park, El Dorado Park and Inspiration Park. We will leverage this funding to provide public services in gang prevention, education (homework help and mentoring), job and career training, and recreation for teens and youth ages 6-18 in these City park centers. These Clubs are located in the most impoverished and at-risk neighborhoods in the City of Fresno and provide activities that enhance the City of Fresno Parks program in serving more youth.

☒ Applicant currently has utilization plan and policies in place for the facility? Note: If not, beware aware, the City will require a facility utilization plan and policies prior to the execution of a Subrecipient Agreement.

2. **Program / Activity Location** – Provide addresses for each applicable location of site(s) where activity will occur. Attach a map(s). (Note: Map(s) can be a combination of the location/service area map.

Three (3) City of Fresno Parks:

1. Inspiration Park Boys & Girls Club  
Inspiration Park: 5770 W. Gettysburg Ave.; Fresno, Ca 93722
2. Fink-White Boys & Girls Club;  
Fink-White Neighborhood Park; 535 S. Trinity St., Fresno, Ca 93706
3. El Dorado Boys & Girls Club;  
El Dorado City Park: 1343 E. Barstow Ave., Fresno, Ca 93710

Map(s) attached as **Exhibit No. B-2:**

Inspiration Park  
Fink-White Neighborhood Park  
El Dorado Park

**3. Narrative Description of Program / Activity** – Describe the Public or Community Service Program / Activity for which funds are sought.

**1.Introduction:**

**Brief History:** The Boys & Girls Clubs of Fresno County (B&GC) is a very stable organization, having provided consistent successful operation since opening the first Club in April 1949. We have grown as an organization and have 19 Clubs located in urban and rural Fresno County; 9 Clubs in the City, 11 in public housing sites in rural sites, and one located in the Juvenile Justice Campus on American Avenue to serve incarcerated youth. We now serve over 6,900 members, ages 6-18 years old, in our unique facilities that have computer labs, a games room, and library for homework help, art activities, and a Teen room. Our organization-wide average daily attendance is 870 youth per day. Clubs are open 5 days a week after school from 2:30 until 7:30 pm, when kids have free time and need a safe and positive place to learn and grow. Every Club has full-time trained youth development professionals, providing positive role models and mentors, serving youth and their families. All Clubs are located in underserved diverse neighborhoods where over 90% youth are on the reduced fee/free lunch program.

We have 97 full and part-time staff and the generous support of over 800 volunteers for events and programs. We have a committed Board of Directors with over 120 years of collective volunteer service, who meet monthly and oversee the integrity of our operations. We undergo an audit every year. Our funding comes from diverse sources including Donors, Grants, Fundraising Events, and Corporations. We provide diversified programs that meet the interests and needs of youth in Character and Leadership Development; Education and Careers; Health and Life Skills, The Arts, Sports, Fitness and Recreation; Teen Pregnancy Prevention, and Gang and Delinquency Prevention. Membership in the Club is only \$5.00/year. If a child or family can't afford the \$5.00 then we ask the child to "earn" their membership through assisting with a Club community service project. No child is ever turned away from joining the Clubs.

**2.Project Description and Need:**

This proposal is to provide services for over 950 youth ages, 6-18, who live in at-risk and underserved Fresno neighborhoods of three City-owned parks: Fink-White Park, El Dorado Park and Inspiration Park. Youth and our Staff are witness daily to gang activity, graffiti, drug abuse, and street violence. In April, 2011, the City of Fresno called a meeting among Community Benefit Organizations, to see if there were CBO's that could form a partnership with the City of Fresno to provide programs and services at any one of the recreational Centers at eleven (11) City Parks that were threatening to close their doors for lack of funding. We saw this as an opportunity to provide new B&GC program services to unduplicated youth in areas of the City that we were currently not serving. We worked with the City to develop a plan to open a Boys & Girls Club at two City of Fresno Parks & Recreation sites: El Dorado Center and the Fink-White Neighborhood Center. We also have stepped up to provide services at City-owned Inspiration Park which opened in 2015.

This proposed Project requests CDBG funds to support public services in education, job training, and recreation for youth ages 6-18 in these City park centers.. These Clubs are located in the most impoverished and at-risk neighborhoods in the City of Fresno. With high unemployment and the majority of families with children being food insecure, many struggle to bring just the basic food, clothing and shelter to their children. In the Fink-White census tract a staggering 60% living in poverty. Education levels are very low. In the Fink-White neighborhood, the majority of adult residents (of any age) have not achieved a High School diploma or equivalent. Perhaps most discouraging of all is the academic attainment information for Fink-White; more residents age 25 or older have at least a High School diploma or the equivalent than adult residents age 18 to 24. In other words, the rate of receiving a High school diploma is actually going down. (continued in Exhibit B-3)

**See Exhibit B-3: Additional Narrative Description of Program/Activity**

**4. Activity Category and Matrix Code** - In the Proposed Project Activity column (left-most), mark "X" beside the proposed Facility Improvement / Infrastructure Type. In the Proposed National Objective column (3<sup>rd</sup> from right), enter the appropriate code from pages 7-8. In the Proposed Accomplishment Type column (2<sup>nd</sup> from right), enter the appropriate type from pages 8–10 that corresponds with the proposed National Objective and Accomplishment Type. In the far right column, enter a numeric value. If the National Objective is one of the "low/mod area objectives", complete the Device Area information on page 11. City staff will generate and populate the accomplishment information.

<b>Mark with 'X' for Proposed Project Activity</b>	<b>Public and Community Service Types</b>	<b>Matrix Code</b>	<b>Proposed National Objective Code</b>	<b>Proposed Accomplishment Type</b>	<b>Planned Accomplishments</b>
	Senior Services	05A			
	Handicapped Services	05B			
	Legal Services	05C			
x	Youth Services	05D	LMC	01 People	
	Transportation Services	05E			
	Substance Abuse Services	05F			
	Services for Battered and Abused Spouses	05G			
x	Employment Training	05H	LMC	01 People	
x	Crime Awareness / Prevention	05I	LMC	01 People	
	Fair Housing Activities (under public service cap)	05J			
	Tenant / Landlord Counseling	05K			
x	Child Care Services	05L	LMC	01 People	
x	Health Services	05M	LMC	01 People	
	Services for Abused and Neglected Children	05N			

[ CHART CONTINUED ON NEXT PAGE ]

**City of Fresno**  
2018 – 2019 Application for  
Public and Community  
Service Programs

Mark with 'X' for Proposed Project Activity	Public and Community Service Types	Matrix Code	Proposed National Objective Code	Proposed Accomplishment Type	Planned Accomplish -ments
x	Mental Health Services	05O	LMC	01 People	
	Screening for Lead Poisoning	05P			
	Subsistence Payments	05Q			
	Homeownership Assistance (not direct)	05R			
	Rental Housing Subsidies	05S			
	Security Deposits	05T			
	Housing Counseling	05U			
x	Neighborhood Cleanups	05V	LMC	01 People	
	Food Banks	05W			
	Operating Costs of Homeless / AIDS Patients Prgm	03T			
x	Other Public Services	05	LMC	01 People	
	Economic Dev.: Micro-Enterprise Assistance	18C			
	Non-Profit Organization Capacity Building	19C			

**National Objective Codes:**

<b>NOC</b>	<b>Description</b>	<b>24 CFR Citation</b>
LMA	<b>Low/mod area benefit</b> Activities providing benefits that are available to all the residents of a particular area, at least 51% of whom are low/mod income. The service area of an LMA activity is identified by the grantee, and need not coincide with Census tracts or other officially recognized boundaries.	570.208(a)(1)
LMAFI	<b>Low/mod area benefit, community development financial institution (CDFI)</b> Job creation and retention activities that are carried out by a CDFI and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(6)(i)
LMASA	<b>Low/mod area benefit, neighborhood revitalization strategy area (NRSA)</b> Job creation and retention activities that are carried out pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(5)(i)
LMC	<b>Low/mod limited clientele benefit</b> Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.	570.208(a)(2)
LMCMC	<b>Low/mod limited clientele, micro-enterprises</b> Activities carried out under 24 CFR 570.201(o) that benefit micro-enterprise owners/developers who are low/mod income.	570.208(a)(2)(iii)
LMCSV	<b>Low/mod limited clientele, job service benefit</b> Activities that provide job training, placement and/or employment support services in which the percentage of low/mod persons assisted is less than 51%, but the proportion of the total cost paid by CDBG does not exceed the proportion of the total number of persons assisted who are low/mod.	570.208(a)(2)(iv)
LMH	<b>Low/mod housing benefit</b> Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.	570.208(a)(3)

<b>NOC</b>	<b>Description</b>	<b>24 CFR Citation</b>
LMHSP	<b>Low/mod housing benefit, CDFI or NRSA</b> Activities carried out by a CDFI or pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) to provide or improve permanent residential structures which the grantee elects to consider as a single structure for purposes of determining national objective compliance. For example, two single-unit homes rehabilitated in an NRS may be considered a single structure; at least one of the units must be occupied by a low/mod household. If ten single-unit homes were assisted, at least six (51%) must be occupied by low/mod households.	570.208(d)(5)(ii) and (d)(6)(ii)
LMJ	<b>Low/mod job creation and retention</b> Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod persons.	570.208(a)(4)
LMJFI	<b>Low/mod job creation and retention, public facility/improvement benefit</b> Public facility/improvement activities that are undertaken principally for the benefit of one or more businesses and that result in the creation/retention of jobs.	570.208(a)(4)(vi)(F)
LMJP	<b>Low/mod job creation, location-based</b> Activities where a job is held by or made available to a low/mod person based on the location of the person's residence or the location of the assisted business.	570.208(a)(4)(iv)

**MATRIX CODE/NATIONAL OBJECTIVE/ACCOMPLISHMENT TYPE COMBINATIONS:**

<b>Matrix Code</b>	<b>National Objective</b>	<b>Accomplishment Type</b>
03T Operating Costs of Homeless / Aids Patients Program	LMC	01 People
05 Public Service (General)	LMA, LMC, LMCSV	01 People
05A Senior Services	LMC, LMCSV	01 People
05B Handicapped Services	LMC, LMCSV	01 People
05C Legal Services	LMA, LMC, LMCSV	01 People
05D Youth Services	LMC, LMCSV	01 People
05E Transportation Services	LMA, LMC, LMCSV	01 People
05F Substance Abuse Services	LMA, LMC, LMCSV	01 People
05G Battered and Abused Spouses	LMC, LMCSV	01 People
05H Employment Training	LMA, LMC, LMCSV	01 People
05I Crime Awareness	LMA, LMC, LMCSV	01 People
05J Fair Housing Activities	LMA, LMC, LMCSV	01 People
05K Tenant/Landlord Counseling	LMC, LMCSV	01 People
05L Child Care Services	LMC, LMCSV	01 People
05M Health Services	LMA, LMC, LMCSV	01 People
05N Abused and Neglected Children	LMC, LMCSV	01 People
05O Mental Health Services	LMA, LMC, LMCSV	01 People
05P Screening for Lead Based Paint/Lead Hazards Poisoning	LMC, LMCSV	01 People
05Q Subsistence Payments	LMC, LMCSV	01 People
05R Homeownership Assistance (not direct)	LMCSV, LMH, LMHSP	04 Households
05S Rental Housing Subsidies	LMCSV, LMH, LMHSP	04 Households
05T Security Deposits	LMCSV, LMH, LMHSP	04 Households
05U Homebuyer Counseling	LMC	04 Households
05V Neighborhood Cleanups	LMA, LMCSV	01 People
05W Food Banks	LMA, LMC, LMCSV	01 People
18C Economic Dec.: Micro-Enterprise Assistance	LMA, LMC, LMCMC	01 People
		08 Businesses
19C Non-Profit Organization Capacity Building	ALL	09 Organizations

**5. Service Area Detail – Low/Mod Area Benefit Applications Only:** (Non-low/mod area benefit proposals may skip to # 9.)

**5. Service Area Detail – Low/Mod Area Benefit Applications Only:** (Non-low/mod area benefit proposals may skip to # 9.)

**Low/Mod Area Benefit Applications** - Identify the service area(s) by Census Tract(s) and Block Group(s) in the table below and list the page(s). Be sure to include partial Census Tracts and Block Groups overlapping the service area.

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
42.07	2	54.03			
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)
2027	1010	3001			

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

**6. Accomplishment Detail Number of People Who Will Benefit:** In the chart below, list the number of persons expected to benefit from this activity. Further indicate how many of the expected beneficiaries will be low and moderate-income individuals/families. Low and moderate-income individuals and families are those whose incomes do not exceed 80% of the county area median income (AMI).

<u>81% and Above</u> <u>(Non-Low/Mod)</u>	<u>From 0 to 80%</u> <u>(Low/Mod)</u>	<u>TOTAL</u> <u>Number of People</u>
0	950	950

**7. Summary of Services to be provided at the Facility** - Check All Services to be provided at the facility, including those that are not funded by the City.

Emergency Shelter	<input type="checkbox"/>
Transitional Housing	<input type="checkbox"/>
Homeless Prevention/Housing Assistance	<input checked="" type="checkbox"/>
Homeless Diversion	<input type="checkbox"/>
Mental Health/Other Services	<input type="checkbox"/>
- Individual and Family Counseling	<input checked="" type="checkbox"/>
- Drug/Alcohol Treatment	<input type="checkbox"/>
- Job Training	<input checked="" type="checkbox"/>
- Children's Program	<input checked="" type="checkbox"/>
- Parenting education	<input checked="" type="checkbox"/>
- Domestic Violence Intervention	<input type="checkbox"/>
- Self-Sufficiency Skills Training	<input checked="" type="checkbox"/>
- Outreach	<input checked="" type="checkbox"/>
- Assessment of Needs	<input type="checkbox"/>
Permanent Housing with Supportive Services	<input type="checkbox"/>
Affordable Housing	<input type="checkbox"/>
Job Training/ Job Search	<input checked="" type="checkbox"/>
Women's Program	<input type="checkbox"/>
Day Care	<input checked="" type="checkbox"/>
Youth Program	<input checked="" type="checkbox"/>
Access to Medical	<input type="checkbox"/>
Immigration Assistance	<input type="checkbox"/>
Fair Housing Assistance	<input type="checkbox"/>
Academic Support/Tutoring	<input checked="" type="checkbox"/>
Referral Services	<input type="checkbox"/>
Case Management	<input type="checkbox"/>
Provide Meals	<input checked="" type="checkbox"/>
Free Services	<input checked="" type="checkbox"/>
Business Development to micro-enterprise	<input type="checkbox"/>
Teen Pregnancy Prevention	
Other: <u>Education</u>	<input checked="" type="checkbox"/>

**8. Total Project Costs by Funding Type**

<b>Proposed Activity Budget</b>	<b>Amount</b>
Total CDBG Funds Requested	\$ 75,000
Total Other Federal Funds (do not include CDBG funds on this line)	\$ 0
<b>Total Non-Federal Funds</b>	<b>\$ 130,967</b>
<b>Total Proposed Activity Budget</b>	<b>\$ 205,967</b>

<b>Form of Assistance Requested for CDBG Funds</b>	<b>Check Box</b>
Grant	<input checked="" type="checkbox"/>
Forgivable Loan. Describe the terms below this Table	<input type="checkbox"/>
Loan, below market interest rate. Describe the terms below this Table.	<input type="checkbox"/>

Proposed Loan Terms (if Loan is proposed): n/a

**9. List of Funding Sources – Provide all planned funding anticipated/ committed for this activity for 2018 - 2019**

<b>Sources</b>	<b>Amount</b>	<b>Committed or Anticipated?</b>
1) Central Valley Community Foundation	1) \$ 4,500	committed
2) PG&E Summer Jobs grant	2) \$ 5,250	anticipated
3) New York Life Foundation Grant	3) \$ 5,000	committed
4) Taco Bell Foundation for Teens	4) \$ 3,100	committed
5) Fresno Housing Authority	5) \$ 7,165	committed
6) Fresno County Law Enforcement grant	6) \$ 4,135	
7) Boys & Girls Club Donors and Sponsors	7) \$ 101,817	anticipated
<b>Total All Sources</b>	<b>\$ 130,967</b>	

**10. PROGRAM BUDGET LIMITATIONS**

**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.

- City CDBG funds may be used to pay for that portion of the total cost of any audit required by OMB A-133 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.

**11. ACTIVITY BUDGET SUMMARY**

Prepare a line item budget with a brief description of the planned expenses.

<b>Proposed Expenditure</b> (descriptive title)	<b>Proposed Project Budget</b>	<b>Proposed 2018 – 2019 CDBG Budget</b>	<b>Proposed All Other Funds Budget</b>
<b>Personnel: Direct Services</b>			
<b>3 BG Clubs in City Parks</b>			
Fink White, El Dorado, Inspiration Park			
Director of Operations oversee Club; \$47,500 x .20FTE	\$ 47,500	\$ 9,400	
Unit Directors at 3 Clubs Total: \$73,810 x .33 FTE	\$ 73,810	\$ 24,357	
Program Assistants (1 per Club) Total: \$46,500 x .40 FTE	\$ 46,500	\$ 18,600	
Payroll Tax: FICA 8.55% & SUI 1.25% = 9.8%	\$ 16,445	\$ 5,131	
<b>Operational Expenses</b>			
Workers Comp Insurance	\$ 3,907	\$ 3,907	
Liability Insurance	\$ 2,280	\$ 2,280	
Office supplies \$50 mth x 3 clubs for office, printing, toner	\$ 3,000	\$ 1,800	
Facilities maintenance \$50/mth for janitorial supplies x 3 clubs	\$ 3,600	\$ 1,800	
Program Supplies – food \$100/mth x 3 clubs to teach nutrition & cooking class	\$ 3,600	\$ 3,600	
Program supplies: education x 3 clubs: Arts, crafts, books, resume paper, curriculum, sports equipment: \$100/mth	\$ 3,600	\$ 3,600	
Transportation for staff to meetings and conference and youth for field trips to colleges 350 mi x \$.50/mile x 3 Clubs	\$ 1,725	\$ 525	
(from page 9- Other sources)	\$	\$	\$ 130,967
<b>Total Expenditures</b>	<b>\$ 205,967</b>	<b>\$ 75,000</b>	<b>\$ 130,967</b>

**12. Provide a List of All Attachments to Part B of the Application:**

**Exhibit B-2: Map of locations: Inspiration Park  
Fink White Neighborhood Park  
El Dorado Park**

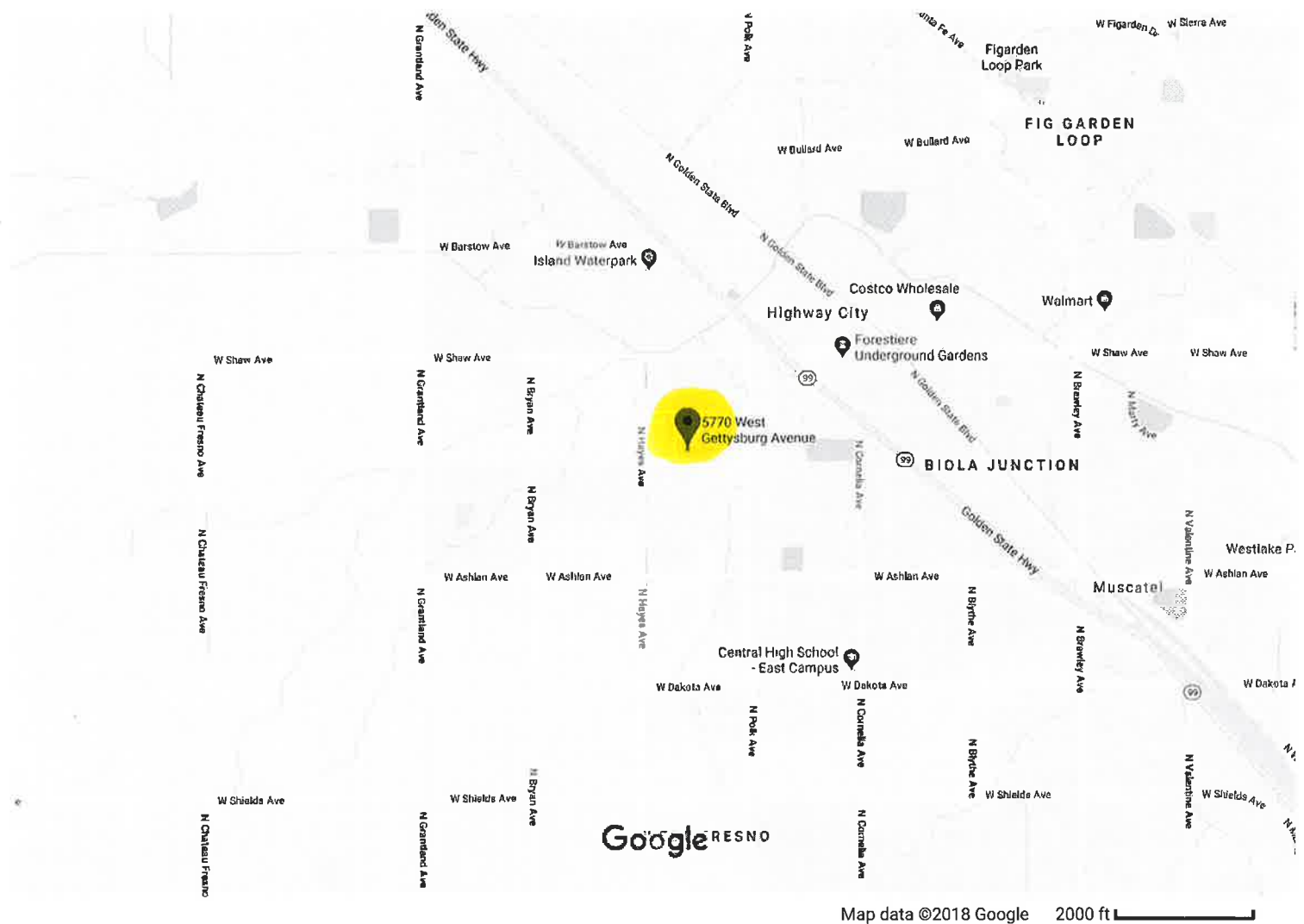
**Exhibit B-3: Additional Narrative Description of Program/Activity**

**Exhibit B-4: Two (2) Letters of Support for Boys & Girls Clubs  
of Fresno County**

Google Maps

## Exhibit B-2

### 1. Inspiration Park

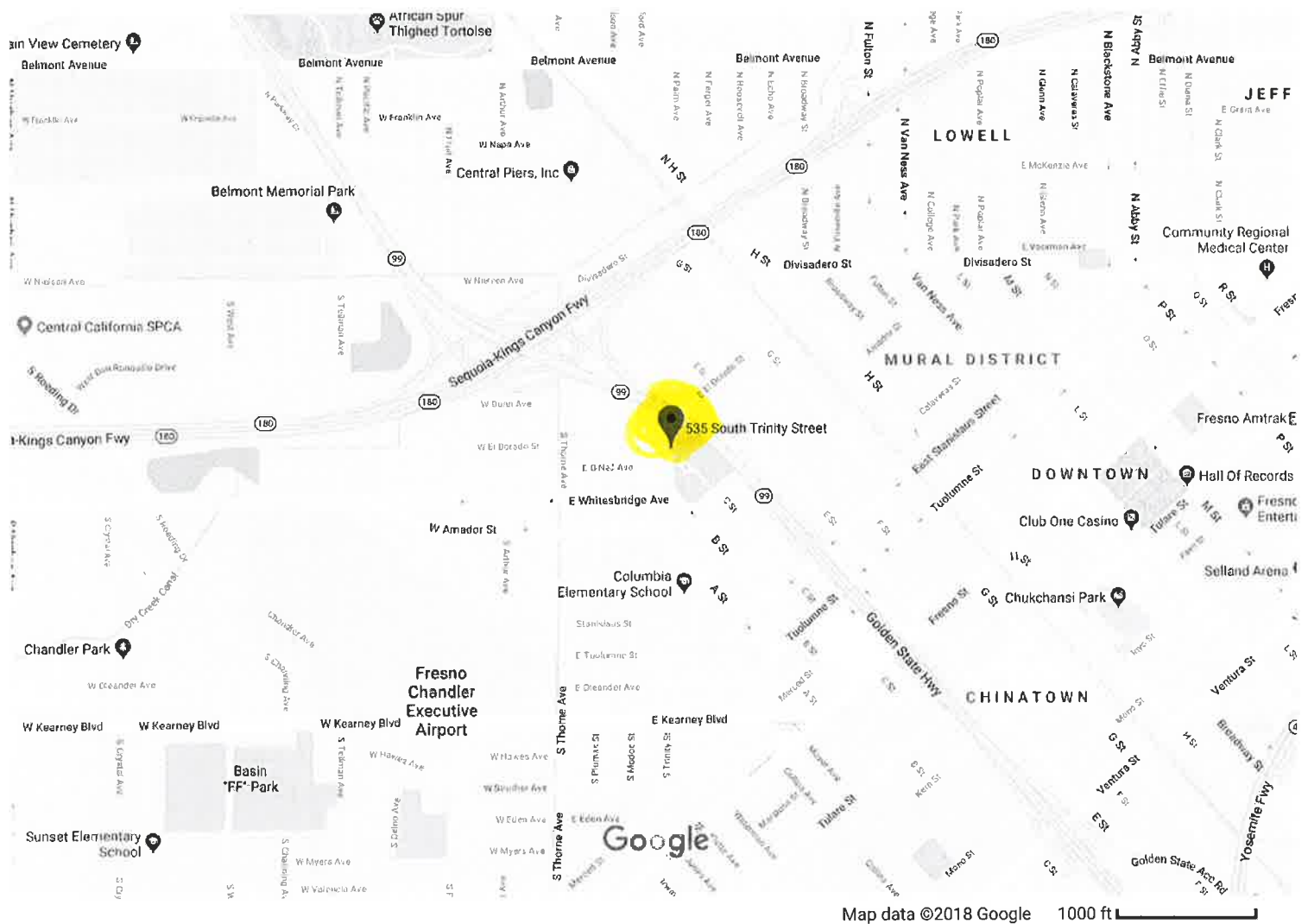


Inspiration Park Boys & Girls Club  
 5770 W. Gettysburg Avenue  
 Census Tract 42.07  
 Block 2027

Google Maps

## Exhibit B-2

### 2. Fink White



Fink White Boys & Girls Club

535 S. Trinity  
Census Tract 2  
Block 1010

Google Maps

### Exhibit B-2 3. El Dorado



El Dorado Boys & Girls Club  
1343 E. Barstow Avenue  
Census Tract 54.03  
Block 3001

In El Dorado Park neighborhood the population is living in poverty with the median income at \$12,428 with 54% living below the poverty line. The residents are 69% minority in race and ethnicity. Most residents are renters not owners with 80% renting in that census tract. The Inspiration Park members are low income with 17% living below the poverty line, and 25% renting. Residents identify as 75% minority populations. B&GC wants to help break this self-prophecy of poverty, lack of education, and unemployment. Without intervention, these families and their children will continue to fall further and further behind. With financial support, B&GC can continue to provide academic support for improving graduation rates, gang/crime prevention, and teen pregnancy prevention education and positive activities for all school age children.

This proposal is an enhancement of programs run by the City of Fresno and the Parks and Recreation Department and makes use of this City-owned facilities. We have been able to provide these services for the families of these areas. However, each year we have a substantial shortfall in the cost of running the Club. Support is needed to continue services. There are no other agencies or CBO's that serve youth and families in these neighborhoods in the comprehensive way that Boys & Girls Clubs of Fresno County currently does so these services are unduplicated and unique to these City community centers.

#### Addressing the Needs through Four Core Programs:

##### **Power Hour, SMART Girls, Passport to Manhood, and Career Launch.**

Daily Hours: B&GC will offer programs every day after school at the Club, from 2:30 pm to 6:00 pm, and continuing throughout the summer with professional trained staff:

Power Hour -Homework Help and Tutoring Services: Offered daily, this program enables Club members to develop the daily habit of completing homework and preparing for class in a safe, quiet, allocated space with staff and volunteer assistance. They also learn the self-discipline it takes to complete these daily. During Power Hour, the first hour after school, students will receive a minimum of 60 minutes of homework assistance time, including:

- Individualized Reading and Math Instruction: Students do homework as a supplement to the school day curriculum. Staff provide individualized instruction for all grade levels in reading, math, phonics, comprehension, vocabulary, test preparation, and literature.
- Computer and Library Access: We provide each Club with access to the computer lab and the internet for research, homework, enrichment projects and in the library. Individual computer access provides unlimited resources for obtaining online educational materials.

Enrichment High-Yield Learning, Recreation and Leisure Activities: Offered daily, these activities help young people to see the practical application of lessons taught in the classroom and help them to plan self-directed learning enrichment, learn recreational games, and develop social skills, discipline, and self-esteem. We encourage our members to make positive and productive choices about how they spend their leisure time at the Club. We offer writing, leisure reading, safe and positive adult relationships, skill-building games, recreation and developing values.

Our enrichment activities include, but are not limited to, the following:

- Integrated health/nutrition/social skill development, and gang and teen pregnancy prevention programs.
- Through a partnership with PG&E, Kaiser, and City of Fresno Parks Dept. we employ 3 lifeguards and help run the summer swim program at the Fink White swimming pool.
- Recreational use of the fields and playgrounds including basketball and volleyball, Junior Giants baseball, jump rope, hop scotch and other social and team building games.
- Leadership Clubs and resiliency programs include monthly community service projects.
- Drug prevention (including alcohol and tobacco use) and violence prevention programs.
- Technology and internet safety and financial literacy in a "Money Matters" program.

**SMART Girls (Skills Mastery And Resistance Training)**

A nationally acclaimed comprehensive prevention and education program for at-risk girls ages 8 to 17. The goal of **SMART Girls** is to help 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. Girls need a safe setting in which they can address health and social issues unique to them, and build resiliency skills to resist negative influences such as drugs, alcohol and premature sexual activity. An outgrowth of the popular and effective Boys & Girls Clubs of America program, **SMART Girls** offers a module for younger girls, ages 8-12 years, and a module for girls ages 13-17 years, each with age appropriate information.

**Passport To Manhood:** The goal of Passport to Manhood is to promote responsibility, reinforce positive behavior & develop character in adolescent boys, ages 11-14. The passage from boyhood to manhood is challenging, requiring adolescent males to understand and manage transitions. It addresses critical issues that young men face during this time, such as ethics, decision-making, wellness, fatherhood, employment/careers, cooperation and conflict, diversity, relationships and self-esteem. Passport to Manhood is a 14-session program that concentrates on specific aspects of manhood through highly interactive activities.

**Career Launch:** **Career Launch** is a career and job-training program that encourages members ages 13-18 to assess their skills and interests, explore careers, make sound educational decisions and prepare to join our nation's work force.. The **Career Launch** website provides Club teens, staff and volunteers with online career exploration, college and job search information and interactive activities. Mentoring, job shadowing and training opportunities round out the program. Members enroll in pre-employment classes, participate in job search activities, create resumes and attend mock interviews. B&GC provides a Summer Jobs Program with funding from PG&E for member job stipends and supplies.

**Socialization and Recreation:** Programs in this core area develop fitness, positive use of leisure time, skills for stress management, and social skills. Table games take place inside the multi-purpose area of the Club. We have interactive Wii video activities, ping-pong, and dance. We utilize the swimming pool in the summer at Fink White as well as outdoor courts and fields for girls' and boys' in basketball, baseball, soccer, and volleyball. This provides opportunities for youth to build social skills like sharing, teamwork, trust, and communication.

**Collaboration** – In all three Clubs we collaborate with community members and utilize funding from their resources to support our programs. At the El Dorado Club we work with the City of Fresno Neighborhood Revitalization program to improve the community. The Wesley United Methodist Church provides an evening meal every Thursday where Club youth join with community members to socialize and eat. Building Better Communities (BBC), a food service program, provides healthy hot meals for all 3 Clubs every day after school. At the Fink White Club, Fresno City Housing Authority helps fund education and career training for Club members. Kaiser Permanente provides resources for nutrition and healthy living education with youth preparing fruit flavored water and learning about the dangers of obesity and diabetes. Fresno City Parks & Recreation helps fund the re-opening of the only swimming pool in this neighborhood during 7 weeks of the summer, teaching youth swimming lessons and water safety. Golden 1 Credit Union funding helps teach financial literacy and preparing for a healthy financial future, and learning the importance of saving money in a bank account. At Inspiration Park we have been able to stage youth performances in the Arts, celebrating diversity of cultures through resources provided by the Central Valley Community Foundation. The cultural performances celebrated include Hmong, Indian, Punjabi, African American, and Latino. We collaborate with Pacific Gas & Electric (PG&E) in our Summer Jobs Program to provide career training and job experience through an interview and selection process for teens that results in 100 teens receiving a 6-week paid job during the summer. All of these collaborations help to sustain our Clubs, but more importantly, allow children to learn to be a successful citizen.

**Sustainability** – Boys & Girls Clubs will continue to implement these programs after the contract period through soliciting resources for funding. We will utilize funding from fund-raisers, corporate giving, and other grants that we are currently involved in implementing to support services for the over 950 Club members in these 3 Clubs. We have been successful in sustaining programs, but resources are always needed, especially for these City owned parks where we receive little funding and where services are needed the most as they are located in the most impoverished areas of the City. We are always reaching out to the community to help us to sustain youth programs.

**3. Proposed Outcome Measures:** Measured outcomes will be documented and tracked by our Vision Child Tracking computer software, documenting attendance and participation in daily services. CDBG funds will be used to serve the participants of the club, where 100% of the 950 youth will take part in one or more programs linked to this funding. The following are expected outcomes: 90% of the members will participate in educational services including Power Hour; 85 % of members will engage in programming that assists in positive decision making, gang, alcohol, & drug prevention skills and conflict resolution; and 100% of the members will engage in physical activity,

**6. Relationship to City priorities:**

These services align with the Consolidated Plan in the following areas: Public and Community Services, Youth Services and Employment Training. As detailed in the services described above the B&GCFC will continue to provide job skills training, life skills training, and education programs, which assist children and youth to succeed and complete school, and encourage them to pursue higher education goals. Many parents attend special programs to learn nutrition and healthy living skills, parenting skills and intervention in challenges with their children. The programs funded by CDBG, serve youth and their families. In these geographic census tract, the families are low-income, and sometimes one adult in the family is incarcerated. With prevention and intervention services detailed in this proposal, children, youth and their families will be provided with hope and opportunity in their own neighborhood.

B&GC will definitely enhance existing City services, especially with taking on the responsibility of assuring that the El Dorado and Fink-White Neighborhood Centers are kept from untimely closing. B&GC has stepped up to take over the responsibility of providing services in this impoverished neighborhood with low-income families. We are a non-profit who is asking the City of Fresno to “coordinate with our agency to provide job training, life skills training, and other education programs in the City’s Consolidated Plan strategies” as stated in the priorities. In our summer jobs training program with Career Launch we are also providing economic development and employment opportunity programs by employing teens in a summer job, which is usually their introduction into the work force and employment.

**Evaluation factors** for this proposal include:

1. The proposed programs and services both complement and enhance the existing City programs offered by the City of Fresno in recreation and parks. B&GC is keeping the community center City-owned buildings open through hard fiscal times for the City and continuing to provide services to at-risk low-income youth in underserved neighborhoods.
2. We have a diverse funding base from local foundations, caring corporate partners, and Boys & Girls Club donors and contributions to support the services, so this funding request is not solely reliant on City support for operations. PG&E, Kaiser, the Central Valley Foundation, and donors contribute to the Fink-White, El Dorado, and Inspiration Park Club.
3. We are leveraging CDBG funding to sustain services & programs available at 3 City parks.
4. The B&GC programs offered are not duplicated. We are the only CBO with comprehensive program services as described in this narrative and are unique to the targeted children and families in this area.



**DUNCAN ENTERPRISES**

5673 E. Shields Avenue • Fresno, CA 93727 USA • (559) 291-4444 • FAX (449) 291-9444 • Export FAX (559) 291-4476

**Exhibit B-4**  
**Two (2) letters of support**

February 26, 2018

**RE: Boys & Girls Clubs CDBG Grant Application**

To Whom It May Concern:

I am proud to support the Boys & Girls Clubs of Fresno County in seeking funding for this CDBG proposal to support three (3) of our Clubs located in City of Fresno Recreation parks.

Duncan Enterprises, a 72 year old family owned business, has seen the impact the Boys and Girls Club of Fresno County has made in our community. I am uniquely aware of the benefits that the Boys & Girls Clubs bring to the youth and teens in our community. I have served on the Board of Directors of the Boys & Girls Clubs for 30 years and have witnessed the growth and development of this organization. We now serve youth in 19 Clubs across the City and County, with over 6,900 members that benefit from national evidence-based programs and our Staff.

My company has been part of the Boys & Girls Clubs job education and career development for teens. We have had interns over the last six (6) years from the Clubs Summer Jobs Program. It is a testimony to the quality programs the Boys & Girls Clubs offer as 100% of the interns completed their classes, successfully worked for us and received a paid stipend for 6 weeks during the summer.

Among our 19 Clubs are three (3) City Community Recreation Centers located at Fink White Park in West Fresno, at the El Dorado Park site in north Fresno, and at Inspiration Park...all sites serving youth in the City of Fresno at City public facilities. We implement youth development programs at these parks, bringing joy and positive activities to youth in neighborhoods that are rife with gangs, graffiti, and in need of positive places for youth to be engaged and off the streets. Club youth develop positive character and leadership attributes, and self-esteem through their organized activities and improved academic progress with homework help and mentoring.

I urge the City to give this application serious consideration as this funding will support our youth who are predominantly from disadvantaged circumstances, lack appropriate role models and positive guidance. They are at high risk to become involved with serious crime, drug use, and gang involvement. The Boys & Girls Clubs professional staff at these Clubs are very capable of working with at risk, low income families to provide positive activities.

Funds will be used for the purposes of external support of these City Community Centers in alignment with what the CDBG funds were designed to accomplish for our community.

I proudly support the Boys & Girls Clubs of Fresno County in their commitment to our community, and I encourage you to grant their application.

Sincerely,

A handwritten signature in black ink that reads "Larry Duncan". The signature is fluid and cursive, with the first name "Larry" and last name "Duncan" clearly distinguishable.

Larry Duncan  
Chairman



Lisa J. Nilmeier  
Corporate Counsel

February 26, 2018

RE: Boys & Girls Clubs CDBG Grant Application

To Whom It May Concern:

I am proud to support the Boys & Girls Clubs of Fresno County in seeking funding for their CDBG proposal to support three Clubs located in three of the City of Fresno's recreation parks.

As a businessperson in Fresno and the Central Valley community, I am uniquely aware of the benefits that the Boys & Girls Clubs bring to the youth and teens in our community. I have witnessed the tremendous growth and development of this organization. I am amazed that the organization now serves youth in 19 Clubs across the City and County, with over 6,900 members that benefit from not only the remarkable staff who work for these Clubs but also the national evidence-based programs that are available to the youth and teens.

My company has been part of the Boys & Girls Clubs job education and career development for teens. Over the last 5 years, we have hired interns from the Clubs' Summer Jobs Program. It is a testimony to the quality programs the Clubs provide, as 100% of the interns completed their classes, successfully worked for us and received a paid stipend for 6 weeks during the summer.

The three City Community Recreation Centers that serve as Boys & Girls Clubs (located at Fink White Park in West Fresno, El Dorado Park in north Fresno, and Inspiration Park in northeast Fresno) are all sites serving youth in the City of Fresno at City public facilities. Youth development programs offered at these parks provide enriching activities to children in neighborhoods that are rife with gangs, graffiti, and in need of positive, safe places to be engaged and off the streets. Club youth develop strong character and leadership attributes, improved self-esteem through these organized activities, and enhanced academic progress with homework help and mentoring.

I am hoping that the City will grant this funding to support these Club youth who are predominantly from disadvantaged environments, lacking appropriate role models and positive guidance. They are at high risk to become involved with serious crime, drug use, and gang involvement. The staff employed at these Clubs has been professionally trained and are very capable of working with at risk, low income families to provide positive, productive activities.

The Clubs will designate CDBG funds to be used as external support for these City Community Centers in alignment with CDBG requirements. I proudly support the Boys & Girls Clubs of Fresno County in their commitment to our community, and I encourage you to grant their application.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa J. Nilmeier".

Lisa J. Nilmeier, Esq.

Operators / Franchisors



EOC

## HCDC CDBG APPLICATION SCORING

Funding Request For (check one):

- ☐ Home Repair Program
- ☐ Homeless and Homeless Prevention Program
- ☐ Public Service Program
- ☐ Facility Improvement

Name of Applicant \_\_\_\_\_

Name of Proposal \_\_\_\_\_  
(only necessary when Applicant has more than one proposal)

Amount (\$) Requested: \_\_\_\_\_ .00

HCDC COMMISSIONER SCORING – 80 points (up to 10 points per item)	
Scoring Criteria	Score
(1) The extent to which the proposed activity contributes to the City of Fresno's Consolidated Plan Priorities.	
(2) The extent to which the proposed activity <b>addresses</b> the need in a manner that serves the purpose and intent of the CDBG Program	
(3) The extent to which the proposed activity serves that portion of the community in the greatest need of the resources.	
(4) The extent to which the proposed activity leverages CDBG funding with other sources.	
(5) The cost effectiveness of the activity as measured by the cost per	
(6) The extent to which the proposed activity affects other City priorities such as the revitalization of downtown; the Enterprise Zone or the Empowerment Zone, Housing Element, or address blight.	
(7) Does the organization/department have a demonstrated capacity to carry out the proposed activity?	
(8) The extent to which the agency demonstrates that the proposed activity is unduplicated by other agencies.	
<b>TOTAL POINTS</b>	
<b>FUNDING RECOMMENDATION</b>	\$

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**2018 – 2019 APPLICATION PART B**  
**Public and Community Service Programs**

All narrative information provided in the application shall be entered in Arial, 11 Font or larger. Single line spacing is permitted.

- 1. Short Description** - Provide a short description of the proposed program/activity. (The short description should be approximately 1 to 3 sentences and must fit in the provided space).

The Fresno Street Saints, a program of the Fresno Economic Opportunities Commission (Fresno EOC), is seeking financial support to operate its afterschool and recreation program serving 150 youth each year. This program, proven to have a positive impact on its participants, operates out of five sites that are located in Southwest Fresno, an area filled with crime, economic distress and few leaders who are willing to work towards restorative change. The afterschool and recreation program, unique in type, has a success track of 18 years, and is dedicated to molding youth residents into tomorrow's leaders and into healthy, contributing members of our society.

Mark ("X") here if the applicant currently has utilization plan and policies in place for the facility? Note: If not, beware aware, the City will require a facility utilization plan and policies prior to the execution of a Subrecipient Agreement.

- 2. Program / Activity Location** – Provide addresses for each applicable location of site(s) where activity will occur. Attach a map(s). (Note: Map(s) can be a combination of the location/service area map.

1. Sunset Community Center 1345 W. Eden Ave. Fresno, CA 93706
2. Bigby Villa Apartments – 1329 E. Reverend Chester Riggins Ave. Fresno, CA 93706
3. MLK Square Apartments – 816 E. Florence Ave. Fresno, CA 93706
4. Westgate Garden Apartments – 830 E. Belgravia Ave. Fresno, CA 93706
5. Gaston Middle School – 1100 E Church Ave. Fresno, CA 93706

Map(s) attached as Exhibit No. 1

**3. Narrative Description of Program / Activity** – Describe the Public or Community Service Program / Activity for which funds are sought.

The Fresno Street Saints Program, under the direction of the Fresno Economic Opportunities Commission (Fresno EOC), is dedicated to restoring some of the most vulnerable, high risk neighborhoods in the City of Fresno. Southwest Fresno is known for its high concentration of poverty, lack of educational attainment, staggering crime rates and its high concentration of gang activity. Despite what seems like a no-win situation, the Street Saints have tenaciously progressed their agenda of transforming the area into a safe and healthy community, giving youth residing in South West Fresno hope and providing for them a place of refuge.

The Street Saints, directed by Brian King, have a well-established presence in the community. For the past 18 years, the Street Saints have provided enrichment activities to youth in Southwest Fresno. Since the inception of the Street Saints in 2000, the afterschool and recreation program has provided a healthy space for youth to learn, to be creative, and to experience recreational activities beyond what they are typically exposed to, broadening their worldview. Statistics show that youth who are involved in enrichment activities during afterschool hours are positively impacted and are less likely to participate in criminal and gang activities.

The Street Saints' afterschool and recreation program provides enrichment through mentoring, homework assistance, recreation, and educational field trips for approximately 150 youth each day. The program operates Monday through Friday from 3:00pm to 5:00pm in the following Southwest Fresno locations: Sunset Community Center, Bigby Villa Apartments, MLK Square Apartments, and Westgate Garden Apartments, and at Rutherford B. Gaston Middle School. During the summer, the program operates Monday through Thursday from 9:00am – 3:00pm. At each program site, there is one staff supervisor and two to four site mentors.

To enhance program effectiveness, this year the Street Saints introduced the 4-H Teen Corps Curriculum into its program to further impact youth who are between the ages of 13-19. The 4-H Teen Corps program is an evidence-based, youth advocacy curriculum designed for teens. This curriculum focuses on youth-led project activities in the areas of financial literacy, health, nutrition, science and technology. Studies show that teens who are involved in this curriculum are more likely to go to college.

Additionally, to ensure the program's lasting impact, the Street Saints recruit parents from the community to serve as volunteer mentors in the afterschool and recreation program. During the year, parents dedicate about one thousand hours of volunteer time. Bridging the gap between youth home-life, their school-life and our program, is a holistic approach to ensuring the long-term success of youth. The goals of the afterschool and recreation program are to enhance school performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for youth residing in Southwest Fresno.

The requested CDBG funds will enable the Street Saints to continue enhancing the lives of youth, many who have no other positive outlet during afterschool hours, through educational and recreational activities, and through mentorship. Together, we can further the Street Saints' mission of transforming the community, and raising community members who will also go on to invest in our neighborhoods, facilitating generational impact and change.

**City of Fresno**  
**2018 – 2019 Application for**  
**Public and Community**  
**Service Programs**

- 4. Activity Category and Matrix Code** - In the Proposed Project Activity column (left-most), mark "X" beside the proposed Facility Improvement / Infrastructure Type. In the Proposed National Objective column (3<sup>rd</sup> from right), enter the appropriate code from pages 7-8. In the Proposed Accomplishment Type column (2<sup>nd</sup> from right), enter the appropriate type from pages 8–10 that corresponds with the proposed National Objective and Accomplishment Type. In the far right column, enter a numeric value. If the National Objective is one of the "low/mod area objectives", complete the Device Area information on page 11. City staff will generate and populate the accomplishment information.

<b>Mark with 'X'</b> <b>for Proposed</b> <b>Project</b> <b>Activity</b>	<b>Public and Community Service Types</b>	<b>Matrix</b> <b>Code</b>	<b>Proposed</b> <b>National</b> <b>Objective</b> <b>Code</b>	<b>Proposed</b> <b>Accomplishment</b> <b>Type</b>	<b>Planned</b> <b>Accomplish</b> <b>-ments</b>
	Senior Services	05A			
	Handicapped Services	05B			
	Legal Services	05C			
<b>X</b>	Youth Services	05D	<b>LMC</b>	<b>01 People</b>	<b>150</b>
	Transportation Services	05E			
	Substance Abuse Services	05F			
	Services for Battered and Abused Spouses	05G			
	Employment Training	05H			
	Crime Awareness / Prevention	05I			
	Fair Housing Activities (under public service cap)	05J			
	Tenant / Landlord Counseling	05K			
	Child Care Services	05L			
	Health Services	05M			
	Services for Abused and Neglected Children	05N			

[ CHART CONTINUED ON NEXT PAGE ]

**City of Fresno**  
**2018 – 2019 Application for**  
**Public and Community**  
**Service Programs**

<b>Mark with 'X' for Proposed Project Activity</b>	<b>Public and Community Service Types</b>	<b>Matrix Code</b>	<b>Proposed National Objective Code</b>	<b>Proposed Accomplishment Type</b>	<b>Planned Accomplishments</b>
	Mental Health Services	05O			
	Screening for Lead Based Paint/Lead Hazards Poisoning	05P			
	Subsistence Payments	05Q			
	Homeownership Assistance (not direct)	05R			
	Rental Housing Subsidies	05S			
	Security Deposits	05T			
	Housing Counseling	05U			
	Neighborhood Cleanups	05V			
	Food Banks	05W			
	Operating Costs of Homeless / AIDS Patients Prgm	03T			
	Other Public Services	05			
	Economic Dev.: Micro-Enterprise Assistance	18C			
	Non-Profit Organization Capacity Building	19C			

**National Objective Codes:**

<b>NOC</b>	<b>Description</b>	<b>24 CFR Citation</b>
LMA	<b>Low/mod area benefit</b> Activities providing benefits that are available to all the residents of a particular area, at least 51% of whom are low/mod income. The service area of an LMA activity is identified by the grantee, and need not coincide with Census tracts or other officially recognized boundaries.	570.208(a)(1)
LMAFI	<b>Low/mod area benefit, community development financial institution (CDFI)</b> Job creation and retention activities that are carried out by a CDFI and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(6)(i)
LMASA	<b>Low/mod area benefit, neighborhood revitalization strategy area (NRSA)</b> Job creation and retention activities that are carried out pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(5)(i)
LMC	<b>Low/mod limited clientele benefit</b> Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.	570.208(a)(2)
LMCMC	<b>Low/mod limited clientele, micro-enterprises</b> Activities carried out under 24 CFR 570.201(o) that benefit micro-enterprise owners/developers who are low/mod income.	570.208(a)(2)(iii)
LMCSV	<b>Low/mod limited clientele, job service benefit</b> Activities that provide job training, placement and/or employment support services in which the percentage of low/mod persons assisted is less than 51%, but the proportion of the total cost paid by CDBG does not exceed the proportion of the total number of persons assisted who are low/mod.	570.208(a)(2)(iv)

LMH	<b>Low/mod housing benefit</b> Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.	570.208(a)(3)
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NOC	Description	24 CFR Citation
LMHSP	<b>Low/mod housing benefit, CDFI or NRSA</b> Activities carried out by a CDFI or pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) to provide or improve permanent residential structures which the grantee elects to consider as a single structure for purposes of determining national objective compliance. For example, two single-unit homes rehabilitated in an NRS may be considered a single structure; at least one of the units must be occupied by a low/mod household. If ten single-unit homes were assisted, at least six (51%) must be occupied by low/mod households.	570.208(d)(5)(ii) and (d)(6)(ii)
LMJ	<b>Low/mod job creation and retention</b> Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod persons.	570.208(a)(4)
LMJFI	<b>Low/mod job creation and retention, public facility/improvement benefit</b> Public facility/improvement activities that are undertaken principally for the benefit of one or more businesses and that result in the creation/retention of jobs.	570.208(a)(4)(vi) (F)
LMJP	<b>Low/mod job creation, location-based</b> Activities where a job is held by or made available to a low/mod person based on the location of the person's residence or the location of the assisted business.	570.208(a)(4)(iv)

**MATRIX CODE/NATIONAL OBJECTIVE/ACCOMPLISHMENT TYPE COMBINATIONS:**

<b>Matrix Code</b>	<b>National Objective</b>	<b>Accomplishment Type</b>
03T Operating Costs of Homeless / Aids Patients Program	LMC	01 People
05 Public Service (General)	LMA, LMC, LMCSV	01 People
05A Senior Services	LMC, LMCSV	01 People
05B Handicapped Services	LMC, LMCSV	01 People
05C Legal Services	LMA, LMC, LMCSV	01 People
05D Youth Services	LMC, LMCSV	01 People
05E Transportation Services	LMA, LMC, LMCSV	01 People
05F Substance Abuse Services	LMA, LMC, LMCSV	01 People
05G Battered and Abused Spouses	LMC, LMCSV	01 People
05H Employment Training	LMA, LMC, LMCSV	01 People
05I Crime Awareness	LMA, LMC, LMCSV	01 People
05J Fair Housing Activities	LMA, LMC, LMCSV	01 People
05K Tenant/Landlord Counseling	LMC, LMCSV	01 People
05L Child Care Services	LMC, LMCSV	01 People
05M Health Services	LMA, LMC, LMCSV	01 People
05N Abused and Neglected Children	LMC, LMCSV	01 People
05O Mental Health Services	LMA, LMC, LMCSV	01 People
05P Screening for Lead Based Paint/Lead Hazards Poisoning	LMC, LMCSV	01 People
05Q Subsistence Payments	LMC, LMCSV	01 People
05R Homeownership Assistance (not direct)	LMCSV, LMH, LMHSP	04 Households
05S Rental Housing Subsidies	LMCSV, LMH, LMHSP	04 Households
05T Security Deposits	LMCSV, LMH, LMHSP	04 Households
05U Homebuyer Counseling	LMC	04 Households
05V Neighborhood Cleanups	LMA, LMCSV	01 People
05W Food Banks	LMA, LMC, LMCSV	01 People
18C Economic Dev.: Micro-Enterprise Assistance	LMA, LMC, LMCMC	01 People
		08 Businesses
19C Non-Profit Organization Capacity Building	ALL	09 Organizations

**5. Service Area Detail – Low/Mod Area Benefit Applications Only:** (Non-low/mod area benefit proposals may skip to # 9.)

**Low/Mod Area Benefit Applications** - Identify the service area(s) by Census Tract(s) and Block Group(s) in the table below and list the page(s). Be sure to include partial Census Tracts and Block Groups overlapping the service area.

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

**6. Accomplishment Detail Number of People Who Will Benefit:** In the chart below, list the number of persons expected to benefit from this activity. Further indicate how many of the expected beneficiaries will be low and moderate-income individuals/families. Low and moderate-income individuals and families are those whose incomes do not exceed 80% of the county area median income (AMI).

<u>81% and Above</u> (Non-Low/Mod)	<u>From 0 to 80%</u> (Low/Mod)	<u>TOTAL</u> Number of People

**7. Summary of Services to be proved at the facility** – Check All Services to be proved at the facility, including those that are not funded by the City.

Emergency Shelter	<input type="checkbox"/>
Transitional Housing	<input type="checkbox"/>
Homeless Prevention/Housing Assistance	<input type="checkbox"/>
Mental Health/Other Services	<input type="checkbox"/>
- Individual and Family Counseling	<input type="checkbox"/>
- Drug/Alcohol Treatment	<input type="checkbox"/>
- Job Training	<input type="checkbox"/>
- Children's Program	<input type="checkbox"/>
- Parenting education	<input type="checkbox"/>
- Domestic Violence Intervention	<input type="checkbox"/>
- Self-Sufficiency Skills Training	<input type="checkbox"/>
- Outreach	<input type="checkbox"/>
- Assessment of Needs	<input type="checkbox"/>
Permanent Housing with Supportive Services	<input type="checkbox"/>
Affordable Housing	<input type="checkbox"/>
Job Training/ Job Search	<input type="checkbox"/>
Women's Program	<input type="checkbox"/>
Day Care	<input type="checkbox"/>
Youth Program	<input checked="" type="checkbox"/>
Access to Medical	<input type="checkbox"/>
Immigration Assistance	<input type="checkbox"/>
Fair Housing Assistance	<input type="checkbox"/>
Academic Support/Tutoring	<input type="checkbox"/>
Referral Services	<input type="checkbox"/>
Case Management	<input type="checkbox"/>
Provide Meals	<input checked="" type="checkbox"/>
Free Services	<input type="checkbox"/>
Business Development to micro-enterprise	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>
_____	<input type="checkbox"/>

## 8. Total Project Costs by Funding Type

<b>Proposed Activity Budget</b>	<b>Amount</b>
Total CDBG Funds Requested	\$ 36,215
Total Other Federal Funds (do not include CDBG funds on this line)	\$ 60,000
<b>Total Non-Federal Funds</b>	<b>\$ 3,000</b>
<b>Total Proposed Activity Budget</b>	<b>\$ 99,215</b>

### Form of Assistance Requested for CDBG Funds Check Box

Grant

☒

Forgivable Loan. Describe the terms below this Table  
 Loan, below market interest rate. Describe the terms  
 below this Table.

☐
☐

Proposed Loan Terms (if Loan is proposed):

## 9. List of Funding Sources – Provide all planned funding anticipated/ committed for this activity for 2018 - 2019

<b>Sources</b>	<b>Amount</b>	<b>Committed or Anticipated?</b>
1) CDBG	1) \$ 36,215	Anticipated
2) Community Service Block Grant (CSBG)	2) \$ 60,000	Committed
3) Fresno Unified School District	3) \$ 3,000	Committed
4)	4) \$	
5)	5) \$	
<b>Total All Sources</b>	<b>\$ 99,215</b>	

## 10. PROGRAM BUDGET LIMITATIONS

**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.

- City CDBG funds may be used to pay for that portion of the total cost of any audit required by OMB A-133 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.

## 11. ACTIVITY BUDGET SUMMARY

<b>Proposed Expenditure</b> (descriptive title)	<b>Proposed Project Budget</b>	<b>Proposed 2018-2019 CDBG Budget</b>	<b>Proposed All Other Funds Budget</b>
<b>Expenditures &amp; Brief Description</b>			
<b>Mentoring</b> Liaison Mentor stipends (\$100/week x 52 weeks = \$10,400)	\$ 40,800	\$10,400	\$ 30,400
<b>Homework Assistance</b> Staff time, school supplies, office supplies (\$100/youth x 90 youth = \$9,000)	\$ 23,800	\$ 9,000	\$ 14,800
<b>Recreation</b> Staff time, equipment, activity supplies, insurance (\$85/youth x 150 youth)	\$ 27,550	\$ 12,750	\$ 14,800
<b>Field Trips</b> Transportation, Admission, Food Costs (1 trip x \$1500 per trip = \$1,500)	\$ 4,500	\$ 1,500	\$ 3,000
<b>Indirect/Audit Costs (7.62%)</b> Indirect costs @ 7.5% direct costs External audit @ .12% direct costs	\$ 2,565	\$ 2,565	\$ 0
<b>Total Expenditures</b>	<b>\$ 99,215</b>	<b>\$ 36,215</b>	<b>\$ 63,000</b>

**12. Provide a list of all Attachments to Part B of the Application:**

Find attached maps of the following five locations:

- Sunset Community Center
- Bigby Villa Apartments
- MLK Square Apartments
- Westgate Garden Apartments
- Rutherford B. Gaston Middle School

H.O.P.E

## HCDC CDBG APPLICATION SCORING

Funding Request For (check one):

- ☐ Home Repair Program
- ☐ Homeless and Homeless Prevention Program
- ☐ Public Service Program
- ☐ Facility Improvement

Name of Applicant \_\_\_\_\_

Name of Proposal \_\_\_\_\_  
(only necessary when Applicant has more than one proposal)

Amount (\$) Requested: \_\_\_\_\_ .00

HCDC COMMISSIONER SCORING – 80 points (up to 10 points per item)	
Scoring Criteria	Score
(1) The extent to which the proposed activity contributes to the City of Fresno's Consolidated Plan Priorities.	
(2) The extent to which the proposed activity <b>addresses</b> the need in a manner that serves the purpose and intent of the CDBG Program	
(3) The extent to which the proposed activity serves that portion of the community in the greatest need of the resources.	
(4) The extent to which the proposed activity leverages CDBG funding with other sources.	
(5) The cost effectiveness of the activity as measured by the cost per	
(6) The extent to which the proposed activity affects other City priorities such as the revitalization of downtown; the Enterprise Zone or the Empowerment Zone, Housing Element, or address blight.	
(7) Does the organization/department have a demonstrated capacity to carry out the proposed activity?	
(8) The extent to which the agency demonstrates that the proposed activity is unduplicated by other agencies.	
<b>TOTAL POINTS</b>	
<b>FUNDING RECOMMENDATION</b>	\$

## 2018 – 2019 APPLICATION PART B Public and Community Service Programs

All narrative information provided in the application shall be entered in Arial, 11 Font or larger. Single line spacing is permitted.

1. **Short Description** - Provide a short description of the proposed program/activity. (The short description should be approximately 1 to 3 sentences and must fit in the provided space).

Helping Other Pursue Excellence (H.O.P.E.) is a community-based organization in the City of Fresno dedicated to developing and providing training and other resources to assist low- and very low-income participants in becoming eligible Section 3 vendors.

H.O.P.E. is requesting \$15,000 from the City of Fresno CDBG program to provide a continuum of business training services for five (5) Section 3 residents to help build the capacity and eligibility to

- obtain job training, employment and contracting opportunities with vendors or contractors using federal funds as required by HUD.

Mark ("X") here ☒ if the applicant currently has utilization plan and policies in place for the facility? Note: If not, beware aware, the City will require a facility utilization plan and policies prior to the execution of a Subrecipient Agreement.

2. **Program / Activity Location** – Provide addresses for each applicable location of site(s) where activity will occur. Attach a map(s). (Note: Map(s) can be a combination of the location/service area map).

4974 E Clinton Way, Fresno, CA 93727

Map(s) attached as Part B Exhibit No. 7

**3. Narrative Description of Program / Activity – Describe the Public or Community Service Program / Activity for which funds are sought.**

One of the goals of the City of Fresno Section 3 Economic Opportunities Plan, is “to promote self-sufficiency of low-income households by increasing the number and percentage of employed persons from low-income families ...and to encourage the participation of minority Business Concerns which provide economic opportunities to lower-income persons ”

Contractors and vendors receiving HUD's funding are required by federal regulation to hire Section 3 participants. However finding and recruiting Section 3 participants creates a challenge due to the lack of skills and work attitudes.

Helping Others Pursue Excellence (H.O.P.E.) is a community-based organization working collectively with the community to provide an entrepreneurial ecosystem for Section 3 qualifying individuals and entrepreneurs. We provide skill building workshops and entrepreneurship programs designed to help individuals transform their ideas from concept to launch. H.O.P.E. actively recruits participants of low-income with a desire to start a business or gain work skills. Over 80% of the participants we serve self-certify as residing in affordable housing have a household income that falls below HUD's income limits, and/or receive food stamps and medical assistance.

In 2016, H.O.P.E. was awarded a grant from the City of Fresno to recruit, train and provide economic opportunities to five low income persons residing in the Fresno County metropolitan area. Although the pilot project intended to recruit, train and assess only 5 participants HOPE successfully launched 16 new Section 3 qualifying businesses. These businesses were each legally formed with the proper government entities and acquired the proper work license and certificates for their skilled trade. Additionally, we created a workspace for 10 start-up companies. This workspace supports small business growth by offering the expertise and resources a sec 3 qualifying business needs to build capacity.

This model has proved to be very successful because H.O.P.E. works with these low-income participants to mentor and develop a relationship with them. We provide workspace, resources and real life opportunities to help them achieve their individual and business goals that will lead to economic opportunities and help them become self-sufficient.

H.O.P.E. will use the same successful model to work with five additional Section 3 qualifying participants this year, to help build their capacity and eligibility to obtain job training, employment and contracting opportunities.

- 4. Activity Category and Matrix Code** - In the Proposed Project Activity column (left-most), mark "X" beside the proposed Facility Improvement / Infrastructure Type. In the Proposed National Objective column (3<sup>rd</sup> from right), enter the appropriate code from pages 7-8. In the Proposed Accomplishment Type column (2<sup>nd</sup> from right), enter the appropriate type from pages 8–10 that corresponds with the proposed National Objective and Accomplishment Type. In the far right column, enter a numeric value. If the National Objective is one of the "low/mod area objectives", complete the Device Area information on page 11. City staff will generate and populate the accomplishment information.

Mark with 'X' for Proposed Project Activity	Public and Community Service Types	Matrix Code	Proposed National Objective Code	Proposed Accomplishment Type	Planned Accomplish- ments
	Senior Services	05A			
	Handicapped Services	05B			
	Legal Services	05C			
	Youth Services	05D			
	Transportation Services	05E			
	Substance Abuse Services	05F			
	Services for Battered and Abused Spouses	05G			
X	Employment Training	05H	LMA/LMC	01 People	
	Crime Awareness / Prevention	05I			
	Fair Housing Activities (under public service cap)	05J			
	Tenant / Landlord Counseling	05K			
	Child Care Services	05L			
	Health Services	05M			
	Services for Abused and Neglected Children	05N			

Mark with 'X' for Proposed Project Activity	Public and Community Service Types	Matrix Code	Proposed National Objective Code	Proposed Accomplishment Type	Planned Accomplish- ments
	Mental Health Services	05O			
	Screening for Lead Based Paint/Lead Hazards Poisoning	05P			
	Subsistence Payments	05Q			
	Homeownership Assistance (not direct)	05R			
	Rental Housing Subsidies	05S			
	Security Deposits	05T			
	Housing Counseling	05U			
	Neighborhood Cleanups	05V			
	Food Banks	05W			
	Operating Costs of Homeless / AIDS Patients Prgm	03T			
	Other Public Services	05			
	Economic Dev.: Micro-Enterprise Assistance	18C			
	Non-Profit Organization Capacity Building	19C			

5 | Page

<b>NOC</b>	<b>Description</b>	<b>24 CFR Citation</b>
LMHSP	<b>Low/mod housing benefit, CDFI or NRSA</b> Activities carried out by a CDFI or pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) to provide or improve permanent residential structures which the grantee elects to consider as a single structure for purposes of determining national objective compliance. For example, two single-unit homes rehabilitated in an NRS may be considered a single structure; at least one of the units must be occupied by a low/mod household. If ten single-unit homes were assisted, at least six (51%) must be occupied by low/mod households.	570.208(d)(5)(ii) and (d)(6)(ii)
LMJ	<b>Low/mod job creation and retention</b> Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod persons.	570.208(a)(4)
LMJFI	<b>Low/mod job creation and retention, public facility/improvement benefit</b> Public facility/improvement activities that are undertaken principally for the benefit of one or more businesses and that result in the creation/retention of jobs.	570.208(a)(4)(vi) (F)
LMJP	<b>Low/mod job creation, location-based</b> Activities where a job is held by or made available to a low/mod person based on the location of the person's residence or the location of the assisted business.	570.208(a)(4)(iv)

**MATRIX CODE/NATIONAL OBJECTIVE/ACCOMPLISHMENT TYPE COMBINATIONS:**

<b>Matrix Code</b>	<b>National Objective</b>	<b>Accomplishment Type</b>
03T Operating Costs of Homeless / Aids Patients Program	LMC	01 People
05 Public Service (General)	LMA, LMC, LMCSV	01 People
05A Senior Services	LMC, LMCSV	01 People
05B Handicapped Services	LMC, LMCSV	01 People
05C Legal Services	LMA, LMC, LMCSV	01 People
05D Youth Services	LMC, LMCSV	01 People
05E Transportation Services	LMA, LMC, LMCSV	01 People
05F Substance Abuse Services	LMA, LMC, LMCSV	01 People
05G Battered and Abused Spouses	LMC, LMCSV	01 People
05H Employment Training	LMA, LMC, LMCSV	01 People
05I Crime Awareness	LMA, LMC, LMCSV	01 People
05J Fair Housing Activities	LMA, LMC, LMCSV	01 People
05K Tenant/Landlord Counseling	LMC, LMCSV	01 People
05L Child Care Services	LMC, LMCSV	01 People
05M Health Services	LMA, LMC, LMCSV	01 People
05N Abused and Neglected Children	LMC, LMCSV	01 People
05O Mental Health Services	LMA, LMC, LMCSV	01 People
05P Screening for Lead Based Paint/Lead Hazards Poisoning	LMC, LMCSV	01 People
05Q Subsistence Payments	LMC, LMCSV	01 People
05R Homeownership Assistance (not direct)	LMCSV, LMH, LMHSP	04 Households
05S Rental Housing Subsidies	LMCSV, LMH, LMHSP	04 Households
05T Security Deposits	LMCSV, LMH, LMHSP	04 Households
05U Homebuyer Counseling	LMC	04 Households
05V Neighborhood Cleanups	LMA, LMCSV	01 People
05W Food Banks	LMA, LMC, LMCSV	01 People
18C Economic Dev.: Micro-Enterprise Assistance	LMA, LMC, LMCMC	01 People
		08 Businesses
19C Non-Profit Organization Capacity Building	ALL	09 Organizations

**5. Service Area Detail – Low/Mod Area Benefit Applications Only:** (Non-low/mod area benefit proposals may skip to # 9.)

**Low/Mod Area Benefit Applications** - Identify the service area(s) by Census Tract(s) and Block Group(s) in the table below and list the page(s). Be sure to include partial Census Tracts and Block Groups overlapping the service area.

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
31.04					
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

**6. Accomplishment Detail Number of People Who Will Benefit:** In the chart below, list the number of persons expected to benefit from this activity. Further indicate how many of the expected beneficiaries will be low and moderate-income individuals/families. Low and moderate-income individuals and families are those whose incomes do not exceed 80% of the county area median income (AMI).

Low and Moderate Income (80% AMI)	From 0 to 80% of AMI	Total Number of People
	5	5

## 7. Total Project Costs by Funding Type

<b>Proposed Activity Budget</b>	<b>Amount</b>
Total CDBG Funds Requested	\$ 15,000.00
Total Other Federal Funds (do not include CDBG funds on this line)	\$ 0
<b>Total Non-Federal Funds</b>	<b>\$ 0</b>
<b>Total Proposed Activity Budget</b>	<b>\$ 15,000.00</b>

### Form of Assistance Requested for CDBG Funds

### Check Box

Grant

☒

Forgivable Loan. Describe the terms below this Table

☐

Loan, below market interest rate. Describe the terms below this Table.

☐

Proposed Loan Terms (if Loan is proposed):

## 8. List of Funding Sources – Provide all planned funding anticipated/ committed for this activity for 2018 - 2019

<b>Sources</b>	<b>Amount</b>	<b>Committed or Anticipated?</b>
1) CDBG	1) \$ 15,000.00	Anticipated
2)	2) \$	
3)	3) \$	
4)	4) \$	
5)	5) \$	
<b>Total All Sources</b>	<b>\$ 15,000.00</b>	

## 9. PROGRAM BUDGET LIMITATIONS

**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.

- City CDBG funds may be used to pay for that portion of the total cost of any audit required by OMB A-133 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.

## 10. ACTIVITY BUDGET SUMMARY

Prepare a line item budget with a brief description of the planned expenses.

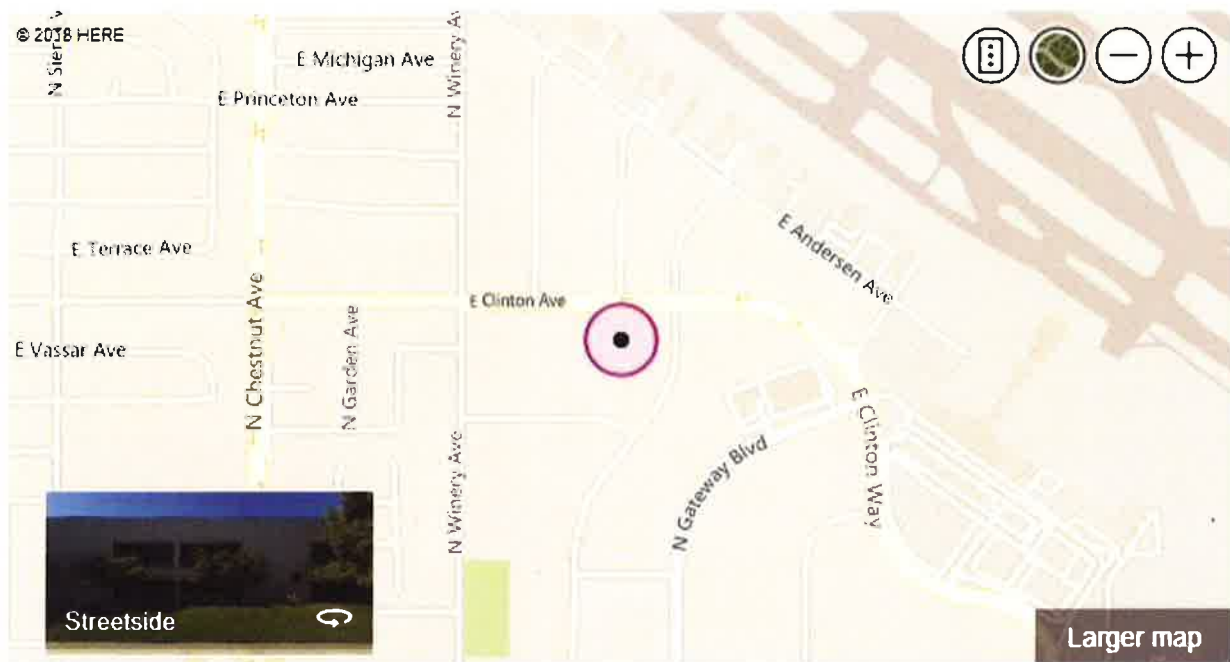
Proposed Expenditure (descriptive title)	Proposed Project Budget	Proposed 2018 – 2019 CDBG Budget	Proposed All Other Funds Budget
Program design management/implementation	\$10,000.00	\$10,000.00	\$
Personnell services	\$3,000.00	\$3,000.00	\$
Office supplies tools and equipment	\$2,000.00	\$2,000.00	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Total Expenditures</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$</b>

**11. Provide a List of All Attachments to Part B of the Application:**

***Part B Exhibit 1- Maps***

***Part B Exhibit 2- Letters of Support***

***Part B Exhibit 3- Section 3 Certification***



4974 E Clinton Way, Fresno, CA 93727



The Vision View Business Formation Center is the entrepreneur hub where the Sec 3 business services are offered.



Jeff Macon  
Program Manager  
California State University, Fresno  
Center for Irrigation Technology (CIT)  
International Center for Water Technology (ICWT)  
Lyles Center for Innovation and Entrepreneurship  
5370 North Chestnut Avenue, M/S OF18  
Fresno, CA 93740  
559.278.3763  
[jeffmacon@csufresno.edu](mailto:jeffmacon@csufresno.edu)

Congressman Jim Costa  
855 M Street, Suite 940  
Fresno, CA 93721

October 31, 2016

Re: The Executive Lounge and Business Formation Center

Dear Congressman Costa,

I would like to express my support for the Executive Lounge and Business Formation Center. A business incubator such as the one proposed by HOPE (Helping Others Pursue Excellence), could have a direct impact on small business growth, connect private and government resources, and leverage resources for entrepreneurs.

The establishment of this type of business incubator near the Fresno airport could provide a multitude of opportunities that could significantly grow small businesses. Should this center earn your support, I intend to work with community partners to further develop the infrastructure necessary to see the Business Formation Center become a feasible option for entrepreneurs.

Sincerely,

A handwritten signature in cursive script that reads "Jeff Macon".

Jeff Macon  
[jeffmacon@csufresno.edu](mailto:jeffmacon@csufresno.edu)  
559.278.3763

# Wheelhouse Strategies

October 31, 2016

To: Congressman Jim Costa

Re: Executive Lounge / Business Formation Center

Dear Congressman Costa

I write to you in support of the concept being presented to you: the Executive Lounge and Business Formation Center being proposed in northeast Fresno. As a supporter, I offer a few thoughts to you about the project which I hope you will consider.

As currently proposed, the location of the Business Formation Center to both freeways and the only major airport within 150 miles is both logical and visionary. The secondary benefit, which is to attract economic investment and revitalization to a neighborhood that has been at best overlooked, has tremendous merit. And the fact that it would potentially give structural and organizational support to minority owned business efforts is something I believe you personally endorse. If executed properly, this could be a triple bottom line win.

While some of the details are still being flushed out, I encourage you to please consider supporting the efforts. I have known Laneesha Senegal for many years and know that her motives are both philanthropic and pragmatic. She can operate with credibility within a community that needs more champions. I hope that you will also see the merit of her vision.

With warm regards,

Kristine Walter

FORM 1

APPLICATION  
SECTION 3 BUSINESS CONCERN BI-ANNUAL CERTIFICATION

Name of Business: Helping Others Pursue Excellence  
Address of Business: 4974 E Clinton Way  
Contact Person: Laneesh Senegal Title: Executive Director  
Telephone #: (1) 559-681-7814  
Cell Phone #: (1) 559-681-7814

Attached is the documentation of compliance with the Section 3 status which is checked below:

Type of Business Entity: ☒ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Joint Venture

The bidder certifies that it is a Section 3 Business Concern based on:

- ☒ Business is owned, at least 51 percent by Section 3 Residents.
- Provide copy of resident lease, evidence of participation in a public assistance program, or signed Certification for Section 3 Resident
  - Provide business license number: \_\_\_\_\_

- ☒ At least 30 percent of their permanent, full-time employees are currently Section 3 Residents or were Section 3 Residents within the past 3 years.
- Provide list of full-time Employees (Form 2 – Business Employee List)
  - Provide signed Certification for Section 3 Residents Preference (Form 3 – Section 3 Residence Certification/Preference Claim)

\_\_\_\_ Commitment to subcontract 25% of the dollar award to qualified Section 3 Business Concerns (only applicable for Prime Contractors).

Evidence of Ability to perform successfully:

☐ Bonding capability \$ \_\_\_\_\_ ☒ Insurance Coverage \$ <sup>8</sup> 1,000,000

Owner Signature: 

Print Name: Laneesh Senegal

Date: 3/1/18

Contact must provide evidence of Section 3 status prior to contract award.

**FORM 6**  
**MBE/WBE SUBCONTRACTOR SELF-CERTIFICATION**

Firm Name:	Phone:
Helping Others Pursue Excellence	559-681-7814
Address:	
4974 E Clinton Way	
Principal Service or Product:	Bid Amount \$
SEC 3 Job training program	\$ 55,000
PLEASE INDICATE PERCENTAGE OF OWNERSHIP	
<input checked="" type="radio"/> MBE 100 % Ownership	<input type="radio"/> WBE 50 % Ownership
<input checked="" type="radio"/> Prime Contractor	<input type="radio"/> Supplier of Material/Service
<input type="radio"/> Subcontractor	<input type="radio"/> Broker
<input type="radio"/> Sole Ownership	<input checked="" type="radio"/> Corporation
<input type="radio"/> Partnership	<input type="radio"/> Joint Venture
<p>I hereby certify that this firm is a Minority or Women Business Enterprise as defined in Public Contract Code, Section 10115.1. In making this certification, I am aware of Sections 12650 et seq. of the Government Code, providing for the imposition of treble damages for making false claims against the State and Section 10115.10 of the Public Contract Code, making it a crime to, intentionally make an untrue statement in this certificate.</p>	
Certified by:	<div style="display: inline-block; text-align: center;">               Title: EXECUTIVE DIRECTOR           </div>

**MBE/WBE Sub (Original Signature and Date Required)**

Name:	Date:
<div style="display: inline-block; text-align: center;"> </div>	3/1/18

Additional proof may be required upon written challenge of this certification by any person or agency. Falsification of this certification by a firm selected to perform federally funded work may result in a determination that the firm is non-responsive and ineligible for future contracts.

**This form is required to be submitted by the contractor within five (5) days after bid opening.**

# Lowell CDC

## HCDC CDBG APPLICATION SCORING

Funding Request For (check one):

- ☐ Home Repair Program
- ☐ Homeless and Homeless Prevention Program
- ☐ Public Service Program
- ☐ Facility Improvement

Name of Applicant \_\_\_\_\_

Name of Proposal \_\_\_\_\_  
(only necessary when Applicant has more than one proposal)

Amount (\$) Requested: \_\_\_\_\_ .00

HCDC COMMISSIONER SCORING – 80 points (up to 10 points per item)	
Scoring Criteria	Score
(1) The extent to which the proposed activity contributes to the City of Fresno's Consolidated Plan Priorities.	
(2) The extent to which the proposed activity <b>addresses</b> the need in a manner that serves the purpose and intent of the CDBG Program	
(3) The extent to which the proposed activity serves that portion of the community in the greatest need of the resources.	
(4) The extent to which the proposed activity leverages CDBG funding with other sources.	
(5) The cost effectiveness of the activity as measured by the cost per	
(6) The extent to which the proposed activity affects other City priorities such as the revitalization of downtown; the Enterprise Zone or the Empowerment Zone, Housing Element, or address blight.	
(7) Does the organization/department have a demonstrated capacity to carry out the proposed activity?	
(8) The extent to which the agency demonstrates that the proposed activity is unduplicated by other agencies.	
<b>TOTAL POINTS</b>	
<b>FUNDING RECOMMENDATION</b>	\$

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**2018 – 2019 APPLICATION PART B**  
**Public and Community Service Programs**

All narrative information provided in the application shall be entered in Arial, 11 Font or larger. Single line spacing is permitted.

1. **Short Description** - Provide a short description of the proposed program/activity. (The short description should be approximately 1 to 3 sentences and must fit in the provided space).

Organization Capacity Building funds will be used to fully fund the staffing position of our Executive Director to benefit the community with continued access to housing education, self-sufficiency skills, youth programing, tutoring, and development of affordable housing.

Mark ("X") here if the applicant currently has utilization plan and policies in place for the facility? Note: If not, beware aware, the City will require a facility utilization plan and policies prior to the execution of a Subrecipient Agreement.

2. **Program / Activity Location** – Provide addresses for each applicable location of site(s) where activity will occur. Attach a map(s). (Note: Map(s) can be a combination of the location/service area map.

250 N. Calaveras Ave Fresno Ca 93701 and surrounding Lowell Community.

Map(s) attached as Exhibit No. A (Page 12)

**3. Narrative Description of Program / Activity – Describe the Public or Community Service Program / Activity for which funds are sought.**

The Lowell CDC was formed as a 501(c)(3) nonprofit public benefit corporation under California law in 2011. Recognizing the opportunity to have a positive impact on their community, the founding Board members came together to “ensure equitable and affordable housing options for low and moderate income people, and community improvement opportunities for all residents of the Lowell community.” To do so, the original Articles of Incorporation say that the organization will:

- Facilitate the development, rehabilitation, preservation and management of the housing stock located primarily within the boundaries of the Lowell neighborhood
- Provide advocacy and structure to organize and connect the additional resources necessary to enable stabilization resulting in a regeneration and improved quality of life for an economically diverse and family oriented neighborhood.

The Lowell CDC has experienced tremendous growth since its inception. Lowell CDC has been in existence since 2011, hired an Executive Director in 2014 and additional staff was hired in 2016. This organization has helped to develop the “Lowell Model” a comprehensive approach to the revitalization of inner-city neighborhoods throughout Fresno. The Lowell CDC’s role in this model has resulted in 6 new homeowners (1 new construction project and 5 rehab projects), 30 new units of affordable housing, improved management systems, and the development of a strategy to hold all property owners and tenants accountable for making positive contributions to the quality of life in the neighborhood through our Tenant Education workshops. Lowell CDC has participated with the City of Fresno, the Fresno Housing Authority and other local agencies to build the capacity of the local CDCs through collaboration and sharing of best practices.

The mission of the Lowell CDC is to improve the quality of life in the Lowell neighborhood through community engagement, equitable housing and historic diversity.

The programs of the CDC include resident services that promote healthy and self-sustainable life styles. Tutoring and youth leadership programs, Tenant Education and affordable housing.

To better serve the community the capacity of the CDC can be expanded through fully funding the position of Executive Director. As this position becomes fully funded then more time and focus will be on expanding funding for programs and development that directly benefit the community.

**4. Activity Category and Matrix Code** - In the Proposed Project Activity column (left-most), mark "X" beside the proposed Facility Improvement / Infrastructure Type. In the Proposed National Objective column (3<sup>rd</sup> from right), enter the appropriate code from pages 7-8. In the Proposed Accomplishment Type column (2<sup>nd</sup> from right), enter the appropriate type from pages 8–10 that corresponds with the proposed National Objective and Accomplishment Type. In the far right column, enter a numeric value. If the National Objective is one of the "low/mod area objectives", complete the Device Area information on page 11. City staff will generate and populate the accomplishment information.

Mark with "X" for Proposed Project Activity	Public and Community Service Types	Matrix Code	Proposed National Objective Code	Proposed Accomplishment Type	Planned Accomplish- -ments
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	Legal Services	05C			
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	Substance Abuse Services	05F			
	Services for Battered and Abused Spouses	05G			
	Employment Training	05H			
	Crime Awareness / Prevention	05I			
	Fair Housing Activities (under public service cap)	05J			
	Tenant / Landlord Counseling	05K			
	Child Care Services	05L			
	Health Services	05M			
	Services for Abused and Neglected Children	05N			

[ CHART CONTINUED ON NEXT PAGE ]

**City of Fresno**  
2018 – 2019 Application for  
Public and Community  
Service Programs

<b>Mark with 'X' for Proposed Project Activity</b>	<b>Public and Community Service Types</b>	<b>Matrix Code</b>	<b>Proposed National Objective Code</b>	<b>Proposed Accomplishment Type</b>	<b>Planned Accomplish-ments</b>
	Mental Health Services	05O			
	Screening for Lead Poisoning	05P			
	Subsistence Payments	05Q			
	Homeownership Assistance (not direct)	05R			
	Rental Housing Subsidies	05S			
	Security Deposits	05T			
	Housing Counseling	05U			
	Neighborhood Cleanups	05V			
	Food Banks	05W			
	Operating Costs of Homeless / AIDS Patients Prgm	03T			
	Other Public Services	05			
	Economic Dev.: Micro-Enterprise Assistance	18C			
X	Non-Profit Organization Capacity Building	19C	LMA	09 Organizations	

**National Objective Codes:**

<b>NOC</b>	<b>Description</b>	<b>24 CFR Citation</b>
LMA	<b>Low/mod area benefit</b> Activities providing benefits that are available to all the residents of a particular area, at least 51% of whom are low/mod income. The service area of an LMA activity is identified by the grantee, and need not coincide with Census tracts or other officially recognized boundaries.	570.208(a)(1)
LMAFI	<b>Low/mod area benefit, community development financial institution (CDFI)</b> Job creation and retention activities that are carried out by a CDFI and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(6)(i)
LMASA	<b>Low/mod area benefit, neighborhood revitalization strategy area (NRSA)</b> Job creation and retention activities that are carried out pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(5)(i)
LMC	<b>Low/mod limited clientele benefit</b> Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.	570.208(a)(2)
LMCMC	<b>Low/mod limited clientele, micro-enterprises</b> Activities carried out under 24 CFR 570.201(o) that benefit micro-enterprise owners/developers who are low/mod income.	570.208(a)(2)(iii)
LMCSV	<b>Low/mod limited clientele, job service benefit</b> Activities that provide job training, placement and/or employment support services in which the percentage of low/mod persons assisted is less than 51%, but the proportion of the total cost paid by CDBG does not exceed the proportion of the total number of persons assisted who are low/mod.	570.208(a)(2)(iv)
LMH	<b>Low/mod housing benefit</b> Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.	570.208(a)(3)

<b>NOC</b>	<b>Description</b>	<b>24 CFR Citation</b>
LMHSP	<b>Low/mod housing benefit, CDFI or NRSA</b> Activities carried out by a CDFI or pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) to provide or improve permanent residential structures which the grantee elects to consider as a single structure for purposes of determining national objective compliance. For example, two single-unit homes rehabilitated in an NRS may be considered a single structure; at least one of the units must be occupied by a low/mod household. If ten single-unit homes were assisted, at least six (51%) must be occupied by low/mod households.	570.208(d)(5)(ii) and (d)(6)(ii)
LMJ	<b>Low/mod job creation and retention</b> Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod persons.	570.208(a)(4)
LMJFI	<b>Low/mod job creation and retention, public facility/improvement benefit</b> Public facility/improvement activities that are undertaken principally for the benefit of one or more businesses and that result in the creation/retention of jobs.	570.208(a)(4)(vi) (F)
LMJP	<b>Low/mod job creation, location-based</b> Activities where a job is held by or made available to a low/mod person based on the location of the person's residence or the location of the assisted business.	570.208(a)(4)(iv)

**MATRIX CODE/NATIONAL OBJECTIVE/ACCOMPLISHMENT TYPE COMBINATIONS:**

<b>Matrix Code</b>	<b>National Objective</b>	<b>Accomplishment Type</b>
03T Operating Costs of Homeless / Aids Patients Program	LMC	01 People
05 Public Service (General)	LMA, LMC, LMCSV	01 People
05A Senior Services	LMC, LMCSV	01 People
05B Handicapped Services	LMC, LMCSV	01 People
05C Legal Services	LMA, LMC, LMCSV	01 People
05D Youth Services	LMC, LMCSV	01 People
05E Transportation Services	LMA, LMC, LMCSV	01 People
05F Substance Abuse Services	LMA, LMC, LMCSV	01 People
05G Battered and Abused Spouses	LMC, LMCSV	01 People
05H Employment Training	LMA, LMC, LMCSV	01 People
05I Crime Awareness	LMA, LMC, LMCSV	01 People
05J Fair Housing Activities	LMA, LMC, LMCSV	01 People
05K Tenant/Landlord Counseling	LMC, LMCSV	01 People
05L Child Care Services	LMC, LMCSV	01 People
05M Health Services	LMA, LMC, LMCSV	01 People
05N Abused and Neglected Children	LMC, LMCSV	01 People
05O Mental Health Services	LMA, LMC, LMCSV	01 People
05P Screening for Lead Based Paint/Lead Hazards	LMC, LMCSV	01 People
05Q Subsistence Payments	LMC, LMCSV	01 People
05R Homeownership Assistance (not direct)	LMCSV, LMH, LMHSP	04 Households
05S Rental Housing Subsidies	LMCSV, LMH, LMHSP	04 Households
05T Security Deposits	LMCSV, LMH, LMHSP	04 Households
05U Homebuyer Counseling	LMC	04 Households
05V Neighborhood Cleanups	LMA, LMCSV	01 People
05W Food Banks	LMA, LMC, LMCSV	01 People
18C Economic Dev.: Micro-Enterprise Assistance	LMA, LMC, LMCMC	01 People
		08 Businesses
19C Non-Profit Organization Capacity Building	ALL	09 Organizations

**5. Service Area Detail – Low/Mod Area Benefit Applications Only:** (Non-low/mod area benefit proposals may skip to # 9.)

**Low/Mod Area Benefit Applications** - Identify the service area(s) by Census Tract(s) and Block Group(s) in the table below and list the page(s). Be sure to include partial Census Tracts and Block Groups overlapping the service area.

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
6.00					
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)
1,2,3,4					

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

**6. Accomplishment Detail Number of People Who Will Benefit:** In the chart below, list the number of persons expected to benefit from this activity. Further indicate how many of the expected beneficiaries will be low and moderate-income individuals/families. Low and moderate-income individuals and families are those whose incomes do not exceed 80% of the county area median income (AMI).

<u>81% and Above</u> (Non-Low/Mod)	<u>From 0 to 80%</u> (Low/Mod)	<u>TOTAL</u> Number of People

**7. Summary of Services to be provided at the Facility - Check All Services to be provided at the facility, including those that are not funded by the City.**

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

## 8. Total Project Costs by Funding Type

<b>Proposed Activity Budget</b>	<b>Amount</b>
Total CDBG Funds Requested	\$ 25,000
Total Other Federal Funds (do not include CDBG funds on this line)	\$
<b>Total Non-Federal Funds</b>	<b>\$ 10,000</b>
<b>Total Proposed Activity Budget</b>	<b>\$ 35,000</b>

### Form of Assistance Requested for CDBG Funds

### Check Box

Grant

☒

Forgivable Loan. Describe the terms below this Table

☐

Loan, below market interest rate. Describe the terms below this Table.

☐

Proposed Loan Terms (if Loan is proposed):

## 9. List of Funding Sources – Provide all planned funding anticipated/ committed for this activity for 2018 - 2019

<b>Sources</b>	<b>Amount</b>	<b>Committed or Anticipated?</b>
1) Foundations/Grants	1) \$ 10,000	Anticipated
2)	2) \$	
3)	3) \$	
4)	4) \$	
5)	5) \$	
<b>Total All Sources</b>	<b>\$</b>	

## 10. PROGRAM BUDGET LIMITATIONS

**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.

- City CDBG funds may be used to pay for that portion of the total cost of any audit required by OMB A-133 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

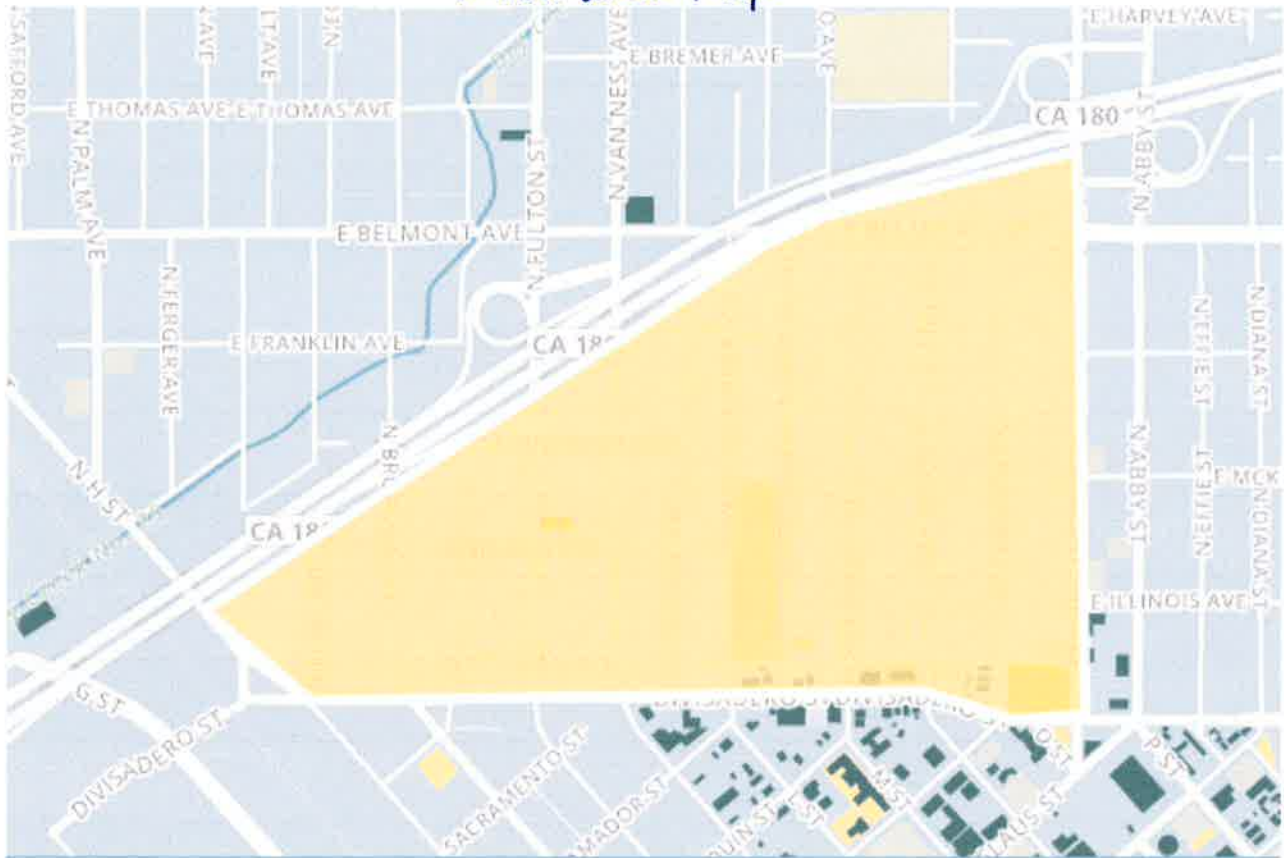
awards/graduation banquets); gifts or incentive awards to individuals; fines and penalties resulting from violations of or non-compliance with Federal, State, and Local laws; interest on borrowed capital; fundraising; investment management.

## **11. ACTIVITY BUDGET SUMMARY**

Prepare a line item budget with a brief description of the planned expenses.

<b>Proposed Expenditure (descriptive title)</b>	<b>Proposed Project Budget</b>	<b>Proposed 2018 – 2019 CDBG Budget</b>	<b>Proposed All Other Funds Budget</b>
Salaries	\$ 35,000	\$ 25,000	\$ 10,000
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Total Expenditures</b>	<b>\$ 35,000</b>	<b>\$ 25,000</b>	<b>\$ 10,000</b>

Exhibit A  
Lowell area Map



# Lowell CDC

## HCDC CDBG APPLICATION SCORING

Funding Request For (check one):

- ☐ Home Repair Program
- ☐ Homeless and Homeless Prevention Program
- ☐ Public Service Program
- ☐ Facility Improvement

Name of Applicant \_\_\_\_\_

Name of Proposal \_\_\_\_\_  
(only necessary when Applicant has more than one proposal)

Amount (\$) Requested: \_\_\_\_\_ .00

HCDC COMMISSIONER SCORING – 80 points (up to 10 points per item)	
Scoring Criteria	Score
(1) The extent to which the proposed activity contributes to the City of Fresno's Consolidated Plan Priorities.	
(2) The extent to which the proposed activity <b>addresses</b> the need in a manner that serves the purpose and intent of the CDBG Program	
(3) The extent to which the proposed activity serves that portion of the community in the greatest need of the resources.	
(4) The extent to which the proposed activity leverages CDBG funding with other sources.	
(5) The cost effectiveness of the activity as measured by the cost per	
(6) The extent to which the proposed activity affects other City priorities such as the revitalization of downtown; the Enterprise Zone or the Empowerment Zone, Housing Element, or address blight.	
(7) Does the organization/department have a demonstrated capacity to carry out the proposed activity?	
(8) The extent to which the agency demonstrates that the proposed activity is unduplicated by other agencies.	
<b>TOTAL POINTS</b>	
<b>FUNDING RECOMMENDATION</b>	\$

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**2018 – 2019 APPLICATION PART B**  
**Public and Community Service Programs**

All narrative information provided in the application shall be entered in Arial, 11 Font or larger. Single line spacing is permitted.

1. **Short Description** - Provide a short description of the proposed program/activity. (The short description should be approximately 1 to 3 sentences and must fit in the provided space).

Tenant Education focuses on equipping renters with a comprehensive knowledge of their rights and responsibilities in a rental contract. Tenants also gain practical skills and resources for communicating effectively with their landowner/manager, documenting maintenance requests and giving or receiving proper notices.

Mark ("X") here            if the applicant currently has utilization plan and policies in place for the facility? Note: If not, beware aware, the City will require a facility utilization plan and policies prior to the execution of a Subrecipient Agreement.

2. **Program / Activity Location** – Provide addresses for each applicable location of site(s) where activity will occur. Attach a map(s). (Note: Map(s) can be a combination of the location/service area map.

Our office is located at 250 N. Calaveras Ave Fresno CA 93701. Many workshops are offered at other facilities in the community including partnering with local CBOs and schools. The Lowell CDC has partnered with the City of Fresno Neighborhood Revitalization Team (NRT) to host workshops in each of the 15 target neighborhoods identified by the team. This includes the Hidalgo/Leavenworth, Webster, Slater, Columbia, King, Winchell, Van Pao, Addams, Williams, Fort Miller, El Dorado, Jefferson, Kirk, Lowell, and Yokomi neighborhoods. The majority of workshop participants in those communities will be low-income families and individuals who live in rental properties.

Map(s) attached as Exhibit No.

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**3. Narrative Description of Program / Activity** – Describe the Public or Community Service Program / Activity for which funds are sought.

Lowell CDC has had the unique opportunity to provide tenants and renters in Fresno with quality Tenant Education for the past 2 years.

The goal of these workshops is twofold: (1) to educate tenants about their rights and responsibilities and (2) to improve tenant-landlord relationships through increased communication and understanding. When tenants are educated about their rights, they are equipped to be their own self-advocates. The Lowell CDC had witnessed educated tenants spread that information to their family members and neighbors, in some cases causing a ripple effect that improves the quality of life of an entire community. Landlords also benefit from tenants' increase in knowledge, tenants take immediate action to document and remedy maintenance concerns, and work to leave a unit in the same condition it was delivered in.

This project will continue to be implemented throughout Fresno in several ways; The Lowell CDC will offer training for facilitators from community benefit organizations and groups within the target areas to lead Tenant Education workshops to their communities and clients. The materials and marketing will be available to partner communities in either Spanish or English. Lowell CDC staff and volunteers will also be hosting workshops throughout the 15 identified "target" NRT communities in Spanish and English.

**4. Activity Category and Matrix Code** - In the Proposed Project Activity column (left-most), mark "X" beside the proposed Facility Improvement / Infrastructure Type. In the Proposed National Objective column (3<sup>rd</sup> from right), enter the appropriate code from pages 7-8. In the Proposed Accomplishment Type column (2<sup>nd</sup> from right), enter the appropriate type from pages 8–10 that corresponds with the proposed National Objective and Accomplishment Type. In the far right column, enter a numeric value. If the National Objective is one of the "low/mod area objectives", complete the Device Area information on page 11. City staff will generate and populate the accomplishment information.

Mark with "X" for Proposed Project Activity	Public and Community Service Types	Matrix Code	Proposed National Objective Code	Proposed Accomplishment Type	Planned Accomplish- -ments
	Senior Services	05A			
	Handicapped Services	05B			
	Legal Services	05C			
	Youth Services	05D			
	Transportation Services	05E			
	Substance Abuse Services	05F			
	Services for Battered and Abused Spouses	05G			
	Employment Training	05H			
	Crime Awareness / Prevention	05I			
	Fair Housing Activities (under public service cap)	05J			
X	Tenant / Landlord Counseling	05K	LMC	01 PEOPLE	250
	Child Care Services	05L			
	Health Services	05M			
	Services for Abused and Neglected Children	05N			

[ CHART CONTINUED ON NEXT PAGE ]

**City of Fresno**  
2018 – 2019 Application for  
Public and Community  
Service Programs

<b>Mark with 'X' for Proposed Project Activity</b>	<b>Public and Community Service Types</b>	<b>Matrix Code</b>	<b>Proposed National Objective Code</b>	<b>Proposed Accomplishment Type</b>	<b>Planned Accomplishments</b>
	Mental Health Services	05O			
	Screening for Lead Poisoning	05P			
	Subsistence Payments	05Q			
	Homeownership Assistance (not direct)	05R			
	Rental Housing Subsidies	05S			
	Security Deposits	05T			
	Housing Counseling	05U			
	Neighborhood Cleanups	05V			
	Food Banks	05W			
	Operating Costs of Homeless / AIDS Patients Prgm	03T			
	Other Public Services	05			
	Economic Dev.: Micro-Enterprise Assistance	18C			
	Non-Profit Organization Capacity Building	19C			

**National Objective Codes:**

<b>NOC</b>	<b>Description</b>	<b>24 CFR Citation</b>
LMA	<b>Low/mod area benefit</b> Activities providing benefits that are available to all the residents of a particular area, at least 51% of whom are low/mod income. The service area of an LMA activity is identified by the grantee, and need not coincide with Census tracts or other officially recognized boundaries.	570.208(a)(1)
LMAFI	<b>Low/mod area benefit, community development financial institution (CDFI)</b> Job creation and retention activities that are carried out by a CDFI and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(6)(i)
LMASA	<b>Low/mod area benefit, neighborhood revitalization strategy area (NRSA)</b> Job creation and retention activities that are carried out pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(5)(i)
LMC	<b>Low/mod limited clientele benefit</b> Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.	570.208(a)(2)
LMCMC	<b>Low/mod limited clientele, micro-enterprises</b> Activities carried out under 24 CFR 570.201(o) that benefit micro-enterprise owners/developers who are low/mod income.	570.208(a)(2)(iii)
LMCSV	<b>Low/mod limited clientele, job service benefit</b> Activities that provide job training, placement and/or employment support services in which the percentage of low/mod persons assisted is less than 51%, but the proportion of the total cost paid by CDBG does not exceed the proportion of the total number of persons assisted who are low/mod.	570.208(a)(2)(iv)
LMH	<b>Low/mod housing benefit</b> Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.	570.208(a)(3)

<b>NOC</b>	<b>Description</b>	<b>24 CFR Citation</b>
LMHSP	<b>Low/mod housing benefit, CDFI or NRSA</b> Activities carried out by a CDFI or pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) to provide or improve permanent residential structures which the grantee elects to consider as a single structure for purposes of determining national objective compliance. For example, two single-unit homes rehabilitated in an NRS may be considered a single structure; at least one of the units must be occupied by a low/mod household. If ten single-unit homes were assisted, at least six (51%) must be occupied by low/mod households.	570.208(d)(5)(ii) and (d)(6)(ii)
LMJ	<b>Low/mod job creation and retention</b> Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod persons.	570.208(a)(4)
LMJFI	<b>Low/mod job creation and retention, public facility/improvement benefit</b> Public facility/improvement activities that are undertaken principally for the benefit of one or more businesses and that result in the creation/retention of jobs.	570.208(a)(4)(vi) (F)
LMJP	<b>Low/mod job creation, location-based</b> Activities where a job is held by or made available to a low/mod person based on the location of the person's residence or the location of the assisted business.	570.208(a)(4)(iv)

**MATRIX CODE/NATIONAL OBJECTIVE/ACCOMPLISHMENT TYPE COMBINATIONS:**

<b>Matrix Code</b>	<b>National Objective</b>	<b>Accomplishment Type</b>
03T Operating Costs of Homeless / Aids Patients Program	LMC	01 People
05 Public Service (General)	LMA, LMC, LMCSV	01 People
05A Senior Services	LMC, LMCSV	01 People
05B Handicapped Services	LMC, LMCSV	01 People
05C Legal Services	LMA, LMC, LMCSV	01 People
05D Youth Services	LMC, LMCSV	01 People
05E Transportation Services	LMA, LMC, LMCSV	01 People
05F Substance Abuse Services	LMA, LMC, LMCSV	01 People
05G Battered and Abused Spouses	LMC, LMCSV	01 People
05H Employment Training	LMA, LMC, LMCSV	01 People
05I Crime Awareness	LMA, LMC, LMCSV	01 People
05J Fair Housing Activities	LMA, LMC, LMCSV	01 People
05K Tenant/Landlord Counseling	LMC, LMCSV	01 People
05L Child Care Services	LMC, LMCSV	01 People
05M Health Services	LMA, LMC, LMCSV	01 People
05N Abused and Neglected Children	LMC, LMCSV	01 People
05O Mental Health Services	LMA, LMC, LMCSV	01 People
05P Screening for Lead Based Paint/Lead Hazards	LMC, LMCSV	01 People
05Q Subsistence Payments	LMC, LMCSV	01 People
05R Homeownership Assistance (not direct)	LMCSV, LMH, LMHSP	04 Households
05S Rental Housing Subsidies	LMCSV, LMH, LMHSP	04 Households
05T Security Deposits	LMCSV, LMH, LMHSP	04 Households
05U Homebuyer Counseling	LMC	04 Households
05V Neighborhood Cleanups	LMA, LMCSV	01 People
05W Food Banks	LMA, LMC, LMCSV	01 People
18C Economic Dev.: Micro-Enterprise Assistance	LMA, LMC, LMCMC	01 People
		08 Businesses
19C Non-Profit Organization Capacity Building	ALL	09 Organizations

**5. Service Area Detail – Low/Mod Area Benefit Applications Only:** (Non-low/mod area benefit proposals may skip to # 9.)

**Low/Mod Area Benefit Applications** - Identify the service area(s) by Census Tract(s) and Block Group(s) in the table below and list the page(s). Be sure to include partial Census Tracts and Block Groups overlapping the service area.

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

**6. Accomplishment Detail Number of People Who Will Benefit:** In the chart below, list the number of persons expected to benefit from this activity. Further indicate how many of the expected beneficiaries will be low and moderate-income individuals/families. Low and moderate-income individuals and families are those whose incomes do not exceed 80% of the county area median income (AMI).

<u>81% and Above</u> <i>(Non-Low/Mod)</i>	<u>From 0 to 80%</u> <i>(Low/Mod)</i>	<u>TOTAL</u> <i>Number of People</i>
	250	250

**7. Summary of Services to be provided at the Facility - Check All Services to be provided at the facility, including those that are not funded by the City.**

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

## 8. Total Project Costs by Funding Type

<b>Proposed Activity Budget</b>	<b>Amount</b>
Total CDBG Funds Requested	\$ 20000
Total Other Federal Funds (do not include CDBG funds on this line)	\$ 0
<b>Total Non-Federal Funds</b>	<b>\$ 20000</b>
<b>Total Proposed Activity Budget</b>	<b>\$ 40000</b>

<b>Form of Assistance Requested for CDBG Funds</b>	<b>Check Box</b>
Grant	<input checked="" type="checkbox"/>
Forgivable Loan. Describe the terms below this Table	<input type="checkbox"/>
Loan, below market interest rate. Describe the terms below this Table.	<input type="checkbox"/>

Proposed Loan Terms (if Loan is proposed):

## 9. List of Funding Sources – Provide all planned funding anticipated/ committed for this activity for 2018 - 2019

<b>Sources</b>	<b>Amount</b>	<b>Committed or Anticipated?</b>
1) Private foundation	1) \$ 20,000	anticipated
2)	2) \$	
3)	3) \$	
4)	4) \$	
5)	5) \$	
<b>Total All Sources</b>	<b>\$ 20,000</b>	

## 10. PROGRAM BUDGET LIMITATIONS

**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.

- City CDBG funds may be used to pay for that portion of the total cost of any audit required by OMB A-133 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.

### **11. ACTIVITY BUDGET SUMMARY**

Prepare a line item budget with a brief description of the planned expenses.

<b>Proposed Expenditure (descriptive title)</b>	<b>Proposed Project Budget</b>	<b>Proposed 2018 – 2019 CDBG Budget</b>	<b>Proposed All Other Funds Budget</b>
Salaries	\$ 30,000	\$ 15,000	15,000
Supplies/Materials	\$ 10,000	\$ 5,000	5,000
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Total Expenditures</b>	<b>\$ 40,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>

**12. Provide a List of All Attachments to Part B of the Application:**