

STAFF REPORT
COUNCIL MEETING DATE
April 11, 2011

ITEM FOR COUNCIL CONSIDERATION

Receive recommendations on the Community Development Block Grant (CDBG) Public Services Grant Applications and allocate program funds.

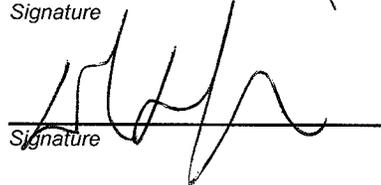
Report prepared by:
Shanna R. Farley, Assistant Planner
Community Development Department


Signature

Reviewed by: **Jackie Campbell**
Community Development Director


Signature

Dave Durlinger, City Manager


Signature

STAFF RECOMMENDATION

Action Item X; Non-Action Item ___

Follow the recommendations of the Community Development Block Grant Committee and allocate funding as follows:

- | | | |
|----|---|---------|
| 1. | Bringing Our Community Home - Homeless Inmate Discharge Program | \$1,500 |
| 2. | Peoples' Self-Help Housing Corp - Housing the Homeless | \$8,000 |
| 3. | Peoples' Self-Help Housing – Youth Education Enhancement Program | \$9,632 |
| 4. | United Boys & Girls Club of Santa Barbara County – Carpinteria Club | \$9,632 |

Motion: I move to allocate Community Development Block Grant Funding in the amounts recommended by the CDBG Committee.

I. BACKGROUND

Under the 2011-2012 Comprehensive Notice of Funding Availability, the County of Santa Barbara invited applications for funding through the federal Community Development Block Grant program. The funding is made available by the United States Department of Housing and Urban Development. As a lead agency, the County of Santa Barbara heads up the CDBG Urban County which includes the cities of Santa Maria, Lompoc, Goleta, Buellton, Solvang and Carpinteria.

In November 2006, the County of Santa Barbara received approval of an application for Urban County status to allow participation in the Community Development Block Grant (CDBG) Program. To assist in allocating the grant funds from this federal Department of Housing and Urban Development (HUD) program, the Council appointed a three-member committee comprising one City Planning Commissioner and two members of the public who reside in the City. The Committee serves as a review body and each year reviews the submitted applications and makes recommendations to the City Council on grant funding to support the following priorities identified in the Consolidated Plan:

- Revitalize public infrastructure for low-income neighborhoods;
- Provide assistance to low-income neighborhoods by funding critical community facilities (neighborhood centers, etc.);
- Public service funding to low-income persons in the descending priority of those that meet basic critical needs, are preventative in nature or enhance the quality of life; and
- Provide resources that improve the overall economic health of low-income neighborhoods.

The City's first program year was 2007. Each successive year we have seen more applicants and have received a slightly larger amount of funds. The Council's history of grant awards is included in Attachment B of this staff report.

II. DISCUSSION

The City Council met on March 28, 2011 to review the recommendations of the CDBG Committee which met on March 7, 2011. At the City Council meeting, staff announced that the application for the City of Santa Barbara Rental Housing Mediation Task Force had been withdrawn due to the applicant's inability to meet the requirements of HUD to provide clientele income verification. At such time the Council acted to remand the item back to the CDBG Committee to consider the allocation of the funds previously recommended to the Rental Housing Mediation Task Force in the amount of \$8,000.

The CDBG Committee met again on April 6, 2011 as directed by the City Council. Together, the Committee discussed the allocation of funds previously recommended for the RHMTF in the amount of \$8,000. Several of the applicants were present and answered questions from the Committee members. The Committee's recommendations are summarized in Table 1 with a discussion of each program and the Committee's recommendations below. Overall, the Committee felt that keeping people in permanent housing was the top priority for this year's allocations. The Committee's second priority was addressing youth education programs. As can be seen in Table 1 below, there are more requests for grant awards than grant awards available. This is an indication that the funds are a needed contribution to services offered in our community. The following table summarizes the requests and the CDBG Committee's recommendations.

**Table 1
 2011 Grant Applications**

Organization/Program	Service Location	Amount Requested	Amount Recommended
Bringing Our Community Home - Homeless Inmate Discharge Planning Program	Countywide	\$1,500	\$1,500
Peoples' Self-Help Housing – Housing the Homeless	Chapel Court, Camper Park and Dahlia Court Apartments	\$15,000	\$8,000
Peoples' Self-Help Housing – Youth Education Enhancement Program	Chapel Court and Dahlia Court Apartments	\$15,000	\$9,632
United Boys & Girls Club of Santa Barbara County – Carpinteria Club	Citywide	\$10,000	\$9,632
United Way of Santa Barbara County Fun in the Sun Carpinteria	Citywide	\$21,061	\$0
Santa Barbara County Workforce Investment Board – Youth Resource Center	Citywide	\$25,000	\$0
Total Funding Requests		\$104,561	
Total Funds Available/Requests Funded			\$28,764

Bringing Our Community Home (Casa Esperanza) – Homeless Inmate Jail Discharge Planning Program

In 2006, the County of Santa Barbara, along with other agencies and jurisdictions, joined together to work on a ten-year plan to prevent and end homelessness in our community. The “Ten-Year Plan to End Chronic Homelessness” was approved by the Santa Barbara County Board of Supervisors in October 2006. The City of Carpinteria approved the plan in November 2006 and provided \$550 to assist in the development of the plan.

This Homeless Inmate Jail Discharge Planning Program was started in 2009 and implements some of the policies outlined in the Ten-Year Plan. The goal of Bringing Our Community Home is to end chronic homelessness in Santa Barbara County. This particular aspect of the overall program employs a staff Discharge Counselor as part of a collaborative effort with the Santa Barbara County Sheriff’s Department. The program and is designed to prevent homeless people from being sent back to the streets after being discharged from jail. The Discharge Counselor works directly with the homeless inmates at the jail to build a relationship and give that individual a contact person to improve the chances of the inmate accepting supportive services and using them after release. The Discharge Planner is one part of a network of service workers including outreach workers, medical, social and mental health case workers, law enforcement, shelters, treatment programs, the District Attorney, Public Defender and courts that are working to implement the Ten-Year Plan. The program also provides transportation to inmates upon leaving the jail.

Based on a review of the application, the Committee has recommended a full award of the requested amount of \$1,500, as was allocated last year.

Peoples’ Self-Help Housing Corporation - Housing the Homeless

Peoples’ Self-Help Housing’s “Housing the Homeless” program seeks to end homelessness and encourage independent living, by working to implement many of the policies outlined in the County

of Santa Barbara's Ten-Year Plan to End Chronic Homelessness. Target populations benefited by this program are homeless individuals, low income and very low income residents of Peoples' Self-Help Housing's affordable rental complexes in Carpinteria, Isla Vista, Goleta, Guadalupe and Orcutt. In Carpinteria, Peoples' will have set aside 20 units to house chronically homeless individuals.

The program provides supportive services to ensure that homeless individuals stay housed and are successful in their transition from homelessness to stable, independent lives. With the requested funding from the City of Carpinteria and in collaboration with the Ten-Year Plan, Peoples' would have a full-time Licensed Clinical Social Worker (LCSW) and two bilingual, bicultural Marriage and Family Therapist interns to provide these services. Additionally, there is collaboration with various other community agencies such as the Rescue Mission, Casa Esperanza and Domestic Violence Solutions. Approximately 85 households are expected to be served by the program.

The Committee appreciated the need for a regional effort to address the issue of chronic homelessness and recognized that the program provides services directly within the City. Therefore, the Committee recommended allocating funding of \$8,000, the same amount as was allocated to this program last year. The applicant had requested \$15,000 during this fiscal grant period. The reduced award would limit the amount of services that can be provided for case management and social services provided to homeless or those in risk of becoming homeless, but would not eliminate their ability to provide services. The applicant was present at the Committee Meeting and was agreeable to the suggested award amount.

Peoples' Self-Help Housing Corporation – Youth Education Enhancement Program

The Youth Education Enhancement Program (YEEP) is a year-round educational program for 60 children from kindergarten to 12th grade that operates at the Chapel Court and Dahlia Court Apartments. The program provides individualized lesson plans, one-on-one instruction and regular communication with parents and teachers. The objectives of the program are to maintain an average daily attendance, improve students' study habits, survey parents to obtain feedback on the program's success and incorporate volunteers into the program. Expected outcomes of the program are included in the attached grant request.

The Committee expressed strong support for the program, particularly in its ability to directly provide service to a large number of low income families within the City and its mission to complement the education that students receive in our local schools. The Committee recommended funding the YEEP at \$9,632. The applicant has requested \$15,000 during this fiscal grant period. The reduced award would cause the program to close during the summer months or reduce hours and days that the program operates during the school year. The applicant was present at the Committee Meeting and was agreeable to the suggested award amount.

Boys and Girls Club of Santa Barbara County – Carpinteria Clubhouse

The Boys and Girls Club operates a licensed daycare program for children from kindergarten age to sixth grade. Daycare children are transported daily from three local school sites to the clubhouse. The children receive a nutritional snack, do homework, and then have time to play outdoors or in the gym, and are engaged in varied activities including computer use and arts and crafts. The daycare program is one of several after-school programs offered through the Boys and Girls Club.

The target population for the daycare program is low-income, socially and economically disadvantaged youth. The primary goal of the program is to offer affordable daycare and

strengthen youth assets in Carpinteria. Families contribute to the program based on their ability to pay. Grant money awarded to this program would be used exclusively for daycare.

The Committee expressed strong support for the program, particularly in its ability to directly provide service to a large number of low income families within the City and its mission to complement the education that students receive in our local schools. The Committee recommended funding the Boys and Girls Club at \$9,632. The applicant has requested \$10,000 during this fiscal grant period; therefore this award would nearly meet the request made by the Boys and Girls Club.

United Way of Santa Barbara County – Fun in the Sun Carpinteria (FITS)

FITS was created in 1997 as a response to the Santa Barbara County community's need to have a summer program for the hundreds of children who do not have a safe place to go during the summer vacation months. The United Way of Santa Barbara County (UWSBC) came together with various local agencies and the Santa Barbara School District to discuss the needs of children during the summer. The program offers a summer enrichment program for local, at-risk children. The programs serve children between the ages of 6 and 14 years who are qualified on an income basis. The UWSBC has requested funds to grow the FITS program in Carpinteria to include one additional "pod" of 13 children and improve the quality of the program during the 2011 summer.

The Committee expressed appreciation for the services provided by UWSBC – FITS Carpinteria Program. The Committee analyzed the application and the beneficiary information provided. The Committee considered the application and found that the services provided as part of the FITS program were duplicative of services provided by other local agencies like the Boys and Girls Club and Girls Inc. The Committee noted that UWSBC receives funding from other sources. Based on the review of the application and consideration of other service requests, the Committee recommended that the program not receive CDBG funding during this grant period given the limited funds available and the priorities established by the Committee.

Santa Barbara County Workforce Investment Board – Youth Resource Center

The Santa Barbara County Workforce Investment Board (WIB) will soon be opening a satellite Youth Resource Center at the Carpinteria Children's Project at Main. WIB provides services to primarily low or moderate income individuals with job search activities, job training, basic computer literacy and access to resources like child care, interview clothing, etc. The program uses both paid staff and volunteers to administer services. The application request would be used to provide four personal computers and 20 percent of staff costs to administer start-up activities and oversee the volunteers working at the Center.

The Committee expressed appreciation for the services provided by the WIB Youth Resource Center and was glad to see this service being provided in Carpinteria. In its review of the application, the Committee noted that WIB receives funding from several other sources. Based on the Committee's priorities to address housing needs and youth education, the Committee recommended that the program not receive funding.

American Red Cross Santa Barbara County – Disaster Education for Low Income and Minority Populations

According to Santa Barbara County Housing and Community Development Department staff who administer the CDBG program for the City, the American Red Cross application for its Disaster

Education proposal does not meet the CDBG National Objective requirement as the service area is not predominantly low or moderate income and the program is made available to all residents within the service area. Therefore, this application is not eligible for funding.

City of Santa Barbara - Rental Housing Mediation Task Force

The application by the City of Santa Barbara Rental Housing Mediation Task Force was withdrawn by the applicants on March 28, 2011. The applicants determined that their application may no longer meet the requirements of HUD to provide adequate clientele income verification to show that the program serves primarily low and moderate income individuals.

III. FINANCIAL CONSIDERATIONS

The City's CDBG funds are intended to be used to support improved community facilities and services. The amount of money the City receives is determined by HUD through a statutory formula, which uses several objective measures of community needs including the extent of poverty, population, housing overcrowding and age of housing.

IV. LEGAL ISSUES

HUD has approved the Urban County as a long-term CDBG-eligible program. Therefore, the City can expect to continue to receive funds through the CDBG program into the future.

V. ALTERNATIVES

The Council could choose to modify the Committee's recommendation and disburse the funds differently.

The Council could choose to award the grants as recommended by the Committee as well as supplement those awards with general fund money as has been done on a limited exceptional basis in past years.

The Council could also choose to fund only some of the requests and defer the remainder of the funding until next year's allocation cycle. However, the City cannot stockpile the money indefinitely under this program and would eventually have to allocate the funds or they would be lost.

VI. ATTACHMENTS

- A. 2011 Applications for Grants
 - 1. Bringing Our Community Home (Casa Esperanza) – Homeless Inmate Jail Discharge Program
 - 2. Peoples' Self-Help Housing – Housing the Homeless
 - 3. Peoples' Self-Help Housing – Youth Education Enhancement Program
 - 4. Carpinteria Boys and Girls Club – Carpinteria Club
 - 5. United Way of Santa Barbara County – Fun in the Sun Carpinteria
 - 6. Santa Barbara County Workforce Investment Board – Youth Resource Center
- B. Prior Grant Awards – 2007 to 2010

Attachment A-1

Bringing Our Community Home (Casa Esperanza) Homeless Inmate Jail Discharge Planning Program



**COUNTY OF SANTA BARBARA
HOUSING AND COMMUNITY DEVELOPMENT
CDBG PUBLIC SERVICES PROGRAM APPLICATION**

-- Project Proposal for Program Year 2011-12 --

01-20-11 A11:37 RCVD
BAW

Section A – General Program Information Summary

1. Program Title: Homeless Inmate Discharge Planning Program
2. Brief Summary of the Program: Discharge planning for homeless inmates to encourage entry into local housing and support services vs release to the street
3. Service Area of Proposed Program (i.e., specific city, countywide, etc.) County-wide
4. Total Requested Program Funding: \$ 1,500.00
5. Funding source (check only one box):

<input type="checkbox"/> Santa Barbara County	<input checked="" type="checkbox"/> Carpinteria
<input type="checkbox"/> Buellton	<input type="checkbox"/> Solvang

Section B – General Applicant Information

1. Legal Name of Applicant Organization: Bringing Our Community Home (under Casa Esperanza)
2. Are you a 501C3? (All Agencies must complete a Board of Directors Affidavit on page 13) yes no
3. Address of Organization:
 - a. Street: 725 Cacique Street Apt. # _____
 - b. City: Santa Barbara State: CA Zip: 93103
4. Mailing Address (if different from above):
 - a. Street: Same Apt. # _____
 - b. City: _____ State: _____ Zip: _____
5. Person to Contact Regarding this Application:
 - a. Name: Mike Foley
 - b. Relationship to Agency: Interim Co-Executive Director
 - c. Street: 725 Cacique Street Apt. # _____
 - d. City: Santa Barbara State: CA Zip: 93103
 - e. Work Phone: (805) 350 - 2075 Ext. _____
 - f. Fax: (805) 884 - 0140
 - g. E-mail: mikefoley@casa-esperanza.org

6. Name and contact information of Fiscal Agent:

- a. Name: Mike Foley, Executive Director
- b. Agency / Organization: Casa Esperanza Homeless Center
- c. Street: 725 Cacique Street Apt. # _____
- d. City: Santa Barbara State: CA Zip: 93103
- e. Work Phone: (805) 884 - 0173 Ext. _____
- f. Fax: (805) 884 - 0140
- g. E-mail: mikefoley@casa-esperanza.org

7. Organization's Federal Identification Number (Tax ID #) 77-0502754

8. Agency Organizational DUNS number: 182084462
(If you do not have a DUNS number, go to <http://www.dnb.org> to register)

9. Do you have active registration status with the Central Contractor Registry (CCR)? yes no
(If you are not registered with CCR, go to <https://www.bpn.gov/ccr/default.aspx> to register. You must obtain a DUNS number prior to registering with CCR. Documentation verifying active registration status is required.)

Federal Grant Experience within past 5 years:
(County & City CDBG/ESG grants are examples of Federal Grants)

Federal Grant Program	Project Name	Purpose of Grant	Date Obtained	Funding Amount
SBC CDBG	BOCH	General support	7/1/07	25,000
City SB CDBG	BOCH	General support	7/1/08	19,000
SBC CDBG	BOCH/Jail Planner	Discharge Planner	7/1/10	
City SB CDBG	BOCH/Jail Planner	Discharge Planner	7/1/10	15,000
Lomp CDBG	BOCH/Jail Planner	Discharge Planner	7/1/10	3,000

Fiscal Year and Audit Reports

- 1. What is your agency's fiscal year? July 1 to June 30
- 2. Date of your organization's most recently completed financial audit: 6/30/09 (Month/Year)
(Please include a copy of the most recent financial audit with your completed application)
- 3. What fiscal year did this most recent audit include? FY 08-09 (Month/Year - Month/Year)

4. Has your agency expended more than \$500,000 in federal funds in its last operating year? yes no
(Including those passed through other agencies, ie: State of California, City of Lompoc, etc.)

5. Was there an audit conducted in compliance with the Single Audit Act (OMB A-133)? yes no

6. Are there any outstanding financial audit findings which remain unresolved? yes no

If yes, please explain. _____

7. Are there any outstanding single audit findings which remain unresolved? yes no

If yes, please explain: _____

Financial Information

1. If your organization is a non-profit organization, does your organization comply with the following:

a) OMB Circular A-110, as implemented at 24 CFR Part 84 "Uniform Administrative Requirements for Grants and Agreements with Non-Profit Organizations" yes no

b) OMB Circular A-122 "Cost Principles for Non-Profit Organizations" yes no

c) OMB Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations" yes no

d) OMB Circular A-87 "Cost Principles for State, Local and Indian Tribal Governments" yes no

e) Does your organization have the financial capacity to administer your program under a cost reimbursement system where invoices are only processed once each month? yes no

f) Does your organization have any outstanding litigation or other legal issues? yes no
If yes, please attach written explanation as a separate sheet.

2. Personnel/Staff Capacity: Briefly describe the agency's existing staff positions and qualifications (including whether staff is full-time, part-time, volunteer, etc.), its capacity to carry out this activity, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure. (150 words or less)

Casa Esperanza, as the fiscal agent for BOCH, is fully qualified to serve in this role and possesses the capacity to carry out the administrative and programmatic oversight required. The agency employs a total of 40 FTE employees and # volunteers. Program staffing is comprised of Managers, Case Workers, Shelter Supervisors and Specialists, and Homeless Outreach Workers. Administrative staffing is made up of an Executive Director and support staff. Fiscal responsibilities are outsourced to a local accounting firm, Perri and Alvarado. BOCH adheres to federal, state and county regulations, laws and policies regarding affirmative action through the use of Casa Esperanza's personnel policy manual which contains an affirmative action plan and grievance procedure.

3. Financial Capacity: Describe the agency's current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. (150 words or less)

Casa Esperanza has a current year balanced revenue and operating budget of \$2,495,413. Revenues are broken out as follows: 32% are from local city and county governmental sources, 31% are from local foundations and trusts, 25% are provided by local donors, and 12% are from a variety of federal and other sources. Expenses are assigned as follows: 63% are for personnel related costs, 19% are for personal client care support, and 18% are for client related expenses such as the shelter, utilities and related program and administrative operating expenses. Financial reporting is carried out through the local accounting firm of Perri and Alvarado ensuring compliance with all federal, state and local fiscal standards and audit requirements.

Section C – Program Description Narratives

1. Please describe the unmet community need this project proposes to meet. (200 words or less)

BOCH continues to base its activities on the homeless study conducted within the county in 2006 which reflected a daily average homeless inmate population of 170 in the SBC. The shortage of available funding to update this four year old study undoubtedly understates the scope of this problem given the widely chronicled impact of the economic downturn within the region and county over the last three years. The cost of the daily homeless inmate census (in 2006 costs) to the County was estimated at over \$4,500,000 a year, with 60% of the homeless inmate count self-reporting "residency" in South County, 25% from SM Valley, and 15% from the Lompoc community.

The lack of service continuity for homeless inmates results in the release of homeless persons, especially the mentally ill, to the streets and only perpetuates a waste of resources and loss of human life.

2. Describe the proposed project: How will your agency use these grant funds to address the unmet community needs described above? **Please be sure to include what the requested grant funds will be used for specifically.** (200 words or less)

The discharge planner creates a continuity of contact between homeless persons and those community resources such as homeless outreach teams and case managers that they have come to trust, thus improving outcomes related to housing, compliance with medical and behavioral health treatment, and self-sufficiency. It is envisioned that the discharge planner will encourage the homeless inmate to take advantage of an existing service network of homeless crisis and outreach workers, medical personnel and volunteers, and shelter/housing resources. The ideal discharge of a homeless inmate would entail a smooth handoff to existing support personnel who will then encourage acceptance of referrals to local housing, emergency, transitional or permanent, that has partnered with community support services.

The requested funds will be applied proportionally to the salary/benefits and direct operating costs, such as mileage, training, supplies and phone of the Homeless Inmate Discharge Planning program.

3. Describe the methodology used to identify the unmet need for the proposed service(s) described in Question 1 above. List the resources used. (150 words or less)

As mentioned in Section C, Question 1, the primary source of need was the study conducted in 2006 of homelessness in the county. In addition, data provided by the SBPD indicated that 100 homeless individuals accounted for 36% of all arrests within the city between 2008-2009. In response to this information, several planning meetings were held that attempted to devise workable approaches to crime and homelessness. One proposal, developed in consultation with the SO's Jail Command, local law enforcement, homeless service providers and street outreach teams, advanced a jail discharge planner model that would preserve and build upon the trusting relationships between homeless persons and their community service providers. The preferred staffing model was for a 1.0 FTE staff resource stationed within the jail and available to attend the network of community outreach meetings.

4. What **outcome measures** will your agency utilize during the one-year grant period to determine how well the program proposed in this application is serving the community? (150 words or less)
(Please note, if awarded funds, agency will be required to report on outcome measures quarterly)

BOCH proposes the following outcomes for the Homeless Inmate Jail Discharge Planning Program:

- 1) Contact 375 homeless inmates in the county jail and provide discharge planning services
- 2) Facilitate placement of 150 homeless persons in living accommodations appropriate to their needs
- 3) Reduce rates of re-arrest for 135 housed homeless persons

5. Describe your agency's short to mid-term financial forecast: What factors are causing your agency's budget to increase, decrease, or remain level in the next three years? (150 words or less)

Similar to many other local organizations, Casa Esperanza/BOCH has retrenched during the the economic downturn. In an effort to preserve the valuable homeless inmate discharge planner program, BOCH has submitted multiple grants to local funding sources which are pending. However, there have been some opportunities to pursue, such as the approval of funding for the Discharge Planner program by the County Department of Alcohol, Drug and Mental Health Services. This will enable BOCH to increase the service hours for the discharge planner from 25 hours per week to 40. Despite this new award, the agency projects a slight reduction in funding for other BOCH operations due to the terming out of a grant awarded by a local foundation.

6. Describe the unit of service, other than persons, to be provided by the proposed program. (i.e. meals served, shelter bed nights, rental assistance, utility payment, etc.) (150 words or less)

BOCH proposes two units of service for the Homeless Inmate Discharge Planning program:

- 1) Completion of an intake form and a case history for each homeless inmate identified. This ensures that to the extent that a newly jailed homeless person discloses their homeless status to jail staff, all homeless persons are identified, engaged and briefly interviewed, and
- 2) A secondary unit of service is the completion of a discharge summary and referral to a local housing and/or supportive service. This refers to the motivational interviewing process that results in the homeless inmate agreeing to have the discharge planner communicate with the homeless person's community support resources and arrange for an appropriate referral to community shelter, housing and/or support services.

7. Is there a fee charged or donation suggested for your services? yes no
If yes, attach a copy of the fee schedule, and describe pricing methodology in the space below. (150 words or less)

8. If this request is not fully funded, can your proposed program operate with a reduced CDBG award? yes no
Please explain what services can be offered with lower funding. (150 words or less)

Reduced funding would translate to reduced hours, which in turn translates to a reduced number of homeless inmates served. The units of service described in Question #6 on the previous page would still be delivered but at a reduced number of units.

Section D – Beneficiary Information

Verification of Eligibility: Please identify the beneficiaries of this proposed project.

9. **Low/Moderate Income Area Benefit.** yes no
Program service area has been identified and determined to be statistically low-income based on the 2000 Census. (If you use this method, provide all Census Tracts and Block Groups served by your program and a calculation of the low-income percentage. Also attach a map.)

10. **Low/Moderate Income Limited Clientele and Low/Moderate Income Housing**

Self Certification: yes no
Clients independently “self-certify” on a membership form, intake form, etc. (If you use this method, please attach blank intake form.)

Client Document Review:

yes no

Clients provide tax documents, pay stubs, etc., to verify income. Documents are reviewed by staff. (If you use this method, please attach blank worksheet.)

Presumed beneficiaries:

yes no

Clients served are primarily and specifically from one of the following groups: abused children, battered spouses, elderly persons (62 years of age or older), illiterate persons, migrant farm workers, handicapped individuals, homeless persons, persons with AIDS. (If you use this method, please indicate which group.) Homeless

Other:

yes no

If yes, please explain: _____

Ethnicity and Race

1. Does your organization request information on whether your clients are of Hispanic ethnicity? yes no

2. Does your organization ask all clients (including Hispanic clients) whether they are one or more of the following races? yes no

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- American Indian or Alaska Native and White
- Asian and White
- Black or African American and White
- American Indian or Alaska Native and Black or African American
- Balance/Other (The balance category will be used to report individuals that are not included in any of the single race categories or in any of the multiple race categories listed above.)

3. If your organization does not currently obtain ethnicity and race information on the clients to be served by the proposed project, please explain how this information will be obtained to meet this requirement: _____

Additional Beneficiary Information

1. Number of persons during one grant year able to access a **new** public service program that did not previously exist and will be available if this application is funded: 375

2. Number of persons during one grant year with access to an **improved or expanded** Public service program if this application is funded: N/A
3. Number of **new** bed nights during one grant year to be funded in an overnight shelter or other emergency housing facility if this application is funded, if applicable: N/A
4. Number of **increased** bed nights during one grant year in overnight shelter or other emergency housing to be funded if this application is funded, if applicable: N/A
5. **Total persons benefiting from this project:** 375

Section E – Program and Agency Financial Information

I. Funding Sources for Proposed Program Only

<i>Sources of revenue to be utilized for this Public Services program</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
County CDBG funds:	15003	15632	34250
CDBG funds requested <u>for this program</u> from other jurisdictions			
Other local cities' funds:	15000	18500	20500
County Public Services Program funds:			
Other Federal funds:			
State funds:			
Private trusts and foundation funds:	5000	3155	3200
Donations:			
Special fundraising events:			
Client fees:			
Other funds (explain): <u>Santa Barbara Co. ADMHS funds</u>		30000	22250
Total Project Budget:	35003	67287	80200

II. Funding Uses for Proposed Program Only

<i>Uses of revenue to be utilized for this Public Services program</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
Salaries, Benefit, Payroll Taxes	26644	53287	66200
Consultants and Contracts			
Facility, Utilities, Maintenance			
Telephone, Fax		1000	1000
Supplies	500	1000	1000
Postage & Shipping			
Marketing (Printing, Advertising)			
Travel, Mileage, Training	1000	2000	2000
Equipment Rental/Maintenance			
Insurance			
Other uses (explain): <u>Transportation for inmates leaving jail</u>	5000	10000	10000
Total Project Budget:	33144	67287	80200

III. Funding Sources for Applicant's Entire Agency

<i>Sources of revenue to be utilized for Applicant Agency</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
County CDBG funds:	479581	470756	475000
CDBG funds requested <u>for this program</u> from other jurisdictions			
Other local cities' funds:	327851	340175	360000
County Public Services Program funds:			
Other Federal funds:	156660	156660	156660
State funds:			
Private trusts and foundation funds:	1022023	755000	800000
Donations:	668144	620822	567340
Special fundraising events:	29946	80000	80000
Client fees:	41192	47000	35000
Other funds (explain): <u>Various, United Way</u>	13135	25000	30000
Total Agency Budget:	2738532	2495413	2504000

IV. Funding Uses of Applicant's Entire Agency

<i>Uses of revenue to be utilized for Applicant Agency</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
Salaries, Benefit, Payroll Taxes	1881333	1558622	1599000
Consultants and Contracts	156925	100464	10000
Facility, Utilities, Maintenance	144501	167000	170000
Telephone, Fax	41000	28300	28000
Supplies	78033	59120	60000
Postage & Shipping	11163	7000	10000
Marketing (Printing, Advertising)	67999	23800	29000
Travel, Mileage, Training	29067	27807	30000
Equipment Rental/Maintenance			
Insurance	30055	47650	50000
Other uses (explain): _____ _____	837924	475650	518000
Total Agency Budget:	3278000	2495413	2504000

Attachment A-2

**Peoples' Self-Help Housing Corporation
Housing the Homeless**



**COUNTY OF SANTA BARBARA
HOUSING AND COMMUNITY DEVELOPMENT
CDBG PUBLIC SERVICES PROGRAM APPLICATION**

-- Project Proposal for Program Year 2011-12 --

01-21-11 P04:59 RCVD

ASR
logged in

Section A – General Program Information Summary

1. Program Title: Housing the Homeless
2. Brief Summary of the Program: Prevent homelessness and place homeless in housing with case management
3. Service Area of Proposed Program (i.e., specific city, countywide, etc.) Carpinteria
4. Total Requested Program Funding: \$ 15,000
5. Funding source (check only one box):

<input checked="" type="checkbox"/> Santa Barbara County	<input checked="" type="checkbox"/> Carpinteria
<input type="checkbox"/> Buellton	<input type="checkbox"/> Solvang

Section B – General Applicant Information

1. Legal Name of Applicant Organization: Peoples' Self-Help Housing
2. Are you a 501C3? (All Agencies must complete a Board of Directors Affidavit on page 13) yes no
3. Address of Organization:
 - a. Street: 26 E. Victoria Street Apt. # _____
 - b. City: Santa Barbara State: CA Zip: 93101
4. Mailing Address (if different from above):
 - a. Street: _____ Apt. # _____
 - b. City: _____ State: _____ Zip: _____
5. Person to Contact Regarding this Application:
 - a. Name: Jeanette Duncan
 - b. Relationship to Agency: Executive Director
 - c. Street: same as above Apt. # _____
 - d. City: _____ State: _____ Zip: _____
 - e. Work Phone: (805) 962 - 5152 Ext. 227
 - f. Fax: (805) 962 - 8152
 - g. E-mail: jeanetted@pshhc.org and rocheller@pshhc.org

6. Name and contact information of Fiscal Agent:

- a. Name: Peoples' Self-Help Housing
- b. Agency / Organization: _____
- c. Street: _____ Apt. # _____
- d. City: _____ State: _____ Zip: _____
- e. Work Phone: () - _____ Ext. _____
- f. Fax: () - _____
- g. E-mail: _____

7. Organization's Federal Identification Number (Tax ID #) 95-2750154

8. Agency Organizational DUNS number: 096414412
 (If you do not have a DUNS number, go to <http://www.dnb.com/webform> to register)

9. Do you have active registration status with the Central Contractor Registry (CCR)? yes no
 (If you are not registered with CCR, go to <https://www.bpn.gov/ccr/default.aspx> to register. You must obtain a DUNS number prior to registering with CCR. Documentation verifying active registration status is required.)

Federal Grant Experience within past 5 years:
 (County & City CDBG/ESG grants are examples of Federal Grants)

Federal Grant Program	Project Name	Purpose of Grant	Date Obtained	Funding Amount
21st Century	Youth education	Improve academic achievement	July 2009	\$126,000
CDBG	Human services	Youth education, social services	July 2009	\$37,835
HUD	Service Coordination	Support for elderly, disabled	April 2009	\$106,000
Dept. of Labor	Farmworker Job program	Farm worker housing dev.	July 2009	\$75,000
Dept. of Agri.	Self-Help Housing	Technical assistance, housing	July 2009	\$424,101

Fiscal Year and Audit Reports

- 1. What is your agency's fiscal year? July 1
- 2. Date of your organization's most recently completed financial audit: 6/30/2010 (Month/Year)
 (Please include a copy of the most recent financial audit with your completed application)
- 3. What fiscal year did this most recent audit include? 7/1/2009-6/30/2010 (Month/Year - Month/Year)

4. Has your agency expended more than \$500,000 in federal funds in its last operating year? yes no
(Including those passed through other agencies, ie: State of California, City of Lompoc, etc.)

5. Was there an audit conducted in compliance with the Single Audit Act (OMB A-133)? yes no

6. Are there any outstanding financial audit findings which remain unresolved? yes no
If yes, please explain. _____

7. Are there any outstanding single audit findings which remain unresolved? yes no
If yes, please explain: _____

Financial Information

1. If your organization is a non-profit organization, does your organization comply with the following:

a) OMB Circular A-110, as implemented at 24 CFR Part 84 "Uniform Administrative Requirements for Grants and Agreements with Non-Profit Organizations" yes no

b) OMB Circular A-122 "Cost Principles for Non-Profit Organizations" yes no

c) OMB Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations" yes no

d) OMB Circular A-87 "Cost Principles for State, Local and Indian Tribal Governments" yes no

e) Does your organization have the financial capacity to administer your program under a cost reimbursement system where invoices are only processed once each month? yes no

f) Does your organization have any outstanding litigation or other legal issues? yes no
If yes, please attach written explanation as a separate sheet.

2. Personnel/Staff Capacity: Briefly describe the agency's existing staff positions and qualifications (including whether staff is full-time, part-time, volunteer, etc.), its capacity to carry out this activity, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure. (150 words or less)

The Supportive Housing Program is directed by Rick Gulino, licensed clinical social worker. Rick holds a B.S. degree in Social/Psychology from the University of Massachusetts and Masters of Social Work from California State University, Long Beach. He has managed a System of Care / FSP program in the City of Compton. Serving Peoples' Carpinteria clients is case worker Esme Nunez, a bilingual/bicultural MFT. She holds a Master's in Clinical Psychology from Antioch University, Santa Barbara. She has considerable experience working with families and youth dealing with domestic violence, gang involvement and substance abuse. Rick and Esme join 4 other case workers at PSHH who work over 32 hours per week at our affordable housing projects in the tri-counties. Peoples' has a personnel manual with an affirmative action policy and grievance procedure.

3. Financial Capacity: Describe the agency's current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. (150 words or less)

Peoples' Self-Help Housing operating budget for 7/1/11 to 6/30/12 is \$7,321,864. The largest expense is \$3,001,482 for personnel costs which enable us to provide programs and fulfill our mission. PSH has commitments for ongoing funds from the federal government (HUD, DOL, USDA), local governments, and private foundations.

Our fiscal department is directed by CFO Maura Shannon who is a CPA with over 30 years experience. She has worked for PSHH for 9 years. Maura directs a staff of 6 accountants. Fiscal procedures are guided by our Accounting Policies Manual, and are audited under OMB-133 annually. Our audits receive unqualified reports every year. Our records are designed to properly account for expenditures for each grant, and to meet all regulatory requirements. Due to our accounting knowledge and systems, we have been able to provide accounting training to other nonprofits.

Section C – Program Description Narratives

1. Please describe the unmet community need this project proposes to meet. (200 words or less)

Homelessness in Santa Barbara County is a complex and persistent problem. Shelters in Santa Barbara County are at capacity and the operators and the homeless census report an increasing number of homeless families and individuals living in cars or outside in the elements. It is estimated that there are 6,000 or more homeless living on the streets in Santa Barbara county. The cost of dealing with the homeless strains the resources of private and government social services, including County Mental Health, Probation, Child Protective Services, Drug and Alcohol, as well as hospitals, schools, police, the courts, jails, and medical facilities.

A key component of Peoples' mission to address this unmet community need for housing for the homeless and to prevent homelessness is to identify permanent affordable housing in our Carpinteria properties, provide supportive case management services to insure those newly housed remain housed, and prevent homelessness in those at risk. This method has been proven to be the most effective way to minimize transition problems of the homeless and to create permanent self-sufficiency for this fragile population.

The need for housing the homeless with supportive services was recently documented in a "Homeless Cost Avoidance Study" submitted by the So. Calif. Assn. of Nonprofit Housing that showed that the public cost for every type of homeless person decreases dramatically when they are housed--decreasing 79% when housed, from a monthly average of \$2,897 to \$605. "The key finding of this study is that providing housing and supportive services reduces public costs and improves the quality of life for homeless persons."

2. Describe the proposed project: How will your agency use these grant funds to address the unmet community needs described above? **Please be sure to include what the requested grant funds will be used for specifically.** (200 words or less)

Peoples' provides supportive services to insure that homeless individuals stay housed and are successful in their transition from homelessness to stable, independent lives. The requested funding will help to support a bilingual case worker to provide these much needed services.

PSHH owns and manages 14 low-income rental complexes throughout Santa Barbara County, including Camper Park, Dahlia Court Apartments (54 multi family units), and the 28-unit Chapel Court complex in Carpinteria. Peoples' is uniquely positioned to offer permanently affordable housing in its apartments to the formerly homeless and to provide effective transition with a case management plan by its professional social worker team.

In working with the homeless or at-risk households, we have found that there are several obstacles in engaging them in services. Access to social services is limited by low income and seasonal employment, lack of transportation, budget cuts in social services, frequent reassignment of clients, minimal culturally-sensitive services, and physical and mental disabilities. We have found that the key to success in keeping at risk populations housed is our service delivery model: on-site and provided by a consistent staff person who is clinically trained and familiar with community resources. The 24/7 availability of our counselors also insures that residents get immediate help if they are in crisis.

For example, at the Carpinteria Camper Park residents are technically considered homeless because they are living in tiny, substandard campers not meant for permanent housing. We estimate that it will take 18 months before we can develop and build replacement, permanent affordable housing for these residents. Case management is needed to help transition them into affordable housing as it becomes available.

3. Describe the methodology used to identify the unmet need for the proposed service(s) described in Question 1 above. List the resources used. (150 words or less)

The methodology used to identify the unmet need for supportive housing and affordable housing includes our involvement in the "The Ten Year Plan to End Chronic Homelessness in Santa Barbara County". PSHH staff also participates in the annual homeless count. The unmet need is also documented by direct requests for affordable housing at our property sites and offices; we currently maintain waiting lists totalling 1,500 people throughout our organization. Simply stated, there is not enough affordable housing in Carpinteria or other South Coast communities. The current recession, foreclosure of rental housing, high rents, increased unemployment and under-employment have sent even more individuals and families seeking housing that they can afford. Other social agencies report that designated parking lots are filled to capacity with those living in their cars.

Peoples's also works closely with emergency and temporary shelters throughout our communities. For example, Transition House, Domestic Violence Solutions, and Casa Esperanza constantly call us to try to place their clients in our housing.

4. What **outcome measures** will your agency utilize during the one-year grant period to determine how well the program proposed in this application is serving the community? (150 words or less)
(Please note, if awarded funds, agency will be required to report on outcome measures quarterly)

The outcome measures that we will measure are homeless prevention and placement of homeless in permanent affordable housing.

With this level of CDBG grant funding, we define success as:

1. Placing 15 homeless people in permanent affordable housing
2. Preventing 70 at risk people from falling into homelessness

Peoples' success is measured in stable households living in safe, clean housing that they can afford. Our supportive housing programs develop life skills that help residents succeed in life. Household financial resources are available for education, nutritious food, and proper healthcare when not all expended on housing costs. We recognize that a decent and affordable place to call home is the basis for a healthy family and stable communities. We believe that success is to provide opportunities for educational and economic advancement for our resident adults and children.

5. Describe your agency's short to mid-term financial forecast: What factors are causing your agency's budget to increase, decrease, or remain level in the next three years? (150 words or less)

Due to the economic downturn, we implemented cost cutting strategies for FYE 6/30/09. As a result of reduced costs and slight improvement in the effects of the recession, we experienced a positive FYE 6/30/2010. Foundations who had to eliminate or reduce grants due to lack of return on their investments have once again started some funding.

6. Describe the unit of service, other than persons, to be provided by the proposed program. (i.e. meals served, shelter bed nights, rental assistance, utility payment, etc.) (150 words or less)

A unit of service is one hour of case management by a Peoples' social worker working with a homeless person transitioning to housing or working to prevent a household from becoming homeless. Case management could include counseling, budgeting, working with insurance providers, substance abuse counseling, job search, working with mental health, dental, and medical providers to insure proper medications and care, youth counseling, schools liaison, allocating emergency funds for food/household supplies/furnishings, and more.

7. Is there a fee charged or donation suggested for your services? yes no
If yes, attach a copy of the fee schedule, and describe pricing methodology in the space below. (150 words or less)

8. If this request is not fully funded, can your proposed program operate with a reduced CDBG award? yes no
Please explain what services can be offered with lower funding. (150 words or less)

Adequate funding means Peoples' can provide the needed supportive case management and social services to successfully transition homeless families to permanent affordable housing. Less funding means fewer homeless households served and more people staying homeless or falling into homelessness. Without funding, families will be at risk of becoming homeless. These families are extremely vulnerable and could easily become homeless without supportive services. Events that could cause a family to become homeless include: stoppage of work due to the harsh weather this winter, poor economy, high rate of unemployment, and family emergencies such as a family member or the breadwinner becoming ill.

Section D – Beneficiary Information

Verification of Eligibility: Please identify the beneficiaries of this proposed project.

9. **Low/Moderate Income Area Benefit.** yes no
Program service area has been identified and determined to be statistically low-income based on the 2000 Census. (If you use this method, provide all Census Tracts and Block Groups served by your program and a calculation of the low-income percentage. Also attach a map.)

10. **Low/Moderate Income Limited Clientele and Low/Moderate Income Housing**

Self Certification: yes no
Clients independently “self-certify” on a membership form, intake form, etc. (If you use this method, please attach blank intake form.)

Client Document Review:

yes no

Clients provide tax documents, pay stubs, etc., to verify income. Documents are reviewed by staff. (If you use this method, please attach blank worksheet.)

Presumed beneficiaries:

yes no

Clients served are primarily and specifically from one of the following groups: abused children, battered spouses, elderly persons (62 years of age or older), illiterate persons, migrant farm workers, handicapped individuals, homeless persons, persons with AIDS. (If you use this method, please indicate which group.) _____

Other:

yes no

If yes, please explain: Low income and extremely low income households and the homeless.

Ethnicity and Race

1. Does your organization request information on whether your clients are of Hispanic ethnicity? yes no

2. Does your organization ask all clients (including Hispanic clients) whether they are one or more of the following races? yes no

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- American Indian or Alaska Native and White
- Asian and White
- Black or African American and White
- American Indian or Alaska Native and Black or African American
- Balance/Other (The balance category will be used to report individuals that are not included in any of the single race categories or in any of the multiple race categories listed above.)

3. If your organization does not currently obtain ethnicity and race information on the clients to be served by the proposed project, please explain how this information will be obtained to meet this requirement: _____

Additional Beneficiary Information

1. Number of persons during one grant year able to access a **new** public service program that did not previously exist and will be available if this application is funded: 0

2. Number of persons during one grant year with access to an **improved or expanded** Public service program if this application is funded: 85
3. Number of **new** bed nights during one grant year to be funded in an overnight shelter or other emergency housing facility if this application is funded, if applicable: 0
4. Number of **increased** bed nights during one grant year in overnight shelter or other emergency housing to be funded if this application is funded, if applicable: 0
5. **Total persons benefiting from this project:** 85

Section E – Program and Agency Financial Information

I. Funding Sources for Proposed Program Only

<i>Sources of revenue to be utilized for this Public Services program</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
County CDBG funds:	2,071	8,000	15,000
CDBG funds requested <u>for this program</u> from other jurisdictions	11,500	20,000	31,000
Other local cities' funds:		15,000	29,490
County Public Services Program funds:			
Other Federal funds:	110,785	165,126	110,303
State funds:			
Private trusts and foundation funds:	100,000	18,153	33,371
Donations:	5,000	12,000	5,000
Special fundraising events:			
Client fees:			
Other funds (explain): <u>income from properties and PSHH</u>	236,425	278,428	292,928
Total Project Budget:	465,781	516,707	517,092

II. Funding Uses for Proposed Program Only

<i>Uses of revenue to be utilized for this Public Services program</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
Salaries, Benefit, Payroll Taxes	337,435	392,638	390,317
Consultants and Contracts	15,896		2,125
Facility, Utilities, Maintenance	4,660	6,994	5,894
Telephone, Fax	3,600	5,710	5,550
Supplies	5,391	4,231	4,320
Postage & Shipping	410	674	600
Marketing (Printing, Advertising)	1,381	792	1,150
Travel, Mileage, Training	17,961	16,687	17,251
Equipment Rental/Maintenance	1,047	1,644	1,458
Insurance	8,132	9,830	10,685
Other uses (explain): <u>Indirect 15% of budget</u>			
	69,868	77,507	77,742
Total Project Budget:	465,781	516,707	517,092

III. Funding Sources for Applicant's Entire Agency

<i>Sources of revenue to be utilized for Applicant Agency</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
County CDBG funds:	7,071	30,000	30,000
CDBG funds requested <u>for this program</u> from other jurisdictions	11,500	20,000	20,000
Other local cities' funds:	15,044	15,334	41,334
County Public Services Program funds:		21,000	21,000
Other Federal funds:	563,980	748,783	748,783
State funds:	50,172	77,548	77,548
Private trusts and foundation funds:	289,548	133,871	133,871
Donations:	30,285	224,636	224,636
Special fundraising events:	7,215	20,000	20,000
Client fees:	1,261,311	1,767,465	1,767,465
Other funds (explain): <u>rental income, interest, dividends, gain on sale of land (restricted)</u>			
	4,661,377	6,018,684	4,237,227
Total Agency Budget:	6,879,503	9,077,321	7,321,864

IV Funding Uses of Applicants' Entire Agency

<i>Uses of Revenue to be utilized for Applicant Agency</i>	2009-2010 (previous FY)	2010-2011 (current FY)	2011-2012 (proposed FY)
Salaries, Benefits, Payroll Taxes	2,707,874	2,707,874	3,001,482
Consultants and Contracts	153,955	153,955	80,911
Facility, Utilities, Maintenance	34,790	34,790	54,347
Telephone, Fax	37,771	37,771	35,984
Supplies	128,195	128,195	85,088
Postage & Shipping	12,116	12,116	9,987
Marketing (Printing, Advertising)	16,817	16,817	16,199
Travel, Mileage, Training	46,261	46,261	51,768
Equipment Rental/Maintenance	27,216	27,216	2,107
Insurance	100,802	100,802	83,026
Other uses (explain): rental income, interest, depreciation, gain on sale of land (restricted)	3,833,070	3,833,070	4,142,430
Total Agency Budget:	7,098,867	7,098,867	7,563,329

Attachment A-3

**Peoples' Self-Help Housing
Youth Education Enhancement Program**

6. Name and contact information of Fiscal Agent:

- a. Name: Peoples' Self-Help Housing
- b. Agency / Organization: _____
- c. Street: _____ Apt. # _____
- d. City: _____ State: _____ Zip: _____
- e. Work Phone: () - Ext. _____
- f. Fax: () -
- g. E-mail: _____

7. Organization's Federal Identification Number (Tax ID #) 95-2750154

8. Agency Organizational DUNS number: 096414412
 (If you do not have a DUNS number, go to <http://www.dnb.com/webform> to register)

9. Do you have active registration status with the Central Contractor Registry (CCR)? yes no
 (If you are not registered with CCR, go to <https://www.bpn.gov/ccr/default.aspx> to register. You must obtain a DUNS number prior to registering with CCR. Documentation verifying active registration status is required.)

Federal Grant Experience within past 5 years:
 (County & City CDBG/ESG grants are examples of Federal Grants)

Federal Grant Program	Project Name	Purpose of Grant	Date Obtained	Funding Amount
21st Century	After school education	Improve academic performance	July 2009	\$126,000
CDBG	Human services	Youth education/social services	July 2009	\$37,835
HUD	Service coordination	Support for elderly, disabled	April 2009	\$106,000
Dept. of Labor	Farmworker job program	Farm worker housing dev.	July 2009	\$75,000
Dept. of Agri.	Self-Help Housing	Technical assistance, housing	July 2009	\$424,101

Fiscal Year and Audit Reports

- 1. What is your agency's fiscal year? July 1
- 2. Date of your organization's most recently completed financial audit: 6/30/2010 (Month/Year)
 (Please include a copy of the most recent financial audit with your completed application)
- 3. What fiscal year did this most recent audit include? 7/1/2009-6/30/2010 (Month/Year - Month/Year)

- 4. Has your agency expended more than \$500,000 in federal funds in its last operating year? yes no
(Including those passed through other agencies, ie: State of California, City of Lompoc, etc.)
- 5. Was there an audit conducted in compliance with the Single Audit Act (OMB A-133)? yes no
- 6. Are there any outstanding financial audit findings which remain unresolved? yes no
If yes, please explain. _____
_____.
- 7. Are there any outstanding single audit findings which remain unresolved? yes no
If yes, please explain: _____
_____.

Financial Information

- 1. If your organization is a non-profit organization, does your organization comply with the following:
 - a) OMB Circular A-110, as implemented at 24 CFR Part 84 "Uniform Administrative Requirements for Grants and Agreements with Non-Profit Organizations" yes no
 - b) OMB Circular A-122 "Cost Principles for Non-Profit Organizations" yes no
 - c) OMB Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations" yes no
 - d) OMB Circular A-87 "Cost Principles for State, Local and Indian Tribal Governments" yes no
 - e) Does your organization have the financial capacity to administer your program under a cost reimbursement system where invoices are only processed once each month? yes no
 - f) Does your organization have any outstanding litigation or other legal issues? yes no
If yes, please attach written explanation as a separate sheet.
- 2. Personnel/Staff Capacity: Briefly describe the agency's existing staff positions and qualifications (including whether staff is full-time, part-time, volunteer, etc.), its capacity to carry out this activity, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure. (150 words or less)

Rochelle Rose CFRE is Peoples' Director of Development and Youth Education Manager. Rochelle holds a degree in sociology from UCSB. She worked for 15 years for United Boys & Girls Clubs of Santa Barbara which had after school programs for 5,000 youth members in 6 cities as well as licensed after school programs for over 400 students daily. The Carpinteria Youth Education Enhancement Program (YEEP) is currently facilitated by YEEP Educators Christine Fiori and Brienna Milam. Christine holds a B.S. degree in secondary education from Central Connecticut State University. She has over 6 years classroom teaching experience in Connecticut for grades K-8. Brienna has worked as a classroom aide at Cold Spring School in Montecito and will graduate from Westmont College this year with majors in Spanish and sociology. Peoples' has a personnel policy manual with an affirmative action plan and grievance procedure.

3. Financial Capacity: Describe the agency's current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. (150 words or less)

Peoples' Self-Help Housing operating budget for 7/1/11 to 6/30/12 is \$7,321,864. The largest expense is \$3,001,482 for personnel costs which enable us to provide programs and fulfill our mission. Our financial department is directed by CFO Maura Shannon who is a CPA with over 30 years experience. She has worked for PSHH for 9 years. Maura directs a staff of six accountants. Fiscal procedures are guided by our Accounting Policies Manual and are audited under OMB-133 annually. Our audits receive unqualified reports every year. Our records are designed to properly account for expenditures for each grant and to meet all regulatory requirements. Due to our accounting knowledge and systems, we have been able to provide accounting training to other non-profits.

Section C – Program Description Narratives

1. Please describe the unmet community need this project proposes to meet. (200 words or less)

The Youth Education Enhancement Program (YEEP) at Peoples' Self-Help Housing meets the community's unmet need of providing one-on-one and small group literacy and homework assistance to children of low-income monolingual Spanish speaking parents. With local school budget cuts, fewer teachers, and class sizes of 30 or more, children who have trouble in reading need additional, individual and intensive support or they will fall behind in school and are unlikely will catch up. Research has shown that if a child cannot read by the third grade, they are unlikely to graduate from high school.

Peoples' has provided a free after school education and homework assistance program in Carpinteria since 2006. YEEP operates 3:00 pm until 6:00 pm; kindergartners are served earlier when they are dismissed at noon or 1 p.m. Bi-lingual, educators and volunteers help students complete their school work everyday. Many parents work one or two jobs and cannot deliver or take their children to other programs in Carpinteria. Children come to the center afterschool and then walk home. Parents feel that they children are safe and near home. There are no transportation barriers or costs. YEEP has been able to stay open during the summer when there is the biggest 'learning loss'. Summer school has been cancelled at Carpinteria schools for the past 2 yrs.

2. Describe the proposed project: How will your agency use these grant funds to address the unmet community needs described above? **Please be sure to include what the requested grant funds will be used for specifically.** (200 words or less)

CDBG grants funds will be used for salary for youth educators.

Peoples' has provides a free after school education and homework assistance program at Dahlia Court Apartments education classroom for the benefit of youth from Dahlia Court, Camper Park, and Chapel Court affordable housing sites. All families living in these properties are low or extremely low income and/or farmworkers.

YEEP operates Monday through Friday 3:00 pm until 6:00 pm; kindergartners are served earlier when they are dismissed; educators also work during early release days.

Our YEEP educators meet with parents and teachers throughout the school year to assess each student, create individualized curriculum to address the child's academic needs, and to help motivate and train parents to become advocates for their child's academic success. The educator can attend teacher conferences with the parents and serves as a translator which often is not supplied by the schools. YEEP tracts report card grades and STAR test results. Our program creates an effective team that motivates the child to complete daily homework, improve grades, and stay at grade level. Children receive one-on-one instruction which may not be available in crowded classrooms. YEEP also offers unique enrichment activities in the arts, science, cultural arts, social studies, nutrition, and physical education.

3. Describe the methodology used to identify the unmet need for the proposed service(s) described in Question 1 above. List the resources used. (150 words or less)

Research published in October 2007 by the University of California, Irvine documented that students who regularly attend quality after school programs, not only demonstrate significant academic gains and work habits but also have significant reductions in misconduct and substance abuse, both precursors and characteristics of gang involvement. This nationwide study focused on economically disadvantaged minority youth, many who were children of immigrants, which is a similar population to that at our Carpinteria housing complexes.

The RAND Corporation al published a study of after school programs in 2004 and found that low-income families were unlikely to attend after school programs unless transportation was removed as a barrier. By offering the program where the children live, we are removing that barrier. There are no transportation barriers to youth getting to the program, and the parents can become involved and supportive of the program which takes place near their home. YEEP operates 15 hours per week 3-6 pm. on-site in the Learning Center, which has 6 computers with internet access (often required for homework but not available or owned by 80% of our residents and resident children).

4. What **outcome measures** will your agency utilize during the one-year grant period to determine how well the program proposed in this application is serving the community? (150 words or less)
(Please note, if awarded funds, agency will be required to report on outcome measures quarterly)

Outcomes measures:

- Provide YEEP programming to 60 K-12 low-income students at Dahlia Court, Chapel Court, and Camper Park Chapel Court, or Dahlia Court. We predict that 75% of the children enrolled will attend daily, as documented by daily sign in/sign out sheets.
- Increase grades in math and language arts by one level during the course of the school year, as indicated by student report cards supplied by the school district.
- Observe an increase in students STAR test results annually, as indicated in annual test results supplied by the school district.
- Motivate parent involvement in their child's academic life by facilitating regular communication and conferences between YEEP educators, parents and teachers as documented by student file notes.
- Host two workshops a year for students and their parents to teach them about opportunities for higher education and career development, gang prevention, etc. as documented by event sign in sheets.

5. Describe your agency's short to mid-term financial forecast: What factors are causing your agency's budget to increase, decrease, or remain level in the next three years? (150 words or less)

Due to the economic downturn, we implemented cost cutting strategies for FYE 6/30/09. As a result of reduced costs and slight improvement in the effects of the recession, we experienced a positive FYE 6/30/2010. Foundations who had to eliminate or reduce grants due to lack of interest return on their investments have once again started some funding.

6. Describe the unit of service, other than persons, to be provided by the proposed program. (i.e. meals served, shelter bed nights, rental assistance, utility payment, etc.) (150 words or less)

One unit of service is equal to one hour of after school youth education or participation in an educational workshop by a parent or child.

7. Is there a fee charged or donation suggested for your services? yes no
If yes, attach a copy of the fee schedule, and describe pricing methodology in the space below. (150 words or less)

8. If this request is not fully funded, can your proposed program operate with a reduced CDBG award? yes no
Please explain what services can be offered with lower funding. (150 words or less)

If our request is not fully funded, Peoples' would close the program during the summer or reduce hours and days that the program operated during the school year.

Section D – Beneficiary Information

Verification of Eligibility: Please identify the beneficiaries of this proposed project.

9. **Low/Moderate Income Area Benefit.** yes no
Program service area has been identified and determined to be statistically low-income based on the 2000 Census. (If you use this method, provide all Census Tracts and Block Groups served by your program and a calculation of the low-income percentage. Also attach a map.)
10. **Low/Moderate Income Limited Clientele and Low/Moderate Income Housing**
Self Certification: yes no
Clients independently “self-certify” on a membership form, intake form, etc. (If you use this method, please attach blank intake form.)

Client Document Review:

yes no

Clients provide tax documents, pay stubs, etc., to verify income. Documents are reviewed by staff. (If you use this method, please attach blank worksheet.)

Presumed beneficiaries:

yes no

Clients served are primarily and specifically from one of the following groups: abused children, battered spouses, elderly persons (62 years of age or older), illiterate persons, migrant farm workers, handicapped individuals, homeless persons, persons with AIDS. (If you use this method, please indicate which group.) _____

Other:

yes no

If yes, please explain: _____

Ethnicity and Race

1. Does your organization request information on whether your clients are of Hispanic ethnicity? yes no

2. Does your organization ask all clients (including Hispanic clients) whether they are one or more of the following races? yes no

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- American Indian or Alaska Native and White
- Asian and White
- Black or African American and White
- American Indian or Alaska Native and Black or African American
- Balance/Other (The balance category will be used to report individuals that are not included in any of the single race categories or in any of the multiple race categories listed above.)

3. If your organization does not currently obtain ethnicity and race information on the clients to be served by the proposed project, please explain how this information will be obtained to meet this requirement: _____

Additional Beneficiary Information

1. Number of persons during one grant year able to access a new public service program that did not previously exist and will be available if this application is funded: _____

2. Number of persons during one grant year with access to an **improved or expanded** Public service program if this application is funded: 60
3. Number of **new** bed nights during one grant year to be funded in an overnight shelter or other emergency housing facility if this application is funded, if applicable: _____
4. Number of **increased** bed nights during one grant year in overnight shelter or other emergency housing to be funded if this application is funded, if applicable: _____
5. Total persons benefiting from this project: 60

Section E – Program and Agency Financial Information

I. Funding Sources for Proposed Program Only

<i>Sources of revenue to be utilized for this Public Services program</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
County CDBG funds:	5,000	15,000	15,000
CDBG funds requested <u>for this program</u> from other jurisdictions			
Other local cities' funds:			
County Public Services Program funds:			
Other Federal funds:	6,300		
State funds:			
Private trusts and foundation funds:	21,250	15,000	15,000
Donations:	3,333	3,500	3,500
Special fundraising events:			
Client fees:			
Other funds (explain): <u>income from PSHH and properties</u>	22,740	24,000	24,000
Total Project Budget:	58,623	57,500	57,500

II. Funding Uses for Proposed Program Only

<i>Uses of revenue to be utilized for this Public Services program</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
Salaries, Benefit, Payroll Taxes	51,947	49,775	49,775
Consultants and Contracts	3,669		
Facility, Utilities, Maintenance	4,841	4,841	4,841
Telephone, Fax	1,550	1,550	1,550
Supplies	2,663	2,663	2,663
Postage & Shipping	4	10	10
Marketing (Printing, Advertising)	794	794	794
Travel, Mileage, Training	773	773	773
Equipment Rental/Maintenance			
Insurance	2,761	2,761	2,761
Other uses (explain): <u>indirect @ 15%</u>	12,176	11,146	11,146
Total Project Budget:	81,178	74,313	74,313

III. Funding Sources for Applicant's Entire Agency

<i>Sources of revenue to be utilized for Applicant Agency</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
County CDBG funds:	2,707,874	2,707,874	3,001,482
CDBG funds requested <u>for this program</u> from other jurisdictions	153,955	153,955	80,911
Other local cities' funds:	34,790	34,790	54,347
County Public Services Program funds:	37,771	37,771	35,984
Other Federal funds:	128,195	128,195	85,088
State funds:	12,116	12,116	9,987
Private trusts and foundation funds:	16,817	16,817	16,199
Donations:	46,261	46,261	51,768
Special fundraising events:	27,216	27,216	2,107
Client fees:	100,802	100,802	83,026
Other funds (explain): <u>rents, interest gain on sale (restricted)</u>	3,883,070	3,883,070	4,142,430
Total Agency Budget:	7,098,867	7,098,867	7,563,329

Attachment A-4

**United Boys and Girls Club of Santa Barbara County
Carpinteria Club**



COUNTY OF SANTA BARBARA
HOUSING AND COMMUNITY DEVELOPMENT
CDBG PUBLIC SERVICES PROGRAM APPLICATION

-- Project Proposal for Program Year 2011-12 --

01-21-11A09:21 RCVD
RAW

Section A – General Program Information Summary

1. Program Title: United Boys & Girls Clubs of Santa Barbara County, Carpinteria Club
2. Brief Summary of the Program: Licensed after school program for 5-12 yrs. providing homework tutoring, crafts, sports, outdoor exploration, and social dynamics guidance.
3. Service Area of Proposed Program (i.e., specific city, countywide, etc.) Carpinteria
4. Total Requested Program Funding: \$ 10,000.00
5. Funding source (check only one box):
 Santa Barbara County
 Buellton
 Carpinteria
 Solvang

Section B – General Applicant Information

1. Legal Name of Applicant Organization: United Boys & Girls Clubs of S.B. County, Carpinteria Club
2. Are you a 501C3? (All Agencies must complete a Board of Directors Affidavit on page 13) yes no
3. Address of Organization:
 - a. Street: 4849 Foothill Road Apt. # _____
 - b. City: Carpinteria State: CA Zip: 93013
4. Mailing Address (if different from above):
 - a. Street: P.O. Box 643 Apt. # _____
 - b. City: Carpinteria State: CA Zip: 93014
5. Person to Contact Regarding this Application:
 - a. Name: David Bleecker
 - b. Relationship to Agency: Children's Program Director
 - c. Street: 4849 Foothill Road Apt. # _____
 - d. City: Carpinteria State: CA Zip: 93013
 - e. Work Phone: (805) 684 - 4718 Ext. _____
 - f. Fax: (805) 684 - 7250
 - g. E-mail: carpafterschool@unitedbg.org

6. Name and contact information of Fiscal Agent:

- a. Name: United Boys & Girls Clubs of Santa Barbara County
- b. Agency / Organization: _____
- c. Street: 5638 Hollister Ave. Apt. # 220
- d. City: Goleta State: CA Zip: 93117
- e. Work Phone: (805) 681 - 1315 Ext. _____
- f. Fax: (805) 681 - 1345
- g. E-mail: jjennings@unitedbg.org (Judy Jennings)

7. Organization's Federal Identification Number (Tax ID #) 23-7087814

8. Agency Organizational DUNS number: 055114193
(If you do not have a DUNS number, go to <http://www.dnb.org> to register)

9. Do you have active registration status with the Central Contractor Registry (CCR)? yes no
(If you are not registered with CCR, go to <https://www.bpn.gov/ccr/default.aspx> to register. You must obtain a DUNS number prior to registering with CCR. Documentation verifying active registration status is required.)

Federal Grant Experience within past 5 years:
(County & City CDBG/ESG grants are examples of Federal Grants)

Federal Grant Program	Project Name	Purpose of Grant	Date Obtained	Funding Amount
Please	See	Attachment on next page		

Fiscal Year and Audit Reports

- 1. What is your agency's fiscal year? Calendar year Jan. - Dec.
- 2. Date of your organization's most recently completed financial audit: December 2009 (Month/Year)
(Please include a copy of the most recent financial audit with your completed application)
- 3. What fiscal year did this most recent audit include? 1/2009 - 12/2009 (Month/Year - Month/Year)

Federal Grant Experience within past 5 years:

Attachment to Page 2

Federal Grant Program	Project Name	Purpose of Grant	Date Obtained	Funding Amount
Boys and Girls Club of America federal Pass Through Grant	OJP	Recruitment	2006	\$170,000.00
	OJP	Recruitment	2007	\$80,000.00
	OJP	Mentoring/ Delinquency Case Management	2008	\$50,000.00
	OJP	Mentoring/ Delinquency Case Management	2009	\$70,000.00
	OJP	Job Creation/Program	2010	\$42,500.00
Community Challenge Grant	T.O.P.	Pregnancy Prevention	2006	\$43,000.00
	T.O.P.	Pregnancy Prevention	2007	\$43,000.00
	T.O.P.	Pregnancy Prevention	2008	\$43,000.00
	T.O.P.	Pregnancy Prevention	2009	\$43,000.00
	T.O.P.	Pregnancy Prevention	2010	\$43,000.00
ASES - Afterschool Education and Safety Program	ASES	Provide Afterschool Enrichment Activities @ (4) School Sites	2010	\$412,500.00
City of Lompoc CDBG	Childcare Scholarships	Operation funds to implement all programs	2006	\$4,100.00
	Drop-In Scholarships	Operation funds to implement all programs	2007	\$14,365.00
	Drop-In Scholarships	Operation funds to implement all programs	2008	\$16,200.00
	Drop-In Scholarships	Operation funds to implement all programs	2009	\$14,250.00
	Drop-In Scholarships	Operation funds to implement all programs	2010	\$13,280.00
Santa Barbara County Human Services Grant	S.M.A.R.T. Moves	Curriculum designed to teach youth five ways to resist alcohol, tobacco, and other risky behaviors	2006	\$10,000.00
	S.M.A.R.T. Moves	Curriculum designed to teach youth five ways to resist alcohol, tobacco, and other risky behaviors	2007	\$10,000.00
	S.M.A.R.T. Moves	Curriculum designed to teach youth five ways to resist alcohol, tobacco, and other risky behaviors	2008	\$10,000.00

Federal Grant Experience within past 5 years:

Attachment to Page 2

Federal Grant Program	Project Name	Purpose of Grant	Date Obt	Funding Amount
	S.M.A.R.T. Moves	Curriculum deigned to teach youth five ways to resist alcohol, tobacco, and other risky behaviors	2009	\$10,350.00
	S.M.A.R.T. Moves	Curriculum deigned to teach youth five ways to resist alcohol, tobacco, and other risky behaviors	2010	\$10,350.00
Santa Barbara County Public Health Grant	Tobacco Prevention	Service Learning activities that supported the County's Tobacco Initiative	2006	\$6,000.00
	Tobacco Prevention	Service Learning activities that supported the County's Tobacco Initiative	2010	\$3,500.00
City of Carpinteria CDBG			2006	\$12,000.00
	Drop-In	Funding supported various activities/ programs	2007	\$12,000.00
	Drop-In	Funding supported various activities/ programs	2008	\$12,000.00
	Drop-In	Funding supported various activities/ programs	2009	\$17,000.00
	Drop-In	Funding supported various activities/ programs	2010	\$17,000.00
City of Goleta CDBG	Teens	Teen Programs	2006	\$1,000.00
	Drop-In	Funding supported various activities/ programs	2007	\$3,000.00
	Drop-In	Funding supported various activities/ programs	2008	\$7,000.00
	Drop-In	Teen Programs	2009	\$3,500.00
	Drop-In	Teen Programs	2010	\$3,500.00

Federal Grant Experience within past 5 years:

Attachment to Page 2

Federal Grant Program	Project Name	Purpose of Grant	Date Obtained	Funding Amount
City of Santa Barbara CDBG	S.M.A.R.T. Moves	Curriculum designed to teach youth five ways to resist alcohol, tobacco, and other risky behaviors	2007	\$9,000.00
	S.M.A.R.T. Moves	Curriculum designed to teach youth five ways to resist alcohol, tobacco, and other risky behaviors	2008	\$9,000.00
	Teens	Teen Programs	2009	\$7,000.00
	Teens	Teen Programs	2010	\$14,000.00

4. Has your agency expended more than \$500,000 in federal funds in its last operating year?
(Including those passed through other agencies, ie: State of California, City of Lompoc, etc.) yes no
5. Was there an audit conducted in compliance with the Single Audit Act (OMB A-133)? yes no
6. Are there any outstanding financial audit findings which remain unresolved? yes no
If yes, please explain. _____
_____.
7. Are there any outstanding single audit findings which remain unresolved? yes no
If yes, please explain: _____
_____.

Financial Information

1. If your organization is a non-profit organization, does your organization comply with the following:
- a) OMB Circular A-110, as implemented at 24 CFR Part 84 "Uniform Administrative Requirements for Grants and Agreements with Non-Profit Organizations" yes no
 - b) OMB Circular A-122 "Cost Principles for Non-Profit Organizations" yes no
 - c) OMB Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations" yes no
 - d) OMB Circular A-87 "Cost Principles for State, Local and Indian Tribal Governments" yes no
 - e) Does your organization have the financial capacity to administer your program under a cost reimbursement system where invoices are only processed once each month? yes no
 - f) Does your organization have any outstanding litigation or other legal issues? yes no
If yes, please attach written explanation as a separate sheet.
2. Personnel/Staff Capacity: Briefly describe the agency's existing staff positions and qualifications (including whether staff is full-time, part-time, volunteer, etc.), its capacity to carry out this activity, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure. (150 words or less)

Mike Rattray is the CPO of The United Boys and Girls Clubs of Santa Barbara County. Judy Jennings is our CFO. The United Boys and Girls Clubs of Santa Barbara County include 4 clubs; Lompoc, Goleta, Santa Barbara West, and Carpinteria. The clubs are run by a Unit Director overseeing personnel to support various club programs, including a licensed childcare.

United Boys and Girls Club of Santa Barbara county is an equal opportunity employer, stated in our Employee's Handbook. We do not have an affirmation action, or grievance procedure.

3. Financial Capacity: Describe the agency's current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. (150 words or less)

Our current operating budget for 2011 is projected to break even. Our revenue is projected to be \$3,287,407 and our expenses to be \$3,287,202. We project an additional \$300K in revenue for 2011 budget over the 2010 budget for our 5 new ASES programs, and an additional \$90K in revenue from our national BGCA group from grant programs we are eligible for. We believe we have been conservative with including Foundation income in our budget for the year. We utilize QuickBooks as our accounting system, and PayChex for our payroll processing. Our monthly financial statements are presented to the Board of Directors at our monthly meetings for review and approval. Invoices are provided to our Club Directors for approval prior to payment, and we make every effort to pay within terms. We are required to have a full audit each fiscal year.

Section C – Program Description Narratives

1. Please describe the unmet community need this project proposes to meet. (200 words or less)

We are a quality, licensed after school learning center for children 5 - 12 years old. We are experiencing rising demand in the community for our service as well as rising demand for financial assistance; we are finding more families want the benefits of our program, but can not afford our rates. Our program emphasizes meeting the needs of our members and parents, especially those families that have a single head of house hold, or where both parents work. We place a special emphasis on raising the academic proficiency of our members, and closing the achievement gap for second language learners and those who are economically disadvantaged. Our programs compliment our school district's curriculum through tutoring homework, tracking member's progress of California's grade content standards, and designing projects around the district's subject pacing guides.

2. Describe the proposed project: How will your agency use these grant funds to address the unmet community needs described above? **Please be sure to include what the requested grant funds will be used for specifically.** (200 words or less)

The Children's Program at the Carpinteria Boys and Girls Club is a state licensed program for 5- 12 year olds offering lead teacher supervision of children in a 1:14 ratio (1:6 in, near, or by water). We offer healthy snacks, homework guidance, access to internet-based academic tools, arts and crafts projects, and various social and recreational activities, including field trips every Friday. We are open year round and offer full day winter, spring, and summer camps. The programs and activities we offer are designed to related to the children's academic work, as well as the Boys and Girls Club's 5 Core Programs: Character and Leadership Development, Education and Career Development, Health and Life Style, Arts, and Sports, Fitness and Recreation. Grant funds will be used to offset the Learning Care Center salaries to ensure the program's success.

3. Describe the methodology used to identify the unmet need for the proposed service(s) described in Question 1 above. List the resources used. (150 words or less)

The number of parent requests for scholarships, and community referrals to help pay for childcare are used to determine the need for our service. In addition, our program survey's each family's ethnicity, income compared to the Median Family Income for our city, and records if they are single head of households. This information is recorded in Quarterly Reports.

- 4. What **outcome measures** will your agency utilize during the one-year grant period to determine how well the program proposed in this application is serving the community? (150 words or less)
(Please note, if awarded funds, agency will be required to report on outcome measures quarterly)

Our measure for success includes reaching our daily maximum capacity of 50 children, having a balanced budget, and strengthening each child's grade content standard proficiency, adding value to the No Child Left Behind Act that the school district is following.

- 5. Describe your agency's short to mid-term financial forecast: What factors are causing your agency's budget to increase, decrease, or remain level in the next three years? (150 words or less)

We have projected a balanced budget for 2011. The budget has increased in 2011 to reflect the additional of 5 ASES after school programs (4 in Lompoc and 1 in Goleta). This will increase our income by approximately \$300K and will be offset by increased payroll expenses of approx. \$240K. The remainder of the budget is projected to remain level.

- 6. Describe the unit of service, other than persons, to be provided by the proposed program. (i.e. meals served, shelter bed nights, rental assistance, utility payment, etc.) (150 words or less)

A unit of service is equal to one student at one day of licensed care. We provide transportation from school to the club after school on regular and minimum days, and close at 6pm. Our program offers daily enrichment activities, snacks of fruits, vegetables, grains and nuts, and we provide daily art projects and physical recreation opportunities, including nature trips every Friday.

7. Is there a fee charged or donation suggested for your services? yes no
If yes, attach a copy of the fee schedule, and describe pricing methodology in the space below. (150 words or less)

Please see attached rate sheets.

8. If this request is not fully funded, can your proposed program operate with a reduced CDBG award? yes no
Please explain what services can be offered with lower funding. (150 words or less)

The program can continue, however, serving less participants.

Section D – Beneficiary Information

Verification of Eligibility: Please identify the beneficiaries of this proposed project.

9. **Low/Moderate Income Area Benefit.** yes no
Program service area has been identified and determined to be statistically low-income based on the 2000 Census.
(If you use this method, provide all Census Tracts and Block Groups served by your program and a calculation of the low-income percentage. Also attach a map.)

10. **Low/Moderate Income Limited Clientele and Low/Moderate Income Housing**

Self Certification:

yes no
Clients independently “self-certify” on a membership form, intake form, etc. (If you use this method, please attach blank intake form.)

Client Document Review:

yes no

Clients provide tax documents, pay stubs, etc., to verify income. Documents are reviewed by staff. (If you use this method, please attach blank worksheet.)

Presumed beneficiaries:

yes no

Clients served are primarily and specifically from one of the following groups: abused children, battered spouses, elderly persons (62 years of age or older), illiterate persons, migrant farm workers, handicapped individuals, homeless persons, persons with AIDS. (If you use this method, please indicate which group.) _____

Other:

yes no

If yes, please explain: _____

Ethnicity and Race

1. Does your organization request information on whether your clients are of Hispanic ethnicity? yes no

2. Does your organization ask all clients (including Hispanic clients) whether they are one or more of the following races? yes no

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- American Indian or Alaska Native and White
- Asian and White
- Black or African American and White
- American Indian or Alaska Native and Black or African American
- Balance/Other (The balance category will be used to report individuals that are not included in any of the single race categories or in any of the multiple race categories listed above.)

3. If your organization does not currently obtain ethnicity and race information on the clients to be served by the proposed project, please explain how this information will be obtained to meet this requirement: N/A

Additional Beneficiary Information

1. Number of persons during one grant year able to access a new public service program that did not previously exist and will be available if this application is funded: 0

2. Number of persons during one grant year with access to an **improved or expanded** Public service program if this application is funded: 50
3. Number of **new** bed nights during one grant year to be funded in an overnight shelter or other emergency housing facility if this application is funded, if applicable: N/A
4. Number of **increased** bed nights during one grant year in overnight shelter or other emergency housing to be funded if this application is funded, if applicable: N/A
5. **Total persons benefiting from this project:** 50

Section E – Program and Agency Financial Information

I. Funding Sources for Proposed Program Only

<i>Sources of revenue to be utilized for this Public Services program</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
County CDBG funds:	\$5,000.	0	\$10,000.
CDBG funds requested <u>for this program</u> from other jurisdictions	0	0	0
Other local cities' funds:	0	0	0
County Public Services Program funds:	0	0	0
Other Federal funds:	0	0	0
State funds:	2,029.36	10,093.41	\$4,000.
Private trusts and foundation funds:	\$9,220.	\$12,930.	\$20,000.
Donations:		\$500.	
Special fundraising events:	\$2,000.	\$2,000.	\$2,000.
Client fees:	\$60,493.17	59,205.11	\$50,000.
Other funds (explain): _____ _____			
Total Project Budget:	\$78,742.53	\$84,728.52	\$86,000.

II. Funding Uses for Proposed Program Only

<i>Uses of revenue to be utilized for this Public Services program</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
Salaries, Benefit, Payroll Taxes	\$52,502.25	\$79,657.44	\$80,000.
Consultants and Contracts	0	0	0
Facility, Utilities, Maintenance	\$5194.91	\$5194.91	\$5194.91
Telephone, Fax	\$60.	\$60.	\$60.
Supplies	\$700.	\$450.	\$600.
Postage & Shipping	\$120.	\$120.	\$120.
Marketing (Printing, Advertising)	\$400.	\$400.	\$400.
Travel, Mileage, Training	\$1200.	\$600.	\$600.
Equipment Rental/Maintenance	0	0	0
Insurance	\$3051.14	\$3051.14	\$3051.14
Other uses (explain): <u>licensing fees, finger printing, dmv exams, special field trips</u>	\$873.	\$948.	\$1000.
Total Project Budget:	\$64,101.30	\$90,481.49	\$91,026.05

III. Funding Sources for Applicant's Entire Agency

<i>Sources of revenue to be utilized for Applicant Agency</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
County CDBG funds:	\$7,000.	\$15,000.	\$33,280.
CDBG funds requested for this program from other jurisdictions <u>Carp United School district</u>			\$463,487.
Other local cities' funds:	\$42,097.	\$0.	\$33,000.
County Public Services Program funds:	\$10,000.	\$0.	\$24,220.
Other Federal funds:	\$42,500.	\$27,500.	\$23,000.
State funds:	\$43,000	\$41,000	\$43,000.
Private trusts and foundation funds:	\$625,340.	\$920,625	\$841,500.
Donations:	\$379,431	\$179,352.	\$180,344.
Special fundraising events:	198,115	\$569,819.	\$523,135.
Client fees:	819,403	\$761,674.	\$656,124.
Other funds (explain): <u>Rentals</u>			
	\$235,930	\$554,212	\$466,317.
Total Agency Budget:	\$2,402,816	\$3,069,182	\$3,287,407

IV. Funding Uses of Applicant's Entire Agency

<i>Uses of revenue to be utilized for Applicant Agency</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
Salaries, Benefit, Payroll Taxes	\$1,872,300.	\$1,980,509.	\$2,260,242.
Consultants and Contracts	\$89,682.	\$128,294.	\$72,176.
Facility, Utilities, Maintenance	\$720,998.	\$313,426.	\$314,142.
Telephone, Fax	\$38,301	\$18,051	\$9,324
Supplies			
Postage & Shipping			
Marketing (Printing, Advertising)			
Travel, Mileage, Training	\$59,872.	\$67,160.	\$69,443.
Equipment Rental/Maintenance	\$45,123.	\$57,660.	\$41,890.
Insurance	\$67,220.	\$70,293	\$72,538.
Other uses (explain): <u>Program, Events, misc.</u>	\$570,315.	\$424,823.	\$447,447.
Total Agency Budget:	\$3, 463,811.	\$3,060,216.	\$3,287,202.

Attachment A-5

**United Way of Santa Barbara County
Fun in the Sun Carpinteria**

6. Name and contact information of Fiscal Agent:

- a. Name: Jerry Newton
- b. Agency / Organization: United Way of Santa Barbara County
- c. Street: 320 East Gutierrez Street Apt. #
- d. City: Santa Barbara State: CA Zip: 93101
- e. Work Phone: (805) 965 - 8591 Ext. 124
- f. Fax: (805) 962 - 3461
- g. E-mail: jnewton@unitedwaysb.org

7. Organization's Federal Identification Number (Tax ID #) 951641968

8. Agency Organizational DUNS number: 172851198
(If you do not have a DUNS number, go to <http://www.dnb.org> to register)

9. Do you have active registration status with the Central Contractor Registry (CCR)? yes no
(If you are not registered with CCR, go to <https://www.bpn.gov/ccr/default.aspx> to register. You must obtain a DUNS number prior to registering with CCR. Documentation verifying active registration status is required.)

Federal Grant Experience within past 5 years:
(County & City CDBG/ESG grants are examples of Federal Grants)

Federal Grant Program	Project Name	Purpose of Grant	Date Obtained	Funding Amount
City CDBG	Pre-K Institutes	Early Education	07/30/2010	2,500
CNCS-LSA	Summer of Service	Service-Learning Education	04/10/2010	75,000

Fiscal Year and Audit Reports

- 1. What is your agency's fiscal year? July 1-June 30
- 2. Date of your organization's most recently completed financial audit: 01/2010 (Month/Year)
(Please include a copy of the most recent financial audit with your completed application)
- 3. What fiscal year did this most recent audit include? 07/2008-06/2009 (Month/Year - Month/Year)

4. Has your agency expended more than \$500,000 in federal funds in its last operating year? yes no
(Including those passed through other agencies, ie: State of California, City of Lompoc, etc.)

5. Was there an audit conducted in compliance with the Single Audit Act (OMB A-133)? yes no

6. Are there any outstanding financial audit findings which remain unresolved? yes no
If yes, please explain. _____
_____.

7. Are there any outstanding single audit findings which remain unresolved? yes no
If yes, please explain: _____
_____.

Financial Information

1. If your organization is a non-profit organization, does your organization comply with the following:

a) OMB Circular A-110, as implemented at 24 CFR Part 84 "Uniform Administrative Requirements for Grants and Agreements with Non-Profit Organizations" yes no

b) OMB Circular A-122 "Cost Principles for Non-Profit Organizations" yes no

c) OMB Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations" yes no

d) OMB Circular A-87 "Cost Principles for State, Local and Indian Tribal Governments" yes no

e) Does your organization have the financial capacity to administer your program under a cost reimbursement system where invoices are only processed once each month? yes no

f) Does your organization have any outstanding litigation or other legal issues? yes no
If yes, please attach written explanation as a separate sheet.

2. Personnel/Staff Capacity: Briefly describe the agency's existing staff positions and qualifications (including whether staff is full-time, part-time, volunteer, etc.), its capacity to carry out this activity, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure. (150 words or less)

UWSBC (providing high quality programs and services to our community since 1923) is the lead agency for FITS-Carp and provides oversight, administration, evaluation development, staff training, and resource development. FITS-Carp key staff includes:

- FITS Coordinator (P/T) coordinates and supports all FITS activities.
- Paul Didier (F/T), another key program staff member, has been President and CEO of United Way of Santa Barbara County since 1978. A Certified Financial Planner, a UCSB and Harvard MBA graduate, and a former real estate broker and syndicate with his own firm, he has applied for-profit, market driven innovations to United Way and other non-profit organizations.

3. Financial Capacity: Describe the agency's current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. (150 words or less)

Operating Budget: \$2,963,000; Revenues: Campaign Contributions(2,100,000), Legacies, bequests, etc.(505,500), Special Events(Net)(125,000), Investments(232,500)= 2,963,000
Expenses: Salaries/Benefits(1,140,854), Professional fees(100,575), Supplies(33,150), Telephone (12,275), Postage/Shipping(29,450), Occupancy(34,300), Rental & Maintenance of Equip. (25,100), Printing/Publications(56,700), Travel, Conferences, Conventions, Mtgs.(103,675), Promotion (66,550), Membership Dues(41,300), Insurance(3,350), Agency Allocations(988,981), Allowance for uncollectible pledges(262,000), Depreciation(58,000), Misc(1,740)=2,963,000. 2009 audit available.

Section C – Program Description Narratives

1. Please describe the unmet community need this project proposes to meet. (200 words or less)

Local and state data show that the underserved children and youth in the city of Carpinteria: live at/below the poverty level (i.e. less than \$42,000 annual income for family of four); are undernourished; reside in sub-standard single-family dwellings with two to three families; have at least one immediate family member who is a victim of domestic violence, substance abuse and/or gang involvement; are academically at-risk; score Below Proficient in state Language Arts and Mathematics testing; and, have parent/s who work up to two, low-paying service-type jobs just to make ends meet.

In the summer, these "Invisible" children and youth are unsupervised and often left to care for their younger siblings. Early discussions with the Carpinteria Unified School District have identified over 700 Carpinteria children who qualify and are in need of summer programming.

FITS-Carp will address the complex factors that endanger these "Invisible" children's futures. During the summer school break, many of these children are exposed to negative behaviors and influences; they lack educational and enriching summer activities, and experience what is known as "Summer Learning Loss," eventually leading to a widening of the achievement gap.

2. Describe the proposed project: How will your agency use these grant funds to address the unmet community needs described above? **Please be sure to include what the requested grant funds will be used for specifically.** (200 words or less)

UWSBC is requesting \$21,061 from the City of Carpinteria-CDBG Public Services program to help grow the number of children in FITS-Carp by one pod of children (13 children per pod) and improve the quality for the summer of 2011. This grant would match UWSBC's commitment to the project and would help encourage other community businesses and foundations to join in and support FITS-Carp in helping close the "achievement gap" that currently exists in the Carpinteria Unified School District (CA Dept. of Education: DataQuest, 2010 Star Test Results).

Funding will be used to pay for educational and enrichment services and programming (i.e. reading curriculum and instruction, financial literacy, field trips, swim lessons, etc.), transportation to and from the various educational and enrichment sites, staff salaries/benefits, and materials and supplies.

3. Describe the methodology used to identify the unmet need for the proposed service(s) described in Question 1 above. List the resources used. (150 words or less)

FITS was created in 1997 as a response to the Santa Barbara County community's need to have a summer program for the hundreds of children who do not have a safe place to go to during the summer months. UWSBC came together with local organizations (Family Service Agency, Catholic Charities, and the South Coast Task Force on Youth Gangs) and the Santa Barbara School District to discuss this summer need. These meetings and discussions surfaced the fact that Santa Barbara County's most underserved and at-risk children and youth do not have the financial means to participate in educational and enrichment summer programming and are left to roam the streets of Santa Barbara County.

Extensive research (Lasting Consequences of the Summer Learning Gap, Johns Hopkins University, 2007) on the growing Achievement Gap correlates the cause of this gap with what is known as "summer learning loss." According to the CA Department of Education, Santa Barbara County's children and youth (especially in Carpinteria) are part of this national crisis.

4. What **outcome measures** will your agency utilize during the one-year grant period to determine how well the program proposed in this application is serving the community? (150 words or less)

(Please note, if awarded funds, agency will be required to report on outcome measures quarterly)

Outcome Measures for FITS:

- #1 – 60% of participants will display gains in reading comprehension and vocabulary skills.
- #2 – 80% of participants will maintain or display a gain in positive perceptions of reading.
- #3 – 80% of participants will maintain or display a gain in positive identity (i.e., self-concept and esteem, and positive view of personal future).
- #4 – 80% of participants will maintain or display a gain in positive self-control (i.e., thinking carefully before acting, engagement in positive behaviors, and disengagement in negative behaviors).
- #5 - 80% of participants will maintain or display a gain in their perceptions of caring and support from parents/caregivers.
- #6 –80% of participants will maintain or display a gain in their ability to identify caring, supportive, non-parental adults.

5. Describe your agency's short to mid-term financial forecast: What factors are causing your agency's budget to increase, decrease, or remain level in the next three years? (150 words or less)

UWSBC is projecting budget reductions for the 2010-2011 year. The current economic downturn has played a major role as to the cause of these budget reductions. For example, we have had changes in the workplace (i.e. furloughs, staff reductions, etc.) which have negatively impacted United Way workplace campaigns, and individual donors (especially older, retired individuals) are reducing their gifts. In anticipation of this forecast, UWSBC has implemented a staff furlough plan during non-critical times in order to save budget dollars. UWSBC implemented new fundraising strategies with individual major gift prospects for the month of December 2010 and will continue through January 2011. UWSBC is also approaching additional federal, state and other foundation funding sources, and planning new fundraising event/s throughout the 2011 year.

6. Describe the unit of service, other than persons, to be provided by the proposed program. (i.e. meals served, shelter bed nights, rental assistance, utility payment, etc.) (150 words or less)

Total Eye/Vision Screenings: 67*
Summer clothing packages (clothing, shoes, bathing suits) distributed: 67*
Total Lunches/weekend meals: 2,345*/469*
Total hours of educational services (reading, journaling, service-learning, etc.): 170
Total hours of enrichment activities (field trips, dancing drum, sports,etc.) 140
Total hours of care provided per participant during FITS-Carp program: 287
Parent empowerment classes (financial literacy, positive discipline, etc.): 3 workshops

*Number based on 67 participants in FITS-Carp.

7. Is there a fee charged or donation suggested for your services? yes no
If yes, attach a copy of the fee schedule, and describe pricing methodology in the space below. (150 words or less)

FITS-Carp will have suggested donations for the 2011 program. This is the first time in FITS' history that a suggested donation will be implemented.

Participants and their families will have the opportunity to enhance FITS-Carp's programming and services and become more engaged with the program with this suggested donation. Families in FITS-Carp will not be required to donate, but will be given the opportunity to do so. Families who cannot donate, but are still interested in helping FITS-Carp, will have the option of volunteering in the program.

8. If this request is not fully funded, can your proposed program operate with a reduced CDBG award? yes no
Please explain what services can be offered with lower funding. (150 words or less)

All current FITS-Carp services (literacy improvement, enrichment activities, etc.) would still be offered, however the number of children, youth and parents served would be reduced.

Section D – Beneficiary Information

Verification of Eligibility: Please identify the beneficiaries of this proposed project.

9. **Low/Moderate Income Area Benefit.** yes no
Program service area has been identified and determined to be statistically low-income based on the 2000 Census. (If you use this method, provide all Census Tracts and Block Groups served by your program and a calculation of the low-income percentage. Also attach a map.)
10. **Low/Moderate Income Limited Clientele and Low/Moderate Income Housing**
- Self Certification:** yes no
Clients independently "self-certify" on a membership form, intake form, etc. (If you use this method, please attach blank intake form.)

Client Document Review:

yes no

Clients provide tax documents, pay stubs, etc., to verify income. Documents are reviewed by staff. (If you use this method, please attach blank worksheet.)

Presumed beneficiaries:

yes no

Clients served are primarily and specifically from one of the following groups: abused children, battered spouses, elderly persons (62 years of age or older), illiterate persons, migrant farm workers, handicapped individuals, homeless persons, persons with AIDS. (If you use this method, please indicate which group.) abused

children, illiterate persons, homeless persons.

Other:

yes no

If yes, please explain: at or below proficient in standardized testing, behavioral issues, and at-risk children and youth.

Ethnicity and Race

1. Does your organization request information on whether your clients are of Hispanic ethnicity? yes no

2. Does your organization ask all clients (including Hispanic clients) whether they are one or more of the following races? yes no

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- American Indian or Alaska Native and White
- Asian and White
- Black or African American and White
- American Indian or Alaska Native and Black or African American
- Balance/Other (The balance category will be used to report individuals that are not included in any of the single race categories or in any of the multiple race categories listed above.)

3. If your organization does not currently obtain ethnicity and race information on the clients to be served by the proposed project, please explain how this information will be obtained to meet this requirement: N/A

Additional Beneficiary Information

1. Number of persons during one grant year able to access a **new** public service program that did not previously exist and will be available if this application is funded: N/A

2. Number of persons during one grant year with access to an **improved or expanded** Public service program if this application is funded: 39
3. Number of **new** bed nights during one grant year to be funded in an overnight shelter or other emergency housing facility if this application is funded, if applicable: N/A
4. Number of **increased** bed nights during one grant year in overnight shelter or other emergency housing to be funded if this application is funded, if applicable: N/A
5. **Total persons benefiting from this project:** 39

Section E – Program and Agency Financial Information

I. Funding Sources for Proposed Program Only

<i>Sources of revenue to be utilized for this Public Services program</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
County CDBG funds:	0	0	0
CDBG funds requested <u>for this program</u> from other jurisdictions	0	0	21,061
Other local cities' funds:	0	0	0
County Public Services Program funds:	0	0	4,970
Other Federal funds:	0	15,000	15,000
State funds:	0	0	0
Private trusts and foundation funds:	55,316	41,000	42,518
Donations:	5,000	0	1,000
Special fundraising events:	11,250	10,000	10,000
Client fees:	0	0	N/A
Other funds (explain): _____ _____	0	0	0
Total Project Budget:	\$71,566	\$65,000	\$84,549

II. Funding Uses for Proposed Program Only

<i>Uses of revenue to be utilized for this Public Services program</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
Salaries, Benefit, Payroll Taxes	2,365	2,294	2,611
Consultants and Contracts	12,531	9,382	12,600
Facility, Utilities, Maintenance	2,000	1,000	2,000
Telephone, Fax	0	0	0
Supplies	2,856	2,233	2,500
Postage & Shipping	0	0	0
Marketing (Printing, Advertising)	1,100	1,325	1,350
Travel, Mileage, Training	0	0	0
Equipment Rental/Maintenance	0	0	0
Insurance	0	0	0
Other uses (explain): _____ _____	0	0	0
Total Project Budget:	\$20,852	\$16,234	\$21,061

III. Funding Sources for Applicant's Entire Agency

<i>Sources of revenue to be utilized for Applicant Agency</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
County CDBG funds:	0	0	0
CDBG funds requested for this program from other jurisdictions	0	0	21,061
Other local cities' funds:	0	2,500	5,000
County Public Services Program funds:	0	0	33,353
Other Federal funds:	0	75,000	75,000
State funds:	0	0	N/A
Private trusts and foundation funds:	320,000	3,000	N/A
Donations:	2,200,000	634,783	N/A
Special fundraising events:	81,500	78,458	N/A
Client fees:	0	0	N/A
Other funds (explain): _____ _____	0	0	N/A
Total Agency Budget:	\$2,876,500	\$1,691,272	N/A

IV. Funding Uses of Applicant's Entire Agency

<i>Uses of revenue to be utilized for Applicant Agency</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
Salaries, Benefit, Payroll Taxes	1,475,403	352,230	N/A
Consultants and Contracts	130,021	28,766	N/A
Facility, Utilities, Maintenance	97,855	20,043	N/A
Telephone, Fax	14,750	3,869	N/A
Supplies	80,566	12,594	N/A
Postage & Shipping	81,439	13,693	N/A
Marketing (Printing, Advertising)	142,760	47,406	N/A
Travel, Mileage, Training	140,467	70,947	N/A
Equipment Rental/Maintenance	33,645	20,965	N/A
Insurance	4,064	0	N/A
Other uses (explain): <u>Depreciation,</u> <u>uncollectibles, and dues.</u>	297,369	24,997	N/A
Total Agency Budget:	\$2,498,339	\$924,160	N/A

Attachment A-6

**Santa Barbara County Workforce Investment Board
Youth Resource Center**



**COUNTY OF SANTA BARBARA
HOUSING AND COMMUNITY DEVELOPMENT
CDBG PUBLIC SERVICES PROGRAM APPLICATION**

-- Project Proposal for Program Year 2011-12 --

Section A – General Program Information Summary

1. Program Title: Youth Resource Center
2. Brief Summary of the Program: Build capacity of Southern Santa Barbara County by development & implementation of a Youth Resource Satellite Center to low-moderate income youth 14-21.
3. Service Area of Proposed Program (i.e., specific city, countywide, etc.) Carpinteria
4. Total Requested Program Funding: \$ 25,000
5. Funding source (check only one box):
 Santa Barbara County Carpinteria
 Buellton Solvang

Section B – General Applicant Information

1. Legal Name of Applicant Organization: Santa Barbara County Workforce Investment Board
2. Are you a 501C3? (All Agencies must complete a Board of Directors Affidavit on page 13) yes no
3. Address of Organization:
 - a. Street: 260 N. San Antonio Road, Suite C Apt. # _____
 - b. City: Santa Barbara State: CA Zip: 93110
4. Mailing Address (if different from above):
 - a. Street: same Apt. # _____
 - b. City: _____ State: _____ Zip: _____
5. Person to Contact Regarding this Application:
 - a. Name: Raymond McDonald
 - b. Relationship to Agency: Executive Director
 - c. Street: 260 N. San Antonio Road, Suite C Apt. # _____
 - d. City: Santa Barbara State: CA Zip: 93110
 - e. Work Phone: (805) 681 - 4446 Ext. _____
 - f. Fax: (805) 681 - 4656
 - g. E-mail: R.McDonald@sbcsocialserv.org

6. Name and contact information of Fiscal Agent:

- a. Name: Victor Zambrano
- b. Agency / Organization: County of Santa Barbara/Dept. of Social Services
- c. Street: 234 Camino Del Remedio Apt. #
- d. City: Santa Barbara State: CA Zip: 93110
- e. Work Phone: (805) 681 - 4464 Ext.
- f. Fax: (805) 681 - 4680
- g. E-mail: v.zambrano@sbcsocialserv.org

7. Organization's Federal Identification Number (Tax ID #) 95-60002833

8. Agency Organizational DUNS number: 010718658
(If you do not have a DUNS number, go to <http://www.dnb.org> to register)

9. Do you have active registration status with the Central Contractor Registry (CCR)? yes no
(If you are not registered with CCR, go to <https://www.bpn.gov/ccr/default.aspx> to register. You must obtain a DUNS number prior to registering with CCR. Documentation verifying active registration status is required.)

Federal Grant Experience within past 5 years:
(County & City CDBG/ESG grants are examples of Federal Grants)

Federal Grant Program	Project Name	Purpose of Grant	Date Obtained	Funding Amount
DOL W.I.A.	W.I.A. Youth Prog.	Countywide youth services	4/2010	\$1,215,169
DOL W.I.A.	Youth Programs	In-out of school youth services	4/2009	\$1,238,518
DOL W.I.A.	ARRA	Adult/DW/Youth/RR	4/2009	\$2,189,808
CWIB	RICOG	4 county regional study	12/09	\$323,687
CA Energy Co	Green Jobs	Training in Green/Clean Jobs	10/09	\$1,220,110

Fiscal Year and Audit Reports

- 1. What is your agency's fiscal year? July1,2011-June30,2012
- 2. Date of your organization's most recently completed financial audit: August 2009 (Month/Year)
(Please include a copy of the most recent financial audit with your completed application)
- 3. What fiscal year did this most recent audit include? 7/1/08-6/30/09 (Month/Year - Month/Year)

4. Has your agency expended more than \$500,000 in federal funds in its last operating year? yes no
(Including those passed through other agencies, ie: State of California, City of Lompoc, etc.)
5. Was there an audit conducted in compliance with the Single Audit Act (OMB A-133)? yes no
6. Are there any outstanding financial audit findings which remain unresolved? yes no

If yes, please explain. _____

7. Are there any outstanding single audit findings which remain unresolved? yes no

If yes, please explain: Mostly related to procedural (not eligibility) issues and directly attributable to increased caseloads with no equivalent funding for increased workload in FS/TANF/Medical.

Financial Information

1. If your organization is a non-profit organization, does your organization comply with the following:

- a) OMB Circular A-110, as implemented at 24 CFR Part 84 "Uniform Administrative Requirements for Grants and Agreements with Non-Profit Organizations" yes no
- b) OMB Circular A-122 "Cost Principles for Non-Profit Organizations" yes no
- c) OMB Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations" yes no
- d) OMB Circular A-87 "Cost Principles for State, Local and Indian Tribal Governments" yes no
- e) Does your organization have the financial capacity to administer your program under a cost reimbursement system where invoices are only processed once each month? yes no
- f) Does your organization have any outstanding litigation or other legal issues? yes no
If yes, please attach written explanation as a separate sheet.

2. Personnel/Staff Capacity: Briefly describe the agency's existing staff positions and qualifications (including whether staff is full-time, part-time, volunteer, etc.), its capacity to carry out this activity, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure. (150 words or less)

The Executive Director has a vast background in workforce & development implementation activities including State of CA EDD WSD, & Solano County WIB. He was Grants & Development Manager in San Jose before coming to SB WIB. The Consultant has Programs Management background in CDBG/EDBG/HOME/PHA since 1994 & Workforce Development since 2004. Youth Program Coordinator has more than 5 years experience oversight of Youth Programs. Career Employment Specialist has been working with W.I.A. for 2 yrs. The Fiscal Division of the Department is staffed with over 25 individuals consisting of Accounting Techs to Accountants and Cost Analysts. Staff is skilled on contract reviews, filing of state claims, accounts payable & budget monitoring. All staff re F/T. The County has a personnel policy manual with an affirmative action plan & grievance procedure.

3. Financial Capacity: Describe the agency's current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. (150 words or less)

DSS operating budget for FY10-11 is \$149,828,214. Revenues consist of Federal/State (\$126,492,234) and local (\$22,076,172) sources in addition to interest (\$52,504) and miscellaneous revenue of (\$1,207,304). Expenditures consist of Administration and Support (\$11,811,579), Client Services and Benefits (\$75,385,604), Social Programs (\$48,806,012), Systems and Program Development (\$5,590,192), non-operating expenditures and other financing uses (\$8,234,827). The Department conducts internal monthly budget monitoring as well as quarterly budget reviews conducted by the County Exec's Office. The Department utilizes the County's FIN for all of its accounting requirements including tracking of revenue and expenses, as well as payments. The Department is subject to periodic audit review by State and Federal.

Section C – Program Description Narratives

1. Please describe the unmet community need this project proposes to meet. (200 words or less)

Traditionally Carpinteria has been underserved by the Workforce Investment Act System due in part to the geographical location; lack of facility use; and staffing of a site. Recently Carpinteria USD, Hutton Foundation and the Workforce Investment Board (WIB) have been in negotiations to obtain office space to locate our Career Employment Specialist on site and at same time open a satellite Resource Center at the same location. With the support from Carpinteria USD, Hutton Foundation and now the CDBG Public Services grant, the WIB will be able to bring this to fruition supporting the unmet need that lack of services have previously prevented. Additionally the Carpinteria USD Offices recently lost their mentor program counselor due to budget shortfalls. With the start-up and inter-generational relationship building opportunity the Resource Center will provide by having Senior volunteers from Community Action Commission Senior Program help with the resource room functions, youth will have a place to go where they can work on their skill sets as well as have someone they can talk with and learn from that has experience with life challenges.

2. Describe the proposed project: How will your agency use these grant funds to address the unmet community needs described above? **Please be sure to include what the requested grant funds will be used for specifically.** (200 words or less)

New access to services – design/develop program providing universal access services to computer lab assisting primarily low to moderate income individuals with job search activities; job training opportunities resume writing, literacy and numeracy skill development with practice tests through CASAS, and Work Readiness skill attainment; basic computer literacy; opportunity to enroll in intensive services through W.I.A. program; access to resources that provide supportive services such as child care, interview clothing, etc. The concept is to bring Volunteers in to engage with youth in resource center providing a level of knowledge and expertise to open minds to future opportunities within their career paths. Our goal is to have volunteers from the Senior Center along with staff available to help youth prepare resumes, fill out applications, practice interviewing, search for employment opportunities, develop work readiness skills, and find transportation, and practice good employment skills along with learning to dress appropriately for interviewing. Through instructor paid for outside of grant provide basic computer literacy classes in Microsoft Suite. Provide computer lab for job search, resume writing, literacy and numeracy skill development with practice tests through CASAS, & Work Readiness skill attainment. Project funding will provide 4 PC's and .20 of CES time for start-up activities and to oversee Volunteers working in Resource Center. The WIB can leverage the HCD/CDBG funding to start up the Youth Resource Center with Youth Formula Allocation that has not been obligated to sub-contractors for specific youth program functions.

3. Describe the methodology used to identify the unmet need for the proposed service(s) described in Question 1 above. List the resources used. (150 words or less)

According to California Healthy Kids Survey for Carpinteria Unified School District 2008-2009, Violence and Safety are of highest concerns surrounding youth. Carpinteria USD has a drop out rate of 16.4% for 2009-09 for high school aged youth according to the Dept of Education. Harassment, physical fights, fear of physical violence, kids carrying weapons, and kids in gang membership are all on the increase with 14% of 9th graders and 10% of 11th graders admitting they currently belong to a gang (CA Healthy Kids Survey 2008-09). According to Carpinteria Unified School District, students receiving reduced and/or free lunches in the 2010-11 school year are more than 53%. Students receiving this same service last year was 59%. With the majority of students enrolled being under the income cap of CDBG, all students will receive services at no cost. Carpinteria USD is also experiencing a drop-out rate of 16.4% in 2009-10. With the establishment of a Resource Center that provides youth an alternative opportunity the WIB expects to see a decrease in violence and an increase in safety surrounding youth.

4. What **outcome measures** will your agency utilize during the one-year grant period to determine how well the program proposed in this application is serving the community? (150 words or less)
(Please note, if awarded funds, agency will be required to report on outcome measures quarterly)

25 youth referred to W.I.A. program for services
50 persons using universal services through Resource Center
10 new volunteers/support
15 individuals going into further education/jobs
The WIB will provide a quarterly report showing performance outcomes achieved; program activities and method of evaluation for outcomes.

5. Describe your agency's short to mid-term financial forecast: What factors are causing your agency's budget to increase, decrease, or remain level in the next three years? (150 words or less)

The Workforce Investment Board has received Formula Allocation Funding at a fairly level rate (exception of ARRA infusion of funding) for the last 10 years. We expect the funding to remain level and/or decrease dependent on Federal and State budget levels. W.I.A. has a hold harmless component that the formula allocation is budgeted at a minimum of 90% of the previous year's funding level.

6. Describe the unit of service, other than persons, to be provided by the proposed program. (i.e. meals served, shelter bed nights, rental assistance, utility payment, etc.) (150 words or less)

Satellite Resource Center provides basic computer skills;
Literacy/numeracy skill attainment;
Work readiness skill attainment
Anticipated to serve up to 100 youth in Resource Center during 12 month period

7. Is there a fee charged or donation suggested for your services? yes no
 If yes, attach a copy of the fee schedule, and describe pricing methodology in the space below. (150 words or less)

No.

8. If this request is not fully funded, can your proposed program operate with a reduced CDBG award? yes no
 Please explain what services can be offered with lower funding. (150 words or less)

A reduced award will limit the number of computer stations, and time staff can oversee operations. Would require the site being open on limited basis such as 2 days week maximum.

Section D – Beneficiary Information

Verification of Eligibility: Please identify the beneficiaries of this proposed project.

9. **Low/Moderate Income Area Benefit.** yes no
 Program service area has been identified and determined to be statistically low-income based on the 2000 Census.
 (If you use this method, provide all Census Tracts and Block Groups served by your program and a calculation of the low-income percentage. Also attach a map.)

10. **Low/Moderate Income Limited Clientele and Low/Moderate Income Housing** yes no
Self Certification:
 Clients independently "self-certify" on a membership form, intake form, etc. (If you use this method, please attach blank intake form.)

yes no

Client Document Review:

Clients provide tax documents, pay stubs, etc., to verify income. Documents are reviewed by staff. (If you use this method, please attach blank worksheet.)

yes no

Presumed beneficiaries:

Clients served are primarily and specifically from one of the following groups: abused children, battered spouses, elderly persons (62 years of age or older), illiterate persons, migrant farm workers, handicapped individuals, homeless persons, persons with AIDS. (If you use this method, please indicate which group.) _____

Other:

yes no

If yes, please explain: _____

Ethnicity and Race

1. Does your organization request information on whether your clients are of Hispanic ethnicity? yes no

2. Does your organization ask all clients (including Hispanic clients) whether they are one or more of the following races? yes no

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- American Indian or Alaska Native and White
- Asian and White
- Black or African American and White
- American Indian or Alaska Native and Black or African American
- Balance/Other (The balance category will be used to report individuals that are not included in any of the single race categories or in any of the multiple race categories listed above.)

3. If your organization does not currently obtain ethnicity and race information on the clients to be served by the proposed project, please explain how this information will be obtained to meet this requirement: _____

Additional Beneficiary Information

1. Number of persons during one grant year able to access a new public service program that did not previously exist and will be available if this application is funded: 50

2. Number of persons during one grant year with access to an **improved or expanded** Public service program if this application is funded: 50
3. Number of new bed nights during one grant year to be funded in an overnight shelter or other emergency housing facility if this application is funded, if applicable: n/a
4. Number of increased bed nights during one grant year in overnight shelter or other emergency housing to be funded if this application is funded, if applicable: n/a
5. Total persons benefiting from this project: 50

Section E – Program and Agency Financial Information

1. Funding Sources for Proposed Program Only

<i>Sources of revenue to be utilized for this Public Services program</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
County CDBG funds:	n/a	n/a	25,000
CDBG funds requested for this program from other jurisdictions	n/a	n/a	n/a
Other local cities' funds:	n/a	n/a	n/a
County Public Services Program funds:	n/a	n/a	n/a
Other Federal funds:			31,322
State funds:			
Private trusts and foundation funds:			
Donations:			
Special fundraising events:			
Client fees:	n/a	n/a	n/a
Other funds (explain): _____			
Total Project Budget:			56,322

II. Funding Uses for Proposed Program Only

<i>Uses of revenue to be utilized for this Public Services program</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
Salaries, Benefit, Payroll Taxes			7830.60
Consultants and Contracts			
Facility, Utilities, Maintenance			6,980
Telephone, Fax			1,440
Supplies			1,500
Postage & Shipping			300
Marketing (Printing, Advertising)			600
Travel, Mileage, Training			1,750
Equipment Rental/Maintenance			
Insurance			
Other uses (explain): <u>4 PC's</u>			4,600
Total Project Budget:	-0-	-0-	25,000

III. Funding Sources for Applicant's Entire Agency

<i>Sources of revenue to be utilized for Applicant Agency</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
County CDBG funds:	n/a	n/a	25,000
CDBG funds requested <u>for this program</u> from other jurisdictions	n/a		
Other local cities' funds:			
County Public Services Program funds:			
Other Federal funds:		1,183,847	31,322
State funds:			
Private trusts and foundation funds:			
Donations:			
Special fundraising events:			
Client fees:			
Other funds (explain): _____			

Total Agency Budget:		1,183,847	56,322

IV. Funding Uses of Applicant's Entire Agency

<i>Uses of revenue to be utilized for Applicant Agency</i>	<i>2009-10 (previous FY)</i>	<i>2010-11 (current FY)</i>	<i>2011-12 (proposed FY)</i>
Salaries, Benefit, Payroll Taxes		355,027	744,155
Consultants and Contracts		833,502	572,847
Facility, Utilities, Maintenance		19,685	19,684
Telephone, Fax			
Supplies		793	793
Postage & Shipping			
Marketing (Printing, Advertising)			
Travel, Mileage, Training			
Equipment Rental/Maintenance			
Insurance		1,773	
Other uses (explain): <u>WIB Expenses</u>		4,389	1,207
Total Agency Budget:	1,316,706	1,215,169	1,336,686

Attachment B

2007 – 2010 Public Service Grant Awards

2007 Grant Awards

Organization/Program	Service Location	Amount Requested	Amount Awarded
Peoples' Self-Help Housing Education Enhancement Program	Camper Park and Dahlia Court	\$4,000	\$4,000
Peoples' Self-Help Housing Supportive Housing Program	Camper Park and Dahlia Court	\$4,000	\$4,000
City of Santa Barbara – Rental Housing Mediation Task Force	Citywide	\$10,000	\$10,000
Casa Esperanza – Bringing Our Community Home	Countywide	\$5,000	\$2,335
Total Funding Requests		\$23,000	
Total Funds Available/Requests Funded		\$20,335	

2008 Grant Awards

Organization/Program	Service Location	Amount Requested	Amount Awarded
Peoples' Self-Help Housing – Youth Education Enhancement Program	Camper Park and Dahlia Court	\$10,000	\$5,000
City of Santa Barbara - Rental Housing Mediation Task Force	Citywide	\$10,000	\$7,500
Peoples' Self-Help Housing – Housing the Homeless	Camper Park and Dahlia Court	\$8,000	\$2,071
Boys and Girls Club – Carpinteria Clubhouse Daycare Program	Citywide	\$6,000	\$5,000
Legal Aid Foundation – Housing Advocacy Project	Citywide	\$7,500	\$0
Total Funding Requests		\$41,500	
Total Funds Available/Requests Funded			\$19,571

2009 Grant Awards

Organization/Program	Service Location	Amount Requested	Amount Awarded
Peoples' Self-Help Housing – Youth Education Enhancement Program	Camper Park and Dahlia Court	\$10,000	\$5,000
City of Santa Barbara – Rental Housing Mediation Task Force	Citywide	\$10,000	\$7,500
Peoples' Self-Help Housing – Housing the Homeless	Camper Park and Dahlia Court	\$25,000	\$2,071
Boys and Girls Club – Carpinteria Clubhouse Daycare Program	Citywide	\$6,000	\$5,000
Total Funding Requests		\$51,000	
Total Funds Available/Requests Funded*			\$19,571

**In addition to the available CDBG money, the City Council directed additional funds from the City's General Fund to supplement funding to the Boys and Girls Club, Youth Education Enhancement Program and Housing the Homeless applications. The Council allocated a total of \$6,500, as a separate budget adjustment from the City's General Fund, in addition to the \$12,071 awarded through the CDBG program to these three programs.*

2010 Grant Awards

Organization/Program	Service Location	Amount Requested	Amount Awarded
City of Santa Barbara - Rental Housing Mediation Task Force	Citywide	\$10,000	\$8,000
Carpinteria Family Resource Center and School-Based Counseling Services	Citywide	\$8,000	\$0
Peoples' Self-Help Housing – Youth Education Enhancement Program	Camper Park and Dahlia Court	\$10,000	\$7,500
Peoples' Self-Help Housing – Housing the Homeless	Camper Park and Dahlia Court	\$25,000	\$8,000
Bringing Our Community Home (Casa Esperanza) – Homeless Inmate Jail Discharge Program	Countywide	\$1,500	\$1,500
Total Funding Requests		\$54,500	
Total Funds Available/Requests Funded*			\$25,000