



Council Agenda Report

From: Darren Nash, Associate Planner

Subject: 2017 CDBG Draft Action Plan: A request for the City Council to (a) Decide which applications for the City's 2016 Community Development Block Grant (CDBG) funds should be recommended in the *Draft* Annual Action Plan and (b) Set a date for the public hearing for the 2017 CDBG Fund allocations

Date: December 6, 2016

Facts

1. October 21, 2016 was the deadline for submittal of applications for 2017 CDBG funds. As of that date, the City received six applications (including an application from the City for administrative use of CDBG funds). The total amount of funding requested for the six applications comes to \$175,499.
2. An Application Summary Table (Attachment 1), along with each of the applications is attached.
3. The U.S. Department of Housing and Urban Development (HUD) is not expected to publish the amounts of available 2017 CDBG funds to be distributed to recipients until Spring 2017. The City was allocated \$191,591 in 2016 and, based on information from HUD, it is anticipated the City will be entitled to \$183,790.
4. The City receives its allocations of federal CDBG funds through the County of San Luis Obispo. The County takes the lead role in administration of the CDBG program. This includes the preparation, adoption and annual updating of a "Consolidated Plan", which HUD approves following adoption by the County Board of Supervisors. Under a cooperation agreement with the County, the City retains the right to decide how its allocation of CDBG funds will be used.
5. In late December 2016 or early January 2017, the County will publish a Draft "Consolidated Plan", which will list summaries of the activities that are recommended for consideration by the local city councils and Board of Supervisors at public hearings to be conducted in February, March, and/or April 2017.
6. At its meeting of December 6, 2016, the City Council is scheduled to review all of the applications and recommend a list of applications to be included in the Draft Consolidated Plan as being recommended for funding.
7. The Draft Consolidated Plan will be considered by the Council at a public hearing to be conducted in early March 2017. At that hearing, the Council will have the discretion to consider any of the applications filed by October 21, 2016, whether or not they are recommended for funding in the Draft Consolidated Plan.

8. Federal regulations impose several limits on the use of CDBG funds as follows:
 - a. At least 70% of all funds *must* be spent on activities that benefit low income persons, and no more than 30% *may* be spent on activities that eliminate blight;
 - b. No more than 15% of CDBG funds *may* be used for public service activities;
 - c. No more than 20% of CDBG funds *may* be used for administrative uses;
9. The \$183,790 is available to be divided among the proposed activities, as shown below:

\$119,464	for low income benefit – non-public service projects
\$27,568	maximum for low income benefit – public service programs
\$36,758	maximum for administration
\$183,790	Total

Options

- A. 1). Identify the following applications to be listed in the Draft One Year Action Plan as being recommended for funding:

a)	Handicapped Ramps (Sierra Bonita area).....	\$ 119,464
b)	Up to three of the four public service applications submitted, with <u>recommended</u> levels of funding.....	27,568
c)	Administration & Capacity Building.....	36,758
	Total	\$ 183,790

- 2). Set Tuesday, March 7, 2017, the regular Council meeting as the date for the public hearing for 2017 CDBG allocations.

- B. 1). Identify the following applications to be listed in the Draft One Year Action Plan as being recommended for funding:

a)	Handicapped Ramps (Sierra Bonita area).....	\$ 147,032
b)	Do not recommend that public service applications be listed in the 2017 Draft Consolidated Plan for funding (the \$27,568 shown in Option A would shift to the handicap ramp project).....	0
c)	Administration & Capacity Building.....	36,758
	Total	\$ 183,790

- 2). Set the regular Council meeting on Tuesday, March 7, 2017, as the date for the public hearing for 2017 CDBG allocations.

- C. Refer the item back to staff for additional analysis and funding scenarios.
- D. Amend, modify or reject the foregoing options.

Analysis and Conclusions

Option A:

Public Improvement Projects. There is only one City application for \$119,464 (see Attachment 1, Application 1) for a public improvement project for the 2017 CDBG Program, which is to install and replace ten handicap ramps and related improvements within the Sierra Bonita Senior neighborhood.



Sierra Bonita Neighborhood – Handicapped Ramp locations

Option A allocates \$119,464 for the Sierra Bonita Handicapped Ramps project.

Public Service Applications. The City is expected to have \$27,568 for Public Service grants in 2017, that could be distributed as follows:

- a. Make one public service grant of \$27,568;
- b. Make two or three public service grants in which each grant is no less than \$8,000.

The City received four applications for public service grants in 2017 totaling \$43,170. Since the City's overall allocation will allow the allocation of only \$27,568 grants for public services, the City can fund up to three grants only (Attachment 1):

#	Public Service Grant Applicant	Program/Project	Amount Requested
1	Community Action Partnership of SLO County (CAPSLO) Attachment 3	Senior Day Care Program	\$10,000

#	Public Service Grant Applicant	Program/Project	Amount Requested
2	Lifestyles Recovery Center Attachment 4	Group Counseling	\$9,580
3	El Camino Homeless Org. Attachment 5	Homeless shelter operating costs and motel vouchers	\$18,590
4	Life Steps Foundation Attachment 6	In home care for Seniors	\$5,000
Total Requested			\$43,170
Total Available			\$27,568

Note: the City can choose to increase or decrease the funding levels; regardless of which activities are listed in the Draft Consolidated Plan as being recommended for funding, the Council will have the authority to approve any of the submitted applications for CDBG funds following a public hearing to be scheduled for early March 2017.

Administration. Requesting \$36,758 in 2017 CDBG Funds (\$12,865 for the City, and 23,893 for County Administration purposes). See Attachment 7.

Administration refers to staff time and expenses directly related to managing the CDBG program and those activities funded with CDBG funds. As a condition of accepting CDBG funds, the city must ensure compliance with numerous federal regulations that govern aspects such as public hearings, environmental review, procurement, labor laws, and filing of quarterly reports on progress made and the socio-economic profile of beneficiaries served by the funded activities.

CDBG Regulations provide that no more than 20% of all entitlement CDBG funds in any Program Year may be used for administrative purposes.

As part of the Cooperation Agreement executed with the County in 2014, the City has agreed to allocate 65% of the administration funding to the County for its administrative activities that directly benefit the City. Therefore, of the \$36,758 proposed to be allocated for administrative purposes, \$23,893 would be allocated to the County and the remaining \$12,865 would be used by the City for administrative activities.

Option B:

Public Improvement Project: Includes allocations to the Sierra Bonita Handicapped Ramps project in the amount of \$147,032. The additional funds will allow the installation of two or three additional ramps.

Public Service Applications: Makes no public service grants in 2017, and provide additional \$27,568 funds to the Sierra Bonita Handicapped Ramps project. This would allow the funding of two to three additional handicapped ramp improvements.

Administration: Requests \$36,758 in 2017 CDBG Funds (\$12,865 for the City, and 23,893 for County Administration purposes).

Option C:

Council could determine that more information and analysis is necessary and refer back to staff.

Option D:

Council could amend, modify, or reject the foregoing options.

Based on the foregoing analysis, Option A is recommended. This option allows the Sierra Bonita handicap ramp project to move forward and provides the maximum amount of funds available for public services.

Fiscal Impact

Participation in the federal CDBG Program has involved and will continue to demand a commitment of staff resources which are off-set by the 20% administration funding. Utilizing CDBG funds avoids adverse impacts on the City's General Fund for public accessibility improvements and public service funding support.

Recommendation

1. Direct that the following applications to be listed in the Draft One Year Action Plan as being recommended for funding:

a)	Handicapped Ramps (Sierra Bonita area).....	\$ 119,464
b)	Up to three of the submitted public service applications, as listed below, each at amounts in excess of \$8,000:	
	Community Action Partnership (CAPSLO)	10,000
	Lifestyles Recovery Center	9,580
	El Camino Homeless (ECHO)	18,590
	Life Steps Foundation	5,000
	Total to be Allocated	27,568
c).	Administration & Capacity Building	36,758
	Total	\$ 183,790

2. Set the regular Council meeting on Tuesday, March 7, 2017 as the date for the public hearing for 2017 CDBG allocations.

Attachments

1. Table Summary of the 2017 CDBG Applications
2. City's Sierra Bonita Handicapped Ramp Application
3. CAPSLO Public Service Application
4. Paso Robles Lifestyles Recovery Center Public Service Application
5. El Camino Homeless Organization Public Service Application
6. Lifesteps Foundation Public Service Application
7. City Administration funds application

Attachment 1

CITY OF PASO ROBLES: 2017 CDBG APPLICATIONS

A. Public Facilities, Building Rehab, Housing, Economic Development Projects (National Objective: Low Income Benefit)

#	Applicant	Program/Project	Amount Requested
1	City of Paso Robles	Install/replace handicapped ramps at ten (10) intersections within the Sierra Bonita Senior Housing Tract.	\$119,464
	Total Requested		\$119,464
	Total Available		\$119,464 *

* Assumes that \$27,568 is used for Category B and 36,758 for Category C.

B. Public Services (National Objective: Low Income Benefit)

#	Applicant	Program/Project	Amount Requested
2	Community Action Partnership of SLO County (CAPSLO)	Senior Day Care Program	\$10,000
3	Lifestyles Recovery Center	Group Counseling	\$9,580
4	El Camino Homeless Org.	Homeless shelter operating costs and motel vouchers	\$18,590
5	Life Steps Foundation	In home care for Seniors	\$5,000
	Total Requested		\$43,170
	Total Available		\$27,568

C. Administration and Capacity-Building

#	Applicant	Program/Project	Amount Requested
6	City of Paso Robles	Administration of City's CDBG Program and all CDBG-funded activities	\$12,865
	Total Requested		\$12,865
	Total Available		\$36,578

Funds used for administrative purposes is up to 20 percent of the grant amount, which equates to \$36,578. When taking in consideration the 13-percent that the City will forward to the County for administrative purposes, 7-percent or \$12,865 is left for the City for administrative purposes.

Estimated Revenues

2017 HUD Entitlement	183,790	Amount expected to be allocated to the City from HUD
Re-Programmed CDBG	0	
Total	183,790	

Expenditure Summary

A. Low Income Benefit- non public service	119,464	Must be at least 70% of \$183,790 (this amount calculated after deducting \$36,578 in administrative funds and \$27,568 in public service funds).
B. Blight Elimination	0	May not exceed 30% of \$183,790 (assuming \$36,578 spent on administrative funds).
C. Low Income Benefit - public service	27,568	May not exceed 15% of \$183,790 (this amount calculated before deducting administrative funds).
D. Administration & Capacity-Building	12,865	May not exceed 20% of \$183,790
Total	183,790	

Summary of Public Service Applications

The City received four (4) applications for public service grants in 2017 totaling \$43,170. Since the City's allocation will only allow the allocation of \$27,568 grants for public services, the City has only enough CDBG funds to makeup to three grants. A summary of the four public service organizations requesting 2017 CDGB grant funds are as follows:

- (1) **CAPSLO Adult Day Center (CAPSLO) (Application 2):** This program is requesting \$10,000 for their Adult Day Care program in Paso Robles, which provides supportive day care environment for seniors with early stages of Alzheimer's or other forms of dementia or cognitive impairments. CAPSLO has is not applying to any other municipalities for CDBG funds. The County has requested that CAPSLO provide additional information on their clientele and how the funds would be spent.
- (2) **Lifestyles Recovery Center, Inc. (Lifestyles) (Application 3):** This program is requesting \$9,580 for their drug/alcohol counseling program located in Paso Robles.
- (3) **El Camino Homeless Org. (EHCO) (Application 4):** This program is requesting \$18,590 for their homeless shelter operating costs and motel vouchers. ECHO has applied to Atascadero for \$18,560 and to the County for \$60,222.
- (4) **Lifesteps Foundation Inc. (LFI) (Application 5):** This program is requesting \$5,000 for their Senior Homemaker Program that provides home maintenance and home bathing assistance program for seniors. LIF has applied to Atascadero, Morro Bay, San Luis Obispo, and the County for grants ranging from \$1,500 to \$5,000 each.



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FOR THE 2017 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET ♦ ROOM 200 ♦ SAN LUIS OBISPO ♦ CALIFORNIA 93408 ♦ (805) 781-5600

Promoting the Wise Use of Land ♦ Helping to Build Great Communities

The County of San Luis Obispo is pleased to announce the availability of funds for the Community Development Block Grant (CDBG) program. The CDBG program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Applicants seeking CDBG funds MUST address one of the three national objectives, as provided by the Department of Housing and Urban Development (HUD) (see question 12 for detailed information on the objectives). Applications that do not address one of the objectives will NOT be considered for CDBG funding. Furthermore, completed applications should provide the necessary exhibits, budgets, or requested information on targeted populations.

Applications must be received by the County of San Luis Obispo. Please email grant applications to ActionPlan@co.slo.ca.us by the application deadline of 5:00 P.M., Friday, October 21, 2016. Please label your email subject by adding the grant program name and the agency name (Example: CDBG – CAPSLO).

CONTACT INFORMATION

1. Qualifying Information

Organization Name: City of Paso Robles DUNS number: 09-946-0453

Contact person/title/ Darren Nash, Associate Planner

Phone: (805) 237-3970 Fax: (805) 237-3804 Email: dnash@prcity.com

Address (mailing and physical address requested if different): _____

1000 Spring Street, Paso Robles, CA 93446

Is your agency currently participating in Homeless Management Information System (HMIS)?
For more information see note #2 at the end of the application.

Yes ☐ No ☒ If not currently participating, does your agency have the capacity to participate in HMIS? If yes, how so?

Total amount of CDBG funds requested: \$ 119,464

Note: Please attach additional sheets for more detailed information of your proposed project or program for any of the questions below.

PROJECT DESCRIPTION

2. Title/name/address of proposed project or program:

Sierra Bonita Senior Housing Tract - Curb Ramps. In the vicinity of Scott Street and Airport Road.

- 3. Please describe the proposed project or program.** Include a brief project/program description. For projects, describe the location of the project (be as specific as possible, e.g. street address). For programs, state the location from which the program will be operated, and describe the geographic area served by the program.

The project consists of installing handicapped ramps in ten (10) locations where they do not exist and replacing existing handicapped ramps that do not comply with standards consistent with the Americans with Disabilities Act (ADA). This project will address "removal of architectural barriers" and benefit the physically disabled, a class of people regarded to be principally low income.

- 4. Please attach a timeline of the project/program milestones.**

- 5. Who are the clients of your organization and who will benefit from the CDBG funding?** (Example: low- to moderate-income persons, elderly persons, severely disabled persons, migrant farm workers, battered spouses, etc.) **Please explain how they will directly benefit from the project or program.**

The Sierra Bonita Senior housing Tract consists of approximately 1,444 duplex and single family units. The Sierra Bonita Housing Tract consists of people who are elderly are considered low to moderate income group. People in the neighborhood use the sidewalks and curb ramps for walking in the neighborhood, especially to walk to the nearby Senior Center and Veterans Building.

- 6. Which of the 2015-2019 Consolidated Plan goal(s) does your project plan to address? Check all that apply.**

- ☐ Create housing opportunities for residents
- ☐ Preserve and maintain existing affordable housing
- ☐ Reduce and end homelessness
- ☐ Create suitable living environment through public services
- ☒ Stabilize and revitalize diverse neighborhoods (Public facility improvements)
- ☐ Improve educational and job readiness

- 7. Will the services offered by your organization increase or expand as a result of the CDBG assistance? If yes, please answer the following questions:**

- a. What new programs or services will be provided?

The project is a public facility improvement project. There will not be a need to increase or expand City services to complete this project.

- b. Describe how existing programs or services will be expanded and what percentage of an increase is expected?

See above.

8. Check any of the following eligible activity categories that apply to the proposed project or program: (Refer to CDBG regulations and the Guide to Eligible CDBG Activities).

- ☐ Acquisition of real property*
- ☐ Disposition of real property
- ☐ Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)* and/or **
- ☐ Privately owned utilities
- ☐ Public services
- ☐ Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- ☒ Removal of architectural barriers * Relocation
- ☐ Housing rehabilitation** ** Lead-Based Paint
- ☐ Homeownership assistance (See note 7 and 8 on page 10)
- ☐ Technical assistance to businesses/micro-enterprise development
- ☐ Administrative technical assistance and planning studies (specified)

9. Describe the need and the degree of urgency for the proposed project or program.
What would the consequences be if the proposed project or program is not funded in the next year?

With the high volume of pedestrians that uses these intersections, it is important to make these handicap ramp improvements for this senior neighborhood as soon as feasible. If the project is not funded in the next year, efforts will be made for the request the following year.

10. Please describe your organization's capacity to implement the proposed project/program.
Who will be involved in the project/program? (In-house employees, contractors, other agency partners, etc.)

Public Agency administering a public improvement project.

11. Does the project require the issuance of a permit (from local, state or federal agencies)?

Yes ☐ No ☒

a. If yes, please identify the permits necessary to complete the project.

b. Have the necessary permits been issued? Please provide proof of permit issuance.

- c. If permits are required but not yet obtained, when will the permits be issued?

NATIONAL OBJECTIVES CRITERIA

12. Please identify the appropriate CDBG objective that applies to the proposed project/program by choosing A, B, or C. Provide a corresponding explanation of how the proposed activity meets the national objective.



A. Objective One – Low/Moderate Income (check one):

Note: To meet this national objective, the proposed activity must benefit a specific clientele or residents in a particular area of the County or participating city, of which at least 51 percent of who are low- and moderate-income persons.

Select one:

☐ **Area Benefit** – The project serves only a limited geographic area which is proven by 2010 Census data or survey to be a predominately (51% or more) low/moderate-income area. Applicants choosing this category must be able to prove their project/activity primarily benefits low/moderate-income households.

☒ **Clientele** – The project benefits a specific group of people, at least 51% of whom are low/moderate-income persons. **Note:** Income verification for clients must be provided for this category. The following groups are presumed to be low/moderate-income: abused children; elderly persons; battered spouses; homeless persons; illiterate adults; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers.

☐ **Housing** – The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.

☐ **Jobs** – The project creates or retains permanent jobs, at least 51% of which are taken by low/moderate-income persons or considered to be available to low/moderate-income persons.

Explain:

The project will benefit disabled adults.



B. Objective Two – Slums or Blight

Assists in the prevention or elimination of slums or blight. **Note:** To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

Select one:

☐ **Addressing Slums or Blight on an Area Basis**

☐ **Addressing Slums or Blight on a Spot Basis** - This project will prevent or eliminate specific conditions of blight or physical decay. Activities are limited to clearance, historic

preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Explain:

☐ **C. Objective Three – Urgent Need**

Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake. **Note:** To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

Explain:

13. If the project or program is designed specifically to provide benefit to low- and moderate-income persons, please estimate the number of unduplicated persons (or households) to benefit from the project, and break that estimate down by income group. **Note:** Unduplicated means the number who are served, i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500.

- a. Total number of persons or households who will benefit from the project or program (regardless of income group):

4,086

Persons/households (circle the applicable unit)

- b. Of the total number of persons or households entered above, how many will be low-income (earning 51% - 80% or less of the County median-income)?

773

Persons/households (circle the applicable unit)

- c. Of the total number of persons or households entered above, how many will be very low-income (earning 50% or less of the County median-income)?

#

Persons/households (circle the applicable unit)

14. If your project serves homeless households, please describe how your program coordinates with other Continuum of Care projects and entities, and how it aligns with the San Luis Obispo Countywide 10-Year Plan to Homelessness.

BENEFICIARY DATA

Note: Organizations will be asked to provide detailed data regarding race, ethnicity, gender, income, etc. If they cannot provide data, they may not be eligible for funding.

15. How do you collect demographic data on the beneficiaries of the proposed project or program? (Example: racial/ethnic characteristics) Please provide a sample of your intake process as an attachment if possible.

2000 US Census (Summary file 3)

16. How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low ($\leq 30\%$ AMI), low ($\leq 50\%$ AMI) and moderate-income ($\leq 80\%$ AMI)) Area Median Income (AMI) Please provide a sample of your intake process as an attachment if possible.

Does not comply with a public works project.

17. Provide the following information for the persons in your organization responsible for the preparation and submittal of the quarterly reports and for collecting and reporting the beneficiary data to the Urban County.

Contact Person/Title: Darren Nash, Associate Planner

Phone/email: (805) 237-3970

FINANCIAL INFORMATION

For CDBG applications to the County of San Luis Obispo involving acquisition, construction, or rehabilitation projects, the County will require additional information on financial source and use of funds and other budget details prior to the draft Action Plan funding recommendations.

18. Attach a timeline of total expenditures.

19. Please identify the jurisdictions to which you are applying. If you are applying to one or more jurisdictions, please provide a copy of the application to the County by the application deadline. If you are requesting CDBG funds from more than one city, please break down the amount shown above by the city listed below. The minimum requested CDBG amount is \$8,000 for public services per jurisdiction.

City of Arroyo Grande:	\$ _____	City of Paso Robles:	\$ 119,464
City of Pismo Beach:	\$ _____	City of San Luis Obispo:	\$ _____
City of Atascadero:	\$ _____	County of San Luis Obispo:	\$ _____
City of Morro Bay:	\$ _____		

Total amount of CDBG funds requested: \$ 119,464

20. Please describe the budget for the proposed project or program. Itemize all sources of funding expected to be available and used for this project (please include commitment letters if available):

a. Revenues: Please identify funding sources for each category, if applicable.

1. CDBG Funds requested	\$ 119,464
2. Other Federal fund(s): _____	\$ _____
3. State source(s): _____	\$ _____
4. Local source(s): _____	\$ _____
5. Applicant's matching fund(s)	\$ _____
6. Other funds: _____	\$ _____
	\$ _____
Total Revenues	\$ 119,464

b. Expenditures under CDBG: List below by item or cost category.

Upgrade 10 Curb Ramps	\$ 100,000
Contingency	\$ 4,464
	\$
Design	\$ 10,000
Construction staking and inspection	\$ 5,000
	\$
	\$
	\$
	\$
TOTAL:	
	\$ 119,464

21. How do you plan to fund the operation and maintenance costs (*if any*) associated with this project? Are these funds available now? If not, when will they be available? And from what sources?

There are no operation and maintenance costs associated with this public works curb ramp project beyond typical repair and maintenance of ramps and sidewalks. Funds are available for repair and maintenance as necessary.

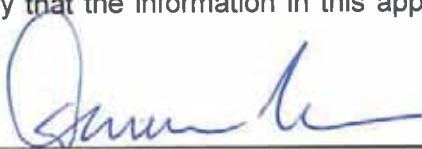
22. Will CDBG funds be used to match/leverage other funds from other sources? List below funding sources and amounts and identify award dates of these sources.

No other funds are necessary for this project.

23. Federally funded projects/programs must comply with the following regulations. Please explain how your organization will comply with the following requirements:

- a. **Civil Rights:** This project will bring non-compliant curb ramps into compliance with current ADA standards. The newly constructed ramps would be available for use by all people, and would therefore not discriminate against +
- b. **Section 504:** This project will bring non-compliant curb ramps into compliance with current ADA standards for use by all disabled people, therefore it would be in compliance with Section 504. +
- c. **Fair Housing:** The installation of the curb ramps would not effect Fair Housing.
- d. **Limited English Proficiency:** This project will not effect English Proficiency.

I certify that the information in this application is true and accurate to the best of my knowledge and ability.



October 19, 2016

Signature

Date

Darren Nash

Associate Planner

Printed or typed name

Title

Notes to applicant:

The County and cities require all of the grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than \$1 million. If you are successful in obtaining an award, you will be asked to provide documentation regarding ability to provide the required coverage.

Prior to HUD's release of grant funds for the CDBG-funded project, a review of the project's potential impact on the environment must be conducted and approved by the County of San Luis Obispo **prior to obligating or incurring project costs**. The County must certify to HUD that it has complied with all applicable environmental regulations and requirements. If project costs are obligated or incurred prior to the completion of the necessary environmental review, the project **shall not** benefit from the grant funds. The level of environmental review required depends on the nature of the project. Title 24 CFR Part 58 is available at <http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf>.

1. Please review the CDBG regulations and guidelines and the Request for Proposals before completing your proposal. The CDBG regulations, under 24 CFR 570, are available at www.sloplanning.org under "Federal HUD Grants."
2. HMIS Reporting for 2015 homeless services, housing and shelter - All homeless service providers applying for ESG funds to assist, house or shelter the homeless must identify and demonstrate its capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per the U.S. Department of Housing and Urban Development's (HUD) Data Standards. HUD updated its data standards in 2014, and the new standards are in effect starting October 1, 2014. More information can be found at <https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf> and <https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf>.
3. Affirmative Marketing: Quarterly and annual reports shall be submitted by the project/program manager to the County for only CDBG-funded public services and housing projects. Each report shall report the total number of project/program applicants and clients served with respect to race, ethnicity, gender, and disability status. Affirmative marketing efforts shall be taken to increase the participation of any underserved groups.
4. Section 504 of the Rehabilitation Act of 1979: The County does not discriminate on the basis of disability in admission to, access to, or operation of its federally assisted programs and activities. The Section 504 Coordinator maintains a Grievance Procedure that receives and responds to Section 504 grievances / complaints. However, it applies only to County programs and activities that are funded by HUD. You can reach the ActionPlan@co.slo.ca.us, at the beginning of this application, if you would like more information or wish to contact the Section 504 Coordinator.
5. The Project Proposal submitted to the County of San Luis Obispo shall be examined in relation to the County's community development goals and funding priorities as presented in the Urban County of San Luis Obispo 2015-2019 Consolidated Plan. The Housing and Economic Development team will make draft funding recommendations using the rating criteria stated in the updated Request for Proposals as well as other information including but not limited to: the County Board of Supervisors, recommendations from the Homeless Services Oversight Council, online "needs" survey, other participating jurisdictions of the Urban County of San Luis Obispo, identified needs that could be addressed by the grant funds, consistency with goals and priorities in the 2015-2019 Consolidated Plan and the Ten Year Plan to End Homelessness, results of the Needs Workshops, working knowledge of the project and organization, and availability of limited funds.

6. Those awarded grants are required to provide beneficiary data at the end of each quarter and year end data of the fiscal year.
7. * Relocation: Any project that involves the acquisition of property and/or rehabilitation and is funded in whole or in part with federal funds, even if the federal funds are not used for the acquisition itself, is subject to federal requirements related to acquisition and relocation. A project cannot be broken into separate "projects" in order to avoid the federal requirements concerning property acquisition and relocation. Any questions regarding the relocation regulations for a specific property acquisition project should be directed to the County Housing and Economic Development staff before any action is taken on the project.

If HUD funded project will cause a household or a business to move, even temporarily, the relocation regulations will apply. Please submit the following:

- Estimate of relocation cost (moving costs, subsidy amount for suitable replacement dwelling).
 - Letter to owner of voluntary acquisition and proof of delivery to owner.
 - General Information letter to tenants (both business and residential tenants) and proof of delivery to all.
 - List of tenants (both business and residential tenants) at the time of application submittal.
 - Refer to http://www.slocounty.ca.gov/planning/Housing_and_Economic_Development/ura.htm for sample relocation letters under the downloadable manuals.
8. ** Lead-Based Paint (LBP): LBP regulations apply if HUD funded project involves acquisition or rehabilitation of a residential units that was built in 1978 or earlier. Please submit the following:
 - Estimate of costs for LBP work prepared by certified LBP consultant. Or a statement letter by LBP consultant explaining that the project is exempt.
 - Include any temporary housing costs.

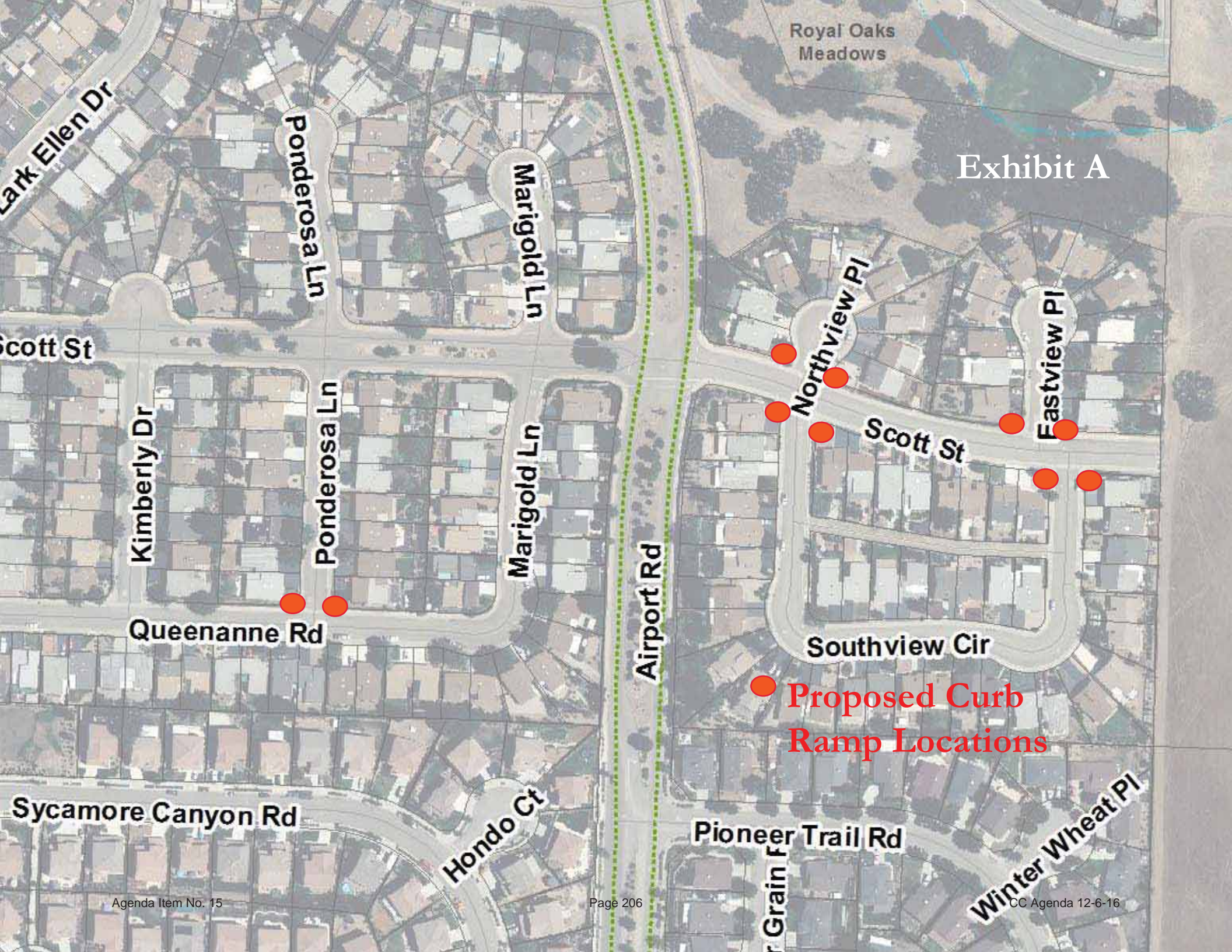


Exhibit A

● Proposed Curb Ramp Locations



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FOR THE 2017 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600


Promoting the Wise Use of Land • Helping to Build Great Communities

The County of San Luis Obispo is pleased to announce the availability of funds for the Community Development Block Grant (CDBG) program. The CDBG program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Applicants seeking CDBG funds MUST address one of the three national objectives, as provided by the Department of Housing and Urban Development (HUD) (see question 12 for detailed information on the objectives). Applications that do not address one of the objectives will NOT be considered for CDBG funding. Furthermore, completed applications should provide the necessary exhibits, budgets, or requested information on targeted populations.

Applications must be received by the County of San Luis Obispo. Please email grant applications to ActionPlan@co.slo.ca.us by the application deadline of 5:00 P.M., Friday, October 21, 2016. Please label your email subject by adding the grant program name and the agency name (Example: CDBG – CAPSLO).

CONTACT INFORMATION

1. Qualifying Information

Organization Name: Community Action Partnership of San Luis Obispo County, Inc. DUNS number: 05-890-1950
Contact person/title/ Elizabeth "Biz" Steinberg
Phone: 805.544.4355 Fax: _____ Email: esteinberg@capslo.org
Address (mailing and physical address requested if different): _____
1030 Southwood Drive, San Luis Obispo CA 93401 

Is your agency currently participating in Homeless Management Information System (HMIS)?
For more information see note #2 at the end of the application.

Yes ☒ No ☐ If not currently participating, does your agency have the capacity to participate in HMIS? If yes, how so?

CAPSLO Homeless Services programs utilize HMIS in compliance with HUD requirements.

Total amount of CDBG funds requested: \$ \$10,000

Note: Please attach additional sheets for more detailed information of your proposed project or program for any of the questions below.

PROJECT DESCRIPTION

2. Title/name/address of proposed project or program:

Adult Day Center (ADC)
1345 Oak Street, Paso Robles, CA 93446

- 3. Please describe the proposed project or program.** Include a brief project/program description. For projects, describe the location of the project (be as specific as possible, e.g. street address). For programs, state the location from which the program will be operated, and describe the geographic area served by the program.

ADC in Paso Robles is SLO County's only non-profit adult day care. Providing quality care to older adults with early stages of Alzheimer's, dementia, or other cognitive impairments, ADC serves up to 20 seniors/day, 8am-5pm, Monday through Friday. ADC provides nutritious snacks and lunch, mentally stimulating activities, opportunities for socialization, and supervision so family caregivers can work or have respite and clients can remain safely living. +

- 4. Please attach a timeline of the project/program milestones.**

Please see *Attachment A* for a schedule of program milestones.

- 5. Who are the clients of your organization and who will benefit from the CDBG funding?** (Example: low- to moderate-income persons, elderly persons, severely disabled persons, migrant farm workers, battered spouses, etc.) **Please explain how they will directly benefit from the project or program.**

The Adult Day Center serves seniors with Alzheimer's or other forms of dementia and their family caregivers. 25% are from Paso Robles. Seniors who attend the center benefit from quality care and supervision, interacting with peers in a cognitively stimulating, social day environment, and avoiding premature institutionalization. ADC allows family caregivers to continue working, to take time for respite, and to take care of other obligations while knowing that their loved ones are in a safe and caring environment. Additionally, free caregiver support groups are offered to all loved ones to assist them in coping with the stresses of being a +

- 6. Which of the 2015-2019 Consolidated Plan goal(s) does your project plan to address?** Check all that apply.

- ☐ Create housing opportunities for residents
- ☐ Preserve and maintain existing affordable housing
- ☐ Reduce and end homelessness
- ☒ Create suitable living environment through public services
- ☐ Stabilize and revitalize diverse neighborhoods (Public facility improvements)
- ☐ Improve educational and job readiness

- 7. Will the services offered by your organization increase or expand as a result of the CDBG assistance? If yes, please answer the following questions:**

- a. What new programs or services will be provided?

N/A

- b. Describe how existing programs or services will be expanded and what percentage of an increase is expected?

N/A

8. Check any of the following eligible activity categories that apply to the proposed project or program: *(Refer to CDBG regulations and the Guide to Eligible CDBG Activities).*

- ☐ Acquisition of real property*
- ☐ Disposition of real property
- ☐ Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)* and/or **
- ☐ Privately owned utilities
- ☒ Public services
- ☐ Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- ☐ Removal of architectural barriers
- ☐ Housing rehabilitation**
- ☐ Homeownership assistance
- ☐ Technical assistance to businesses/micro-enterprise development
- ☐ Administrative technical assistance and planning studies (specified)

* Relocation

** Lead-Based Paint

(See note 7 and 8 on page 10)

9. Describe the need and the degree of urgency for the proposed project or program.

What would the consequences be if the proposed project or program is not funded in the next year?

Please see Attachment B: Narrative Responses.

10. Please describe your organization's capacity to implement the proposed project/program. Who will be involved in the project/program? (In-house employees, contractors, other agency partners, etc.)

CAPSLO has been operating an Adult Day Care program in the North County since 2004. The program employs 4 full time and 2 substitute staff. Student volunteers from Cuesta College's Psych Tech program, various Cal Poly departments, and from elsewhere in the community provide support and enrichment activities. The Paso Robles Culinary Academy is contracted to provide a daily hot lunch. Additionally, an all volunteer program advisory committee assists with program and fundraising activities.

11. Does the project require the issuance of a permit (from local, state or federal agencies)?

Yes ☒ No ☐

a. If yes, please identify the permits necessary to complete the project.

ADC is a licensed adult day care facility.

b. Have the necessary permits been issued? Please provide proof of permit issuance.

Yes. License #405801854 (Attachment C)

- c. If permits are required but not yet obtained, when will the permits be issued?

N/A

NATIONAL OBJECTIVES CRITERIA

12. Please identify the appropriate CDBG objective that applies to the proposed project/program by choosing A, B, or C. Provide a corresponding explanation of how the proposed activity meets the national objective.



A. Objective One – Low/Moderate Income (check one):

Note: To meet this national objective, the proposed activity must benefit a specific clientele or residents in a particular area of the County or participating city, of which at least 51 percent of who are low- and moderate-income persons.

Select one:

☐ **Area Benefit** – The project serves only a limited geographic area which is proven by 2010 Census data or survey to be a predominately (51% or more) low/moderate-income area. Applicants choosing this category must be able to prove their project/activity primarily benefits low/moderate-income households.

☒ **Clientele** – The project benefits a specific group of people, at least 51% of whom are low/moderate-income persons. **Note:** Income verification for clients must be provided for this category. The following groups are presumed to be low/moderate-income: abused children; elderly persons; battered spouses; homeless persons; illiterate adults; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers.

☐ **Housing** – The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.

☐ **Jobs** – The project creates or retains permanent jobs, at least 51% of which are taken by low/moderate-income persons or considered to be available to low/moderate-income persons.

Explain:

More than 51% of ADC clients are low to moderate income.



B. Objective Two – Slums or Blight

Assists in the prevention or elimination of slums or blight. **Note:** To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

Select one:

☐ **Addressing Slums or Blight on an Area Basis**

☐ **Addressing Slums or Blight on a Spot Basis** - This project will prevent or eliminate specific conditions of blight or physical decay. Activities are limited to clearance, historic

preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Explain:

☐ **C. Objective Three – Urgent Need**

Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake. **Note:** To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

Explain:

13. If the project or program is designed specifically to provide benefit to low- and moderate-income persons, please estimate the number of unduplicated persons (or households) to benefit from the project, and break that estimate down by income group. Note: Unduplicated means the number who are served, i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500.

a. Total number of persons or households who will benefit from the project or program (regardless of income group):

50

Persons/households (circle the applicable unit)

b. Of the total number of persons or households entered above, how many will be low-income (earning 51% - 80% or less of the County median-income)?

12

Persons/households (circle the applicable unit)

c. Of the total number of persons or households entered above, how many will be very low-income (earning 50% or less of the County median-income)?

10

Persons/households (circle the applicable unit)

14. If your project serves homeless households, please describe how your program coordinates with other Continuum of Care projects and entities, and how it aligns with the San Luis Obispo Countywide 10-Year Plan to Homelessness.

N/A

BENEFICIARY DATA

Note: Organizations will be asked to provide detailed data regarding race, ethnicity, gender, income, etc. If they cannot provide data, they may not be eligible for funding.

15. How do you collect demographic data on the beneficiaries of the proposed project or program? (Example: racial/ethnic characteristics) Please provide a sample of your intake process as an attachment if possible.

Client and demographic information is completed for each caregiver and participant upon intake. The data includes: gender, age, ethnicity/race, education level, family size, level and source of monthly income, health insurance, and disability. All data is collected, maintained,

16. How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low ($\leq 30\%$ AMI), low ($\leq 50\%$ AMI) and moderate-income ($\leq 80\%$ AMI)) Area Median Income (AMI) Please provide a sample of your intake process as an attachment if possible.

Income is documented upon intake and maintained in the Area Agency on Aging (AAA) Harmony software database system and in the client's hard copy file. Please see Attachment D for Client Intake Form.

17. Provide the following information for the persons in your organization responsible for the preparation and submittal of the quarterly reports and for collecting and reporting the beneficiary data to the Urban County.

Contact Person/Title: Bryn Smith, Planning and Development Specialist

Phone/email: 805-544-4355 ext 175, bsmith@capslo.org

FINANCIAL INFORMATION

For CDBG applications to the County of San Luis Obispo involving acquisition, construction, or rehabilitation projects, the County will require additional information on financial source and use of funds and other budget details prior to the draft Action Plan funding recommendations.

18. Attach a timeline of total expenditures.

Please see Attachment E.

Attachment 3

19. Please identify the jurisdictions to which you are applying. If you are applying to one or more jurisdictions, please provide a copy of the application to the County by the application deadline. If you are requesting CDBG funds from more than one city, please break down the amount shown above by the city listed below. The minimum requested CDBG amount is \$8,000 for public services per jurisdiction.

City of Arroyo Grande:	\$ _____	City of Paso Robles:	\$ 10,000 _____
City of Pismo Beach:	\$ _____	City of San Luis Obispo:	\$ _____
City of Atascadero:	\$ _____	County of San Luis Obispo:	\$ _____
City of Morro Bay:	\$ _____		

Total amount of CDBG funds requested: \$ 10,000 _____

20. Please describe the budget for the proposed project or program. Itemize all sources of funding expected to be available and used for this project (please include commitment letters if available):

a. Revenues: Please identify funding sources for each category, if applicable.

1. CDBG Funds requested	\$ 10,000 _____
2. Other Federal fund(s): <u>Area Agency on Aging and VA</u>	\$ 75,000 _____
3. State source(s): _____	\$ _____
4. Local source(s): <u>SLO County CBO</u>	\$ 31,500 _____
5. Applicant's matching fund(s)	\$ _____
6. Other funds: <u>Client Contributions, Donations, Fundraising</u>	\$ 144,200 _____
<u>& Agency Support</u>	\$ _____

Total Revenues \$ 260,700 _____

b. Expenditures under CDBG: List below by item or cost category.

Salaries	\$ 3,150
Benefits @ 39.2%	\$ 1,235
Meal Expense (lunches for clients)	\$ 4,874
Indirect Expense @ 8%	\$ 741
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL:	\$ 10,000 _____

21. How do you plan to fund the operation and maintenance costs (if any) associated with this project? Are these funds available now? If not, when will they be available? And from what sources?

CAPSLO has an extremely low indirect cost rate of 8% that covers operation costs, including HR, Facilities, Finance, and other administrative costs. Building maintenance costs are included in the program's annual budget:

Area Agency on Aging IIIB \$51,000; VA Funding \$24,000; SLO County CBO \$31,500; Client Contributions \$96,500; Agency Support \$23,000; Donations \$5,950; Fundraising \$18,750. +

22. Will CDBG funds be used to match/leverage other funds from other sources? List below funding sources and amounts and identify award dates of these sources.

Funding from CDBG for the Adult Day Center does not currently need to be used to match or leverage other funds. CDBG funding received from the City of Paso Robles will be used to demonstrate local support when trying to leverage new funding.

23. Federally funded projects/programs must comply with the following regulations. Please explain how your organization will comply with the following requirements:

- a. **Civil Rights:** CAPSLO's Human Resources (HR) Policy 2.1 addresses equal opportunity employment and affirmative action, has a written Affirmative Action Program, and is firmly committed to Equal Employment +
- b. **Section 504:** HR policy 2.2 addresses the American Disabilities Act (ADA). CAPSLO provides equal opportunities, with reasonable accommodation when appropriate, for applicants and qualified employees with disabilities. +
- c. **Fair Housing:** CAPSLO does not provide housing.
- d. **Limited English Proficiency:** CAPSLO employs bilingual/bicultural staff who can assist those with limited English proficiency, including translation +

I certify that the information in this application is true and accurate to the best of my knowledge and ability.



10/21/2016

Signature

Date

Elizabeth "Biz" Steinberg CEO

Printed or typed name

Title

Attachment A

Timelines of Program Milestones

Paso Robles CDBG: \$10,000

Program Milestones:

1. Provide high-quality care for up to 20 individuals at a time, Monday-Friday, from 8 am-5 pm, 52 weeks per year (excluding 12 federal and/or agency designated holidays).
2. Provide participants with a nutritionally complete lunch and snacks daily.
3. Provide daily activities that promote socialization and optimal brain function among seniors with diminished brain functioning due to early to mid-stages of Alzheimer's and other types of dementia.
4. Provide cognitive assessments 2 times per year per client that can be shared with doctors, social workers, and family caregivers.
5. Provide free education, support, and referral resources to family caregivers that help clients live at the family home for as long as safely possible, year round.

Attachment B: Narrative Responses

6. Describe the need and the degree of urgency for the proposed project or program. What would be the consequences if the proposed project or program is not funded in the next year?

According to the 2011 San Luis Obispo (SLO) County Senior Symposium, the county "is experiencing a growth rate in the number of senior citizens that far outpaces the majority of the state." California Department of Aging stated *SLO County will experience a 100-149% increase in the elderly population, ages 60 and over, and a 200-299% increase of the 85 and over population.* This growth rate is significantly higher than that of urban centers, such as Los Angeles, San Diego, and the Bay Area. As the senior population in the county increases, so does the need for services.

The Alzheimer's Association estimates over 6,000 SLO County residents suffer from Alzheimer's disease. This number does not account for caregivers that are also impacted by the disease, and those seniors who are undiagnosed or have other forms of dementia. With the aging Baby Boomer population increasing, the county can expect the number of individuals with Alzheimer's to increase as well. *The Alzheimer's Association reports that the number of individuals with Alzheimer's is projected to increase by 78% by 2030.* As Baby Boomers age, more two-income families will find themselves caring for a parent with dementia; yet they will be unable to forgo an income to become a caregiver and be unable to afford the high cost of a supported living facility. *The choices these families face are difficult. Often staff are told that if it wasn't for the Center, their loved ones would have to stay home alone because their caregiver had to work in order to support the family's needs.* As the percentage of seniors continues to grow, the need for programs that serve those with dementia, one of the most serious "diseases of aging," will increase – and there are no other affordable programs in the county and the Adult Day Center is currently hitting its maximum capacity and has a waitlist for some days of the week .

The Elder Economic Security Standard Index (which measures how much income is needed for a retired adult to meet their basic needs) finds that more than 13,000 (38%) of SLO County adults, ages 65 and over, live below the Elder Index. With so many elderly county residents unable to meet their basic needs, many are turning to their children for support – children who may be struggling to get by themselves, or have their own children in the home as well. In addition to the significant lack of affordable day care services in the county, the high cost of long-term care is simply not an option for most families. According to the Genworth Financial Corporation the 2014 Cost of Care in the SLO area can range anywhere from \$2,383/month for Adult Day Health Care services to \$7,604/month for a private room in nursing home care. When families are struggling just to get by, paying for long-term care or quitting their job to stay home and care for an elderly family member are not viable options. Individuals with pre-existing conditions often do not even qualify for long-term care.

Caregivers choose to bring their loved ones to ADC in order to find financial, physical, and emotional relief from their ongoing duties of providing care. One participant, Fidel, has been with the Center for over four

years. At the young age of 57, Fidel suffered a heart attack and developed vascular dementia. Unable to work full-time and provide the proper care her husband needed, Fidel's wife made the difficult decision to move him to Atascadero to live with their oldest daughter, Sonia, (who is 29 years old). With assistance from ADC, Sonia is able to ensure round the clock care for him while also juggling her own responsibilities and duties, which include raising her three year old daughter. Bringing him to ADC allows her to continue working her part-time job and continue her studies at the local community college. Fidel enjoys attending the Center and spending time with his friends, and Sonia has ease of mind knowing that he is in in good hands with the program's caring and knowledgeable staff.

Adult Day Center services help families maintain their physical, emotional, and economic health. According to the Alzheimer's Association, *"Compared to other family caregivers, those who care for people with severe memory problems are more likely to experience financial hardship, report health difficulties, experience emotional stress (depression or anxiety), and suffer from sleep disturbance."* The Center provides support to families through free education and counseling that helps them better cope with their loved one's aging issues. In addition, it allows working caregivers to maintain their jobs and a stable income, which reduces stress on the family. Being able to consistently work doesn't just help the family - in California alone, \$1.4 billion is reported to be lost annually in productivity due to caregivers missing work, reducing their hours, or changing their jobs due to their caregiving responsibilities (Alzheimer's Disease Facts and Figures in California, 2009).

If ADC were not funded by CDBG for 2016-17, it would mean a shortfall in funding for the program. Being the only nonprofit, full-day adult day center in SLO County, an increasing number of caregivers and participants rely on ADC's services; reducing staff hours and/or the number of hours available to lower income clients will greatly impact families who need care for their loved ones so that they may continue working. Funding from CDBG will ensure that services remain at current levels and families continue to be supported.

Last fiscal year, ADC provided the following from July 1, 2015 to June 30, 2016:

- 58 unduplicated participants were enrolled in the Center and received one or more days of care.
- 23 caregivers of Center participants were able to continue working as a result of respite services received.
- 642 individuals received education regarding Alzheimer's disease, healthy aging, and/or caregiving issues.
- 96% of participants enrolled in the Center for six months or longer remained in their family home, avoiding premature and/or inappropriate placement in a facility.
- 100% of participants who were enrolled in the Center for six months or longer improved their quality of life, as verified by family/caregiver report.
- 100% of caregivers whose family members were enrolled in the Center for six months or longer were "very satisfied" or "satisfied" with the services received.



State of California
Department of Social Services

Facility Number: 405801854

Effective Date: 02/07/2013

Total Capacity: 25

In accordance with applicable provisions of the Health and Safety Code of California, and its rules and regulations; the Department of Social Services hereby issues

this License to

COUNTY OF SAN LUIS OBISPO

to operate and maintain a

ADULT DAY PROGRAM

Name of Facility

CAPSLO ADULT DAY CENTER
1345 OAK STREET
PASO ROBLES, CA 93446

This License is not transferable and is granted solely upon the following:

LICENSED AS A DAY PROGRAM FOR TWENTY FIVE (25) ELDERLY NONAMBULATORY CLIENTS. HOURS OF OPERATION ARE 8:00AM - 5:00PM MONDAY THROUGH FRIDAY.

Client Groups Served:

ELDERLY

Complaints regarding services provided in this facility should be directed to:

CCLD Regional Office

(805) 562-0400

Jeffrey Hiratsuka
Deputy Director,
Community Care Licensing Division


Authorized Representative of Licensing Agency



Community Action Partnership Client Intake Form

Attachment D
CAPS Attachment 1000
Attachment 3
Client Intake Forms

* = Section must be completed

1. Last Name*: _____ First Name*: _____
2. Social Security # (at least last four numbers): _____ - _____ - _____
3. Date of Birth*: _____ - _____ - _____ (Month-Day-Year)
4. Gender*: ☐ Female ☐ Male ☐ Other
5. Check if one of these characteristics applies to you or your family*: ☐ Veteran ☐ Active military
6. If you or any of your family members meet one of the characteristics below please check*: (check only one)
☐ Farmer ☐ Migrant Farmworker ☐ Seasonal Farmworker
7. Address: _____ Apt#: _____
City*: _____ Zip Code*: _____
8. Home Phone #: _____ Cell Phone #: _____
9. Email Address: _____
10. Emergency Contact Name: _____ Relationship: _____
Emergency Contact Phone #: _____
11. Ethnicity*: (check one) ☐ Hispanic ☐ Non-Hispanic
12. Race*: (check all that apply) ☐ White ☐ Native Hawaiian/Other Pacific Islander
☐ Black/African American ☐ American Indian/Alaskan Native
☐ Asian
13. Primary Language: ☐ English ☐ Spanish ☐ Other _____
14. Citizen Status*: ☐ US Citizen ☐ Eligible Non-Citizen ☐ Ineligible Non-Citizen ☐ N/A
15. Family Type*: (check one) ☐ Single Person ☐ Single Parent/Male
☐ Two-Parent Household ☐ Two – Adults – No Children
☐ Single Parent/Female ☐ Other
16. Education*: (check highest grade completed)
☐ No School Completed ☐ GED
☐ Nursery School to 4th Grade ☐ Some College
☐ 5th or 6th Grade ☐ Associates Degree
☐ 7th or 8th Grade ☐ Bachelors
☐ 9th Grade ☐ Masters
☐ 10th Grade ☐ Doctorate
☐ 11th Grade ☐ Other Graduate/Professional Degree
☐ 12th Grade, No Diploma ☐ Certificate of Advanced Training or Skilled Artisan
☐ High School Diploma

17. **Housing Status for Family***: (check one)

- | | |
|---|---|
| <input type="checkbox"/> Stably Housed – Rent | <input type="checkbox"/> Literally Homeless |
| <input type="checkbox"/> Stably Housed – Own | <input type="checkbox"/> Imminently losing your housing (within 14 days) |
| <input type="checkbox"/> Other | <input type="checkbox"/> Unstably Housed and at risk of losing your house |

If you checked "Other", "Imminently losing your housing", or "Unstably Housed" above, please describe:

18. **Health Insurance***: (check one) ☐ Yes ☐ No

If "yes" to Health Insurance please check all that apply:

<input type="checkbox"/> Medicare	<input type="checkbox"/> VA
<input type="checkbox"/> Medi-Cal	<input type="checkbox"/> Other
<input type="checkbox"/> Private	

19. **Disability***: (check one) ☐ Yes ☐ No

20. **Family Size***: (check one)

<input type="checkbox"/> One	<input type="checkbox"/> Two	<input type="checkbox"/> Three
<input type="checkbox"/> Four	<input type="checkbox"/> Five	<input type="checkbox"/> Six
<input type="checkbox"/> Seven	<input type="checkbox"/> Eight or more	

21. **Source of Income for the Adult Day Center Participant (Monthly)*:**

- | | |
|---|----------|
| <input type="checkbox"/> Earned Income (i.e., employment income) | \$ _____ |
| <input type="checkbox"/> Unemployment Insurance | \$ _____ |
| <input type="checkbox"/> Supplemental Security Income (SSI) | \$ _____ |
| <input type="checkbox"/> Social Security Disability Income (SSDI) | \$ _____ |
| <input type="checkbox"/> Veteran's Disability Income | \$ _____ |
| <input type="checkbox"/> Private Disability Income | \$ _____ |
| <input type="checkbox"/> Worker's Compensation | \$ _____ |
| <input type="checkbox"/> Temporary Assistance for Needy Families (TANF) | \$ _____ |
| <input type="checkbox"/> General Assistance | \$ _____ |
| <input type="checkbox"/> Retirement income from Social Security | \$ _____ |
| <input type="checkbox"/> Veteran's Pension | \$ _____ |
| <input type="checkbox"/> Other Pension | \$ _____ |
| <input type="checkbox"/> Child Support | \$ _____ |
| <input type="checkbox"/> Alimony or other spousal support | \$ _____ |
| <input type="checkbox"/> Other Income | \$ _____ |

22. If you have additional family members in your household attach the "Additional Family Information" sheet.

I, _____, understand that pertinent identifying information about myself/my family will remain confidential and that such information will only be used for my benefit or to benefit other members of my family. Client information needed for service delivery and other data gathering purposes, including service patterns and client outcomes achieved, will only be shared with other authorized agency staff. I release the Community Action Partnership of San Luis Obispo County, Inc. and its staff from any legal liability for disclosing or acquiring information that I have permitted by signing this form. The statements made by me on this consent form are true, correct and complete to the best of my knowledge.

Client signature: _____

Date: _____

For Office use only: Entered into ClientTrack <input type="checkbox"/> Date: _____ Person entering: _____



Attachment D
CAPS Attachment 3
Client Intake Forms

Attachment D
CAPS Attachment 3
Client Intake Forms

Attachment D
CAPS Attachment 3
Client Intake Forms

Attachment D
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Client Intake Forms

Attachment D
CAPS Attachment 3
Client Intake Forms

Attachment D
CAPS Attachment 3
Client Intake Forms

Source of Monthly Family Income for Caregiver: _____
(Name of caregiver)

- | | |
|---|----------|
| <input type="checkbox"/> Earned Income (i.e., employment income) | \$ _____ |
| <input type="checkbox"/> Unemployment Insurance | \$ _____ |
| <input type="checkbox"/> Supplemental Security Income (SSI) | \$ _____ |
| <input type="checkbox"/> Social Security Disability Income (SSDI) | \$ _____ |
| <input type="checkbox"/> Veteran's Disability Income | \$ _____ |
| <input type="checkbox"/> Private Disability Income | \$ _____ |
| <input type="checkbox"/> Worker's Compensation | \$ _____ |
| <input type="checkbox"/> Temporary Assistance for Needy Families (TANF) | \$ _____ |
| <input type="checkbox"/> General Assistance | \$ _____ |
| <input type="checkbox"/> Retirement income from Social Security | \$ _____ |
| <input type="checkbox"/> Veteran's Pension | \$ _____ |
| <input type="checkbox"/> Other Pension | \$ _____ |
| <input type="checkbox"/> Child Support | \$ _____ |
| <input type="checkbox"/> Alimony or other spousal support | \$ _____ |
| <input type="checkbox"/> Other Income | \$ _____ |

If there is more than one caregiver and they are from a different household, please provide their income information below:

Source of Monthly Family Income for Caregiver: _____
(Name of caregiver)

- | | |
|---|----------|
| <input type="checkbox"/> Earned Income (i.e., employment income) | \$ _____ |
| <input type="checkbox"/> Unemployment Insurance | \$ _____ |
| <input type="checkbox"/> Supplemental Security Income (SSI) | \$ _____ |
| <input type="checkbox"/> Social Security Disability Income (SSDI) | \$ _____ |
| <input type="checkbox"/> Veteran's Disability Income | \$ _____ |
| <input type="checkbox"/> Private Disability Income | \$ _____ |
| <input type="checkbox"/> Worker's Compensation | \$ _____ |
| <input type="checkbox"/> Temporary Assistance for Needy Families (TANF) | \$ _____ |
| <input type="checkbox"/> General Assistance | \$ _____ |
| <input type="checkbox"/> Retirement income from Social Security | \$ _____ |
| <input type="checkbox"/> Veteran's Pension | \$ _____ |
| <input type="checkbox"/> Other Pension | \$ _____ |
| <input type="checkbox"/> Child Support | \$ _____ |
| <input type="checkbox"/> Alimony or other spousal support | \$ _____ |
| <input type="checkbox"/> Other Income | \$ _____ |

Attachment E

CAPSLO Alt Day Center CDBG--\$10,000

Timeline of Expenses

CDBG:	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18 Total
Salaries	262.50	262.50	262.50	262.50	262.50	262.50	262.50	262.50	262.50	262.50	262.50	3,150.00
Benefits	102.92	102.92	102.92	102.92	102.92	102.92	102.92	102.92	102.92	102.92	102.92	1,235.00
Client Meals	406.17	406.17	406.17	406.17	406.17	406.17	406.17	406.17	406.17	406.17	406.17	4,874.00
Indirect	61.75	61.75	61.75	61.75	61.75	61.75	61.75	61.75	61.75	61.75	61.75	741.00
Total												\$ 10,000.00
TOTAL PROGRAM:												
Salaries	\$ 11,224.00	\$ 11,224.00	\$ 11,224.00	\$ 11,224.00	\$ 11,224.00	\$ 11,224.00	\$ 11,224.00	\$ 11,224.00	\$ 11,224.00	\$ 11,224.00	\$ 11,224.00	\$ 134,688.00
Benefits	\$ 4,788.42	\$ 4,788.42	\$ 4,788.42	\$ 4,788.42	\$ 4,788.42	\$ 4,788.42	\$ 4,788.42	\$ 4,788.42	\$ 4,788.42	\$ 4,788.42	\$ 4,788.42	\$ 57,461.00
Rent & Utilities	\$ 1,412.50	\$ 1,412.50	\$ 1,412.50	\$ 1,412.50	\$ 1,412.50	\$ 1,412.50	\$ 1,412.50	\$ 1,412.50	\$ 1,412.50	\$ 1,412.50	\$ 1,412.50	\$ 16,950.00
Office & Program Supplies	\$ 420.83	\$ 420.83	\$ 420.83	\$ 420.83	\$ 420.83	\$ 420.83	\$ 420.83	\$ 420.83	\$ 420.83	\$ 420.83	\$ 420.83	\$ 5,050.00
Telephone	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 850.00
Postage	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 300.00
Copying	\$ 4.17	\$ 4.17	\$ 4.17	\$ 4.17	\$ 4.17	\$ 4.17	\$ 4.17	\$ 4.17	\$ 4.17	\$ 4.17	\$ 4.17	\$ 50.00
Printing	\$ 29.17	\$ 29.17	\$ 29.17	\$ 29.17	\$ 29.17	\$ 29.17	\$ 29.17	\$ 29.17	\$ 29.17	\$ 29.17	\$ 29.17	\$ 350.00
Local & Out of County Travel	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 200.00
Training	\$ 22.92	\$ 22.92	\$ 22.92	\$ 22.92	\$ 22.92	\$ 22.92	\$ 22.92	\$ 22.92	\$ 22.92	\$ 22.92	\$ 22.92	\$ 275.00
Repairs & Maintenance	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 1,800.00
Liability Insurance								\$ 2,900.00				\$ 2,900.00
Food & Meals	\$ 1,220.58	\$ 1,220.58	\$ 1,220.58	\$ 1,220.58	\$ 1,220.58	\$ 1,220.58	\$ 1,220.58	\$ 1,220.58	\$ 1,220.58	\$ 1,220.58	\$ 1,220.58	\$ 14,647.00
Dues, Subscriptions & Licenses	\$ 35.50	\$ 35.50	\$ 35.50	\$ 35.50	\$ 35.50	\$ 35.50	\$ 35.50	\$ 542.00	\$ 35.50	\$ 35.50	\$ 35.50	\$ 932.00
Advertising & Recruitment	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 1,500.00
Fundraising Expense					\$ 336.00			\$ 100.00		\$ 3,000.00		\$ 3,436.00
Subtotal	\$ 19,545.58	\$ 19,545.58	\$ 19,545.58	\$ 19,545.58	\$ 19,881.58	\$ 19,545.58	\$ 19,545.58	\$ 20,152.08	\$ 22,445.58	\$ 22,545.58	\$ 19,545.58	\$ 19,545.08
Indirect	\$ 1,563.65	\$ 1,563.65	\$ 1,563.65	\$ 1,563.65	\$ 1,590.53	\$ 1,563.65	\$ 1,563.65	\$ 1,612.17	\$ 1,795.65	\$ 1,803.65	\$ 1,563.65	\$ 19,311.00
Total	\$ 21,109.23	\$ 21,109.23	\$ 21,109.23	\$ 21,109.23	\$ 21,472.11	\$ 21,109.23	\$ 21,109.23	\$ 21,764.25	\$ 24,241.23	\$ 24,349.23	\$ 21,109.23	\$ 260,700.00



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FOR THE 2017 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities


The County of San Luis Obispo is pleased to announce the availability of funds for the Community Development Block Grant (CDBG) program. The CDBG program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Applicants seeking CDBG funds MUST address one of the three national objectives, as provided by the Department of Housing and Urban Development (HUD) (see question 12 for detailed information on the objectives). Applications that do not address one of the objectives will NOT be considered for CDBG funding. Furthermore, completed applications should provide the necessary exhibits, budgets, or requested information on targeted populations.

Applications must be received by the County of San Luis Obispo. Please email grant applications to ActionPlan@co.slo.ca.us by the application deadline of 5:00 P.M., Friday, October 21, 2016. Please label your email subject by adding the grant program name and the agency name (Example: CDBG – CAPSLO).

CONTACT INFORMATION

1. Qualifying Information

Organization Name: Community Action Partnership of San Luis Obispo County, Inc. DUNS number: 05-890-1950
Contact person/title/ Elizabeth "Biz" Steinberg
Phone: 805.544.4355 Fax: _____ Email: esteinberg@capslo.org

Address (mailing and physical address requested if different): _____
1030 Southwood Drive, San Luis Obispo CA 93401 

Is your agency currently participating in Homeless Management Information System (HMIS)?
For more information see note #2 at the end of the application.

Yes ☒ No ☐ If not currently participating, does your agency have the capacity to participate in HMIS? If yes, how so?

Total amount of CDBG funds requested: \$ \$10,000

Note: Please attach additional sheets for more detailed information of your proposed project or program for any of the questions below.

PROJECT DESCRIPTION

2. Title/name/address of proposed project or program:

Adult Day Center (ADC)
1345 Oak Street, Paso Robles, CA 93446

- 3. Please describe the proposed project or program.** Include a brief project/program description. For projects, describe the location of the project (be as specific as possible, e.g. street address). For programs, state the location from which the program will be operated, and describe the geographic area served by the program.

ADC in Paso Robles is SLO County's only non-profit adult day care. Providing quality care to older adults with early stages of Alzheimer's, dementia, or other cognitive impairments, ADC serves up to 20 seniors/day, 8am-5pm, Monday through Friday. ADC provides nutritious snacks and lunch, mentally stimulating activities, opportunities for socialization, and supervision so family caregivers can work or have respite and clients can remain safely living. +

- 4. Please attach a timeline of the project/program milestones.**

- 5. Who are the clients of your organization and who will benefit from the CDBG funding?** (Example: low- to moderate-income persons, elderly persons, severely disabled persons, migrant farm workers, battered spouses, etc.) **Please explain how they will directly benefit from the project or program.**

The Adult Day Center serves seniors with Alzheimer's or other forms of dementia and their family caregivers. 25% are from Paso Robles. Seniors who attend the center benefit from quality care and supervision, interacting with peers in a cognitively stimulating, social day environment, and avoiding premature institutionalization. ADC allows family caregivers to continue working, to take time for respite, and to take care of other obligations while knowing that their loved ones are in a safe and caring environment. Additionally, free caregiver support groups are offered to all loved ones to assist them in coping with the stresses of being a +

- 6. Which of the 2015-2019 Consolidated Plan goal(s) does your project plan to address?** Check all that apply.

- ☐ Create housing opportunities for residents
- ☐ Preserve and maintain existing affordable housing
- ☐ Reduce and end homelessness
- ☒ Create suitable living environment through public services
- ☐ Stabilize and revitalize diverse neighborhoods (Public facility improvements)
- ☐ Improve educational and job readiness

- 7. Will the services offered by your organization increase or expand as a result of the CDBG assistance? If yes, please answer the following questions:**

- a. What new programs or services will be provided?

N/A

- b. Describe how existing programs or services will be expanded and what percentage of an increase is expected?

N/A

8. Check any of the following eligible activity categories that apply to the proposed project or program: *(Refer to CDBG regulations and the Guide to Eligible CDBG Activities).*

- ☐ Acquisition of real property*
- ☐ Disposition of real property
- ☐ Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)* and/or **
- ☐ Privately owned utilities
- ☒ Public services
- ☐ Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- ☐ Removal of architectural barriers
- ☐ Housing rehabilitation**
- ☐ Homeownership assistance
- ☐ Technical assistance to businesses/micro-enterprise development
- ☐ Administrative technical assistance and planning studies (specified)

* Relocation

** Lead-Based Paint

(See note 7 and 8 on page 10)

9. Describe the need and the degree of urgency for the proposed project or program.

What would the consequences be if the proposed project or program is not funded in the next year?

Please see Attachment B: Narrative Responses.

10. Please describe your organization's capacity to implement the proposed project/program. Who will be involved in the project/program? (In-house employees, contractors, other agency partners, etc.)

CAPSLO has been operating an Adult Day Care program in the North County since 2004. The program employs 4 full time and 2 substitute staff. Student volunteers from Cuesta College's Psych Tech program, various Cal Poly departments, and from elsewhere in the community provide support and enrichment activities. The Paso Robles Culinary Academy is contracted to provide a daily hot lunch. Additionally, an all volunteer program advisory committee assists with program and fundraising activities.

11. Does the project require the issuance of a permit (from local, state or federal agencies)?

Yes ☐ No ☐

a. If yes, please identify the permits necessary to complete the project.

ADC is a licensed adult day care facility.

b. Have the necessary permits been issued? Please provide proof of permit issuance.

Yes. License #405801854 (Attachment C)

- c. If permits are required but not yet obtained, when will the permits be issued?

N/A

NATIONAL OBJECTIVES CRITERIA

12. Please identify the appropriate CDBG objective that applies to the proposed project/program by choosing A, B, or C. Provide a corresponding explanation of how the proposed activity meets the national objective.

☒ **A. Objective One – Low/Moderate Income (check one):**

Note: To meet this national objective, the proposed activity must benefit a specific clientele or residents in a particular area of the County or participating city, of which at least 51 percent of who are low- and moderate-income persons.

Select one:

☐ **Area Benefit** – The project serves only a limited geographic area which is proven by 2010 Census data or survey to be a predominately (51% or more) low/moderate-income area. Applicants choosing this category must be able to prove their project/activity primarily benefits low/moderate-income households.

☒ **Clientele** – The project benefits a specific group of people, at least 51% of whom are low/moderate-income persons. **Note:** Income verification for clients must be provided for this category. The following groups are presumed to be low/moderate-income: abused children; elderly persons; battered spouses; homeless persons; illiterate adults; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers.

☐ **Housing** – The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.

☐ **Jobs** – The project creates or retains permanent jobs, at least 51% of which are taken by low/moderate-income persons or considered to be available to low/moderate-income persons.

Explain:

More than 51% of ADC clients are low to moderate income.

☐ **B. Objective Two – Slums or Blight**

Assists in the prevention or elimination of slums or blight. **Note:** To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

Select one:

☐ **Addressing Slums or Blight on an Area Basis**

☐ **Addressing Slums or Blight on a Spot Basis** - This project will prevent or eliminate specific conditions of blight or physical decay. Activities are limited to clearance, historic

preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Explain:

☐ **C. Objective Three – Urgent Need**

Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake. **Note:** To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

Explain:

13. If the project or program is designed specifically to provide benefit to low- and moderate-income persons, please estimate the number of unduplicated persons (or households) to benefit from the project, and break that estimate down by income group. Note: Unduplicated means the number who are served, i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500.

a. Total number of persons or households who will benefit from the project or program (regardless of income group):

50

Persons/households (circle the applicable unit)

b. Of the total number of persons or households entered above, how many will be low-income (earning 51% - 80% or less of the County median-income)?

12

Persons/households (circle the applicable unit)

c. Of the total number of persons or households entered above, how many will be very low-income (earning 50% or less of the County median-income)?

10

Persons/households (circle the applicable unit)

14. If your project serves homeless households, please describe how your program coordinates with other Continuum of Care projects and entities, and how it aligns with the San Luis Obispo Countywide 10-Year Plan to Homelessness.

N/A

BENEFICIARY DATA

Note: Organizations will be asked to provide detailed data regarding race, ethnicity, gender, income, etc. If they cannot provide data, they may not be eligible for funding.

15. **How do you collect demographic data on the beneficiaries of the proposed project or program?** (Example: racial/ethnic characteristics) Please provide a sample of your intake process as an attachment if possible.

Client and demographic information is completed for each caregiver and participant upon intake. The data includes: gender, age, ethnicity/race, education level, family size, level and source of monthly income, health insurance, and disability. All data is collected, maintained,

16. **How do you document and maintain income status of each client in compliance with HUD regulations?** (Example: very low ($\leq 30\%$ AMI), low ($\leq 50\%$ AMI) and moderate-income ($\leq 80\%$ AMI)) Area Median Income (AMI) Please provide a sample of your intake process as an attachment if possible.

Income is documented upon intake and maintained in the Area Agency on Aging (AAA) Harmony software database system and in the client's hard copy file. Please see Attachment D for Client Intake Form.

17. **Provide the following information for the persons in your organization responsible for the preparation and submittal of the quarterly reports and for collecting and reporting the beneficiary data to the Urban County.**

Contact Person/Title: Bryn Smith, Planning and Development Specialist

Phone/email: 805-544-4355 ext 175, bsmith@capslo.org

FINANCIAL INFORMATION

For CDBG applications to the County of San Luis Obispo involving acquisition, construction, or rehabilitation projects, the County will require additional information on financial source and use of funds and other budget details prior to the draft Action Plan funding recommendations.

18. **Attach a timeline of total expenditures.**

Attachment 4

19. Please identify the jurisdictions to which you are applying. If you are applying to one or more jurisdictions, please provide a copy of the application to the County by the application deadline. If you are requesting CDBG funds from more than one city, please break down the amount shown above by the city listed below. The minimum requested CDBG amount is \$8,000 for public services per jurisdiction.

City of Arroyo Grande:	\$ _____	City of Paso Robles:	\$ 10,000 _____
City of Pismo Beach:	\$ _____	City of San Luis Obispo:	\$ _____
City of Atascadero:	\$ _____	County of San Luis Obispo:	\$ _____
City of Morro Bay:	\$ _____		

Total amount of CDBG funds requested: \$ 10,000 _____

20. Please describe the budget for the proposed project or program. Itemize all sources of funding expected to be available and used for this project (please include commitment letters if available):

a. Revenues: Please identify funding sources for each category, if applicable.

1. CDBG Funds requested	\$ 10,000 _____
2. Other Federal fund(s): <u>Area Agency on Aging</u>	\$ 75,000 _____
3. State source(s): _____	\$ _____
4. Local source(s): <u>SLO County CBO</u>	\$ 31,500 _____
5. Applicant's matching fund(s)	\$ _____
6. Other funds: <u>Client Contributions, Donations</u>	\$ 144,200 _____
<u>& Agency Support</u>	\$ _____

Total Revenues \$ 260,700 _____

b. Expenditures under CDBG: List below by item or cost category.

Salaries	\$ 3,150
Benefits @ 39.2%	\$ 1,235
Meal Expense (lunches for clients)	\$ 4,874
Indirect Expense @ 8%	\$ 741
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL:	\$ 10,000

21. How do you plan to fund the operation and maintenance costs (*if any*) associated with this project? Are these funds available now? If not, when will they be available? And from what sources?

CAPSLO has an extremely low indirect cost rate of 8% that covers operation costs, including HR, Facilities, Finance, and other administrative costs. Building maintenance costs are included in the program's annual budget:

Area Agency on Aging IIIB \$51,000; VA Funding \$24,000; SLO County CBO \$31,500; Client Contributions \$96,500; Agency Support \$23,000; Donations \$5,950; Fundraising \$18,750. +

22. Will CDBG funds be used to match/leverage other funds from other sources? List below funding sources and amounts and identify award dates of these sources.

Funding from CDBG for the Adult Day Center does not currently need to be used to match or leverage other funds. CDBG funding received from the City of Paso Robles will be used to demonstrate local support when trying to leverage new funding.

23. Federally funded projects/programs must comply with the following regulations. Please explain how your organization will comply with the following requirements:

- a. **Civil Rights:** CAPSLO's Human Resources (HR) Policy 2.1 addresses equal opportunity employment and affirmative action, has a written Affirmative Action Program, and is firmly committed to Equal Employment +
- b. **Section 504:** HR policy 2.2 addresses the American Disabilities Act (ADA). CAPSLO provides equal opportunities, with reasonable accommodation when appropriate, for applicants and qualified employees with disabilities. +
- c. **Fair Housing:** CAPSLO does not provide housing.
- d. **Limited English Proficiency:** CAPSLO employs bilingual/bicultural staff who can assist those with limited English proficiency, including translation +

I certify that the information in this application is true and accurate to the best of my knowledge and ability.

10/21/2016

Signature

Date

Elizabeth "Biz" Steinberg

CEO

Printed or typed name

Title

Notes to applicant:

The County and cities require all of the grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than \$1 million. If you are successful in obtaining an award, you will be asked to provide documentation regarding ability to provide the required coverage.

Prior to HUD's release of grant funds for the CDBG-funded project, a review of the project's potential impact on the environment must be conducted and approved by the County of San Luis Obispo **prior to obligating or incurring project costs**. The County must certify to HUD that it has complied with all applicable environmental regulations and requirements. If project costs are obligated or incurred prior to the completion of the necessary environmental review, the project **shall not** benefit from the grant funds. The level of environmental review required depends on the nature of the project. Title 24 CFR Part 58 is available at <http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf>.

1. Please review the CDBG regulations and guidelines and the Request for Proposals before completing your proposal. The CDBG regulations, under 24 CFR 570, are available at www.sloplanning.org under "Federal HUD Grants."
2. HMIS Reporting for 2015 homeless services, housing and shelter - All homeless service providers applying for ESG funds to assist, house or shelter the homeless must identify and demonstrate its capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per the U.S. Department of Housing and Urban Development's (HUD) Data Standards. HUD updated its data standards in 2014, and the new standards are in effect starting October 1, 2014. More information can be found at <https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf> and <https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf>.
3. Affirmative Marketing: Quarterly and annual reports shall be submitted by the project/program manager to the County for only CDBG-funded public services and housing projects. Each report shall report the total number of project/program applicants and clients served with respect to race, ethnicity, gender, and disability status. Affirmative marketing efforts shall be taken to increase the participation of any underserved groups.
4. Section 504 of the Rehabilitation Act of 1979: The County does not discriminate on the basis of disability in admission to, access to, or operation of its federally assisted programs and activities. The Section 504 Coordinator maintains a Grievance Procedure that receives and responds to Section 504 grievances / complaints. However, it applies only to County programs and activities that are funded by HUD. You can reach the ActionPlan@co.slo.ca.us, at the beginning of this application, if you would like more information or wish to contact the Section 504 Coordinator.
5. The Project Proposal submitted to the County of San Luis Obispo shall be examined in relation to the County's community development goals and funding priorities as presented in the Urban County of San Luis Obispo 2015-2019 Consolidated Plan. The Housing and Economic Development team will make draft funding recommendations using the rating criteria stated in the updated Request for Proposals as well as other information including but not limited to: the County Board of Supervisors, recommendations from the Homeless Services Oversight Council, online "needs" survey, other participating jurisdictions of the Urban County of San Luis Obispo, identified needs that could be addressed by the grant funds, consistency with goals and priorities in the 2015-2019 Consolidated Plan and the Ten Year Plan to End Homelessness, results of the Needs Workshops, working knowledge of the project and organization, and availability of limited funds.

6. Those awarded grants are required to provide beneficiary data at the end of each quarter and year end data of the fiscal year.
7. * Relocation: Any project that involves the acquisition of property and/or rehabilitation and is funded in whole or in part with federal funds, even if the federal funds are not used for the acquisition itself, is subject to federal requirements related to acquisition and relocation. A project cannot be broken into separate “projects” in order to avoid the federal requirements concerning property acquisition and relocation. Any questions regarding the relocation regulations for a specific property acquisition project should be directed to the County Housing and Economic Development staff before any action is taken on the project.

If HUD funded project will cause a household or a business to move, even temporarily, the relocation regulations will apply. Please submit the following:

- Estimate of relocation cost (moving costs, subsidy amount for suitable replacement dwelling).
 - Letter to owner of voluntary acquisition and proof of delivery to owner.
 - General Information letter to tenants (both business and residential tenants) and proof of delivery to all.
 - List of tenants (both business and residential tenants) at the time of application submittal.
 - Refer to http://www.slocounty.ca.gov/planning/Housing_and_Economic_Development/ura.htm for sample relocation letters under the downloadable manuals.
8. ** Lead-Based Paint (LBP): LBP regulations apply if HUD funded project involves acquisition or rehabilitation of a residential units that was built in 1978 or earlier. Please submit the following:
 - Estimate of costs for LBP work prepared by certified LBP consultant. Or a statement letter by LBP consultant explaining that the project is exempt.
 - Include any temporary housing costs.

Exhibit A**Statement of Work****2017 Community Development Block Grant Funds for LIFESTYLES RECOVERY CENTER, INC**

Organization Name: Lifestyles Recovery Center, Inc

Project Name: Relapse Prevention

Project Address: 715 24th Street, Suite P

Amount of County CDBG funding requested: \$9,580.00

Project Description:

This relapse prevention project will target low income individuals who are having difficulty staying sober. Clients who are dealing with drug and alcohol addiction find themselves in a constant fight to remain sober. This project will aid in this fight by providing information and consistent support. This relapse prevention project will provide information, counseling and instruction on staying sober. Thirty clients will be given take away material and the necessary tools to deal with the temptations that lead to relapse.

The relapse prevention project will provide tools such as workbooks, journals, test and self-evaluation to prevent relapses. The instructors will provide relapse prevention services to 30 clients utilizing the funds awarded in this grant. The clients will receive information and support through weekly classes and individual counseling. These prevention classes will be conducted at the facility located at 715 24th Street, Suite P. Paso Robles, Ca. or other sites as requested.

The awarded funding will cover substance abuse and relapse material, follow-up sessions and instructor fees. Work booklets, flyers and other material will be provided during classes to reinforce what is learned during the scheduled class time.

Project completion date:

Lifestyles Recovery Center, Inc. will complete and expend all 2017 CDBG funds no later than June 30, 2018.

EXHIBIT B**Financial Information Form****Community Development Block Grant for the LIFESTYLES RECOVERY CENTER, INC for 2017 Community Development Block Grant Funds****Organization Name:** Lifestyles Recovery Center, Inc**Project Name:** Relapse Prevention**Total Project Budget:** \$9,580.00

Please specify the total project budget. You must provide information on the common outcome indicator which defines the amount of dollars leveraged by the grant request.

Additional project funding sources could include, but are not limited to other government sources, foundations, corporations, individual contributions, events, reimbursements and in-kind contributions.

CDBG Budget

	Amount
	\$9,580.00
Material cost	\$4,000.00
Instructor's fees & expenses	\$5,580.00
Total	\$9,580.00

Additional Project Funding Sources Budget

Source	Amount
Total	

If you are requesting CDBG funds to pay for staff costs, please list each employee/title and the percentage of their salary and benefits that will be paid with CDBG funds. Include the total monthly and yearly costs to the CDBG program.

Position Title	New (Y/N)	% salary & benefits paid by grant	Monthly salary & benefit paid by grant	Yearly salary & benefit paid by grant
Instructor	Y	100%	\$232.50	\$2790.00

Instructor	Y	100%	\$232.50	\$2790.00

Exhibit C

COUNTY OF SAN LUIS OBISPO
PAYMENT REQUEST FORM – LIFESTYLES RECOVERY CENTER, INC:

Instructions: Complete this form, have an authorized person sign and date it, and mail it to Soutsida Inpravongviengkham, **Accountant**, Planning and Building Department, County Government Center, Room 300, San Luis Obispo, CA 93408-2040, (805) 781-4377. If you want the county to expedite processing of a payment, you can fax this form to Soutsida at (805) 781-5624 before mailing the original. **Do not** send this form directly to the County Auditor-Controller's Office.

Contact name and address: (payment will be mailed to this address) Eddie London Chief Financial Officer Lifestyles Recovery Center, Inc. 715 24 th St, Suite P Paso Robles, Ca 93446	Requested by:					
	Signature: _____					
	Date: _____					
	Name: _____					
	Phone: _____			FAX: _____		
Funding Source	Total funds Budgeted	Amount of this Request	Previous Requests	Balance after this Payment	IDIS #	SAP I/O
Lifestyles Recovery Center	\$9,580	\$	\$	\$		
Total	\$9,580	\$	\$	\$		

Comments:

19. Please identify the jurisdictions to which you are applying. If you are applying to one or more jurisdictions, please provide a copy of the application to the County by the application deadline. If you are requesting CDBG funds from more than one city, please break down the amount shown above by the city listed below. The minimum requested CDBG amount is \$8,000 for public services per jurisdiction.

City of Arroyo Grande:	\$ _____	City of Paso Robles:	\$ 9580.00
City of Pismo Beach:	\$ _____	City of San Luis Obispo:	\$ _____
City of Atascadero:	\$ _____	County of San Luis Obispo:	\$ _____
City of Morro Bay:	\$ _____		

Total amount of CDBG funds requested: \$ 9,580.00

20. Please describe the budget for the proposed project or program. Itemize all sources of funding expected to be available and used for this project (please include commitment letters if available):

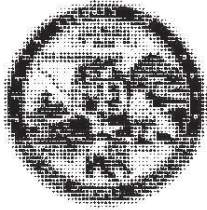
a. Revenues: Please identify funding sources for each category, if applicable.

1. CDBG Funds requested	\$ 9,580.00
2. Other Federal fund(s): _____	\$ _____
3. State source(s): _____	\$ _____
4. Local source(s): _____	\$ _____
5. Applicant's matching fund(s)	\$ _____
6. Other funds: _____	\$ _____

Total Revenues \$ 9,580.00

b. Expenditures under CDBG: List below by item or cost category.

CDBG Funds	\$9,580.00
Material cost, DVDs, workbooks, paper, pens & etc	\$4000.00
Instructor fees & expenses	\$5,580.00
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL:	\$ 9,580.00



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FOR THE 2017 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

The County of San Luis Obispo is pleased to announce the availability of funds for the Community Development Block Grant (CDBG) program. The CDBG program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Applicants seeking CDBG funds MUST address one of the three national objectives, as provided by the Department of Housing and Urban Development (HUD) (see question 12 for detailed information on the objectives). Applications that do not address one of the objectives will NOT be considered for CDBG funding. Furthermore, completed applications should provide the necessary exhibits, budgets, or requested information on targeted populations.

Applications must be received by the County of San Luis Obispo. Please email grant applications to ActionPlan@co.slo.ca.us by the application deadline of 5:00 P.M., Friday, October 21, 2016. Please label your email subject by adding the grant program name and the agency name (Example: CDBG – CAPSLO).

CONTACT INFORMATION

1. Qualifying Information

Organization Name: El Camino Homeless Shelter (ECHO) DUNS number: 091516745
 Contact person/title: Aurora William - Executive Director
 Phone: (805) 792-0090 Fax: (805) 464-4663 Email: awilliam@echoshelter.net
 Address (mailing and physical address requested if different): P.O. Box 2077, Atascadero 93423
6370 Atascadero Ave. Atascadero, CA 93422

Is your agency currently participating in Homeless Management Information System (HMIS)?
 For more information see note #2 at the end of the application.

Yes ☒ No ☐ If not currently participating, does your agency have the capacity to participate in HMIS? If yes, how so?

Total amount of CDBG funds requested: \$ \$97,402

Note: Please attach additional sheets for more detailed information of your proposed project or program for any of the questions below.

PROJECT DESCRIPTION

2. Title/name/address of proposed project or program:

El Camino Homeless Organization (ECHO) - Emergency Homeless Shelter and Meal Program
6370 Atascadero Ave., Atascadero, CA 93422

- 3. Please describe the proposed project or program.** Include a brief project/program description. For projects, describe the location of the project (be as specific as possible, e.g. street address). For programs, state the location from which the program will be operated, and describe the geographic area served by the program.

Please see attached.

- 4. Please attach a timeline of the project/program milestones.**

- 5. Who are the clients of your organization and who will benefit from the CDBG funding?** (Example: low- to moderate-income persons, elderly persons, severely disabled persons, migrant farm workers, battered spouses, etc.) **Please explain how they will directly benefit from the project or program.**

ECHO serves a diverse population of people; individuals, families, people with mental illness, people with physical disabilities, elderly, veterans, domestic violence victims, farm workers, and those involved in recovery from addiction. All of our clients are either no, low or very low income.

- 6. Which of the 2015-2019 Consolidated Plan goal(s) does your project plan to address? Check all that apply.**

- ☐ Create housing opportunities for residents
- ☐ Preserve and maintain existing affordable housing
- ☒ Reduce and end homelessness
- ☒ Create suitable living environment through public services
- ☐ Stabilize and revitalize diverse neighborhoods (Public facility improvements)
- ☒ Improve educational and job readiness

- 7. Will the services offered by your organization increase or expand as a result of the CDBG assistance? If yes, please answer the following questions:**

a. What new programs or services will be provided?

b. Describe how existing programs or services will be expanded and what percentage of an increase is expected?

Funding will increase one Case Manager position by 40%. It will increase the Shelter Coordinator position by 25% and increase the Overnight Supervisor by 50%.

8. Check any of the following eligible activity categories that apply to the proposed project or program: (Refer to CDBG regulations and the Guide to Eligible CDBG Activities).

- ☐ Acquisition of real property*
- ☐ Disposition of real property
- ☐ Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)* and/or **
- ☐ Privately owned utilities
- ☒ Public services
- ☐ Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- ☐ Removal of architectural barriers
- ☐ Housing rehabilitation**
- ☐ Homeownership assistance
- ☐ Technical assistance to businesses/micro-enterprise development
- ☐ Administrative technical assistance and planning studies (specified)

* Relocation

** Lead-Based Paint

(See note 7 and 8 on page 10)

9. Describe the need and the degree of urgency for the proposed project or program. What would the consequences be if the proposed project or program is not funded in the next year?

ECHO is the only homeless shelter and daily meal program in North San Luis Obispo County. ECHO is a 50-bed overnight shelter. In addition to the overnight beds that the shelter provides, hot dinners are served nightly to approximately 85 people per evening. Lack of funding for this project would limit the case management hours available to meet our many client needs. Lack of funding would also reduce the safety measures put in place to monitor the overnight shelter population.

10. Please describe your organization's capacity to implement the proposed project/program. Who will be involved in the project/program? (In-house employees, contractors, other agency partners, etc.)

ECHO is operated as a private non-profit, public benefit corporation. ECHO employs 3 full-time staff and 4 part-time staff. Shelter operations are supported by approximately 1270 volunteers, annually. The faith-based community and community service organizations are a large support for ECHO.

11. Does the project require the issuance of a permit (from local, state or federal agencies)?

Yes ☐ No ☒

a. If yes, please identify the permits necessary to complete the project.

b. Have the necessary permits been issued? Please provide proof of permit issuance.

- c. If permits are required but not yet obtained, when will the permits be issued?

NATIONAL OBJECTIVES CRITERIA

12. Please identify the appropriate CDBG objective that applies to the proposed project/program by choosing A, B, or C. Provide a corresponding explanation of how the proposed activity meets the national objective.



A. Objective One – Low/Moderate Income (check one):

Note: To meet this national objective, the proposed activity must benefit a specific clientele or residents in a particular area of the County or participating city, of which at least 51 percent of who are low- and moderate-income persons.

Select one:

☐ **Area Benefit** – The project serves only a limited geographic area which is proven by 2010 Census data or survey to be a predominately (51% or more) low/moderate-income area. Applicants choosing this category must be able to prove their project/activity primarily benefits low/moderate-income households.

☒ **Clientele** – The project benefits a specific group of people, at least 51% of whom are low/moderate-income persons. **Note:** Income verification for clients must be provided for this category. The following groups are presumed to be low/moderate-income: abused children; elderly persons; battered spouses; homeless persons; illiterate adults; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers.

☐ **Housing** – The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.

☐ **Jobs** – The project creates or retains permanent jobs, at least 51% of which are taken by low/moderate-income persons or considered to be available to low/moderate-income persons.

Explain:

See Attached



B. Objective Two – Slums or Blight

Assists in the prevention or elimination of slums or blight. **Note:** To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

Select one:

☐ **Addressing Slums or Blight on an Area Basis**

☐ **Addressing Slums or Blight on a Spot Basis** - This project will prevent or eliminate specific conditions of blight or physical decay. Activities are limited to clearance, historic

preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Explain:

☐ **C. Objective Three – Urgent Need**

Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake. **Note:** To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

Explain:

13. If the project or program is designed specifically to provide benefit to low- and moderate-income persons, please estimate the number of unduplicated persons (or households) to benefit from the project, and break that estimate down by income group. **Note:** Unduplicated means the number who are served, i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500.

- a. Total number of persons or households who will benefit from the project or program (regardless of income group):

528

Persons/households (circle the applicable unit)

- b. Of the total number of persons or households entered above, how many will be low-income (earning 51% - 80% or less of the County median-income)?

132

Persons/households (circle the applicable unit)

- c. Of the total number of persons or households entered above, how many will be very low-income (earning 50% or less of the County median-income)?

396

Persons/households (circle the applicable unit)

14. If your project serves homeless households, please describe how your program coordinates with other Continuum of Care projects and entities, and how it aligns with the San Luis Obispo Countywide 10-Year Plan to Homelessness.

Please see attached.

BENEFICIARY DATA

Note: Organizations will be asked to provide detailed data regarding race, ethnicity, gender, income, etc. If they cannot provide data, they may not be eligible for funding.

15. How do you collect demographic data on the beneficiaries of the proposed project or program? (Example: racial/ethnic characteristics) Please provide a sample of your intake process as an attachment if possible.

ECHO utilizes HMIS as a data system which collects data upon entry and exit of client(s). This system tracks demographics of clients.

16. How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low ($\leq 30\%$ AMI), low ($\leq 50\%$ AMI) and moderate-income ($\leq 80\%$ AMI)) Area Median Income (AMI) Please provide a sample of your intake process as an attachment if possible.

Case managers work with clients and track earnings. HMIS is also utilized for this data collection component

17. Provide the following information for the persons in your organization responsible for the preparation and submittal of the quarterly reports and for collecting and reporting the beneficiary data to the Urban County.

Aurora William - Executive Director

Contact Person/Title: _____

Phone/email: _____

FINANCIAL INFORMATION

For CDBG applications to the County of San Luis Obispo involving acquisition, construction, or rehabilitation projects, the County will require additional information on financial source and use of funds and other budget details prior to the draft Action Plan funding recommendations.

18. Attach a timeline of total expenditures.

19. Please identify the jurisdictions to which you are applying. If you are applying to one or more jurisdictions, please provide a copy of the application to the County by the application deadline. If you are requesting CDBG funds from more than one city, please break down the amount shown above by the city listed below. The minimum requested CDBG amount is \$8,000 for public services per jurisdiction.

City of Arroyo Grande:	\$ _____	City of Paso Robles:	\$ 18,590
City of Pismo Beach:	\$ _____	City of San Luis Obispo:	\$ _____
City of Atascadero:	\$ 18,590	County of San Luis Obispo:	\$ 60,222
City of Morro Bay:	\$ _____		

Total amount of CDBG funds requested: \$ 97,402

20. Please describe the budget for the proposed project or program. Itemize all sources of funding expected to be available and used for this project (please include commitment letters if available):

a. Revenues: Please identify funding sources for each category, if applicable.

1. CDBG Funds requested	\$ 97,402
2. Other Federal fund(s): _____	\$ _____
3. State source(s): _____	\$ _____
4. Local source(s): _____	\$ _____
5. Applicant's matching fund(s)	\$ _____
6. Other funds: Fundraising	\$ 149,645
_____	\$ _____
Total Revenues	\$ _____

b. Expenditures under CDBG: List below by item or cost category.

50% of annual wages for 1FTE case manager	\$17,680
50% of wages for 1FTE shelter coordinator	\$16,640
50% of wages for 1FTE Overnight shelter supervisor	\$16,640
50% of wages for 1 3/4 time Executive director	\$23,400
Project Devlivery costs	\$8042
Security dep/Rental Assistance	\$2,500
Motel Vouchers	\$3,750
general supplies & materials	\$6,500
Laundry vouchers	\$2,250
TOTAL:	\$ 97,402

21. How do you plan to fund the operation and maintenance costs (if any) associated with this project? Are these funds available now? If not, when will they be available? And from what sources?

ECHO has a core base of volunteers who are dedicated to working on fundraising for ECHO to ensure that there are monies to operate the shelter. This funding will allow ECHO to increase and enhance staffing. Additional monies are raised through (1) fundraising (2) events (3) private sector grants (4) private and business contributions.

22. Will CDBG funds be used to match/leverage other funds from other sources? List below funding sources and amounts and identify award dates of these sources.

While ECHO finds funding from CDBG is essential for operations, funding from CDBG is not currently used to match or leverage other funds.

23. Federally funded projects/programs must comply with the following regulations. Please explain how your organization will comply with the following requirements:

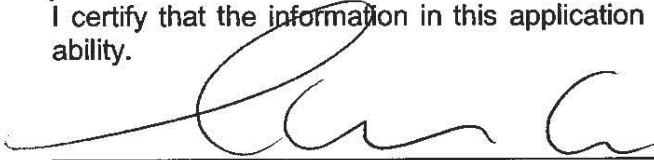
a. **Civil Rights:** ECHO does not discriminate on race, color, or national origin.

b. **Section 504:** ECHO does not discriminate based on any person's disability.

c. **Fair Housing:**

d. **Limited English Proficiency:** ECHO does not discriminate based on English language proficiency.

I certify that the information in this application is true and accurate to the best of my knowledge and ability.

 10/21/16

Signature

Date

Aurora William Executive Director

Printed or typed name

Title

Notes to applicant:

The County and cities require all of the grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than \$1 million. If you are successful in obtaining an award, you will be asked to provide documentation regarding ability to provide the required coverage.

Prior to HUD's release of grant funds for the CDBG-funded project, a review of the project's potential impact on the environment must be conducted and approved by the County of San Luis Obispo **prior to obligating or incurring project costs**. The County must certify to HUD that it has complied with all applicable environmental regulations and requirements. If project costs are obligated or incurred **prior** to the completion of the necessary environmental review, the project **shall not** benefit from the grant funds. The level of environmental review required depends on the nature of the project. Title 24 CFR Part 58 is available at <http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf>.

1. Please review the CDBG regulations and guidelines and the Request for Proposals before completing your proposal. The CDBG regulations, under 24 CFR 570, are available at www.sloplanning.org under "Federal HUD Grants."
2. HMIS Reporting for 2015 homeless services, housing and shelter - All homeless service providers applying for ESG funds to assist, house or shelter the homeless must identify and demonstrate its capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per the U.S. Department of Housing and Urban Development's (HUD) Data Standards. HUD updated its data standards in 2014, and the new standards are in effect starting October 1, 2014. More information can be found at <https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf> and <https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf>.
3. Affirmative Marketing: Quarterly and annual reports shall be submitted by the project/program manager to the County for only CDBG-funded public services and housing projects. Each report shall report the total number of project/program applicants and clients served with respect to race, ethnicity, gender, and disability status. Affirmative marketing efforts shall be taken to increase the participation of any underserved groups.
4. Section 504 of the Rehabilitation Act of 1979: The County does not discriminate on the basis of disability in admission to, access to, or operation of its federally assisted programs and activities. The Section 504 Coordinator maintains a Grievance Procedure that receives and responds to Section 504 grievances / complaints. However, it applies only to County programs and activities that are funded by HUD. You can reach the ActionPlan@co.slo.ca.us, at the beginning of this application, if you would like more information or wish to contact the Section 504 Coordinator.
5. The Project Proposal submitted to the County of San Luis Obispo shall be examined in relation to the County's community development goals and funding priorities as presented in the Urban County of San Luis Obispo 2015-2019 Consolidated Plan. The Housing and Economic Development team will make draft funding recommendations using the rating criteria stated in the updated Request for Proposals as well as other information including but not limited to: the County Board of Supervisors, recommendations from the Homeless Services Oversight Council, online "needs" survey, other participating jurisdictions of the Urban County of San Luis Obispo, identified needs that could be addressed by the grant funds, consistency with goals and priorities in the 2015-2019 Consolidated Plan and the Ten Year Plan to End Homelessness, results of the Needs Workshops, working knowledge of the project and organization, and availability of limited funds.

6. Those awarded grants are required to provide beneficiary data at the end of each quarter and year end data of the fiscal year.
7. * Relocation: Any project that involves the acquisition of property and/or rehabilitation and is funded in whole or in part with federal funds, even if the federal funds are not used for the acquisition itself, is subject to federal requirements related to acquisition and relocation. A project cannot be broken into separate "projects" in order to avoid the federal requirements concerning property acquisition and relocation. Any questions regarding the relocation regulations for a specific property acquisition project should be directed to the County Housing and Economic Development staff before any action is taken on the project.

If HUD funded project will cause a household or a business to move, even temporarily, the relocation regulations will apply. Please submit the following:

- Estimate of relocation cost (moving costs, subsidy amount for suitable replacement dwelling).
 - Letter to owner of voluntary acquisition and proof of delivery to owner.
 - General Information letter to tenants (both business and residential tenants) and proof of delivery to all.
 - List of tenants (both business and residential tenants) at the time of application submittal.
 - Refer to http://www.slocounty.ca.gov/planning/Housing_and_Economic_Development/ura.htm for sample relocation letters under the downloadable manuals.
8. ** Lead-Based Paint (LBP): LBP regulations apply if HUD funded project involves acquisition or rehabilitation of a residential units that was built in 1978 or earlier. Please submit the following:
 - Estimate of costs for LBP work prepared by certified LBP consultant. Or a statement letter by LBP consultant explaining that the project is exempt.
 - Include any temporary housing costs.



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FOR THE 2016 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

The County of San Luis Obispo is pleased to announce the availability of funds for the CDBG program. The Community Development Block Grant (CDBG) program is a flexible program that provides communities with resources to address a wide range of unique community development needs. The CDBG program provides annual grants on a formula basis to 1209 general units of local government and States.

To be considered for CDBG assistance, a completed application with any necessary exhibits, budgets or beneficiary data is required. Applications must be received by the County of San Luis Obispo. Please email grant applications to ActionPlan@co.slo.ca.us by the application deadline of 5:00 P.M., Friday, October 23, 2015. Please label your email subject by adding the grant program name and the agency name (Example: CDBG – CAPSLO).

CONTACT INFORMATION

1. Qualifying Information

Organization Name: Lifesteps Foundation Inc. **DUNS number:** 62-794-9522

Contact person/title/ Michelle Mason Senior Homemaker Program Coordinator

Phone: (805) 459-8272 **Fax:** 805-980-5699 **Email:** mmason@lifestepsfoundation.org

Address (mailing and physical address requested if different): 1431 Pomeroy Road, Arroyo Grand, CA 93420

Is your agency currently participating in Homeless Management Information System (HMIS)?

Yes ☐ No ☒ If not currently participating, does your agency have the capacity to participate in HMIS? If yes, how so?

Does the proposed project or activity meet one of the three national objectives of the CDBG program? Note: More specifics on question 9, on page 4 of the application.

Yes ☒ No ☐

Total amount of CDBG funds requested: \$22,100.00

Note: Please attach additional sheets for more detailed information of your proposed project or program for any of the questions below.

PROJECT DESCRIPTION**2. Title/name/address of proposed project or program:**

Senior Homemaker Program 1431 Pomeroy Road Arroyo Grande, CA 93420

3. Please describe the proposed project or program. Include a brief project/program description, the groups who will benefit and an explanation of how they will benefit from the proposed project or program. For projects, describe the location of the project (be as specific as possible, e.g. street address). For programs, state the location from which the program will be operated and describe the geographic area served by the program. Also, please include a schedule of project/program milestones.

Since July 2011, we have been providing home maintenance and bathing assistance to seniors throughout San Luis Obispo County. Within the past year, we have been having difficulty retaining quality staff due to the low amount of pay we can offer. The current rate of pay is \$11 an hour, which was made possible through Area Agency on Aging and the San Luis Obispo CBO grant. Even with this rate increase, we are still having difficulty attracting and retaining quality staff. The main reason for staff leaving is due to the low pay rate and finding better paying jobs within the same field. For example, IHSS pays their caregivers \$11.85 an hour. Having a constant staff rotation and lack of staff has been difficult for our senior clients. Going without services can be detrimental to their ability to live independently in their own homes, thus resulting in premature placement in a skilled nursing facility. The seniors we serve are not eligible for MediCal and it's ancillary services, such as IHSS because the share of cost would be too costly for them. We are serving seniors who have Medicare, yet they are unable to pay for private caregivers due to high medical expenses and paying for prescriptions that are not covered under Medicare Part D.

4. Will the services offered by your organization increase or expand as a result of the CDBG assistance? If yes, please answer the following questions:**a. What new programs or services will be provided?**

Yes

b. Describe how existing programs or services will be expanded and what percentage of an increase is expected?

Financial assistance from the CDBG program will enable us to increase the amount of clients served by 30%. Currently, we have forty-eight clients being served in San Luis Obispo County. A 30% increase will enable us to serve 16 additional clients living in San Luis Obispo County.

5. Check any of the following eligible activity categories that apply to the proposed project or program: (Refer to CDBG regulations and the Guide to Eligible CDBG Activities).

- ☐ Acquisition of real property*
- ☐ Disposition of real property
- ☐ Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)* and/or **
- ☐ Privately owned utilities
- ☐ Clearance and remediation activities**
- ☒ Public services
- ☐ Interim assistance
- ☐ Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- ☐ Loss of rental income
- ☐ Removal of architectural barriers
- ☐ Housing rehabilitation**
- ☐ New housing construction (under limited circumstances)
- ☐ Homeownership assistance
- ☐ Housing services
- ☐ Code enforcement
- ☐ Historic preservation**
- ☐ Commercial or industrial rehabilitation**
- ☐ Special economic development
- ☐ Technical assistance and planning studies

* Relocation

** Lead-Based Paint

(See note 8 and 9 on page 9)

6. Describe the need and the degree of urgency for the proposed project or program. What would be the consequences if the proposed project or program is not funded in the next year?

The clients we serve fall within a gap population that are not eligible for inexpensive caregiving and household assistance. If we don't receive the additional funding from the CDBG program, we will not be able to serve our current clients as well as the anticipated addition of 16 new clients. As a result, there will be an increase in hospitalizations, deaths, and skilled nursing home placement.

7. Please describe the specific organizational method used to implement the proposed project or program (single or multiple group, public agency, non-profit, for-profit, experience in operating similar programs, etc.):

Area Agency on Aging provides us with funding to operate the Senior Homemaker Program. They expect our agency to seek funding assistance from other resources, such as the CDBG program. The required match amount is 17% of the funds provided by Area Agency on Aging. Currently, we have a waiting list of people who are in desperate need of our services. CDBG funding could help our agency significantly reduce the waiting list. We get referrals from Adult Protective Services, Home Health agencies, Wilshire Foundation, and concerned family members.

8. Does the project require the issuance of a permit (from local, state or federal agencies)?

Yes ☐ No ☒

- a. If yes, please identify the permits necessary to complete the project.

N/A

- b. Have the necessary permits been issued? Please provide proof of permit issuance.

N/A

- c. If permits are required but not yet obtained, when will the permits be issued?

N/A

NATIONAL OBJECTIVES CRITERIA

9. Does the proposed project or activity meet one of the three national objectives of the CDBG program? Please check one of the objectives below that applies to the proposal, and explain how the project or activity meets that national objective.

Note: To meet this national objective, the proposed activity must benefit a specific clientele or residents in a particular area of the County or participating city, at least 51 percent of who are low- and moderate-income persons.

a. Objective One

Select one:

☒ **Low/Moderate-Income Area Benefit** – The project serves only a limited area which is proven by 2000 Census data or survey to be a predominately (51% or more) low/moderate-income area. Applicants choosing this category must be able to prove their project/activity primarily benefits low/moderate-income households. All of the clients we serve are in the low/moderate income category. A majority of them live in mobile homes and small apartments.

☐ **Low/Moderate-Income Limited Clientele** – The project benefits a specific group of people (rather than all areas in a particular area), at least 51% of whom are low/moderate-income persons;. **Note:** Income verification for clients must be provided for this category. The following groups are presumed to be low/moderate-income: abused children; elderly persons; battered spouses; homeless persons; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers.

☐ **Low/Moderate-Income Housing** – The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.

☐ **Low/Moderate-Income Jobs** – The project creates or retains permanent jobs, at least 51% of which are taken by low/moderate-income persons or considered to be available to low/moderate-income persons.

Explain:

Our clients choose to not use CenCal services because the share of cost is more than they can afford. A majority of their income goes to paying for medications that are not covered under Medicare Part D and medical bills. Some of our clients can barely afford to buy groceries on a regular basis. Social Security benefits are not as high as many people may think. According to the Social Security Admin., the average Social Security retirement benefit in June 2016 was about \$1,350 a month, or a bit over \$16,000 a year. A majority of our female clients are widowed. The numbers show that they make less than \$1,350 a month.

b. Objective Two

Assists in the prevention or elimination of slums or blight. **Note:** To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

Explain:

N/A

Select one:

☐ **Addressing Slums or Blight on an Area Basis -**

☐ **Addressing Slums or Blight on a Spot Basis -** This project will prevent or eliminate specific conditions of blight or physical decay. Activities are limited to clearance, historic

preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

c. Objective Three

Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake. **Note:** To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

Explain:

N/A

- 10. If the project or program is designed to meet the national objective of providing benefit to low- and moderate-income persons, please estimate the number of unduplicated number of persons (or households) to benefit from the project and break that estimate down by income group. **Note:** Unduplicated means the number who are served, i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500.**

- a. Total number of persons or households who will benefit from the project or program (regardless of income group):

#64

Persons/households (circle the applicable unit)

- b. Of the total number of persons or households entered above, how many will be low-income (earning 51% - 80% or less of the County median-income)?

64

Persons/households (circle the applicable unit)

- c. Of the total number of persons or households entered above, how many will be very low-income (earning 50% or less of the County median-income)?

64

Persons/households (circle the applicable unit)

- 11. Who are the clients of your organization? (Example: low- to moderate-income persons, elderly persons, severely disabled persons, migrant farm workers, battered spouses, etc.)**

Our clients are 60 years of age and older. Many of them have disabilities that limit their ability to take proper care of their homes and personal hygiene needs. All of our clients are on a limited income which makes it difficult for them to hire a housecleaner or caregiver. Our services are free.

- 12. How will the clients benefit from this project?**

They will enjoy the satisfaction of having clean homes, clothes laundered, home cooked meals, and/or bathing assistance. These services will greatly reduce health risks, such as, eating spoiled food, living with insect and rodent infestations, living in a home that is dangerously cluttered. We have had clients that had maggots in their kitchen because rotten food was left out in the open. One of our caregivers told me a story about his visit with a new client. She told him that her bed sheets had not been washed in over a year.

- 13. If your project serves homeless households, please describe how your program coordinates with other continuum of care projects and entities and how it aligns with the San Luis Obispo Countywide 10-Year Plan to Homelessness.**

N/A

BENEFICIARY DATA

14. How do you collect demographic data on the beneficiaries of the proposed project or program? (Example: racial/ethnic characteristics)

The Area Agency on Aging requires our agency to enter client data in the SAMS database for statistical purposes. Our entered data comes from the client intake and assessment application.

15. How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low ($\leq 30\%$ AMI), low ($\leq 50\%$ AMI) and moderate-income ($\leq 80\%$ AMI))
Area Median Income (AMI)

On our intake assessment, there is a question that asks if the client is above or below poverty guidelines. Their monthly and/or yearly income is recorded on the application as well.

16. Provide the following information for the persons in your organization responsible for the preparation and submittal of the quarterly reports and for collecting and reporting the beneficiary data to the Urban County.

Contact Person/Title: Michelle Mason Program Coordinator

Phone/email: 805-459-8272 mmason@lifestepsfoundation.org

FINANCIAL INFORMATION

For CDBG applications to the County of San Luis Obispo involving acquisition, construction or rehabilitation projects please provide the required additional budget information on BUDGET FORM A and BUDGET FORM B attached to the back of this application.

17. Total amount of CDBG funds requested: \$ 22,100.00

18. Please identify the cities to which you are applying. If you are applying to one or more cities, please provide a copy of the application to the County by the application deadline. If you are requesting CDBG funds from more than one city, please break down the amount shown above by the city listed below. The minimum requested CDBG amount is \$8,000 for public services from one or more jurisdictions.

City of Arroyo Grande: <u>1,500.00</u>	City of Paso Robles: <u>5,000.00</u>
City of Pismo Beach: <u>2,600.00</u>	City of San Luis Obispo: <u>5,000.00</u>
City of Atascadero: <u>3,000.00</u>	County of San Luis Obispo: <u>2,500.00</u>
City of Morro Bay: _____	

19. Please describe the budget for the proposed project or program. Itemize all sources of funding expected to be available and used for this project

a. Revenues:

1. CDBG Funds requested	\$ <u>22,100.00</u>	CDBG
2. Other Federal fund(s) (please describe below)	\$ <u>5,000.00</u>	CBO
3. State source(s) (please describe below)	\$ <u>0</u>	
4. Local source(s) (please describe below)	\$ <u>79,525</u>	AAA
5. Other funds (please describe below)	\$ <u>1,000</u>	Private donations

Total Revenues \$ _____

b. Expenditures: List below by item or cost category.

Please see the attachment included with this e-mail.	

20. How do you plan to fund the operation and maintenance costs (*if any*) associated with this project? Are these funds available now? If not, when will they be available? And from what sources?

The revenues from the Area Agency on Aging and CBO are current revenues. Private donations and fundraising events are on an ongoing basis. We are exploring other funding options such as the Community Foundation of SLO, Private Foundations, on-going fundraising events etc...

21. Will CDBG funds be used to match/leverage other funds? List below funding sources and amounts and identify award dates of these sources.

Yes. CDBG monies will be included in the matching funds, in order to fulfill our contract with the Area Agency on Aging

I certify that the information in this application is true and accurate to the best of my knowledge and ability.

Signature _____ Date _____

Printed or typed name _____ Title _____

Notes to applicant:

The County and cities require all of the grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than \$1 million***. If you are successful in obtaining an award, you will be asked to provide documentation regarding ability to provide the required coverage.

*** Liability coverage may vary by jurisdiction. Please call the City/County contact to verify limits.

Prior to HUD's release of grant funds for the CDBG-funded project, a review of the project's potential impact on the environment must be conducted by the awarding jurisdictions and approved by the County of San Luis Obispo **prior to obligating or incurring project costs**. The County must certify to HUD that it has complied with all applicable environmental regulations and requirements. If project costs be obligated or incurred prior to the completion of the necessary environmental review, the project **shall not** benefit from the grant funds. The level of environmental review required depends on the nature of the project. Title 24 CFR Part 58 is available at <http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf>.

1. Please review the CDBG regulations and guidelines and the Request for Proposals before completing your proposal. The CDBG regulations, under 24 CFR 570, are available at www.sloplanning.org under "Federal HUD Grants."
2. HMIS Reporting for 2015 homeless services, housing and shelter - All homeless service providers applying for ESG funds to assist, house or shelter the homeless must identify and demonstrate its capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per the U.S. Department of Housing and Urban Development's (HUD) Data Standards. HUD updated its data standards in 2014, and the new standards are in effect starting October 1, 2014. . More information can be found at <https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf> and <https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf>.
3. Affirmative Marketing: Quarterly and annual reports shall be submitted by the project / program manager to the County. Each report shall describe the clientele served (i.e. total number of clients served with respect to race, ethnicity, sex and disability status). Affirmative steps shall be taken (i.e. targeted marketing) with respects to increasing the participation of any underserved or under-represented group(s). Public / government infrastructure projects will not be required to submit clientele reports.
4. Section 504 of the Rehabilitation Act of 1979: The County does not discriminate on the basis of disability in admission to, access to, or operation of its federally assisted programs and activities. The Section 504 Coordinator maintains a Grievance Procedure that receives and responds to Section 504 grievances / complaints. However, it applies only to County programs and activities that are funded by HUD. You may reach the contact person named above, at the beginning of this application, if you would like more information or wish to contact the Section 504 Coordinator.
5. The Project Proposal submitted to the County of San Luis Obispo shall be examined in relation to the County's community development goals and funding priorities as presented in the Urban County of San Luis Obispo 2015-2019 Consolidated Plan. The draft Consolidated Plan will be available at www.sloplanning.org in February 2015. The Housing and Economic Development team will make draft funding recommendations using the rating criteria stated in the 2016 Request for Proposals as

well as other information including but not limited to: the County Board of Supervisors, recommendations from the Homeless Services Oversight Council, online "needs" survey, other participating jurisdictions of the Urban County of San Luis Obispo, identified needs that could be addressed by the grant funds, consistency with goals and priorities in the upcoming 2015-2019 Consolidated Plan and the Ten Year Plan to End Homelessness, results of the Needs Workshops, working knowledge of the project and organization, and availability of limited funds.

6. If you are awarded CDBG funds or your proposal involves economic development, i.e., directly benefit a business, private property owner, business, involves façade improvements, provide technical assistance to a new or existing business, job creation, loan guarantee, the beneficiary must obtain a Dun and Bradstreet (DUNS) number that must be reported to HUD. Please contact Suzan Ehdaie, (805) 781-4979, sehdaie@slo.co.ca.us for information on how to obtain a DUNS number prior to incurring and obligating the federal funds.
7. Those awarded grants are required to provide beneficiary data at the end of each quarter and year end data of the fiscal year.
8. * Relocation: Any project that involves the acquisition of property and/or rehabilitation and is funded in whole or in part with federal funds, even if the federal funds are not used for the acquisition itself, is subject to federal requirements connected to acquisition and relocation. A project cannot be broken into separate "projects" in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning whether the relocation regulations apply to a specific property acquisition project should be directed to the County Housing and Economic Development staff before any action is taken on the project.

If HUD funded project will cause a household or a business to move, even temporarily, the relocation regulations will apply. Along with application submit:

- Estimate of relocation cost (moving costs, subsidy amount for suitable replacement dwelling)
 - Letter to owner of voluntary acquisition, plus proof of delivery to owner.
 - General Information letter to tenants (both business and residential tenants), plus proof of delivery to all).
 - List of tenants (both business and residential tenants) at the time of application submittal.
 - Refer to http://www.slocounty.ca.gov/planning/Housing_and_Economic_Development/ura.htm for sample relocation letters under the downloadable manuals.
9. ** Lead-Based Paint (LBP): If HUD funded project involves acquisition or rehabilitation of a residential units that was built in 1978 or earlier, then LBP regulations will apply.
 - Along with application submit an estimate of costs for LBP work, provided by certified LBP consultant. Or statement by LBP consultant explaining that project is exempt.
 - Include any temporary housing costs.

Total Revenues

\$ 95,014.00

b. Expenditures: List below by item or cost category.

Salaries and Wages:	\$62,846.00
Taxes and Benefits:	\$15,633.00
Staff Travel:	\$ 2,300.00
Rent and Utilities	\$ 1,850.00
Telephone and Insurance:	\$ 1,875.00
Office Supplies and Advertising:	\$ 955.00
Equipment Rental and Building maintenance:	\$ 8,200.00
Indirect Costs:	

20. How do you plan to fund the operation and maintenance costs (if any) associated with this project? Are these funds available now? If not, when will they be available? And from what sources?

The revenues from the Area Agency on Aging and CBO are current revenues. Private donations and fundraising events are on an ongoing basis. We are exploring other funding options such as the Community Foundation of SLO, Private Foundations, on-going fundraising events.

21. Will CDBG funds be used to match/leverage other funds? List below funding sources and amounts and identify award dates of these sources.

Yes. CDBG monies will be included in the matching funds, in order to fulfill our contract with the Area Agency on Aging.

I certify that the information in this application is true and accurate to the best of my knowledge and ability.

Michelle Mason

Signature

October 31, 2016

Date

Michelle Mason

Printed or typed name

Senior Homemaker Program Coordinator

Title



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FOR THE 2017 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

The County of San Luis Obispo is pleased to announce the availability of funds for the Community Development Block Grant (CDBG) program. The CDBG program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Applicants seeking CDBG funds MUST address one of the three national objectives, as provided by the Department of Housing and Urban Development (HUD) (see question 12 for detailed information on the objectives). Applications that do not address one of the objectives will NOT be considered for CDBG funding. Furthermore, completed applications should provide the necessary exhibits, budgets, or requested information on targeted populations.

Applications must be received by the County of San Luis Obispo. Please email grant applications to ActionPlan@co.slo.ca.us by the application deadline of 5:00 P.M., Friday, October 21, 2016. Please label your email subject by adding the grant program name and the agency name (Example: CDBG – CAPSLO).

CONTACT INFORMATION

1. Qualifying Information

Organization Name: City of Paso Robles DUNS number: 09-946-0453

Contact person/title: Darren Nash, Associate Planner

Phone: (805) 237-3970 Fax: (805) 237-3804 Email: dnash@prcity.com

Address (mailing and physical address requested if different): 1000 Spring Street, Paso Robles, CA 93446

Is your agency currently participating in Homeless Management Information System (HMIS)?
For more information see note #2 at the end of the application.

Yes ☐ No ☒ If not currently participating, does your agency have the capacity to participate in HMIS? If yes, how so?

Total amount of CDBG funds requested: \$ 12,865

Note: Please attach additional sheets for more detailed information of your proposed project or program for any of the questions below.

PROJECT DESCRIPTION

2. Title/name/address of proposed project or program:

CDBG Administration Program

- 3. Please describe the proposed project or program.** Include a brief project/program description. For projects, describe the location of the project (be as specific as possible, e.g. street address). For programs, state the location from which the program will be operated, and describe the geographic area served by the program.

Activities to administer the City's CDBG Program and those activities that are funded with 2017 CDBG funds and yet-to-be completed activities that are funded with CDBG money from prior years. Tasks include preparing City-initiated applications for CDBG funds, review of private applications, preparing a draft annual action plan for City Council review and approval, arranging for public hearings and workshops, correspondence with applicants, preparing and

- 4. Please attach a timeline of the project/program milestones.**

- 5. Who are the clients of your organization and who will benefit from the CDBG funding?** (Example: low- to moderate-income persons, elderly persons, severely disabled persons, migrant farm workers, battered spouses, etc.) **Please explain how they will directly benefit from the project or program.**

Low to moderate income households.

Administrative use of CDBG funds will further the City's efforts to provide public facilities and public services to low and moderate income households.

- 6. Which of the 2015-2019 Consolidated Plan goal(s) does your project plan to address? Check all that apply.**

- ☐ Create housing opportunities for residents
- ☐ Preserve and maintain existing affordable housing
- ☐ Reduce and end homelessness
- ☐ Create suitable living environment through public services
- ☒ Stabilize and revitalize diverse neighborhoods (Public facility improvements)
- ☐ Improve educational and job readiness

- 7. Will the services offered by your organization increase or expand as a result of the CDBG assistance? If yes, please answer the following questions:**

- a. What new programs or services will be provided?

No new programs or services.

- b. Describe how existing programs or services will be expanded and what percentage of an increase is expected?

No increase to existing programs.

8. Check any of the following eligible activity categories that apply to the proposed project or program: *(Refer to CDBG regulations and the Guide to Eligible CDBG Activities).*

- ☐ Acquisition of real property*
- ☐ Disposition of real property
- ☐ Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)* and/or **
- ☐ Privately owned utilities
- ☐ Public services
- ☐ Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- ☐ Removal of architectural barriers
- ☐ Housing rehabilitation**
- ☐ Homeownership assistance
- ☐ Technical assistance to businesses/micro-enterprise development
- ☒ Administrative technical assistance and planning studies (specified)

* Relocation

** Lead-Based Paint

(See note 7 and 8 on page 10)

9. Describe the need and the degree of urgency for the proposed project or program.
What would the consequences be if the proposed project or program is not funded in the next year?

Administration of the CDBG program entails a substantial commitment of City staff and operational resources. General Funds are limited, and the City's budget would be significantly impacted if 20% of CDBG funds could not be used for administration.

10. Please describe your organization's capacity to implement the proposed project/program.
Who will be involved in the project/program? (In-house employees, contractors, other agency partners, etc.)

The City of Paso Robles has annually used 20% of its CDBG funds for administrative purposes since 1994.

11. Does the project require the issuance of a permit (from local, state or federal agencies)?

Yes ☐ No ☒

a. If yes, please identify the permits necessary to complete the project.

b. Have the necessary permits been issued? Please provide proof of permit issuance.

- c. If permits are required but not yet obtained, when will the permits be issued?

NATIONAL OBJECTIVES CRITERIA

12. Please identify the appropriate CDBG objective that applies to the proposed project/program by choosing A, B, or C. Provide a corresponding explanation of how the proposed activity meets the national objective.



A. Objective One – Low/Moderate Income (check one):

Note: To meet this national objective, the proposed activity must benefit a specific clientele or residents in a particular area of the County or participating city, of which at least 51 percent of who are low- and moderate-income persons.

Select one:

☐ **Area Benefit** – The project serves only a limited geographic area which is proven by 2010 Census data or survey to be a predominately (51% or more) low/moderate-income area. Applicants choosing this category must be able to prove their project/activity primarily benefits low/moderate-income households.

☒ **Clientele** – The project benefits a specific group of people, at least 51% of whom are low/moderate-income persons. **Note:** Income verification for clients must be provided for this category. The following groups are presumed to be low/moderate-income: abused children; elderly persons; battered spouses; homeless persons; illiterate adults; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers.

☐ **Housing** – The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.

☐ **Jobs** – The project creates or retains permanent jobs, at least 51% of which are taken by low/moderate-income persons or considered to be available to low/moderate-income persons.

Explain:

The 20% administrative funds will help the City administer the CDBG program that provides public improvement projects and assistance to public service organizations, which benefits the Clientele described above.



B. Objective Two – Slums or Blight

Assists in the prevention or elimination of slums or blight. **Note:** To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

Select one:

☐ **Addressing Slums or Blight on an Area Basis**

☐ **Addressing Slums or Blight on a Spot Basis** - This project will prevent or eliminate specific conditions of blight or physical decay. Activities are limited to clearance, historic

preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Explain:

☐ **C. Objective Three – Urgent Need**

Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake. **Note:** To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

Explain:

13. If the project or program is designed specifically to provide benefit to low- and moderate-income persons, please estimate the number of unduplicated persons (or households) to benefit from the project, and break that estimate down by income group. Note: Unduplicated means the number who are served, i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500.

a. Total number of persons or households who will benefit from the project or program (regardless of income group):

N/A

Persons/households (circle the applicable unit)

b. Of the total number of persons or households entered above, how many will be low-income (earning 51% - 80% or less of the County median-income)?

N/A

Persons/households (circle the applicable unit)

c. Of the total number of persons or households entered above, how many will be very low-income (earning 50% or less of the County median-income)?

N/A

Persons/households (circle the applicable unit)

14. If your project serves homeless households, please describe how your program coordinates with other Continuum of Care projects and entities, and how it aligns with the San Luis Obispo Countywide 10-Year Plan to Homelessness.

N/A

BENEFICIARY DATA

Note: Organizations will be asked to provide detailed data regarding race, ethnicity, gender, income, etc. If they cannot provide data, they may not be eligible for funding.

15. How do you collect demographic data on the beneficiaries of the proposed project or program? (Example: racial/ethnic characteristics) Please provide a sample of your intake process as an attachment if possible.

2000 US Census (Summary file 3)

16. How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low ($\leq 30\%$ AMI), low ($\leq 50\%$ AMI) and moderate-income ($\leq 80\%$ AMI)) Area Median Income (AMI) Please provide a sample of your intake process as an attachment if possible.

Does not comply with the administration of public works projects.

17. Provide the following information for the persons in your organization responsible for the preparation and submittal of the quarterly reports and for collecting and reporting the beneficiary data to the Urban County.

Contact Person/Title: Darren Nash, Associate Planner

Phone/email: (805) 237-3970

FINANCIAL INFORMATION

For CDBG applications to the County of San Luis Obispo involving acquisition, construction, or rehabilitation projects, the County will require additional information on financial source and use of funds and other budget details prior to the draft Action Plan funding recommendations.

18. Attach a timeline of total expenditures.

19. Please identify the jurisdictions to which you are applying. If you are applying to one or more jurisdictions, please provide a copy of the application to the County by the application deadline. If you are requesting CDBG funds from more than one city, please break down the amount shown above by the city listed below. The minimum requested CDBG amount is \$8,000 for public services per jurisdiction.

City of Arroyo Grande:	\$ _____	City of Paso Robles:	\$ 12,865 _____
City of Pismo Beach:	\$ _____	City of San Luis Obispo:	\$ _____
City of Atascadero:	\$ _____	County of San Luis Obispo:	\$ _____
City of Morro Bay:	\$ _____		

Total amount of CDBG funds requested: \$ 12,865 _____

20. Please describe the budget for the proposed project or program. Itemize all sources of funding expected to be available and used for this project (please include commitment letters if available):

a. Revenues: Please identify funding sources for each category, if applicable.

1. CDBG Funds requested	\$ 12,865 _____
2. Other Federal fund(s): _____	\$ _____
3. State source(s): _____	\$ _____
4. Local source(s): _____	\$ _____
5. Applicant's matching fund(s)	\$ _____
6. Other funds: _____	\$ _____
	\$ _____
Total Revenues	\$ 12,865 _____

b. Expenditures under CDBG: List below by item or cost category.

	\$
All CDBG funds requested will be used for staff salary and related operations such as training, supplies and maintenance.	\$ 12,865
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL:	\$ 12,865

21. How do you plan to fund the operation and maintenance costs (*if any*) associated with this project? Are these funds available now? If not, when will they be available? And from what sources?

There are no operation and maintenance costs associated with CDBG administration.

22. Will CDBG funds be used to match/leverage other funds from other sources? List below funding sources and amounts and identify award dates of these sources.

No other funds are necessary for this project.

23. Federally funded projects/programs must comply with the following regulations. Please explain how your organization will comply with the following requirements:

a. Civil Rights: N/A

b. Section 504: N/A

c. Fair Housing: N/A

d. Limited English Proficiency: N/A

I certify that the information in this application is true and accurate to the best of my knowledge and ability.



October 19, 2016

Signature

Date

Darren Nash

Associate Planner

Printed or typed name

Title

Notes to applicant:

The County and cities require all of the grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than \$1 million. If you are successful in obtaining an award, you will be asked to provide documentation regarding ability to provide the required coverage.

Prior to HUD's release of grant funds for the CDBG-funded project, a review of the project's potential impact on the environment must be conducted and approved by the County of San Luis Obispo **prior to obligating or incurring project costs**. The County must certify to HUD that it has complied with all applicable environmental regulations and requirements. If project costs are obligated or incurred prior to the completion of the necessary environmental review, the project **shall not** benefit from the grant funds. The level of environmental review required depends on the nature of the project. Title 24 CFR Part 58 is available at <http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf>.

1. Please review the CDBG regulations and guidelines and the Request for Proposals before completing your proposal. The CDBG regulations, under 24 CFR 570, are available at www.sloplanning.org under "Federal HUD Grants."
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3. Affirmative Marketing: Quarterly and annual reports shall be submitted by the project/program manager to the County for only CDBG-funded public services and housing projects. Each report shall report the total number of project/program applicants and clients served with respect to race, ethnicity, gender, and disability status. Affirmative marketing efforts shall be taken to increase the participation of any underserved groups.
4. Section 504 of the Rehabilitation Act of 1979: The County does not discriminate on the basis of disability in admission to, access to, or operation of its federally assisted programs and activities. The Section 504 Coordinator maintains a Grievance Procedure that receives and responds to Section 504 grievances / complaints. However, it applies only to County programs and activities that are funded by HUD. You can reach the ActionPlan@co.slo.ca.us, at the beginning of this application, if you would like more information or wish to contact the Section 504 Coordinator.
5. The Project Proposal submitted to the County of San Luis Obispo shall be examined in relation to the County's community development goals and funding priorities as presented in the Urban County of San Luis Obispo 2015-2019 Consolidated Plan. The Housing and Economic Development team will make draft funding recommendations using the rating criteria stated in the updated Request for Proposals as well as other information including but not limited to: the County Board of Supervisors, recommendations from the Homeless Services Oversight Council, online "needs" survey, other participating jurisdictions of the Urban County of San Luis Obispo, identified needs that could be addressed by the grant funds, consistency with goals and priorities in the 2015-2019 Consolidated Plan and the Ten Year Plan to End Homelessness, results of the Needs Workshops, working knowledge of the project and organization, and availability of limited funds.

6. Those awarded grants are required to provide beneficiary data at the end of each quarter and year end data of the fiscal year.
7. * Relocation: Any project that involves the acquisition of property and/or rehabilitation and is funded in whole or in part with federal funds, even if the federal funds are not used for the acquisition itself, is subject to federal requirements related to acquisition and relocation. A project cannot be broken into separate "projects" in order to avoid the federal requirements concerning property acquisition and relocation. Any questions regarding the relocation regulations for a specific property acquisition project should be directed to the County Housing and Economic Development staff before any action is taken on the project.

If HUD funded project will cause a household or a business to move, even temporarily, the relocation regulations will apply. Please submit the following:

- Estimate of relocation cost (moving costs, subsidy amount for suitable replacement dwelling).
 - Letter to owner of voluntary acquisition and proof of delivery to owner.
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