

1. Agenda

Documents:

[2-16-2022 HNRC MEETING AGENDA VIRTUAL TNP EDIT.PDF](#)

2. Agenda Packet

Documents:

[2-16-2022 HNRC MEETING AGENDA VIRTUAL TNP EDIT.PDF](#)  
[1-12-2022 HNRC SPECIAL MEETING MINUTES.PDF](#)  
[2-16-2022 MEMO CDBG AND HTF GRANTS.PDF](#)  
[HNRC COMMITTEE RATER CONFLICT OF INTEREST 2-16-22.PDF](#)  
[NONPROFIT PRESENTATIONS SCHEDULE FEBRUARY 16, 2022.PDF](#)  
[GRANT PROPOSAL EVALUATION CRITERIA FY 2022-2023 AND FY 2023-2024 RFP-22-HCD-471.PDF](#)  
[COMPETITIVE GRANT PROPOSALS FY 2022-2023 AND FY 2023-2024.PDF](#)  
[GRANT PROPOSALS FY 2022-23 AND FY 2023-2024 RATING WORKSHEET.PDF](#)  
[GRANT PROPOSALS FY 2022-23 AND FY 2023-2024 FUNDING RECOMMENDATION WORKSHEET.PDF](#)

3. Additional Material

Documents:

[BAY AREA COMMUNITY HEALTH PROPOSAL ON CURRENT FORM.PDF](#)  
[COVER PAGE WITH GRANT REQUEST AMOUNT SOUTH COUNTY COMPASSION CENTER.PDF](#)

4. Late Correspondence

Documents:

[PROJECT SENTINEL LATE CORRESPONDENCE LANDLORD TENANT COUNSELING AND DISPUTE RESOLUTION.PDF](#)  
[PROJECT SENTINEL LATE CORRESPONDENCE PROJECT SENTINEL FAIR HOUSING.PDF](#)



City of Gilroy  
 Housing & Community  
 Development  
 7351 Rosanna Street  
 Gilroy, CA 95020



**Housing & Neighborhood Revitalization Committee (HNRC)**  
**Regular Meeting Agenda**  
 Wednesday, February 16, 2022 – 6:00 p.m.  
 Virtual Meeting

<b>HOUSING &amp; NEIGHBORHOOD REVITALIZATION COMMITTEE MEMBERS:</b>		
Vanessa Ashford, Chair	Greg Bozzo	Michael Sanchez
Jasmine Ledesma, Vice-Chair	Makhan (Mak) Gupta	Laraine Spencer
	Carissa Purnell	

**THIS MEETING WILL BE CONDUCTED VIA ONLINE VIRTUAL PORTAL PURSUANT TO THE PROVISIONS OF ASSEMBLY BILL 361**

MEETING MATERIAL IS AVAILABLE ON THE CITY WEBSITE AT <http://www.cityofgilroy.org/AgendaCenter>.

Pursuant to California Assembly Bill 361, a local legislative body is authorized to hold public meetings remotely and to make those meetings accessible to all members of the public seeking to observe and to address the local legislative body by remote means only via a technology solution. As such, the City will provide various options for the public to participate in the conduct of the meeting, as indicated in detail below on this cover sheet.

In order to minimize the spread of the COVID 19 virus, the City will be offering virtual teleconference services on Zoom and Facebook Live. Additionally, written comments can be submitted by email to Sandra Nava at [Sandra.Nava@cityofgilroy.org](mailto:Sandra.Nava@cityofgilroy.org).

**To Participate via Zoom:**

Weblink: <https://us02web.zoom.us/j/84463608424?pwd=OGM5cTNBdEJQanloZ2RQTGMveTk0dz09>

Or via Telephone: +1 669 900 6833

Webinar ID: 844 6360 8424

Passcode: 689252

**To View the Meeting Live on Facebook:**

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**PUBLIC COMMENTS WILL BE TAKEN ON AGENDA ITEMS BEFORE ACTION IS TAKEN BY THE HOUSING AND NEIGHBORHOOD REVITALIZATION COMMITTEE. PUBLIC COMMENTS WILL NOT BE TAKEN THROUGH FACEBOOK LIVE.**

In compliance with the Americans with Disabilities Act (ADA) and Assembly Bill 361, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Housing and Community Development Technician 72 hours prior to the meeting at (408) 846-0290. The hearing impaired may reach City staff through the California Relay System at 711 or (800) 735-2929.



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**I. Call to Order - Welcome**

- a. Roll Call

**II. Report on Posting of the Agenda**

- III. Public Comments on Items Not on the Agenda:** This portion of the meeting is reserved for persons desiring to address the Housing and Neighborhood Revitalization Committee on matters not on this agenda. The law does not permit the Housing and Neighborhood Revitalization Committee action or extended discussion of any item not on the agenda except under special circumstances. If Housing and Neighborhood Revitalization Committee action is requested, the Housing and Neighborhood Revitalization Committee may place the matter on a future agenda. Written material provided by public members for Housing and Neighborhood Revitalization Committee agenda item "public comments" will be limited to 10 pages in hard copy.

**IV. Approval of Meeting Minutes (report attached)**

- a. Minutes from January 12, 2022
- b. Public comment
- c. Possible Action: Motion to approve minutes

**V. FY 2021-2022 Community Development Block Grant (CDBG) and Housing Trust Fund (HTF) Grant Applicant Presentations (report attached)**

- a. Staff report by Sandra Nava, HCD Technician II
- b. 2-minute presentation on proposal from each nonprofit grant applicant
- c. Public comment
- d. Possible Action: Receive proposal summaries and ask questions

**VI. Committee Consolidation Transition Plan**

- a. Staff report by Bryce Atkins, Senior Management Analyst
- b. 2022 Meeting schedule
- c. Public comment
- d. Possible Action: Provide feedback

**VII. Selection of 2022 Leadership (Continued from January 12, 2022)**

- a. Committee Discussion
- b. Public comment
- c. Recommended Action: Select Chair and Vice-Chair

**VIII. Informational Items**

**IX. Updates**

**X. Future Agenda Items**

- March 9, 2022 Approval of CDBG and HTF Grant Funding Recommendations
- March 9, 2022 Committee Consolidation Transition Plan

**XI. Adjournment**

The next regular meeting is March 9, 2022



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**KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE.**

**Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view.**

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City of Gilroy  
Housing Division  
7351 Rosanna Street  
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## Housing & Neighborhood Revitalization Committee (HNRC) Special Meeting Minutes

Wednesday, January 12, 2022 – 6:00 p.m.

### I. Call to Order - Welcome

The meeting was called to order by Chair Vanessa Ashford via teleconference at 6:03 p.m. The Chair read aloud a statement announcing that the meeting was being conducted by teleconference pursuant to the extension of Brown Act waivers provided for under Assembly Bill 361, as would subsequent meetings so long as the City Council could make findings that it was necessary in order to protect public safety and the Governor's declared emergency remained in effect.

**Roll call:** Chair Vanessa Ashford, Greg Bozzo, Makhan (Mak) Gupta, Carissa Purnell, Michael Sanchez, Laraine Spencer

**Absent:** Vice-Chair Jasmine Ledesma (excused)

**City staff participating:** Crystal Zamora, Program Administrator, Bryce Atkins, Senior Management Analyst, Thai Pham, City Clerk, Sandra Nava, HCD Technician II

### II. Report on Posting of the Agenda

Secretary Nava announced that the agenda was posted on January 11, 2022 at 1:45 p.m.

### III. Public Comments on Items Not on the Agenda:

There were no public comments.

### IV. Selection of Leadership

The committee discussed waiting until discussion is held on the committee consolidation transition plan, before selecting new leadership. Motion to continue the selection of leadership to February 16, 2022 was made by Member Bozzo, seconded by Member Gupta and carried 5-1 (Member Sanchez voting no).

There were no public comments

### V. Approval of Meeting Minutes

Motion to approve the July 14, 2021 and September 8, 2021 meeting minutes was made by Member Purnell, seconded by Chair Ashford and unanimously carried 6-0.

There were no public comments.

### VI. Approval of 2022 Meeting Schedule

Discussion was held on the proposed 2022 meeting schedule, which was created prior to Council's decision to consolidate committees. Staff encouraged the adoption of the schedule and informed members they could consider amending the schedule at the next meeting. Motion to approve the 2022 meeting schedule was made by Member Gupta, seconded by Member Sanchez and carried 5-1 (Chair Ashford voting no).

There were no public comments.



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## **VII. Housing Element Update**

Cindy McCormick, Customer Service Manager, provided an update on three housing topics: Housing Element update, potential affordable housing policy, and adopted objective design standards for multi-family projects and for Senate Bill 9 projects.

There were no public comments.

## **VIII. FY 2022-2023 and 2023-2024 Community Development Block Grant (CDBG) and Housing Trust Fund (HTF) Grant Funding Cycle Orientation**

Sandra Nava, HCD Technician II, gave an overview of the CDBG and HTF 2-year grant funding cycle timeline, funding availability, and process HNRC members should follow to rate, rank, and provide grant funding recommendations.

There were no public comments.

## **IX. Informational Items**

Bryce Atkins, Management Analyst, informed members that there will be a recurring agenda item to discuss the Council approved committee consolidation transition plan.

There were no public comments.

## **X. Staff Updates**

Crystal Zamora, Program Administrator, provided an update on the CARES Act Small Business Relief and Rent Assistance Grants and rent relief progress.

There were no public comments.

## **XI. Future Agenda Items**

February 16, 2022

- Presentations from Applicants for FY 2022-23 and 2023-24 CDBG and HTF Grants
- Committee Consolidation Transition Plan
- Possible Amendment of the 2022 Meeting Schedule

March 9, 2022

- Approval of CDBG and HTF Grand Funding Recommendations
- Committee Consolidation Transition Plan

## **XII. Adjournment**

Chair Ashford adjourned the meeting at 7:55 p.m.  
The next Regular Meeting is February 16, 2022.



## City of Gilroy Housing Division



### Memorandum

Date: February 16, 2022

To: Housing and Neighborhood Revitalization Committee (HNRC)

From: Sandra Nava, Housing & Community Development Technician II

Subject: FY 2022-2023 and FY 2023-2024 Community Development Block Grant (CDBG) and Housing Trust Fund (HTF) Grant Applicant Presentations and Proposal Rating, Ranking, and Funding Recommendation Process

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#### **BACKGROUND**

Members will be asked to disclose if they have a real or apparent conflict of interest that precludes them from participating in the grant proposal evaluation process. Staff will provide a brief description of the grant proposal presentation process.

Thirteen competitive and two internal City of Gilroy, non-competitive, proposals were received by the January 31, 2022 deadline. The committee is tasked with reviewing the competitive proposals. Bay Area Community Health (BACH) accidentally submitted its eligible proposal on the FY 2021-2022 form, which was for a 1-year funding cycle; the agency was given the opportunity to transfer the information submitted to the FY 2022-2023 and FY 2023-2024 form, without adding any additional information. As a result, the HNRC should only consider the proposed "Community Outreach and Navigation: PrEP" project for the first year of the funding cycle, FY 2022-2023.

Nonprofit agencies who submitted eligible proposals for FY 2022-2023 and FY 2023-2024 Community Development Block Grant (CDBG) and local Housing Trust Fund (HTF) grants will provide a 2-minute summary of the proposal for which they seek funding, followed by up to 8 minutes for questions, after each presentation. After tonight's meeting, eligible HNRC members will evaluate eligible proposals from home in the following manner:

First, members will score each proposal based on the attached evaluation criteria, "Exhibit A", using the grant proposal rating worksheet provided. Email this worksheet to staff by February 25<sup>th</sup>.

Next, wait to complete the funding recommendation worksheet until March 1st, the date staff will receive direction on the availability of the Housing Trust Fund. From the highest ranked proposal to the lowest, members will list grant allocation recommendations, and specify the funding type code on the funding recommendation worksheet. Email this worksheet to staff by end of day March 2<sup>nd</sup>.

After receiving the HNRC's grant funding allocation recommendations, staff will create a Council grant allocation recommendation summary that will be presented to the HNRC for consideration, at the March 9, 2022 meeting. Due to this being a 2-year funding cycle, the grant allocations ultimately approved by the City Council in May will be for FY 2022-2023, with the same amount awarded for FY 2023-2024, based on satisfactory progress in the first fiscal year and funding availability.

The City expects to receive approximately the same CDBG grant award in FY 2022-2023 that it received in FY 2021-2022. If we estimate a grant award of \$470,000 and an annual set-aside for internal city programs, the following is the breakdown:

\$470,000 CDBG FY 2022-2023 grant award from HUD

-\$ 94,000 is allocated to program administration (capped by HUD at 20% of the grant)

-\$ 70,500 is allocated to public services, capped by HUD at 15% of the grant. The Recreation Department's request is \$38,452 for the Gilroy Youth Center, leaving approximately \$32,000 available for distribution.

\$305,500 the remaining balance can be distributed to non-public service programs, such as the repair and accessibility modification program and to eligible public works projects. The Public Works Department's request for the Annual Sidewalk/Curb Ramp Project is \$386,000.

As you consider the CDBG amounts available for distribution, \$32,000 for public services and \$305,500 for non-public services, make note that you are not tasked with reviewing or making funding recommendations for the internal City of Gilroy programs.

The City's local Housing Trust Fund (HTF) has provided up to \$168,000 in grant funding each fiscal year for housing or homeless related public services. On February 28<sup>th</sup> the City Council will be reviewing the HTF and providing direction on the future use of these funds. There is the potential for a reduction or elimination of this funding source for public services, which if realized, may happen in the upcoming funding cycle, or a later cycle. On March 1<sup>st</sup> the outcome of the City Council's decision will be shared with the HNRC members.

### **ANALYSIS**

N/A

### **NEXT STEPS**

Staff will be available for questions.



City of Gilroy

APPLICANT  
**CONFLICT OF INTEREST**

This is to confirm that I have no conflict of interest with any of the applicants for FY 2022-2023 and FY 2023-2024 Community Development Block Grant and local Housing Trust Fund grant funding.

If I do have a conflict, I will so advise the Housing and Neighborhood Revitalization Committee (HNRC) Chairperson at the February 16, 2022 HNRC meeting.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**City of Gilroy**  
**Housing Trust Fund & Community Development Block Grant Funding**  
**FY 2022-2023 and FY 2023-2024**

**Grant Applicant Presentation Schedule**  
**Wednesday, February 16, 2022**

**Virtual Webinar**  
**Housing & Neighborhood Revitalization Committee (HNRC)**  
**Meeting 6:00 p.m.**

**22-RFP-HCD-471-Request for Proposals**

**PUBLIC SERVICES**

<u>Agency</u>	<u>Project Title</u>	<u>Time</u>
1. The Health Trust	Meals on Wheels	6:10 p.m.
2. South County Compassion Center	Outreach for the Unhoused	6:20 p.m.
3. Silicon Valley Independent Living Center	Housing and Emergency Services for Persons with Disabilities	6:30 p.m.
4. Saint Joseph's Family Center	Homeless Prevention Services	6:40 p.m.
5. Saint Joseph's Family Center	Gilroy Street Team	6:50 p.m.
6. Project Sentinel	Project Sentinel Fair Housing	7:00 p.m.
7. Project Sentinel	Landlord-Tenant Counseling & Dispute Resolution	7:10 p.m.
<b>Break 5 Minutes</b>		
8. Live Oak Adult Day Services Community Agency for Resources	Adult Day Care	7:25 p.m.
9. Advocacy and Services (C.A.R.A.S.) Community Agency for Resources	Homeward Bound Homeless Prevention Services	7:35 p.m.
10. Advocacy and Services (C.A.R.A.S.)	RYSE UP (Reaching our Young people to Succeed and Empower with Unlimited Potential)	7:45 p.m.
11. Boys & Girls Club of Silicon Valley	Ochoa Clubhouse CORE Enrichment	7:55 p.m.
12. Bay Area Community Health	Community Outreach and Navigation PrEP	8:05 p.m.

**NON PUBLIC SERVICES**

1. Rebuilding Together Silicon Valley	Repair and Accessibility Modification Program for Low-Income Homeowners and Renters	8:15 p.m.
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**CITY OF GILROY**  
**EXHIBIT A**  
**CITY OF GILROY – CDBG and HTF**  
**EVALUATION CRITERIA**

**FYs 2022-2023 and 2023-2024 REQUEST FOR PROPOSALS**

In evaluating eligible projects, the criteria listed below will be used to determine which projects will be recommended for funding. Each project proposal will be rated on the degree to which it meets each of the numerical rating factors.

**RATING FACTORS**

- The rating a project receives will be based on the information provided in the Project Proposal
- Use whole numbers only when rating proposals
- A high numerical score alone does not guarantee funding

Examples of high, medium, and low degrees needed to meet each criterion are shown. After rating numerically, proposals with tied scores should be further evaluated, for ranking purposes, based on which proposal meets a greater need.

<b>CRITERION 1: NEED</b>		<b>AGENCY RESPONSE</b>
Measures how effectively the proposed project addresses one or more FY 2020-2025 Consolidated Plan priority needs.		Found in Section 2, A2 of proposal
<b>HIGH</b> <b>(6 pts.)</b>	<b>MEDIUM</b> <b>(3 pts.)</b>	<b>LOW</b> <b>(0 pts.)</b>
Clearly documents an effective approach to meeting this need.	Need is clearly documented, approach is less effective than in comparative proposals.	Need is not clearly documented and/or applicant cannot demonstrate they are addressing a Consolidated Plan priority goal being met.

<b>CRITERION 2: TARGETED INCOME</b>		<b>AGENCY RESPONSE</b>
Measures the income levels of proposed beneficiaries.		Found in Section 2, B1 of proposal
<b>HIGH</b> <b>(6 pts.)</b>	<b>MEDIUM</b> <b>(4 pts.)</b>	<b>LOW</b> <b>(2 pts.)</b>
All proposed beneficiaries are extremely low income	All proposed beneficiaries are Very low income or lower	All proposed beneficiaries are low income or lower

<b>CRITERION 3: EXPERIENCE</b>		<b>AGENCY RESPONSE</b>
Measures the extent of experience the agency has providing the proposed service or similar service.		Found in Section 2, C3 of proposal
<b>HIGH (4 pts.)</b>  Agency has experience providing the same service proposed.	<b>MEDIUM (2 pts.)</b>  Agency has experience providing a similar service to that proposed.	<b>LOW (0 pts.)</b>  Agency has no organizational or staff experience providing the type of service proposed.

<b>CRITERION 4: LEVERAGED FUNDS</b>		<b>AGENCY RESPONSE</b>
Measures the total revenue the agency proposes to acquire from other funding sources in order to operate the proposed program.		Found in Section 3, D of proposal
<b>HIGH (4 pts.)</b>  25% or higher of total proposed project revenues are budgeted from other sources.	<b>LOW (1 pt.)</b>  Less than 25% of total proposed project revenues are budgeted from other sources.	<b>BELOW (0 pts.)</b>  No proposed project revenues are budgeted from other sources.

<b>CRITERION 5: WORKING WITH OTHER AGENCIES</b>		<b>AGENCY RESPONSE</b>		
Measures the agency's efforts to collaborate in order to augment rather than duplicate services to beneficiaries.  <b>BONUS POINTS:</b> measures the use of leveraging staff and resources to enhance services.		Found in Section 2, A5 & A6 of proposal		
<b>HIGH (4 pts.)</b>  Agency clearly demonstrates how it actively works with other agencies in delivering program services.	<b>MEDIUM (2 pts.)</b>  Agency actively participates in a consortium of service providers related to project services. The South County Collaborative or Santa Clara County Collaborative on Affordable Housing and Homeless Issues are examples.	<b>LOW (1pt.)</b>  Agency has informal but established working relationships with other public service providers.	<b>NO SCORE (0 pt.)</b>  Applicant shows no evidence of working with other agencies.	<b>BONUS POINTS (2 pts.)</b>  Collaboration with other service providers including elements such as shared staff, locations or budgets that resulted in increased, expanded, or different services.

<b>CRITERION 6: MEASURABLE OUTCOMES AND SYSTEM</b>		<b>AGENCY RESPONSE</b>
Measures the extent to which the application proposes outcome measures and a feasible measurement system.		Found in Section 2, B3, #1 and #2 of proposal
<b>HIGH (4 pts.)</b>  Application identifies outcome measures for proposed services and has implemented a feasible outcome measurement system.	<b>MEDIUM (1 pt.)</b>  Application identifies outcome measures and measurement methods, but has not implemented a feasible outcome measurement system.	<b>BELOW (0 pts.)</b>  Application does not identify outcome measures and/or feasible outcome measurement system.

<b>CRITERION 7: PROGRAM PERFORMANCE</b>	<b>WHERE TO FIND</b>
Measures applicant's history or track record of meeting goals and completing projects.	Information to be provided by Housing & Community Development staff.

<b>High (4 pts.)</b>  Applicant has demonstrated history of exceeding all 3 performance benchmarks (i.e. unduplicated participants, activities and outcomes).	<b>Medium (2 pts.)</b>  Applicant has demonstrated history of meeting at least 2 of 3 performance benchmarks and has no pending or unresolved monitoring or financial audit findings requiring corrective actions.	<b>Low (1 pt.)</b>  Applicant has demonstrated history of meeting at least 1 of 3 standard performance benchmarks and has no pending or unresolved monitoring or financial audit findings requiring corrective actions.	<b>NEW APPLICANT (0 pt.)</b>	<b>CORRECTIVE ACTIONS PENDING (-2 pt.)</b>  A project with pending corrective actions identified in monitoring reports from the City, another funding source or financial audit. This includes projects subject to a corrective action plan, including probationary status from any funding source.	<b>CORRECTIVE ACTIONS UNRESOLVED (-4 pts.)</b>  A project with unresolved corrective actions not being adequately addressed at the time of application. Rating also applies to applicants who have shown substantial delays in implementing past projects and have not corrected past performance problems.
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**Community Development Block Grant/ Gilroy Housing Trust Fund  
Application City of Gilroy 22-RFP-HCD-471  
Fiscal Year 2022-2023**

**SECTION 1: COVER SHEET**

**A. Applicant Information**

Legal Name of Organization: Bay Area Community Health  
 Mailing Address: 40910 Fremont Blvd.  
 City, State, Zip Code: Fremont, CA 94538  
 Contact Person Name: Rosanna Salgado McDonald Title: Director, Fund Development  
 Email Address: rsalgado@bach.health Webpage: www.bach.health  
 Telephone Number: 408-729-4290

**B. Project Overview**

Project Name: Community Outreach and Navigation: PrEP  
 Project Location: 9460 No Name Uno  
 City, State, Zip: Gilroy, CA 95020

**Brief Project Description:** Bay Area Community Health, a Federally Qualified Health Center (FQHC) with an extensive history of delivering HIV outreach, prevention, and treatment services, requests \$15,000 in funding to train and deploy a .15 full-time equivalent (FTE) bilingual English/Spanish outreach worker to serve Gilroy residents at risk of contracting HIV. PrEP (pre-exposure prophylaxis) is a medicine people at risk for HIV take to prevent getting HIV from sex or injection drug use. When taken as prescribed, PrEP is highly effective for preventing HIV. If funded, the project will address the HIV epidemic by ensuring that Gilroy residents at risk of HIV have access to prevention through PrEP medication, and receive HIV testing and subsequent responsive care services including case management, linkage to care, and client navigation support along the PrEP continuum. The project is designed to increase the number of Gilroy residents accessing and using clinically-indicated PrEP; thus decreasing the number of residents who contract HIV. The project benefits from mutual referrals by/to essential services provided by BACH's Gilroy-based referral partners to meet housing, food, and other needs, as well as lowering barriers to care through access to BACH's full array of health and wellness services at BACH's Gilroy clinic.

**C. Funds Requested**

Funding request for Fiscal Year 2022/2023: \$ 15,000

Gilroy CDBG/HTF funds in Fiscal Year		
	2021/2022	2022/2023
<b>Requested:</b>	\$0.00	\$16,000.00
<b>Received:</b>	\$0.00	\$10,250.00

Identify the City of Gilroy Consolidated Plan priority need(s) being met:

- |   |   |
|---|---|
| <input type="checkbox"/> Preserve Affordable Housing for Home Ownership | <input type="checkbox"/> Install Safety & Enhanced Public Improvements                |
| <input type="checkbox"/> Small Business Expansion                       | <input type="checkbox"/> Workforce Development  |
| <input type="checkbox"/> Supportive Services for Homeless               | <input checked="" type="checkbox"/> Supportive Services for Special Needs Populations |
| <input type="checkbox"/> Fair Housing Support                           | <input type="checkbox"/> Neighborhood Revitalization                                  |

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**SECTION 2: PROJECT INFORMATION**

**A. Project Overview and Target Population [Limit each response to no more than half a page]**

1. Describe the primary purpose of the proposed project:

To increase community awareness, increase access to health care, and lower the rates of HIV (human immunodeficiency virus) in Gilroy, thus addressing the HIV epidemic. The STD/HIV Prevention & Control Program of the County of Santa Clara Public Health Department has identified five key strategies in stopping the HIV epidemic: 1) improve quality and usability of collected data; 2) improve PrEP and PEP utilization and access, 3) increase and improve HIV and STD testing and integration, 4) improve linkage and retention in HIV care, and 5) increase general HIV education & awareness and reduce stigma around HIV, sexual orientation, and gender identity.

1.05. Description of Services

Location of services:	BACH's Gilroy Clinic, 9460 No Name Uno, Gilroy, CA 95020
Hours of operation:	Monday – Friday, 8:00am – 8:00pm, Saturday – Sunday, 8:00am – 5:00pm

<b>Activity 1:</b>	
Activity Name:	Outreach to Partners
Activity Description:	Connect with Gilroy-serving partners; disseminate targeted email and social media notices; deliver online informational sessions to confirm mutual referrals (housing assistance, food pantries, for example); and publicize the availability of PrEP services. Internal education to BACH clinic staff. All outreach will be culturally sensitive and bilingual (English/Spanish.)

<b>Activity 2:</b>	
Activity Name:	Targeted Outreach to Community Members at Risk of HIV.
Activity Description:	BACH will use a “smart screening algorithm” in its electronic health record: OCHIN Epic to identify potential PrEP candidates. Further inreach to higher-risk BACH patients through targeted text campaigns; to BACH patient population through video clip and flyers in clinic waiting and exam room and at BACH’s school-based health center based at Glenview Elementary School (which serves the entire family). BACH will deploy the bilingual English/Spanish outreach worker in Gilroy to serve new populations of Latino-majority migrant workers with varying document status as well as previously underserved HIV positive and high-risk HIV negative individuals. She will also receive referrals from service partners. As in all of its outreach, staff will adhere to current COVID-19 public health protocols, incorporating social distancing and masks, hand sanitizer and wipes to ensure a safe and healthy environment.

<b>Activity 3:</b>	
Activity Name:	Education, Services, and Referrals for Clients
Activity Description:	

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The outreach worker will meet with clients and provide education, support and referrals to HIV testing, and PrEP prescription. Referral to Valley Medical Center (if HIV positive). Includes culturally specific navigation (help with appointments, transportation, appointment accompaniment) for HIV- and HIV+ clients. BACH's policy is to link HIV+ patients to care within 30 days.

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2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a City Council priority.

Bay Area Community Health, a Federally Qualified Health Center (FQHC) with an extensive history of delivering HIV outreach, prevention, and treatment services, requests \$15,000 in funding to train and deploy a .15 full-time equivalent (FTE) PrEP Outreach Navigator to serve Gilroy residents at risk of contracting HIV. PrEP (pre-exposure prophylaxis) is a medicine people at risk for HIV take to prevent getting HIV from sex or injection drug use. When taken as prescribed, PrEP is highly effective for preventing HIV.

According to the County of Santa Clara Public Health Department, geographic areas with high rates of people living with HIV/AIDS were concentrated in the north central part of the county, as well as in the more rural southern region. Many of these areas are associated with higher poverty levels, lower educational attainment, and higher unemployment. (HIV Epidemiology Annual Report County of Santa Clara 2018)

If funded, the project will address the HIV epidemic by ensuring that Gilroy residents at risk of HIV have access to prevention through PrEP medication, and receive HIV testing and subsequent responsive care services including case management, linkage to care, and client navigation support along the PrEP continuum. The project is designed to increase the number of Gilroy residents accessing and using clinically-indicated PrEP; thus decreasing the number of residents who contract HIV. The project benefits from mutual referrals by/to essential services provided by BACH's Gilroy-based referral partners to meet housing, food, and other needs, as well as lowering barriers to care through access to BACH's full array of health and wellness services at BACH's Gilroy clinic.

The proposed project addresses the need for education and prevention services among Gilroy residents at risk of HIV. These include men who have sex with men (MSM), injection drug users, Latino-majority migrant workers with varying document status, previously underserved HIV positive and high-risk HIV negative individuals, and transgender women who have sex with men. The project's impact on the community is improved public health, lessened future burden on the local health, social services, and public benefits systems. The project meets the City Council's goal to Enhance Public Safety Capabilities.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

The target population for the proposed project is men who have sex with men (MSM), injection drug users, Latino-majority migrant workers with varying document status, previously underserved HIV positive and high-risk HIV negative individuals, and transgender women who have sex with men. In 2019 in Santa Clara County, there were 3,481 HIV positive individuals and 159 new diagnoses, with the highest rate among men aged 25-44 (28.1 per 100,000). Among men, African Americans and Latinos have the highest rates (67.7 and 33.2 per 100,000, respectively) compared to whites 9.2 per 100,000). Among males, prevalence was highest among men who have sex with other men (MSM), at 71%. Santa Clara County people living with HIV are 43% Latino, 30% white, 12% Asian/Pacific Islander, and 11% African American. More than 10% were not linked with care within one month of diagnosis. (Source: HIV Surveillance Report Santa Clara County, HIV PSRA Meeting, 2020, Public Health Department.)

Many MSM experience barriers to HIV health care that include financial issues, housing instability, lack of insurance, stigma, limited access to transportation, fear of needles or medical procedures, lack of wanting to reveal their participation in PrEP or their lifestyle choices to families or others, co-occurring Substance Use Disorders (SUDs) or mental health issues, lack of access to primary and specialized care during

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weekend and evening hours, and concerns regarding side effects. Compounding the stigma that MSM experience, many African American and Latino men, regardless of sexual orientation and gender, also have experienced unethical and inappropriate treatment by public and private health care entities, creating a widespread mistrust of healthcare providers within these populations. (Source: Is Healthcare Leaving Latino Men Behind? Healthify, May 16, 2017 and HIS Healthcare Literature Review: <https://www.hishealth.org/research/literature-review>.)

BACH has a 50 year-plus history of delivering primary health care, including wellness and preventive care, to underserved and at risk populations. In addition, our clinics in Alameda County have delivered HIV and Trans specialty health care for 30 years; BACH is well-equipped to efficiently cross-train and support the outreach worker assigned to this project, to expand our HIV preventive care and services to Santa Clara County, beginning with Gilroy.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

The County of Santa Clara's Getting to Zero team has applied for federal funding to support research and services to increase the use of PrEP; that request is pending. BACH has been invited to serve as a subcontractor to this research project. In addition, BACH is in the process of partnering with the Health Trust to co-locate an HIV Case Manager at its Gilroy Clinic. The outreach worker added by the proposed project in Gilroy would work in tandem with this case manager, expanding and enhancing the care clients will receive. Both the County's and the Health Trust's efforts would support and enhance the proposed project in Gilroy.

5. Explain how the proposed program/project augments rather than duplicates the services of others.

The proposed PrEP awareness, service, and navigation program services are not being currently being offered by others to serve Gilroy residents. BACH's Gilroy Clinic is well equipped to provide PrEP prescriptions, HIV testing and care, but there are no dedicated staff members to ensure that robust HIV prevention and navigation takes place. The proposed project is an efficient and low-cost way for under- or uninsured community members served by BACH to receive this important information and care. Further, the proposed services augment services offered by our partners (for example, housing assistance, food, childcare, and shelter). The project also augments BACH's own services, increasing access to BACH's robust array of services: Medical, Optometry, Dental, Chiropractic, Podiatry, OBGYN, and Acupuncture. BACH is pleased to have available to deploy to this project an existing outreach staff member who is a Gilroy resident, who is bilingual in Spanish and English.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

BACH's collaboration and referral partners in Gilroy include the South County Youth Task Force, Gavilan College, Community Solutions, LGBT Community Resource Center, Catholic Charities, the Salvation Army, South Valley Community Church, St. Mary Parish, Victory Outreach, Uesugi Farms, Christopher Ranch, B & T Farms, Gilroy Compassion Center, Gilroy Winter Shelter National Guard Armory, HomeFirst – Boccardo Family Living Center. Our patients and their clients benefit from mutual referrals. Several of these entities are hosting BACH's upcoming COVID testing and vaccine events. BACH is a member of the South County Youth Task Force and the Chamber of Commerce of Gilroy.

For many years, BACH has worked closely with Abode Housing Services in Alameda and Santa Clara Counties on housing and housing assistance referrals for our patients experiencing homelessness or who are housing insecure. This partnership will be especially valuable to clients of this program.

As mentioned, BACH is developing a project together with the Health Trust to co-locate an HIV Case

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Manager at BACH's Gilroy Clinic. The outreach worker for the proposed project would work in tandem with this case manager, further expanding and enhancing the care clients will receive.

Finally, BACH has a 50 year-plus partnership with Santa Clara County, and is currently part of a proposed Countywide HIV prevention program, now being considered by the National Center for HIV/AIDS, Viral Hepatitis, STD & TB Prevention, Centers for Disease Control and Prevention.

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NOTE: For Reference the 2020 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
<b>0% - 30% AMI Extremely Low Income</b>	\$33,150	\$37,900	\$42,650	\$47,350	\$51,150	\$54,950	\$58,750	\$62,550
<b>31% - 50% AMI Very Low Income</b>	\$55,300	\$63,200	\$71,100	\$78,950	\$85,300	\$91,600	\$97,900	\$104,250
<b>51% - 80% AMI Low Income</b>	\$78,550	\$89,750	\$100,950	\$112,150	\$121,150	\$130,100	\$139,100	\$148,050

**B. Performance Measures/Numeric Goals**

**1. Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	20	20	20	20	80

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	70	Youth (0-18 years)	2
Very Low Income (31%-50% AMI)	8	Adults (19-61 years)	75
Low Income (51%-80% AMI)	2	Seniors (62+ years)	3
Moderate Income (81%-120% AMI)	0	Disabled Individuals	5
Above Moderate Income (120%+ AMI)	0	Other Special Needs	5

**2. Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the “thing” you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

<b>Activity 1:</b>	Outreach to External Service Partners				
<b>Unit of Service =</b>	Mutual referral agreements and education presentations				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	2	2	2	2	8

<b>Activity 2:</b>	Outreach to High Risk Community Members and Inreach to current patients				
<b>Unit of Service =</b>	Texts, calls, targeted social media posts				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	125	125	125	125	600



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of HIV prevention, fewer HIV cases, and less burden on local health, social services, and public benefits systems. BACH provides a robust array of services and so do our partners. The ancillary benefits (linkage to health care, food, and housing, for example) contribute to improved community wellness.

**2. Describe in detail how your agency will implement the proposed outcome measurement methodology.**

BACH will implement the proposed outcome management and methodology in its electronic health record. In April 2021, BACH will have begun using OCHIN Epic, which is being tailored to accommodate all the services and engagements of the proposed program. BACH is well-prepared to report to the City of Gilroy on all the project's activities.

**C. Project Administration and Monitoring [Limit each response to no more than half a page]**

**1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.**

The program as designed will be managed by Claudia Lepe, one of BACH's experienced outreach workers. Claudia, an English/Spanish bilingual Gilroy resident, Ms. Lepe will be cross-trained in HIV and PrEP by BACH's Transvision staff. The project will be supervised by Eder Torralba, who manages BACH's Community Health Services in Santa Clara County.

Ms. Lepe will conduct the activities of the program. She is assigned to this project at .15 FTE. Mr. Torralba is assigned to the project at .0333 FTE.

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Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HTF Salary Reimbursement Request
Outreach Worker	Serve as project manager and conduct all activities of the project.	\$46,000.00	5	15	5750.00
Community Health Services Manager	Supervise project manager	\$76,000.00	1.33	3.33	\$2,532.00

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

BACH provides culturally specific comprehensive primary and preventive medical care, behavioral health, and oral health services using a Patient Centered Medical Home delivery model. BACH's array of primary care services are delivered in a culturally and linguistically appropriate manner with clinic staff fluent in 21 languages and dialects including but not limited to Spanish, Mandarin, Cantonese, Vietnamese, Tagalog, Pashto, Burmese, Farsi, and American Sign Language. According to 2019 demographic data, the racial/ethnic makeup of our patient population is 36% Hispanic/Latino, 37% Asian/Middle Eastern (including the largest Afghani community in the United States), 45% White, 6% Black/African American, 2% Native American, and 2% identified as multiethnic.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

BACH's mission is to deliver exceptional health and social services that improve quality of life for the individuals, families, and communities we serve. Our vision is for everyone in our community to have access to high quality, comprehensive, and affordable health care. BACH was formed in 2020, merging the strengths of two longstanding federally qualified health centers: southern Alameda County's Tri-City Health Center and Santa Clara County's Foothill Community Health Center. Formed during the middle of the COVID-19 pandemic, Bay Area Community Health (BACH) brings decades of combined service to the geographic region that stretches from Union City to Gilroy.

Before forming BACH, Tri-City Health Center served the Tri-City area for 50 years, becoming a force for providing health services to all in southern Alameda County, regardless of ability to pay. Similarly, Foothill Community Health Center began serving low-income families and individuals in East San Jose in 1996 and the greater Santa Clara County region in 2011. Both organizations bring decades of service, relationships, and professional staff to Bay Area Community Health. BACH serves more than 100,000 people, who rely on high-quality healthcare services, regardless of their immigration status, ethnicity, disabilities, or ability to pay.

Recent achievements include the merger between TCHC and FCHC to become one of the largest community health centers in Northern California. In March 2020, BACH launched a COVID-19 pandemic response plan that included opening COVID-19 drive-through testing facilities in San Jose and Fremont. Mobile health vans are deployed and prioritized for community-based testing. As of January 24, 2021 BACH has tested over 30,000 community members. As said, the agency is planning many more testing events in Santa Clara County, as well as a major vaccination campaign.

Bay Area Community Health's HIV Program in Alameda County offers one of the most comprehensive Ryan White HIV Services in the Bay Area. Today, HIV is a chronic, manageable condition, and BACH provides the latest treatment and specialty care for people living with this disease. Patients receive medication support, access to mental health care, and assistance with housing, food and other basic needs. Patients also receive

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application assistance for medication access programs. Services include case management services, dental services, mental health services, nutrition services, support groups (English/Spanish), emergency financial assistance, long/short-term housing assistance, insurance counseling/referrals, and substance use disorder services. BACH is eager to begin applying the expertise we have built to our services into Santa Clara County, beginning with Gilroy.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?  
NA

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

As a federally qualified health center, BACH serves community members of all ages, ethnicities, and abilities, with or without health insurance. Every year, BACH reports to the federal HRSA a detailed data on patients, services, and performance using the measures defined in the Uniform Data System (UDS). The UDS is a standardized reporting system that provides consistent information about health centers and look-alikes. This information is collected for patient information, delivered services, exam notes, patient visits, and upcoming services and screenings in BACH's electronic health record: OCHIN Epic.

BACH's Outreach and Eligibility Workers are trained to conduct eligibility screening to determine each patient's ability to qualify for public health programs such as Medi-Cal, Alameda Alliance for Health Plan, the State's Child Health and Disability Prevention Program, and Family PACT. To determine eligibility, our Outreach and Eligibility Workers screen the patient's income level and family size. Income documents, such as paystubs, are collected and scanned to complete enrollment in public health programs. Once at our clinic, patients must also complete a number of intake forms in order to receive care services. The intake process captures what insurance or public health programs they are enrolled in and the number of individuals in their household. This information is used by BACH to determine their income level and socioeconomic status according to the Federal Poverty Guidelines.

If it is determined that the patient is ineligible for any payer program (i.e., uninsured), services are made available through BACH's Sliding Fee Discount Program (SFDP). The practice management system used by our Enrollment Specialists has the logic, poverty tables, and calculators embedded in the system to determine a patient's eligibility for the sliding fee discount. This ensures that patient discounts are applied uniformly and fairly. When provided, income documents are scanned and filed in the patient's chart. Patient sliding fee schedule re-eligibility is determined annually.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.

BACH's Continuous Quality Improvement Committee reviews information related to clinical outcomes and program monitoring, patient satisfaction survey results, trends in patient complaints and risk management issues. BACH's Quality Improvement department regularly evaluates services for access, availability, effectiveness, timeliness, patient satisfaction (via Patient Satisfaction Surveys) and outcomes.

**D. HUD Low Mod Income National Objective Options (please select one of the three categories below)**

**1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

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**Put a check (X) next to the qualifying criteria below your LMC project activity meets, select one:**

- a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

**2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

**Select one of the Two Accepted Methods for Calculating Household Income for your Project**

- Part 5 definition of income (24 CFR Part 5.609); or
- Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

**3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.

Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

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**E. Select one Eligible Project Activity you propose to provide Gilroy residents.**

- |   |   |
|---|---|
| <input type="checkbox"/> Services for Senior Citizens               | <input type="checkbox"/> Public Improvements          |
| <input type="checkbox"/> Services for Disabled Persons              | <input type="checkbox"/> Code Enforcement             |
| <input type="checkbox"/> Services for Youth                         | <input type="checkbox"/> Employment Services          |
| <input type="checkbox"/> Services for Victims of Domestic Violence  | <input type="checkbox"/> Fair Housing Services        |
| <input type="checkbox"/> Services for Homeless                      | <input type="checkbox"/> Public Facilities            |
| <input type="checkbox"/> Substance Abuse Counseling and Treatment   | <input checked="" type="checkbox"/> Health Services   |
| <input type="checkbox"/> Services for Those At Risk of Homelessness | <input type="checkbox"/> Tenant / Landlord Counseling |
| <input type="checkbox"/> Housing Rehabilitation                     | <input type="checkbox"/> Economic Development         |
|   | <input type="checkbox"/> Other, list                  |

**F. HUD Performance Measures**

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select one primary HUD objective and one primary HUD outcome to be addressed by this project.

**Objectives**

- Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.
- Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**Outcomes**

- Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Agency Information**

Executive Director: Zettie Page III, MD, PhD, MBA, MSW, MS Email: zpage@bach.health

DUNS #: 052955804 Fax: (510) 657-8954

Non-profit with 501(c)(3) Status  Yes  No Faith-based organization  Yes  No

Registered at sam.gov  Yes  No

**B. Total Agency Budget**

Administration	21,028,624
Fundraising	1,585,072
Proposed Project (Total Gilroy grant budget)	\$15,000.00
All Other Programs	\$83,041,786.00
<b>Total Agency Budget</b>	<b>105,671,482</b>

**C. Proposed City of Gilroy Grant Budget**

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 2022/2023 Request
Salaries	\$7,534.00	\$9,432.00	25%
Benefits	\$2,716.00	\$3,396.00	
Office Supplies			
Communication			
Publications/Printing/Advertising		\$1,500.00	
Travel		\$672.00	
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify:			
Contracted Services, Specify:			
Other, Specify:			
<b>Total Expenses:</b>		<b>\$15,000</b>	

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1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 expenses (If applicable).

Staff salary increases to keep pace with need for program within the community and cost of living increases.

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs?  Yes  No

3. Does your agency charge fees for the services that you are requesting funding?  Yes  No If so, please attach a fee schedule to this page.

**D. Leveraged Funds**

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	\$15,000.00
Other Revenue Sources for proposed project (Please List)	
NA	\$0.00
<b>Total of Other Revenue Sources:</b>	0

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.  
The budget for the pilot project is supported by the CDBG/HTF funds. The project's activities are expected to be sustainable without CDBG support after the grant period.

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**E. REQUIREMENTS**

**First-time applicants:** Submit all items below with the proposal, as one document.

***New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.***

**Current grant recipients:** Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as one document.

- a. **Articles of Incorporation and Bylaws** (submit any amendments).
- b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.  
***Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.***
- i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

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**SECTION 4: AUTHORIZATION**

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 et seq.), as amended; and
  - d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: DocuSigned by:  
*Zettie D. Page III*  
8CAB1C77B3824C9 DATE: 1/31/2022

NAME (Please Print): Zettie D. Page III TITLE: CEO



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**SECTION 1: COVER SHEET**

**A. Applicant Information**

Legal Name of Organization: Boys & Girls Clubs of Silicon Valley  
 Mailing Address: 518 Valley Way  
 City, State, Zip Code: Milpitas, California, 95035  
 Contact Person Name: Cindy Stella Title: Grants & Contracts Manager  
 Email Address: Cindy.stella@bgclub.org Webpage: Bgclub.org  
 Telephone Number: 408-890-2908

**B. Project Overview**

Project Name: Ochoa Clubhouse CORE Enrichment  
 Project Location: 901 Arizona Circle  
 City, State, Zip: Gilroy, CA 95020

**Brief Project Description:**

Located at the Ochoa Migrant Center, Boys & Girls Clubs of Silicon Valley will provide 80 youth, ages 5 to 18, with a multi-element youth development program that will feature small group and one-to-one mentoring with adult professionals; academic support, arts, sports, fitness and recreational activities in a fun, safe and supportive environment.

Core program components will include:

- Academic Enrichment: daily homework assistance; literacy, math and science activities.
- Arts: painting, printmaking, collage, mixed media, sculpture and more.
- Sports and Fitness: activities that improve health and fitness while developing skills, teamwork and sportsmanship.
- Recreation: activities that address social-emotional development by building cooperation and interpersonal communication skills.
- Youth of the Month: celebrates outstanding contributions to Club, community and family.

**C. Funds Requested**

\$ 15,000 (Grant request for fiscal year 2022-2023)      \$ 15,000 (Grant request for fiscal year 2023-2024)

<b>Total estimated project cost for Fiscal Year:</b>		
	2022 / 2023	2023 / 2024
Projected cost:	\$90,00	\$96,000

<b>Gilroy CDBG/HTF funds in Fiscal Year:</b>		
	2020 / 2021	2021 / 2022
Requested:		
Received:		

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- |   |  |
|---|--|
| <input type="checkbox"/> Preserve Affordable Housing for Home Ownership | <input type="checkbox"/> Install Safety & Enhanced Public Improvements     |
| <input type="checkbox"/> Small Business Expansion                       | <input checked="" type="checkbox"/> Workforce Development                  |
| <input type="checkbox"/> Supportive Services for Homeless               | <input type="checkbox"/> Supportive Services for Special Needs Populations |
| <input type="checkbox"/> Fair Housing Support                           | <input type="checkbox"/> Neighborhood Revitalization                       |

**SECTION 2: PROJECT INFORMATION**

**A. Project Overview and Target Population [Limit each response to no more than half a page]**

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<b>1.</b>	<b>Describe the primary purpose of the proposed project:</b>
	BGCSV takes a holistic approach to creating well-rounded, confident, and healthy youth and aims to provide targeted programs and services that speak to all aspects of a child's development, assuring that members are 1) on track to graduate from high school with a plan for the future; 2) demonstrating good character and citizenship; and 3) living a healthy lifestyle.

**1.05. Description of Services**

<b>Location of services:</b>	901 Arizona Circle, Gilroy CA 95020
<b>Hours of operation:</b>	1:00PM - 6:00PM

<b>Activity 1:</b>	<b>Homework Help and Small Group Tutoring</b>
<b>Activity Description:</b> Programs that enable youth to strengthen critical thinking and digital literacy skills; and deepen proficiencies in basic educational disciplines (English-language arts, math, science) enabling youth to set goals, explore careers and prepare them for postsecondary education and/or employment.	

<b>Activity 2:</b>	<b>Summer Enrichment Program: Enrichment Activities</b>
<b>Activity Description:</b> Programs that are cross curricular, inquiry-/project based that develop core competencies and align with academic standards. These programs actively work in preventing summer learning loss.	

<b>Activity 3:</b>	<b>After School Program: Enrichment Activities</b>
<b>Activity Description:</b> Programs that empower young people to support and influence their Club and community; identify and apply learning to everyday situations and develop values as pertains to civic, community and personal responsibility through group decision-making and collaborative projects b. Programs that develop members' creativity, awareness and appreciation of cultural diversity through the visual, written and performing arts; hands-on exploration of a variety of mediums emphasizing historical context and cultural significance. c. Programs that help young people resist alcohol, tobacco, drugs and early sexuality; develop members' self-concept, interpersonal communication and conflict resolution abilities; set personal goals and live successfully as self-sufficient adults.	

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2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

Boys & Girls Clubs of Silicon Valley's program supports education and enrichment development for at-risk and homeless youth in the Gilroy community, and helps equip youth with the 21<sup>st</sup> Century tools they need to be successful in school and in life, thus addressing the need for homelessness prevention and services in the City of Gilroy.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

Our Ochoa Clubhouse is located in Gilroy at the Ochoa Migrant Center—a subsidized residential facility that features one hundred family bungalows. Our Ochoa Clubhouse serves homeless youth and their families during the winter and spring months; and serves migrant families from late spring to early fall. Though the Gilroy Unified School District provides transportation between school and the center, we are unable to provide additional enrichment opportunities for our youth such as field trips or off-site service learning experiences. Serving 100 youth in 2018, 100% are low-income and 88% Hispanic.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

There are not any other organizations that are providing after school and summer for residents of the ochoa migrant center.

5. Explain how the proposed program/project augments rather than duplicates the services of others.

We are the only organization to provide services to the homeless children from January-March each year.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

- EAH Housing manages and allows for use of the facilities at no cost to Boys & Girls Clubs of Silicon Valley
- St. Joseph's Family Center provides case management support to families and children that are participating in the winter shelter homeless program. We also provide pantry service to residents of the winter shelter with help from St. Joseph's Family Center.
- Gilroy Unified School District partners with Boys & Girls Clubs of Silicon Valley Partnered to provide meals to youth participating in our program throughout the summer, and transportation from Gilroy Unified Schools to the Ochoa Migrant Center during the school year.
- Gilroy Library provides free books to all participants throughout the year
- Santa Clara County Office of Education provides a Book Mobile every month at our location

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	\$34,800	\$39,800	\$44,750	\$49,700	\$53,700	\$57,700	\$61,650	\$65,650
31% - 50% AMI Very Low Income	\$58,000	\$66,300	\$74,600	\$82,850	\$89,500	\$96,150	\$102,750	\$109,400
51% - 80% AMI Low Income	\$82,450	\$94,200	\$106,000	\$117,750	\$127,200	\$136,600	\$146,050	\$155,450

**B. Performance Measures/Numeric Goals**

1. **Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	40	13	13	14	80

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	40	Youth (0-18 years)	80
Very Low Income (31%-50% AMI)	40	Adults (19-61 years)	
Low Income (51%-80% AMI)		Seniors (62+ years)	
Moderate Income (81%-120% AMI)		Disabled Individuals	
Above Moderate Income (120%+ AMI)		Other Special Needs	

2. **Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

<b>Activity 1:</b>	Homework Help and Small Group Tutoring				
<b>Unit of Service =</b>	1				
<b>Goal:</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total</b>
	0	25	63	52	140

<b>Activity 2:</b>	Summer Enrichment Programming: Enrichment Activities				
<b>Unit of Service =</b>	2.2				
<b>Goal:</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total</b>
	123.2	0	0	0	123.2



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as pertains to civic, community and personal responsibility through group decision-making and collaborative projects.

- **Education and Career Development** – programs that enable youth to strengthen critical thinking and digital literacy skills; and deepen proficiencies in basic educational disciplines (English-language arts, math, science) enabling youth to set goals, explore careers and prepare them for postsecondary education and/or employment.
- **Arts and Cultural Enrichment** – programs that develop members' creativity, awareness and appreciation of cultural diversity through the visual, written and performing arts; hands-on exploration of a variety of mediums emphasizing historical context and cultural significance.
- **Health and Life Skills** – programs that help young people resist alcohol, tobacco, drugs and early sexuality; develop members' self-concept, interpersonal communication and conflict resolution abilities; set personal goals and live successfully as self-sufficient adults.
- **Sports, Fitness and Social Recreation** – programs that help members meet State physical fitness standards and address social-emotional development by building cooperation and team skills through structured activities.

**2. Describe in detail how your agency will implement the proposed outcome measurement methodology.**

Instruments of evaluation and assessment may include:

- Vision Membership Tracking Software: tracks frequency of member attendance; specific program participation and demographic information.
- Youth, Parent, Staff and/or Teacher Evaluation (if applicable): a comprehensive outcome-based evaluation that incorporates the use of performance, program-based outcomes, logic modeling, assessment of youth development asset productivity and assessments of BGCSV's target changes and outcomes. There are four types of questions included: satisfaction, asset development service productivity, agency-specified service productivity and/or change in status over time.
- Program Survey: written assessment asking members to evaluate specific programs and staff's ability to delivery on key outcomes.

**C. Project Administration and Monitoring [Limit each response to no more than half a page]**

**1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.**

See below.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HTF Salary Reimbursement Request
PT Site Supervisor	Manages facility, program and staff; leads programs and activities	35,000	~25	43%	15,000
PT Specialist	Leads programs/activities	23,000	22.5		
M&G	Operational Oversight (11%) and admin (15%): finance, HR, etc	20,000			

**2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.**

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Boys & Girls Clubs of Silicon Valley is an all abilities and inclusive youth development organization. Those youth that require special accommodation (e.g. I.E.P., a diagnosed behavioral condition, developmental delay or disability) must submit a completed Special Accommodations Form along with their membership application. A one-to-one meeting with the Site/Unit Director will be arranged to discuss/determine eligibility. Eligibility criteria for enrollment are as follows:

He/she uses the toilet or urinal like same age/gender peers

- He/she changes his/her volume depending upon the requirements of the setting (i.e. loud in gym, quiet in study room) like same age/gender peers
- He/she moves at the same speed as same age/gender peers
- He/she is willing to try new activities like same age/gender peers
- During play, he/she follows rules (stated and implied) like same age/gender peers
- He/she responds to communication of others like same age/gender peers
- He/she engages in a range of conversational topics with other children and adults like same age/gender peers
- He/she maintains his/her role in turn-taking activities like other same age/gender peers
- He/she follows routines and directions like same age/gender peers
- He/she is as emotionally regulated as same age/gender peers
- He/she manages transitions like same age/gender peers
- He/she initiates interactions with others like other same age/gender peers

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

Boys & Girls Clubs of Silicon Valley's (BGCSV) mission is to inspire and empower all young people, especially those who need us most, to realize their full potential as productive, responsible and caring adults. Serving approximately 3,000 youth annually, ages 5-18, we provide outcome- and needs-based programs that develop the 21st Century skills our members need to be successful in school, a career and life: Critical Thinking, Creativity, Collaboration, Communication and Citizenship.

By providing youth with accessible out-of-school enrichment programs, assistance and mentorship, we are part of the solution to close the opportunity gap to achieve greater economic, political and social equality among youth and the communities in which they live, ensuring that members are proactive about their education, their life and their future.

What began over 75 years ago as a club serving boys who needed a positive alternative to the streets, has now expanded, comprising 16 clubhouses throughout Santa Clara County—12 sites in San Jose, 3 sites in Morgan Hill and 1 site in Gilroy that serves both homeless and migrant families.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

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N/A.

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.  
Vision

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.  
Boys & Girls Clubs collects child youth and parent surveys as a bi-annual evaluation Questions directly involving customer service data includes: 1: How would you rate quality of program? 2: are you/your child learning and having fun? 3: Are program staff helpful? 4: Would you tell a friend/classmate/parent to enroll their child in our program?

**D. HUD Low Mod Income National Objective Options (please select one of the three categories below)**  
**1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:

- a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elder' persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Curre. Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

**2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

Select one of the Two Accepted Methods for Calculating Household Income for your Project

- Part 5 definition of income (24 CFR Part 5.609); or
- Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for

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documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

**3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.

Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

**E. Select one Eligible Project Activity you propose to provide Gilroy residents.**

- |   |   |
|---|---|
| <input type="checkbox"/> Services for Senior Citizens               | <input type="checkbox"/> Public Improvements          |
| <input type="checkbox"/> Services for Disabled Persons              | <input type="checkbox"/> Code Enforcement             |
| <input checked="" type="checkbox"/> Services for Youth              | <input type="checkbox"/> Employment Services          |
| <input type="checkbox"/> Services for Victims of Domestic Violence  | <input type="checkbox"/> Fair Housing Services        |
| <input type="checkbox"/> Services for Homeless                      | <input type="checkbox"/> Public Facilities            |
| <input type="checkbox"/> Substance Abuse Counseling and Treatment   | <input type="checkbox"/> Health Services              |
| <input type="checkbox"/> Services for Those At Risk of Homelessness | <input type="checkbox"/> Tenant / Landlord Counseling |
| <input type="checkbox"/> Housing Rehabilitation                     | <input type="checkbox"/> Economic Development         |
|   | <input type="checkbox"/> Other, list                  |

**F. HUD Performance Measures**

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

Objectives

- Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.
- Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under

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suitable living environment.

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

**Outcomes**

- Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Agency Information**

Executive Director: Steve Wymer Email: Steve.wymer@bgclub.org  
 DUNS #: 044178775 Fax: (408) 957-9675  
 Non-profit with 501(c)(3) Status  Yes  No Faith-based organization  Yes  No  
 Registered at sam.gov  Yes  No

**B. Total Agency Budget**

	2021-2022	2020-2021
Administration	1,157,514	982,835
Fundraising	771,676	589,701
Proposed Project (Total Gilroy grant budget)	15,000	N/A
All Other Programs	4,501,445	3,343,437
<b>Total Agency Budget</b>	<b>6,430,635</b>	<b>4,915,973</b>

**C. Proposed City of Gilroy Grant Budget**

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries		24,600	
Benefits		5,400	
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify:			
Contracted Services, Specify:			
Other, Specify:			
<b>Total Expenses:</b>		<b>30,000</b>	

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1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (if applicable).

N/A

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs?  Yes  No

3. Does your agency charge fees for the services that you are requesting funding?  Yes  No If so, please attach a fee schedule to this page.

**D. Leveraged Funds**

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	30,000
Other Revenue Sources for proposed project (Please List)	
Sidney E. Frank Foundation	100,000
St. Joseph's Family Center	40,000
<b>Total of Other Revenue Sources:</b>	<b>\$140,000</b>

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

N/A

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**E. REQUIREMENTS**

**First-time applicants:** Submit all items below with the proposal, as described in the submittal requirements of the application packet.

**New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.**

**Current grant recipients:** Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

- a. **Articles of Incorporation and Bylaws** (submit any amendments).
- b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the minutes of the meeting in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.  
*Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.*
- i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

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**SECTION 4: AUTHORIZATION**

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 et seq.), as amended; and
  - d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. (Attach documentation that verifies the signer has the authority to submit this application and execute the contract).

AUTHORIZED SIGNATURE: \_\_\_\_\_



DATE: 1/31/22

NAME (Please Print): Mark Washbush

TITLE: Chief Operating Officer

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**SECTION 1: COVER SHEET**

**A. Applicant Information**

Legal Name of Organization: Community Agency for Resources Advocacy and Services (C.A.R.A.S.)

Mailing Address: 381 -B First Street

City, State, Zip Code: Gilroy, CA 95020

Contact Person Name: Marty Estrada

Title: Program Coordinator

Email Address: mestrada@carassouthcounty.org

Webpage: www.carassouthcounty.org

Telephone Number: (408) 847-4978

**B. Project Overview**

Project Name: Homeward Bound Homeless Prevention Services

Project Location: 381 -B First Street

City, State, Zip: Gilroy, CA 95020

**Brief Project Description:** Community Agency for Resources, Advocacy and Services (C.A.R.A.S.) will address the goal of Gilroy's Consolidated Plan Priority Needs. (**Homelessness Prevention and Safety Net Services**). We will target Extremely low Income, Low Income, Moderate-Income residents, seniors, and individuals with disabilities seeking rental and deposit assistance, (City Wide in Gilroy).

Our Homeward Bound Homeless Prevention Services will target Gilroy's Consolidated Priority needs plan and goals of the supported needs population and address services to support families, seniors, individuals with disabilities and homeless clients. Our program provides (passthrough funding) rental assistance funding from our partner agencies (Santa Clara County) who facilities funding through the (SOS) program Season of Sharing and Housing Trust Foundation and the Health Trust of Silicon Valley.

This funding stream will provide a one-time rental / deposit assistance rental / for up to \$5,000.00 to qualified families, individuals who meet the program requirements. This program will support residents of Gilroy who on the verge of eviction or owe past due rent, and those who are homeless. This critical homeless prevention service is to support those who have fallen in to hard times due to illness, loss of job, covid-19, or transitioning to a new job. This supports a housing crisis from families becoming homeless in this current covid-19 pandemic.

The homeward bound program will also support farmworkers, legal services and general client resource connections- seeking other linkages to resources and benefits. Such as connecting folks to a free pharmacy to get free medication, facilitated by Santa Clara County, and public benefits or food assistance. And provide farmworker support and legal services.

We will provide services and programming at (CARAS) offices to youth, located at 381 -B First street Gilroy, CA 95020. We will dedicate (1) staff and volunteers to support the program for (60) unduplicated clients, for (12) months.

**C. Funds Requested**

\$ 37,000.00 (Grant request for fiscal year 2022-2023)

\$ \$37,000.00 (Grant request for fiscal year 2023-2024)

**Total estimated project cost for Fiscal Year:**

**Gilroy CDBG/HIT funds in Fiscal Year**

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	2022 / 2023	2023 / 2024
<b>Projected cost:</b>	37,000.00	37,000.00

	2020 / 2021	2021 / 2022
<b>Requested:</b>	N/A	N/A
<b>Received:</b>	N/A	N/A

**Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:**

- |   |  |
|---|--|
| <input type="checkbox"/> Preserve Affordable Housing for Home Ownership | <input type="checkbox"/> Install Safety & Enhanced Public Improvements |
| <input type="checkbox"/> Small Business Expansion                       | <input type="checkbox"/> Workforce Development                         |
| <input type="checkbox"/> Supportive Services for Homeless X             |  |
| Supportive Services for Special Needs Populations X                     |  |
| <input type="checkbox"/> Fair Housing Support                           | <input type="checkbox"/> Neighborhood Revitalization                   |

**SECTION 2: PROJECT INFORMATION**

**A. Project Overview and Target Population [Limit each response to no more than half a page]**

**1. Describe the primary purpose of the proposed project:**

The primary purpose of the Homeward Bound Homeless Prevention Services, is to support Gilroy residents who are extremely low-income clients, or low-income youth, and moderate income. The associated goal of Gilroy's consolidation plan is to support homeless prevention and safety net services, Special Needs Services – Persons with Disabilities

Our community is facing an acute crisis that is hitting the low-community of Gilroy very hard. The hardships of a profound pandemic in which many families are suffering evictions due to loss of income, lack of employment or are sick. We will offer a seamless process to in supporting clients in qualifying for funding services and schedule appointments to file applications in person or online. There are not enough service providers in Gilroy to handle this problem.

Our services will be facilitated at CARAS offices located at 381 First Street Unit B Gilroy, CA 95020 from 5pm to 8pm evenings every two weeks for 12 months and weekends (if need be) to support the application process. We will enroll (15) unduplicated clients every quarter for a total of (60) clients per year.

**1.05. Description of Services**

<b>Location of services:</b>	381 First Street Unit B Gilroy, CA 95020
<b>Hours of operation:</b>	M-F 9am to 5pm. CARAS will adjust hours to support youth program to 5-8pm and

<b>Activity 1:</b>	<b>Outreach, Intake, Screening, Interviews, Application Process</b>
<b>Activity Description:</b>	
Homeward Bound Homeless Prevention Services will provide outreach by using USPS Direct Mail to send informational program flyers to extremely low-income neighborhoods. The second tier of outreach will be in the form of flyers to other community agencies, word of mouth, and neighborhood flyer postings.	
Our process: We will screen, conduct risk assessments, intakes, interviews to potential candidates, over the phone in order to verify client's benchmarks for qualification purposes. Once the client is found eligible, they will be provided a hard copy of the application process with all the documentation need to process their application, we will also offer this electronically via email if the client prefers. We will use technology via email to gather documentation and the application process and or schedule walk-ins in assisting the community residents of Gilroy.	
Documents needed: I.D., Income, Landlord contact, proof of children or disability paystub, W-9, Acknowledgement to	

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Rent/letter of intent to rent can be submitted in lieu of lease. Verification of owed costs (3-Day Notice or other written verification of exactly what lessee owes). Letter must include Land Lord or Property Manager's information (name, signature, phone #, email, etc.) Verification of income for every adult over the age of 18 years (pay stubs, letter verifying employment, benefits award letter, child support, SSI, SSA, Food Stamps, Cal Works, Cash AID, pension etc. And (projected income).

Homeward Bound Homeless Prevention Services staff will then write a narrative to support the client is approved for rental assistance. Our applications are in English and Spanish.

**Activity 2: Resource Services**

**Activity Description:**

Homeward Bound Homeless Prevention Services will provide other resources to clients seeking rental assistance. Our case manager will provide clients with a list of resources and provide advocating for the client as needed. One example is the Better Health Pharmacy – County of Santa Clara Public Health Department, which offers free medication of all sorts. Many people don't know this is available to them. Homeward Bound Homeless Prevention Services will provide soft case management in seeking other resources for clients based on their needs assessment.

Many low-income families, senior's and folks with disabilities are struggling to make ends meet, and what has exacerbated their situation is the covid-19 pandemic. Inflation as also caused food and gas prices to rise considerably. The Homeward Bond Homeless Prevention Services will offer Navigation services in who and how to get to these resources.

Our services will be open to the public at 318 –B First Street Gilroy, CA weekly from 9pm to 8pm and weekends if needed for folks needing rental and deposit assistance We will enroll (15) unduplicated clients every quarter for a total of (60) clients per year.

**Activity 3: Farmworker Support and Legal Services**

Homeward Bound Homeless Prevention Services will provide farmworkers support with clients a list of resources. Many of low-income families, clients and seniors struggle with the lack of resources.

We have partnered with SER the National Farmworker Jobs Program in Gilroy. This program provides services for migrant and seasonal farmworkers and their dependents to assists farmworkers and their dependents to acquire necessary skills to either stabilize or advance in their agricultural jobs or obtain employment in new industries. To support our farmworkers, NFJP will work to provide safe, sanitary permanent and temporary housing. The NFJP partners with the Monitor Advocate System to ensure farmworkers have equitable access to career services, skill development, and workforce protections offered by American Job Centers, to improve their living and working conditions. The MAS –Monitor Advocate Systems offers farmworkers: Conducting outreach to MSFWs at their working, living, and gathering places. Monitoring services provided to MSFWs at American Job Centers, Facilitating the Employment Service and Employment-Related Law Complaint System, which helps resolve labor-related complaints, and Promoting the Agricultural Recruitment System for U.S. workers, which connects job seekers who need employment to employers who need workers.

In addition to this the Homeward Bound Program will offer legal support in the areas of immigration policies and work with restoring DACA, DAPA U-Visas support, court documents as well. We also partnered with Catholic Charities immigration

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department who uses CARAS offices weekly providing legal support (attorney) with immigration status.

Our case manager will provide these services and track program participants each will have case files to track progress, data collection, case notes, referrals and (advocacy) if needed.

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2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

**Gilroy's consolidated plan:** According to the 2020-2025 Gilroy's consolidated plan, Homelessness Prevention and Safety Net Services.

**Our proposed project will address:** The 2020-2025 Gilroy Consolidated plan Homelessness Prevention and Safety Net Services consists of these factors: Gilroy Extremely low and low-income households and Hispanic households,

**The community impact:** Our program will provide families, seniors, individuals with disabilities rental /deposit assistances to (60) clients = this leverage funding amounts to \$300,000.00 of funding at the high end at (\$5,000.00) per client to the low end \$180,000.00 at (\$3,000.00) per client.

Also, we would have accomplished homeless prevention and eviction and homelessness for (60) clients if add children and other household members we are looking at 300 people from being displaced and possibly becoming homeless.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

Our program target population is Gilroy's marginalized population living in the lowest income economic cycle of poverty. Due to their socioeconomic status, it is very often these youth have low educational achievements and live in low household incomes.

**Target Population:** The target population of the Homeward Bound Homeless Prevention Services will target At-Risk Hispanic and all low-income, residents of all ages providing they meet the qualifying eligibility s old). indicated as a priority need in the 2020-2025 Gilroy Consolidated plan Homelessness Prevention and Safety Net Services.

**Client Eligibility Requirements:** CARAS low-come with a rental or deposit crises having a rental or lease agreement. Clients have to demonstrate they will be able to pay their rent the following month or an agreement with the landlord. The process is straight forward and must submit supporting documents to meet the eligibility requirements.

**At-Risk and Under-Severed Population:** The report from U.S. Census Tract, the community of Gilroy, (South County of Santa Clara) who are impoverished, low-income Families in the community, with ethnic minorities, immigrants, and farmworkers. As of 2019 (75%) of Gilroy, CA residents (42.7k people) were born outside of the United States. Demographics: The most common racial or ethnic group living below the poverty line in Gilroy, CA is Hispanic, followed by White and Other. U.S. Census says the population of Gilroy, CA as of 2019 is 59,032. In which 59.1% is Hispanic. Hispanic, poverty rate of 8.56%. Male Poverty Rate, 9.63% Female Poverty Rate. The non-English language spoken by the largest group is Spanish, which is spoken by 37.47% of the population.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

- Santa Clara County, administers the Season of Sharing funding.
- St Joesph Family Services provides pass through funding (EAN) who uses Season of Sharing Funding.
- CARAS has staff experience in which surpassed funding supportive usage for multiple agencies

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(combine).

- CARAS has a rental assistance program (on a very small scale) however our services operations will support clients in the evenings (5pm to 8pm) we will schedule clients for appointments when they get out of work and weekends if needed.
- CARAS will outreach to the low-income 95020 zip codes using USPS Direct mail to send flyers directly to these residents –flyer in Spanish had English

**5. Explain how the proposed program/project augments rather than duplicates the services of others.**

- A. CARAS hours of operations will be conducted later in the evenings and weekends, which allows outreach the community to seek these services in a boarder way. There are not enough rental assistance programming services in Gilroy, cities like San Jose have multiple rental assistance agencies offering this service.
- B. According to U.S. Census Tract Demographics: The most common racial or ethnic group living below the poverty line in Gilroy, CA is Hispanic, followed by White and Other. U.S. Census says the population of Gilroy, CA as of 2019 is 59,032. In which 59.1% is Hispanic. Hispanic, poverty rate of 8.56%. Male Poverty Rate, 9.63% Female Poverty Rate. The non-English language spoken by the largest group is Spanish, which is spoken by 37.47% of the population.
- C. Gilroy has the highest negative risk indicators in the county—highest rate of homelessness, lowest median income, most reports of child abuse, second highest rate of domestic violence (Morgan Hill rate is higher), schools lowest achieving in county, highest rate of juvenile offenders violating their probation agreements because of a lack of services, most recidivism, least substance abuse treatment for youth. A number of county services to Gilroy, such as public health nursing, have been cut or eliminated.
- D. We at C.A.R.A.S. have experience, for the past (10) years provided services to the community of Gilroy, San Martin, Morgan Hill, CA (South County of Santa Clara) who are not only impoverished, low-income Families in the community, with ethnic minorities, immigrants, and farmworkers. As of 2019 (75%) of Gilroy, CA residents (42.7k people) were born outside of the United States, which is higher than the national average of 34% as of 2018. The most common racial or ethnic group living below the poverty line in Gilroy, CA is Hispanic, followed by White and Other. U.S. Census says the population of Gilroy, CA as of 2019 is 59,032. In which 59.1% is Hispanic. The majority of clients we at Community Agency for Resource, Advocacy and Services, service are people of color (Hispanics). We service families, youth, single parents, seniors, reentry clients who fall below the poverty rate and those at the poverty rate. Families & individuals fall below the economic, wellbeing in our area there is a lack of resources, supportive services, and a disfranchised and a disproportionally number of citizens.

**6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.**

CARAS, has a wealth of coalition partners, in which, on a regular basis collaborate in a conservative effort in supporting multiple youth issues, youth laws, programs, tenant housing issues, civil engagements, legislative support within city, county and the state of California stakeholders. We don't share staffing or budgets, but do share locations at school sites, (Mt. Madonna high school in 2020 class room) Gilroy Prep school programing starting in Febuary-2022-class room setting.

CARAS has contractual agreements with Santa Clara County Office of Education, BSCC state of Caifornia and National

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Center for Youth Law, City of Morgan Hill, and Santa Clara County –Office of Sustainability to provide services.

CARAS conducts zoom meetings with services providers on a weekly, biweekly, and on a monthly basis, facilitating and scheduling agendas issues that affect youth, community, laws, programs, and schools.

CARAS has a comprehensive network of service providers:

Santa Clara County Office of Education, Silicon Valley De-Bug, Gilroy Prep School, South County Annex Continuation School, Mt. Madonna High School, Youth Alliance, Santa Clara County Youth Justice CBO's, California Alliance- Youth & Community Justices, VERA Insititute, ConXion to Community, Latino Community Foundation, Moca Foundation, Young Women's Freedom Center, Law Foundation, SIREN, National Center for Youth Law, Santa Clara County Catholic Immigration Department, Pit Stop Homeless Services, (SRJUR) Showing up for Racial Justice out of Morgan Hill, Living Above the influence Step Forward Foundation, Asian Law Alliance, City of Morgan Hill, and Santa Clara County / Office of Sustainability (Climate Road Map Program).

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	\$34,800	\$39,800	\$44,750	\$49,700	\$53,700	\$57,700	\$61,650	\$65,650
31% - 50% AMI Very Low Income	\$58,000	\$66,300	\$74,600	\$82,850	\$89,500	\$96,150	\$102,750	\$109,400
51% - 80% AMI Low Income	\$82,450	\$94,200	\$106,000	\$117,750	\$127,200	\$136,600	\$146,050	\$155,450

**B. Performance Measures/Numeric Goals**

**1. Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	15	15	15	15	60

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	40	Youth (0-18 years)	
Very Low Income (31%-50% AMI)	20	Adults (19-61 years)	40
Low Income (51%-80% AMI)		Seniors (62+ years)	10
Moderate Income (81%-120% AMI)		Disabled Individuals	10
Above Moderate Income (120%+ AMI)		Other Special Needs	

**2. Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

<b>Activity 1:</b>	Error! Reference source not found. Outreach, Intake, Screening, applying for rental / deposit assistance				
<b>Unit of Service =</b>	Screen and filling out rental /deposit rental assistance and applying for funding				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	15	15	15	15	60

<b>Activity 2:</b>	Error! Reference source not found. Resource Services				
<b>Unit of Service =</b>	Providing clients' listings of resources				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total

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	10	10	10	10	40
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<b>Activity 3:</b>	<b>Error! Reference source not found. Farmworker Support and Legal Services</b>				
<b>Unit of Service =</b>	We will provide legal services to farmworkers				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	3	3	3	3	12

**3. Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

**Example:**

<b>Outcome Measure</b>	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.			
<b>Measurement Methodology:</b>	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.			
	Quarter 2	Quarter 4		
<b>Outcome Goal:</b>	50%	50%		

<b>Outcome Measure #1</b>	75% of program participants will applications will be processed qualify for rental assistance services		
<b>Measurement Methodology:</b>	Client rental assistance approvals collected and recorded in the data collection file.		
	Quarter 2	Quarter 4	
<b>Outcome Goal:</b>	70%	70%	

<b>Outcome Measure #2</b>	70% of program participants will complete program application.		
<b>Measurement Methodology:</b>	Case Manager will work with client in completion of the application process		
	Quarter 2	Quarter 4	
<b>Outcome Goal:</b>	70%	70%	

**1. How will the activities being provided under this grant contribute to meeting the outcome measures?**

The contributing factors in meeting these outcome measures, the activities Outreach, Intake, Screening, Interviews, Qualification, Enrollment is straight forward, and a part of the application process, documentation gathering and applying for funds, CARAS has a system in place to provide the services.

Case manager will work with clients in the completion of the application process but also make sure all the supporting documents, narrative best supports the client's needs for approval or rental /deposit assistance.

Farmworker Support and Legal Services activities, we will support clients by inhouse referrals to our legal team, Catholic Charities attorney and our paralegal support team providing other legal direction in filing applications. These components will meet the outcome measure deliverables.

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**2. Describe in detail how your agency will implement the proposed outcome measurement methodology.**  
 CARAS Measuring Program Outcomes—The Process Outcome measurement includes specific actionable steps. The following elements of the outcome measurement process will be described in detail throughout our progress: Our application process and guide: 1. Our organization’s readiness and implementation process. 2. We have applications a plan in place. 3. Program’s activities: Outreach, intake, screening, interviews, qualification, and case management component ready. 4. Experience in deliverables program intended results, and outcomes. 5. Identified indicators of success for each outcome. 6. Determine appropriate data collection processes, and collect data. 7. Report data findings in a user-friendly format. Program Outreach will reach to the martialized segment of the low-income population of Gilroy in desperate need of rental /deposit assistances, resources and farmworker assistances.

**C. Project Administration and Monitoring [Limit each response to no more than half a page]**

**1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.**  
 The program manager will oversee the operations of the program to ensure the program's success and outcomes. And also safeguard data collection, quarterly reporting documentation, files are complete and secure.  
 The case manager and support staff (volunteer(s) will provide eligible clients connected to our program in offering our client participants activities: (1) assessing the client’s needs; (2) application process. (3) linking the client to appropriate services; (4) submitting applications for approvals to funders. (5) Case manager will prepare all documentation in accordance with program guidelines, maintain participant files to ensure completeness of required documentation and verifications and work with funding providers and resource referrals.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/HTF Activity	CDBG /HTF Salary Reimbursement Request
<b>Program Coordinator</b>	Oversee day-to-day operations of the program. Provides supervision and guidance to staff and volunteers, ensures adherence to protocols, procedures and oversees data collection and client files.	\$57,000.00	40	20%	0
<b>Case Manager</b>	Case Manager -- will work closely in submitting completed applications for funding. Identify eligible clients, connect clients to appropriate linkages to services rent, resources, legal support. Adhere to compliance matters, data reporting, filing and reports.	\$48,000.00	25	100%	\$21,220.00
<b>Interns / Volunteer(s)</b>	Interns / volunteer(s) will work closely with the case manager in supporting program daily operations, application, intake, forms case files, documentation collection	\$15,000.00	30	100%	0

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	interviews, data collection.				
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**2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.**

CARAS has a written policy (Diversity and Inclusion Statement) which says in part: As the CARAS Organization, we are a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all our departments, programs, clients, families, seniors, individual participants, youth programs and worksites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard. CARAS also complies with Title II of the Americans with Disabilities Act.

CARAS offers an indiscrimination-free and inclusive program, as a nonprofit organization we recognize and ensure the respect and dignity of people with disabilities. We communicate openly with folks with disabilities, and demonstrate flexibility, and do not pry into their medical histories and diagnoses. We do not use eligibility requirements or ask questions about physical or mental conditions that tend to screen out people with disabilities unless the criteria are necessary for the provision of the service.

CARAS staff are multilingual and proficient in English and Spanish. Our program applications, forms documents are in English and Spanish. We will provide translation of other written materials, if needed, as well as written notice of the availability of language translation(s), and for individuals and accommodate persons with disabilities at CARAS office.

**3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.**

(CARAS) Community Agency for Resources, Advocacy and Services, is a comprehensive community focused agency serving Gilroy and surrounding cities. Our specialty is meeting the needs of the low-income community, farmworkers, homeless population, youth, seniors, families, domestic violence clients, immigration supportive services and housing supportive services, in providing services, legal services, and rent and deposit assistance, under our housing prevention program.

CARAS has several years of experience working directly, community, and stakeholders and providing homeless prevention supportive services and rental/ deposit assistance. CARAS provide advocacy, leadership, mentoring in the community and in schools, and developed a Youth Advocacy Committee which focuses on current youth issues, community groups and civil engagement. CARAS works with many disenfranchised low-income families, youth, seniors' farmworkers, on issues that impact Latinos in South Santa Clara County.

Our mission is to serve the overall community, low-income families, individuals, youth, seniors, and single parents in providing housing services, housing prevention services, resources and referrals, legal support and domestic violence support. To also train youth ages 14-21 involved in the justice system through participatory defense, and leadership development.

CARAS is committed to supporting the community in service the advancement of knowledge through advocacy, innovative teaching, and learning. To provide resources, collaboration, effective communication, and the development of access to equitable resources and opportunities. We are committed to respect for individual dignity, individual rights and equitable access to the community.

**4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF**

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projects? C.A.R.A.S has not been funded by the City of Gilroy. And CARAS did not apply for Gilroy's Consolidated Priority needs funding cycle (2020-2021).
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<p><b>5. Explain how your agency collects and reports income, race/ethnicity, and disability data.</b> CARAS Data Collection Plan:</p> <p>CARAS collects demographic data, such as Socio-economic status, zip codes, race/ethnicity, gender, sexual orientation, U.S. citizen or immigration status, family composition, senior information, individual, using a data tracking tool like an Excel spread sheet and a hard copy for filing. We collect all relevant reporting data in hard files and electronic templates. Our standard process is providing a client with an application which requests self-reporting data and documentation.</p> <p>Our process in collecting data is requesting client documentation, I.D. employment income paystubs, social security proof of income checks or bank account statements. For disability data we request the client to provide medical documents/history or letters from their doctor to validate their disability or social security check stud indicating SSID, and data verification. We use a standard agency application and budget to capture data. We are also familiar with (HMIS) Homeless Management Information System data collection processes and Santa Clara County VI-SPDAT client collection. Currently we are not using this service.</p> <p>We also use an Excel spread sheet collection data templet tool to collect data. The data we collect will identify age, ethnicity, disability information and use (income using 24 CFR Part 5.609), application process and submittal of rental/ deposit assistance to funding providers.</p>
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<p><b>6. Explain how your agency collects customer service data and provide the metrics used to collect this data.</b> CARAS uses agency applications (hard copy) and Excel spreadsheets to capture data. We have an application process in which clients fill out all the basic identifying markers and budget. These are self-reporting documents, forms, and applications that the client fills out and provides the supporting documentation, The metrics are used to collect this data in complied stored, for our monthly and annual reports as required. All forms and applications are kept in client files and stored with names for a period of 5 years and depending on the file management may decide to keep them for longer periods of time.</p> <p>CARAS collects customer service data to make sure we are efficient in the delivery of services. This helps staff to make sure we are providing the right support in accomplishing the customer goal. Tracking key metrics also provides the right benchmarks for our support team can work toward and helps ensure the agency deliverables and to provide and deliver great customer service.</p>
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**D. HUD Low Mod Income National Objective Options (please select one of the three categories below)**

**1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

**Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:**

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- a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- c) X The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

**2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

**Select one of the Two Accepted Methods for Calculating Household Income for your Project**

- X Part 5 definition of income (24 CFR Part 5.609); or
- Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

**3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.

Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

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**E. Select one Eligible Project Activity you propose to provide Gilroy residents.**

- |  |   |
|--|---|
| <input type="checkbox"/> Services for Senior Citizens                          | <input type="checkbox"/> Public Improvements          |
| <input type="checkbox"/> Services for Disabled Persons                         | <input type="checkbox"/> Code Enforcement             |
| <input checked="" type="checkbox"/> Services for Youth                         | <input type="checkbox"/> Employment Services          |
| <input type="checkbox"/> Services for Victims of Domestic Violence             | <input type="checkbox"/> Fair Housing Services        |
| <input type="checkbox"/> Services for Homeless                                 | <input type="checkbox"/> Public Facilities            |
| <input type="checkbox"/> Substance Abuse Counseling and Treatment              | <input type="checkbox"/> Health Services              |
| <input checked="" type="checkbox"/> Services for Those At Risk of Homelessness | <input type="checkbox"/> Tenant / Landlord Counseling |
| <input type="checkbox"/> Housing Rehabilitation                                | <input type="checkbox"/> Economic Development         |
|  | <input type="checkbox"/> Other, list                  |

**F. HUD Performance Measures**

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

**Objectives**

- Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.
- Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**Outcomes**

- Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Agency Information**

Executive Director: Acting E.D. Reymundo Armendariz Email: rarmendariz@carassouthcounty.org  
DUNS #: 049502189 Fax: (408) 846-1089  
Non-profit with 501(c)(3) Status  Yes  No Faith-based organization  Yes  No  
Registered at sam.gov  Yes  No

**B. Total Agency Budget**

	2021-2022	2020-2021
Administration	242,478.00	270,000.00
Fundraising	2,100.00	7,000.00
Proposed Project (Total Gilroy grant budget)	37,000.00	N/A
All Other Programs	10,000.00	100,000.00
<b>Total Agency Budget</b>	<b>291,578.00</b>	<b>377,000.00</b>

**C. Proposed City of Gilroy Grant Budget**

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries	N/A	\$23,620	\$23,620.00
Benefits	N/A	\$2,000	\$2,000.00
Office Supplies	N/A	\$2,000	\$2,000.00
Communication	N/A	440	\$440.00
Publications/Printing/Advertising	N/A	2,500	\$2,500.00
Travel	N/A	0	0
Rent/Lease/Mortgage	N/A	4,200	\$4,200.00
Utilities	N/A	1,440	\$1,440.00
Insurance	N/A	800	\$800.00
Equipment Rental/Maintenance, Specify: <b>Van Rental</b>	N/A	0	0
Audit/Legal/Professional Services (for CDBG/HTF portion only)	N/A	0	0
Direct Services (Funding for specific service such as a meal, ride), Specify: <u>Field Trips</u>	N/A	0	0
Contracted Services, Specify:	N/A	0	0
Other, Specify:	N/A	0	0

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<b>Total Expenses:</b>	N/A	\$37,000.00	\$37,000.00
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1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).

N/A

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs?  Yes  No

3. Does your agency charge fees for the services that you are requesting funding?  Yes  No If so, please attach a fee schedule to this page.

**D. Leveraged Funds**

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	\$37,000.00
Other Revenue Sources for proposed project (Please List)	
Donations	\$2,000.00
In kind / Staffing	\$11,400.00
In kind /Intern /Volunteer Time	\$15,000.00
<b>Total of Other Revenue Sources:</b>	<b>\$28,400.00</b>

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

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**E. REQUIREMENTS**

**First-time applicants:** Submit all items below with the proposal, as described in the submittal requirements of the application packet.

**New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.**

**Current grant recipients:** Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

- a. **Articles of Incorporation and Bylaws** (submit any amendments).
- b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.  
**Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.**
- i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

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**SECTION 4: AUTHORIZATION**

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 et seq.), as amended; and
  - d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: Reymundo Armendariz DATE: 1/20/2023

NAME (Please Print): Reymundo Armendariz TITLE: Acting Executive Director



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**SECTION 1: COVER SHEET**

**A. Applicant Information**

Legal Name of Organization: Community Agency for Resources Advocacy and Services (C.A.R.A.S.)  
 Mailing Address: 381 -B First Street  
 City, State, Zip Code: Gilroy, CA 95020  
 Contact Person Name: Marty Estrada Title: Program Coordinator  
 Email Address: mestrada@carassouthcounty.org Webpage: www.carassouthcounty.org  
 Telephone Number: (408) 394-4258

**B. Project Overview**

Project Name: RYSE UP (Reaching our Young people to Succeed and Empower with Unlimited Potential)  
 Project Location: 381-B First Street  
 City, State, Zip: Gilroy, CA 95020

**Brief Project Description:** Community Agency for Resources, Advocacy and Services (C.A.R.A.S.) will address the goal of Gilroy's Consolidated Plan Priority Needs. (Special Needs Services- Youth). We will target Extremely low Income, Low Income, and possibility Moderate-Income Hispanic Latina youth, (City Wide - Gilroy).

We will focus on Gilroy's Consolidated Priority needs plan and goals of the supported needs population and address key at-risk youth categories: crime prevention, gang intervention, youth empowerment, and recreational activities - prosocial activities.

We will provide services to (At-Risk Youth). The focus of this program is to support youth who are at risk, displaying offending behaviors, truancy and displaying trauma- impacted behaviors and issues and those who have been impacted by crime or on the verge or in the juvenile system.

The areas will address are the youths' unique socioemotional needs, risk factors, protective factors. Program RYSE UP focuses on (5) key protective factors: (1) Intervention (2) Leadership (3) Mentorship (4) Rights of Passage (5) Coaching and Case Management.

Program and services will be conducted at (CARAS) offices located at 381 -B First street Gilroy, CA 95020. We will dedicate (1) staff and volunteers to support the program for (20) unduplicated youth, ages 12-17 for (12) months. Groups and sessions will be weekly (3-4) hours and one quarterly (Saturday) for pro-social recreation activities.

**C. Funds Requested**

\$ 37,000.00 (Grant request for fiscal year 2022-2023)      \$ \$37,000.00 (Grant request for fiscal year 2023-2024)

Total estimated project cost for Fiscal Year:		
	2022 / 2023	2023 / 2024
<b>Projected cost:</b>	37,000.00	37,000.00

Gilroy CDBG/HTF funds in Fiscal Year		
	2020 / 2021	2021 / 2022
<b>Requested:</b>	N/A	N/A
<b>Received:</b>	N/A	N/A

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Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- Preserve Affordable Housing for Home Ownership
- Small Business Expansion
- Supportive Services for Homeless
- Supportive Services for Special Needs Populations X
- Fair Housing Support
- Install Safety & Enhanced Public Improvements
- Workforce Development
- Neighborhood Revitalization

**SECTION 2: PROJECT INFORMATION**

**A. Project Overview and Target Population [Limit each response to no more than half a page]**

1. Describe the primary purpose of the proposed project:

The primary purpose of the RYSE UP program is to support At-risk young girls in the city of Gilroy and meet the needs under the (priority need) of the Gilroy's Consolidation Plan which is considered a priority level as (High). The target population we seek is extremely low-income clients, or low-income, and moderate income. The associated goal of Gilroy's consolidation plan is to support services for special needs populations.

Because there is a need for a (Latina youth) program in Gilroy, our program will address crime prevention, gang intervention, youth empowerment, and recreational activities. The program curriculum will focus on (5) key protective factors: (1) Intervention (2) Leadership (3) Mentorship (4) Rights of Passage (5) Coaching and Case Management.

The secondary purpose is found Santa Clara County Juvenile Annual Justice Report (Arrest data for young Latina's in Gilroy), We will address this in question (3), page (5) of this application.

**1.05. Description of Services**

Location of services:	381 First Street Unit B Gilroy, CA 95020
Hours of operation:	M-F 9am to 5pm – CARAS will add hours support youth program to 5-8pm.

<b>Activity 1:</b>	Outreach, Intake, Screening, Interviews, Qualification and Enrollment
<p><b>Activity Description:</b>          The Ryse Up program will provide outreach to the targeted community by using USPS Direct Mail to mail informational program flyers to extremely low-income neighborhoods. We will also pass flyers to schools other CBO's new South County diversion program, social media and to the general community.</p> <p>Once we have developed a list of potential candidates, we will do intakes, screening and interviews in determining eligibility into the program. CARAS has supporting youth application and documents for this program to start immediately if selected.</p> <p>Risk assessment and income eligibility will be conducted to verify eligibly for at-risk clients for extremely low, very low- and low-income candidates. Once program candidates have been identified they will be enrolled into the Ryse Up program.</p>	

<b>Activity 2:</b>	Programming / Groups / Recreational Prosocial Activities
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**Activity Description:**

The program will be staffed by (1) person & volunteers and possibly interns as support. The program will provide weekly groups from 5pm to 8pm and (1) Saturday per month for recreational activities.

Program will consist of (5) key protective factors: (1) Intervention (2) Leadership (3) Mentorship (4) Rites of Passage (5) Coaching and Case Management, and using a culturally based Chicana/Latina curriculum (Xinachtli).

Once youth have completed the program will the process of mentorship and invite them to participate in another weekly program called the (YAC) program. Youth Advisory Council. The program allows youth to participate in civil engagement, with law enforcement, stakeholders, elected officials, leaders in the community business owners, governmental leaders and various issues that effect and support youth, and the youth in their own community. This opens the door for youth empowerment and advocacy for themselves and others.

<b>Activity 3:</b>	<b>Case Management Services</b>
<p>Case Management services will consist of intake assessments, individualized service plans to ensure the client goals are met and to provide a seamless connection to services.</p>	
<p>The purpose of the case manager component is to act as a supportive role to each client, to stop recidivism, build self-esteem, self-confidence, leadership skills, build trust, building resiliency and empowerment, through relationships and engage youth in prosocial activities. We will facilitate a learning environment group meetings exploring the topics of leadership, mentorship, intervention, rites of passage, coaching and case management.</p>	
<p>Our case manager will provide eligible clients connected to our program in offering our client participants five sequential case management activities: (1) assessing the client's needs; (2) developing a service plan; (3) linking the client to appropriate services; (4) monitoring client progress; and (5) advocating for the client as needed. All program participants will each have case files to track progress, data collection, activities, program sessions, case notes surveys, and referrals.</p>	

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2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

The program will address the needs of at-risk youth regarding crime prevention gang intervention, youth empowerment and provide prosocial activities. There is a need for a young Hispanic youth girls' program due to the lack of resources. We at CARAS have programming in place to affect change and to equip youth with a better comprehension of positive choices they can choose to make. (They know too well of the negative consequences they have made in their young lives) We just need to support youth in a making different outlook in life – and this is what our program will focus on.

According to the 2020-2025 Gilroy's consolidated priority plan, supporting services for special needs populations, supporting youth activities, ranked as a high need of (69) percent for youth services. The Strategic Plan states goals to address basic needs, supportive services, youth services. Under the Priority Need Name Special Needs Services – Youth services were categorized as a priority need for at-risk youth that address crime prevention, gang intervention, recreational activities, and youth empowerment. The Community also echoed this in their engagement assessment efforts in identified youth services as a priority need.

The community impact in the services we are providing with stop the cycle and pipeline of incarceration, reduce gang involvement, and teach these young girls in making positive choices and the right decision. They will be empowered, instead of listening to peer pressure and or negative influences at school or in their neighborhood.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

Our target population are the marginalized at-risk youth, living in the lowest income economic cycle of poverty. Due to their socioeconomic status, it is very often that these youth have low educational achievements and live in low-income households. There is a correlation between socioeconomic status and marginalized skills and arrest of youth with delinquent behaviors. The socioeconomic status (SES) is one of the most well- documented correlations of youth delinquency. Many studies have shown that youth from low (SES) families are more likely to engage in delinquent behaviors than youth from high (SES) families.

**Target Population:** The target population are At-Risk Hispanic Latina's, (young girls ages 12 to 17 years old). (Latina) young girls who are at risk of and on the verge of entering the juvenile system or already in the system and or experiencing truancy at school and or hanging out with negative influences.

**Client Eligibility Requirements:** Youth must meet the eligibility requirements. All clients will come from Gilroy, CA, at risk, low-income, youth selected from the interviews, screening, risk assessments and income.

**At-Risk and Under-Severed Population:** CARAS conducted research in the arrest records of Gilroy youth and found that for the years 2018, 2019 and 2020 female youth arrest records were higher than all of Santa Clara County, and higher than San Jose, CA. The Santa Clara County Juvenile Justice Report 2020 Female Arrests in Gilroy showed the highest arrests of girls of (47) youth arrested, the highest in Santa Clara County. The criminogenic needs for girls were: 82% had depression, low self-esteem, anxiety, and impulse control. 64% indicated family history problems. 43% indicated abuse/neglect and trauma which affected youth actions or decision making. 40% indicated substance use, 44% indicated parental supervision, 37% indicated school inadequacy and 35% indicated social inadequacy, gullible being easily led. 69% indicated relationships, peer group negative.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

Santa Clara County, Santa Clara Office of Education, State of California, (BSCC) Board of State and Community

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Corrections, Youth Reinvestment Grant has a program providing Program and services the services we are proposing that addresses at-risk youth and programming.

Their grant focused on the same special needs services for youth as listed in the Gilroy consolidation plan 2020-2025, such as at-risk youth that addresses crime prevention, gang intervention youth empowerment.

BSCC – focused on At-risk youth, gang intervention, empowerment, stopping youth recidivism.  
BSCC – focused on providing programming for youth in case management, life skills, prosocial activities, truancy, employment services other programming for youth.

CARAS has a program for boys and girls that addresses at-risk youth addressing gang intervention, empowerment, life skills, employment services for youth, and truancy issues.

**5. Explain how the proposed program/project augments rather than duplicates the services of others.**

- A. There is no specific programming for At-Risk Latina Hispanic youth in Gilroy outside of CARAS that address these programmed needs for these Latina young girls.
- B. There is a lack of comprehensive resources, programs in addressing these needs of Latina Youth in South County.
- C. According to the arrest data from the Santa Clara County Juvenile Justice Report 2020, 2019 and 2018, Female Arrests in Gilroy showed the highest arrests of girls in Santa Clara County.
- D. The RYSE UP program is not duplicating services, in fact this type of service is woefully lacking in Gilroy. CARAS also plans to present a proposal to Santa Clara County for future funding and more importantly to drastically increase the number of participants in the program.

**6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.**

CARAS collaborates with other services providers in a conservative effort in supporting youth issues, youth laws, programs, tenant housing issues. We don't share staffing, but do share locations at school sites, (Mt. Madonna high school in 2020 class room) Gilroy Prep school programming starting in Febuary-2022- class room setting.

CARAS has contractual agreements with Santa Clara County Office of Education, BSCC state of California and National Center for Youth Law, City of Morgan Hill, and Santa Clara County –Office of Sustainability.

CARAS collaborates with services providers on a weekly, biweekly, and on a monthly basis conducting zoom meetings, facilitating and scheduling agendas issues that affect youth, community, laws, programs, and schools.

CARAS has a comprehensive network of service providers:

Santa Clara County Office of Education, Silicon Valley De-Bug, Gilroy Prep School, South County Annex Continuation School, Mt. Madonna High School, Youth Alliance, Santa Clara County Youth Justice CBO's, California Alliance- Youth & Community Justices, VERA Insititute, ConXion to Community, Latino Community Foundation, Moca Foundation, Young Women's Freedom Center, Law Foundation, SIREN, National Center for Youth Law, Santa Clara County Catholic Immigration Department, Pit Stop Homeless Services, (SRJUR) Showing up for Racial Justice out of Morgan Hill, Living Above the influence Step Forward Foundation, Asian Law Alliance, City of Morgan Hill, and Santa Clara County / Office of Sustainability (Climate Road Map Program)

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	\$34,800	\$39,800	\$44,750	\$49,700	\$53,700	\$57,700	\$61,650	\$65,650
31% - 50% AMI Very Low Income	\$58,000	\$66,300	\$74,600	\$82,850	\$89,500	\$96,150	\$102,750	\$109,400
51% - 80% AMI Low Income	\$82,450	\$94,200	\$106,000	\$117,750	\$127,200	\$136,600	\$146,050	\$155,450

**B. Performance Measures/Numeric Goals**

1. **Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	5	5	5	5	20

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	15	Youth (0-18 years) Adults (19-61 years) Seniors (62+ years) Disabled Individuals Other Special Needs	20
Very Low Income (31%-50% AMI)	5		
Low Income (51%-80% AMI)			
Moderate Income (81%-120% AMI)			
Above Moderate Income (120%+ AMI)			

2. **Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the “thing” you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

Activity 1:	Screen and enroll participants				
Unit of Service =	Screen and Enroll Participants into the program				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	5	5	5	5	20

Activity 2:	Error! Reference source not found. Supportive Services Curriculum				
Unit of Service =	Provide (1) Intervention (2) Leadership (3) Mentorship (4) Rites of Passage (5) Coaching and Case Management				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total

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	5	5	5	5	20
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<b>Activity 3:</b>	<b>Error! Reference source not found. Case management Services</b>				
<b>Unit of Service =</b>	<b>Track participants progress, documentation, referrals</b>				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	5	5	5	5	20

**3. Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

**Example:**

<b>Outcome Measure</b>	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
<b>Measurement Methodology:</b>	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	Quarter 2	Quarter 4
<b>Outcome Goal:</b>	50%	50%

<b>Outcome Measure #1</b>	60% of program participants will improve self-esteem	
<b>Measurement Methodology:</b>	Response to a self-esteem survey questionnaire	
	Quarter 2	Quarter 4
<b>Outcome Goal:</b>	70%	70%

<b>Outcome Measure #2</b>	70% of participants will complete the curriculum, self-sufficiency matrix and personal goals	
<b>Measurement Methodology:</b>	Response to self-reporting completion of a youth self-sufficiency matrix, goal sheet, documents, and curriculum participation.	
	Quarter 2	Quarter 4
<b>Outcome Goal:</b>	70%	70%

**1. How will the activities being provided under this grant contribute to meeting the outcome measures?**

By screening and enrolling qualified clients, and providing support services and case management, we will be able to meet the outcome measures. The surveys pre- and post and the self-sufficiency matrix will produce the outcomes. Documentation of the self-reporting areas, survey, sufficiency matrix, personal goals, and completion of the curriculum. Youth participation is key, we will connect with parents and youth weekly to ensure they come to all sessions.

Expected outcomes are: To train and equip youth, in cultural awareness, empowerment, crime prevention, gang intervention, self-confidence, self-esteem, positive focus issues building trust and team youth pro-social activities. Our program aligns with our focus areas and strategy of the consolidation plan.

Also, we have experience in this area, training youth in our previous programs Joven Noble & Xinachtli. The curriculum, a

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12-week program (1) Intervention (2) Leadership (3) Mentorship (4) Rights of Passage (5) Coaching and Case Management, will provide program participants session and interactions of learning that will contribute to meeting the outcome measures. All programming will be conducted at CARAS offices.

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.  
We will use a survey, questionnaire and self-sufficiency matrix to capture outcome measurement.

**C. Project Administration and Monitoring [Limit each response to no more than half a page]**

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

The program manager will oversee the operations of the program to ensure the program's success and outcomes. And to collect data and reporting documentation. Program Manager will dedicate (8) hours per week to the program and check in with the case manager, interns and volunteers, regarding client progress via staff meetings.

The case manager will provide five sequential case management activities: (1) assessing the client's needs; (2) developing a service plan; (3) linking the client to appropriate services; (4) monitoring client progress; and (5) facilitating a (12) week curriculum and advocating for the client as needed. Case manager will prepare all documentation in accordance with program guidelines, maintain participant files to ensure completeness of required documentation, data and completion of the program. Hours of operation will be from 5pm to 8pm (3) hours per week. Recreational / pro-social activities will take place once every Quarterly. Case manager will have staff support- (interns and volunteers).

Case manager staff will contribute (20) hours per week, meeting with program manager and volunteers in a weekly staff meeting to discuss the program operations and progress of the clients. Prepare and facilitate the curriculum, assign duties to the volunteers, connect with parents to sign off guardian documentation, create a program wait list, and engage with youth on a weekly basis.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/HTF Activity	CDBG/HTF Salary Reimbursement Request
<b>Program Manager</b>	Oversee day to day operations of the Ryse Up program. Provides supervision and guidance to staff and volunteers, ensures adherence to protocols, procedures and oversees data collection and client file compliance management, and reporting.	\$80,000	40	20%	0
<b>Case Manager</b>	Case Manager – will outreach within community partners, schools, county diversion program, parents and conduct outreach to identify eligible clients. Staff will identify youth clients who need supportive services based on program requirements. The case manager duties; responsible for tracking clients, outcomes, data collection, and analysis and other data collection tools. Case	\$48,000.00	20	100%	\$21,220.00

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	manager will conduct daily operations, scheduling, case files, documentation, facilitation of the curriculum, compliance matters, working directly with clients, conduct case management sessions, facilitating groups, and curriculum, parent contact, intakes, screening clients, individual service plans along with volunteer support.				

**2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.**

CARAS has a written policy (Diversity and Inclusion Statement) which says in part: As the CARAS Organization, we are a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all our departments, programs, clients, families, seniors, individual participants, youth programs and worksites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

CARAS offers an indiscriminatory-free and inclusive program, as a nonprofit organization we recognize and ensure the respect and dignity of people with disabilities. We communicate openly with folks with disabilities, and demonstrate flexibility, and do not pry into their medical histories and diagnoses. We do not use eligibility requirements or ask questions about physical or mental conditions that tend to screen out people with disabilities unless the criteria are necessary for the provision of the service. We do not limit or apply that limitation across the board if it has the effect of excluding a person who, because of his or her disability, needs a youth or adult personal assistant to be present.

CARAS staff are multilingual and proficient in English and Spanish. Our program applications, forms documents are in English and Spanish. We will provide translation of other written materials, if needed, as well as written notice of the availability of translation, for individuals.

**3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.**

(CARAS) Community Agency for Resources, Advocacy and Services, has several years of experience working directly with at-risk youth, restorative practices for youth, advocacy, leadership, mentoring in the community and in schools, and developed a Youth Advocacy Committee which focuses on current youth issues, community groups and civil engagement. CARAS works with many disenfranchised low-income families, youth, seniors' farmworkers, on issues that impact Latinos in South Santa Clara County.

Our mission is to serve the overall community, low-income families, individuals, youth, seniors, and single parents in providing housing services, housing prevention services, resources and referrals, legal support and domestic violence support. To also train youth ages 14-21 involved in the justice system through participatory defense, and leadership development.

CARAS is committed to supporting the community in service the advancement of knowledge through advocacy, innovative teaching, and learning. To provide resources, collaboration, effective communication, and the development of access to

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equitable resources and opportunities. We are committed to respect for individual dignity, individual rights and equitable access to the community.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

C.A.R.A.S has **not been funded by the City of Gilroy.**

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

CARAS Data Collection Plan:

CARAS collects demographic data, such as Socio-economic status, zip codes, race/ethnicity, gender, sexual orientation, U.S. citizen or immigration status, family composition, senior information, individual, using a data tracking tool like an Excel spread sheet and a hard copy for filing. All data is kept confidential and also in compliance with HIPPA laws.

The process we use in collecting data is requesting client documentation, I.D. employment income paystubs, social security proof of income checks or bank account statements. For disability data we request the client to provide medical documents /history or letter from their doctor to validate their disability or social security checks indicating SSID, and data verification. We use a standard agency application and budget to capture this data. We are also familiar with (HMIS) Homeless Management Information System data collection processes and Santa Clara County VI-SPDAT client collection. We use an Excel spread sheet collection data templet tool to collect data. The data we collect will identify age, ethnicity, (income using 24 CFR Part 5.609), program participation, pre- and post-tests, surveys, or interviews on youth's perceptions of their assets, skills, and behavior. Assess attitudes & perceptions of the whole youth peer group, focus groups. Increased leadership and community participation skills, Increased awareness of peer pressure and positive relationships, improved self-esteem or self-confidence Increased social capital Increased core life skills Improved goal setting and planning for the future Objectives for Changes in Youth. We will also conduct a risk assessment and resource referrals in the data collection. We will use this to basis our outcome measures. Increased leadership and community participation skills, conflict resolution and increased core life skills, critical thinking, problem-solving, communications, and teamwork. **CARAS six data collection methods:** Interviews, Questionnaires and surveys, Observations, Documents and records, Focus groups, Group Discussions and disability data, self-sufficiency matrix.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.

CARAS uses agency applications (hard copy) and Excel spreadsheets to capture data. We have an application process in which clients fill out all the basic identifying markers and budget. These are self-reporting documents, forms, and applications that the client fills out and provides the supporting documentation, The metrics are used to collect this data in complied stored, for our monthly and annual reports as required. All forms and applications are kept in client files and stored with names for a period of 5 years and depending on the file management may decide to keep them for longer periods of time.

CARAS collects customer service data to make sure we are efficient in the delivery of services. This helps staff to make sure we are providing the right support in accomplishing the customer goal.

Tracking key metrics also provides the right benchmarks for our support team can work toward and helps ensure the agency deliverables and to provide and deliver great customer service.

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**D. HUD Low Mod Income National Objective Options (please select one of the three categories below)**

**1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

**Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:**

- a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- c) X The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

**2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

**Select one of the Two Accepted Methods for Calculating Household Income for your Project**

X Part 5 definition of income (24 CFR Part 5.609); or

Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

**3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential

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neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.

Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

**E. Select one Eligible Project Activity you propose to provide Gilroy residents.**

- |   |   |
|---|---|
| <input type="checkbox"/> Services for Senior Citizens               | <input type="checkbox"/> Public Improvements          |
| <input type="checkbox"/> Services for Disabled Persons              | <input type="checkbox"/> Code Enforcement             |
| <input checked="" type="checkbox"/> <b>X Services for Youth</b>     | <input type="checkbox"/> Employment Services          |
| <input type="checkbox"/> Services for Victims of Domestic Violence  | <input type="checkbox"/> Fair Housing Services        |
| <input type="checkbox"/> Services for Homeless                      | <input type="checkbox"/> Public Facilities            |
| <input type="checkbox"/> Substance Abuse Counseling and Treatment   | <input type="checkbox"/> Health Services              |
| <input type="checkbox"/> Services for Those At Risk of Homelessness | <input type="checkbox"/> Tenant / Landlord Counseling |
| <input type="checkbox"/> Housing Rehabilitation                     | <input type="checkbox"/> Economic Development         |
|   | <input type="checkbox"/> Other, list                  |

**F. HUD Performance Measures**

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

**Objectives**

- Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.
- Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**Outcomes**

- Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people,

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including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

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

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

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**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Agency Information**

Executive Director: Acting E.D.Reymundo Armendariz Email: armendariz@carassouthcounty.org  
 DUNS #: 049502199 Fax: (408) 846-1089  
 Non-profit with 501(c)(3) Status  Yes  No Faith-based organization  Yes  No  
 Registered at sam.gov  Yes  No

**B. Total Agency Budget**

	2021-2022	2020-2021
Administration	242,478.00	270,000.00
Fundraising	2,100.00	7,000.00
Proposed Project (Total Gilroy grant budget)	37,000.00	N/A
All Other Programs	10,000.00	100,000.00
<b>Total Agency Budget</b>	<b>291,578.00</b>	<b>377,000.00</b>

**C. Proposed City of Gilroy Grant Budget**

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries	N/A	\$21,220	\$21,220.00
Benefits	N/A	\$2,000	\$2,000.00
Office Supplies	N/A	\$2,000	\$2,000.00
Communication	N/A	440	440
Publications/Printing/Advertising	N/A	1,000	\$1,000.00
Travel	N/A	0	0
Rent/Lease/Mortgage	N/A	4,200	\$4,200.00
Utilities	N/A	1,440	\$1,440.00
Insurance	N/A	800	\$800.00
Equipment Rental/Maintenance, Specify: <b>Van Rental</b>	N/A	1,500	\$1,500.00
Audit/Legal/Professional Services (for CDBG/HTF portion only)	N/A	0	0
Direct Services (Funding for specific service such as a meal, ride), Specify: <u>Field Trips</u>	N/A	1,200.00	\$1,200.00
Contracted Services, Specify:	N/A	0	0
Other, Specify: <u>Food for participants</u>	N/A	1,200	\$1,200.00

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<b>Total Expenses:</b>	N/A	\$37,000.00	\$37,000.00
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1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (if applicable).

N/A

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs?  Yes  No

3. Does your agency charge fees for the services that you are requesting funding?  Yes  No If so, please attach a fee schedule to this page.

**D. Leveraged Funds**

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	\$37,000.00
Other Revenue Sources for proposed project (Please List)	
Donations	\$2,000.00
In kind / Staffing	\$26,780.00
In kind / Volunteer Time	\$15,000.00
<b>Total of Other Revenue Sources:</b>	

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

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**E. REQUIREMENTS**

**First-time applicants:** Submit all items below with the proposal, as described in the submittal requirements of the application packet.

**New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.**

**Current grant recipients:** Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

- a. **Articles of Incorporation and Bylaws** (submit any amendments).
- b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.  
***Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.***
- i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

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**SECTION 4: AUTHORIZATION**

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 et seq.), as amended; and
  - d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: Reymundo Armendariz DATE: 1/20/2022

NAME (Please Print): Reymundo Armendariz TITLE: Acting Executive Director



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**SECTION 1: COVER SHEET**

**A. Applicant Information**

Legal Name of Organization: Live Oak Adult Day Services

Mailing Address: 1147 Minnesota Ave

City, State, Zip Code: San Jose, CA 95125

Contact Person Name: Ann E. Peterson Title: Executive Director

Email Address: liveoak1147minnesota@gmail.com Web-page: liveoakaduldaycare.org

Telephone Number: 408-971-9363

**B. Project Overview**

Project Name: Adult Day Care

Project Location: 651 W. Sixth Street, Suite 2

City, State, Zip: Gilroy, CA 95020

Live Oak provides a specialized program of adult day care for frail, dependent low income seniors designed to maximize socialization and mental stimulation for the elderly clients in order to enhance their overall quality of life and to hopefully, keep them brighter longer. While attending the day program, their caregivers get a respite from 24/7 care. Up to 18 seniors can attend the Gilroy center every weekday from 9am to 3pm. The staff to client ratio is 1:5. While at the program, seniors receive two meals and a snack, and participate in adaptive exercise, music and art activities, along with games and puzzles for cognitive stimulation. On April 6<sup>th</sup>, Live Oak began a remote "mini" program offering exercise, music and art, games, videos and socialization activities. This program has continued each weekday and clients have the option to attend in-person or remotely. In January 2021, we began offering virtual caregiver support groups.

**C. Funds Requested**

\$ 10,000.00 (Grant request for fiscal year 2022-2023) \$ 10,000.00 (Grant request for fiscal year 2023-2024)

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<b>Total estimated project cost for Fiscal Year:</b>		
	<b>2022 / 2023</b>	<b>2023 / 2024</b>
<b>Projected cost:</b>	\$10,000	\$10,000

<b>Gilroy CDBG/HTF funds in Fiscal Year:</b>		
	<b>2020 / 2021</b>	<b>2021 / 2022</b>
<b>Requested:</b>	\$12000	\$12000
<b>Received:</b>	\$11,549	\$8560

**Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:**

- |  |   |
|--|---|
| Preserve Affordable Housing for Home Ownership | Install Safety & Enhanced Public Improvements     |
| Small Business Expansion                       | Workforce Development                             |
| Supportive Services for Homeless               | Supportive Services for Special Needs Populations |
| Fair Housing Support                           | Neighborhood Revitalization                       |

**SECTION 2: PROJECT INFORMATION**

**A. Project Overview and Target Population (Limit each response to no more than half a page)**

**1. Describe the primary purpose of the proposed project:**

LIVE OAK ADULT DAY SERVICES is a nonprofit which provides a specialized program of adult day care for dependent seniors. We have four centers located throughout Santa Clara County. Gilroy residents have convenient access to our program center located in Gilroy. This site is one of the few providers of adult day care for the South County area. LIVE OAK'S mission is to improve the quality of life of our program participants by removing them from social isolation and providing a variety of stimulating activities to improve their psychological and physical well being. The program helps the participants maintain their level of functioning for a longer period of time and may slow down their cognitive decline. A corresponding objective is to enable the seniors to remain in their homes (either living in their own home or with family members) as long as possible so as to avoid or delay a move to long-term care and repeated hospitalizations. A companion goal is to provide support and relief to their family caregivers. While their loved one attends LIVE OAK's program, the caregivers are given some much needed respite. This allows the caregivers to continue working or to run errands. Because caregivers get this respite, they are able to continue caring for their loved one at home for a longer time.

**5. Description of Services**

<b>Location of services:</b>	651 W. Sixth Street, Suite 2
<b>Hours of operation:</b>	Monday-Friday, 9am to 3pm

<b>Activity 1:</b>	Recreation and Socialization
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Provide recreation with mentally stimulating activities for seniors including music, singing, art, interactive word games and puzzles, adaptive physical exercise and current event and reminiscing activities each weekday. Within a protected, structured environment, provide opportunities for seniors to interact with staff, volunteers, students and each other.

<b>Activity 2:</b>	Meals
Provide hot, nutritious meals (breakfast and lunch) and snacks to all senior clients respecting special dietary, supplemental and nutritional needs.	

<b>Activity 3:</b>	
Activity Description:	

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2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

Estimates of the number of seniors (age 60 and older) in Santa Clara County range from 360,000 to 470,779. It is expected that seniors will make up 20% of the population by 2030. (US Census and Santa Clara County Website). In addition, the number of residents with Alzheimer's disease is projected to double in the next fifteen years to about 60,000 people in California. As the population ages over time, the increased need for care and services is a priority issue for our community. (COASV, Exec. Summary, June 2012 and SCC Seniors' Agenda: Phase II October, 2012). Day care for frail seniors and respite for their caregivers have been designated by all the aforementioned community health studies as priority needs. Through advocacy on behalf of seniors and promotion of adult day care as a positive and economical mode of care for the frail elderly population, Live Oak provides a viable and consistent contribution to meeting the critical need for senior-related services in Santa Clara County. Live Oak's adult day care program addresses the Gilroy City Council priority of Supportive Services for Special Needs Populations.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

All of our clients are considered at-risk and part of an under-served population due to their age, and physical and cognitive limitations. Disabled seniors with chronic mobility and self-care limitations, living on low-fixed incomes, are at the highest risk of social isolation, depression, neglect, abuse and premature/long-term institutionalization. Also "at-risk" are family members who provide over 70% of care for their elderly loved ones. County needs assessments on health and quality of life consistently report inadequate services for the elderly, as well as the strain on family members caring for an older dependent relative. Persons most likely to need support and long-term services, i.e., those aged 85 and over, will increase at a dramatic rate. By 2030, more than one in four (25%) county residents will be a senior (COASV and SCC CAP).

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

There are several adult day care programs for disabled, low-income seniors in Santa Clara County. Some are for-profit and others are nonprofit. Enrollment is often based on location of residence, ability to pay fees, ethnicity, and type of disability/illness. Six agencies serve specific ethnic groups (Yu-Ai-Kai/Japanese Americans; Self-Help for the Elderly/Chinese Americans; Grace/Middle Eastern Americans; Golden Castle/Russian Americans, Catholic Charities, Day Break I & II/ Chinese Americans) and one serves only clients with Alzheimer's Disease. The VA runs a small day program for more independent veterans who qualify for the 'drop-in' program. Each of these agencies run day programs similar to Live Oak.

5. Explain how the proposed program/project augments rather than duplicates the services of others.

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Live Oak is the primary nonprofit adult day care provider serving the general disabled senior population of San Jose, Los Gatos, Campbell, Santa Clara, Cupertino, Sunnyvale, Milpitas, and Los Altos. Live Oak is the only program of its kind in South County for Gilroy, Morgan Hill and San Martin. Because Live Oak is a not-for-profit organization and has a sliding-scale fee structure, it can accept seniors in low to extremely low income levels regardless of their ability to pay even modest fees. Thus, Live Oak's services are readily available to indigent and fixed income seniors.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

Live Oak has a long history of working with other agencies in a variety of ways. Live Oak exchanges expertise and referrals with a variety of local agencies to help provide comprehensive benefits for clients and caregivers, and to ensure that all of our programming features the best practices in adult day care. We can offer information, and depending on location, diagnosis and/or financial situation, we will make a referral if the senior's needs are better met at another agency. Live Oak has contracted with OnLok to provide adult day care for clients in South County. Live Oak has Memos of Understanding with SarahCare to provide direct care to clients in Campbell. Live Oak collaborates with SASCC, Yu-Ai Kai, Sourcewise, Hearts and Minds, Avenidas, and SALA. The director of Live Oak is a member of the Santa Clara County Senior Care Commission, the Caregiver's Count Collaboration, and a Santa Clara County Pilot Study offering subsidies for Adult Day Care to seniors who meet the requirements. Our newest collaboration is with the Alzheimer's Association to provide Caregiver Support Groups. We have formal negotiated agreements with nonprofit agency partners providing senior nutrition and transportation services. Finally, if a family inquires about Live Oak and speaks a language for which we have no interpretative capability, we refer him/her to Santa Clara County-211, SourceWise or another senior service-related resource in the county.

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	\$34,800	\$39,800	\$44,750	\$49,700	\$53,700	\$57,700	\$61,650	\$65,650
31% - 50% AMI Very Low Income	\$58,000	\$66,300	\$74,800	\$82,850	\$89,600	\$96,150	\$102,750	\$109,400
51% - 80% AMI Low Income	\$82,450	\$94,200	\$106,000	\$117,750	\$127,200	\$136,600	\$146,050	\$155,450

**B. Performance Measures/Numeric Goals**

1. **Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	10	5	8	7	30

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	16	Youth (0-18 years)	
Very Low Income (31%-50% AMI)	7	Adults (19-61 years)	
Low Income (51%-80% AMI)	4	Seniors (62+ years)	30
Moderate Income (81%-120% AMI)	3	Disabled Individuals	
Above Moderate Income (120%+ AMI)		Other Special Needs	

2. **Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

<b>Activity 1:</b>	___ Recreation and Socialization
<b>Unit of Service</b>	___ Days Attended

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<b>Goal:</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total</b>
	64	55	61	64	244

<b>Activity 2:</b>	Meals				
<b>Unit of Service</b> =	No. of Clients per day x 2 meals				
<b>Goal:</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total</b>
	900	700	750	850	3200

<b>Activity 3:</b>					
<b>Unit of Service</b> =					
<b>Goal:</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total</b>

**3. Outcome Measure Statement and Measurement Methodology – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use. Then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).**

**Example:**

<b>Outcome Measure</b>	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
<b>Measurement Methodology:</b>	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	<b>Quarter 2</b>	<b>Quarter 4</b>
<b>Outcome Goal:</b>	50%	50%

<b>Outcome Measure #1</b>	80% of beneficiaries will sustain and/or improve their degree of overall healthy functioning as measured by a health functioning assessment tool.
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<b>Measurement Methodology:</b>	Upon enrollment, clients are assessed on their overall functionality, and for social, emotional, physical and cognitive ability. At the beginning of the FY, the Program Director will assess (yes or no) that they display these functions. At the end of each month the director will rate the client as to whether or not they have sustained, increased or declined on their functional abilities. This information will be tallied and sent to the Director of Operations in the monthly reports and at the end of each quarter, the number of those who have maintained or increased their functionality will be divided by the total to determine the percentage of success. This information will be reported at mid-year and end of year to the grantor.	
	<u>Quarter 2</u>	<u>Quarter 4</u>
<b>Outcome Goal:</b>	80%	80%

<b>Outcome Measure #2</b>	<u>80% of beneficiaries will avoid institutionalization as measured by attendance in the program.</u>	
<b>Measurement Methodology:</b>	Attendance as well as discharges (with disposition codes) is tracked on a master client worksheet monthly. The number of clients institutionalized will be divided by the number of enrolled clients, and those discharged for other purposes, to determine the percentage of those who avoided institutionalization.	
	<u>Quarter 2</u>	<u>Quarter 4</u>
<b>Outcome Goal:</b>	80%	80%

**1. How will the activities being provided under this grant contribute to meeting the outcome measures?**

Access to affordable day care services promoting social experiences and recreation, nutrition, physical activity, mental stimulation, and peer contact improves the quality of life of frail, disabled seniors. Senior participants in the adult day program will exhibit improved socialization, ability for self-care, communication and mental alertness. Because adaptive physical exercise and nutritious meals are integral components of the program, many enrollees also show improved mobility and overall physical health. Family caregivers repeatedly report that their senior loved ones have a more positive outlook on life and are more communicative and easier to get along with in the home. In addition, the program provides affordable respite and support services for family caregivers helping to relieve their stress, enable them to maintain jobs, and increase their ability to better meet the challenges of caring for their dependent senior loved one in the home. The day care program is a major factor in enabling families to maintain and care for their loved ones without resorting to premature and often, long-term institutionalization.

**2. Describe in detail how your agency will implement the proposed outcome measurement methodology.**

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The program's effectiveness can be measured by clients' attitude, responsiveness and increased mental alertness, and families sustained as a unit. Upon enrollment in the program, each client's functionality will be assessed based on the social and physical metrics of our health functioning assessment tool. This will be evaluated quarterly. Daily attendance forms show the level of service extended to each client, the level of the client's participation, along with on-site observations of client attitude and responsiveness to the program. Post-program disposition records apprise us of the program's success in keeping increasing numbers of frail seniors out of nursing homes.

**C. Project Administration and Monitoring (Limit each response to no more than half a page)**

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

The Program Director, with help from the Assistant Program Director, oversees the program, staff and the physical plant of the center. They assure adherence to licensing requirements, conduct monthly staff training, assess and evaluate prospective clients and work with the Executive Director to maintain up-to-date standards and goals. Program Specialists work with the Program Director and Assistant Program Director to design and conduct meaningful activities. They also assist with direct client care.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/HTE Activity	CDBG/HTE Salary Reimbursement Request
Program Director (Interim)	Supervise day-to-day operations of center, manage staff, supervise client care and ensure compliance with all CCL regulations. Supervise client activities, and food preparation.	\$42000	35	100	\$10000
Asst. Program Director	Supervise client care and assume responsibility for day-to-day operations of center in absence of Program Director.	\$35000	35	100	

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

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All of Live Oak's senior clients are disabled and dependent. Annual training is provided to ensure staff are kept updated on best procedures for serving our disabled clients. Our enrollment packet includes a copy of the client's "Personal Rights" which includes a non-discrimination clause. This document is discussed with, and signed by, the family caregiver. All of our centers are handicapped accessible as per the Americans with Disabilities Act. The Federal Non-Discrimination Policy is printed on all PR/Marketing materials. Our staff are of varied ethnic backgrounds and several are bilingual. Upon enrollment of a potential client, we assess how we can provide language access to each client and their family. We utilize 211 to arrange for interpreters when needed and if the client would be better served at one of the other adult day care centers providing services primarily in their language, we will make that referral.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

Live Oak Adult Day Service's mission is to improve the quality of life of frail dependent seniors by removing them from social isolation and providing a variety of stimulating activities to improve their psychological and physical well-being. A corresponding objective is to enable the seniors to remain in their homes (either living in their own home or with family members) as long as possible so as to avoid or delay a move to long-term care. A companion goal is to provide support and relief to their family caregivers. Live Oak is a not-for-profit organization and has been serving seniors in Santa Clara County since 1983. It operates adult day care centers in Los Gatos, Gilroy, San Jose, and Cupertino. It is licensed by the California Department of Social Services as a Community Care Licensed Facility and as such, complies with all applicable laws and regulations with regards to its facilities, operations and personnel.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

This year started with the program re-opening to in-person services in June. We reopened by implementing strict protocols for the protection of clients and staff from Covid. We feel that reopening and doing so with little to no Covid infections was a great accomplishment this year. The Clients were definitely ready to come back and their caregivers were extremely appreciative. We have an ongoing waitlist of people wanting to use our services. Another positive change this year was the connection we made with the YMCA and Gilroy Senior Center to procure fresh lunches. For many of the past years our lunches were from previously frozen meals. Clients overwhelmingly rate the new lunches highly. Since we reopened, we have met or gotten very close to our goals set by the city of Gilroy. We expect that this will continue.

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

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At enrollment, a client's family fills out a Client Intake Packet which contains demographic information including age, diagnoses, income and race/ethnicity data. Client families self-report on income and self-identify as to race/ethnicity. Program Directors explain to families that these data are needed for reports to government funding partners and will only be released in aggregate numbers. This information is compiled and included in monthly and annual reports as required. Copies of forms are kept in locked client files. Live Oak receives government funding (CDBG) from six cities and, as such, is required to report income and race/ethnicity data for clients served. This information is consistent with CDBG requirements for public services programs.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.

The program's effectiveness is measured through daily monitoring of clients by the staff, attendance records, and logging of client's responses and behaviors. Feedback from caregivers is collected from verbal reports, support group meetings, and annual written surveys. In addition, post-program disposition records report how many of our clients avoid long-term institutionalization. Clients' adjustment to the program, their improved alertness, families sustained as a unit, increased enrollments, and the growing numbers of participants avoiding nursing home placement are indications of the program's success.

6. HUD Low Mod Income National Objective Options (please select one of the three categories below)

1. Low Mod -- Limited Clientele Activities Category

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:

- a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or

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d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

**2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

**Select one of the Two Accepted Methods for Calculating Household Income for your Project**

Part 5 definition of income (24 CFR Part 5.609); or

Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

**3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.

Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

**4. Select one Eligible Project Activity you propose to provide Gilroy residents**

Services for Senior Citizens

Public Improvements

Services for Disabled Persons

Code Enforcement

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Services for Youth

Employment Services

Services for Victims of Domestic Violence

Fair Housing Services

Services for Homeless

Public Facilities

Substance Abuse Counseling and Treatment

Health Services

Services for Those At Risk of Homelessness

Tenant / Landlord Counseling

Housing Rehabilitation

Economic Development

Other, list

**F. HUD Performance Measures**

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

**Objectives**

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

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

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

**Outcomes**

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

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

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

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**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Agency Information**

Executive Director: Ann Peterson Email: liveoak1147minneso-  
ta@gmail.com

DUNS #: 148217268 Fax: 408-971-9079

Non-profit with 501(c)(3) Status Yes No

Faith-based organization Yes No

Registered at sam.gov Yes No

**B. Total Agency Budget**

	2021-2022	2020-2021
Administration	\$155,104	\$260,332.00
Fundraising	\$8,973	\$12,500.00
Proposed Project (Total Gilroy grant budget)	\$204,981	\$199,246.00
All Other Programs	\$667,780	\$765,558.00
<b>Total Agency Budget</b>	<b>\$1,036,838</b>	<b>\$1,237,626.00</b>

**C. Proposed City of Gilroy Grant Budget**

<b>Proposed City of Gilroy Grant Project Expenses</b>	<b>FY 2021-2022 CDBG/HTF Allocation (if Applicable)</b>	<b>FY 2022-2023 and 2023-2024 CDBG/HTF Request</b>	<b>List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Re- quest</b>
Salaries	\$8560	\$10,000	8%
Benefits			
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			

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<u>Insurance</u>			
<u>Equipment Rental/Maintenance. Specify:</u>			
<u>Audit/Legal/Professional Services (for CDBG/HTF portion only)</u>			
<u>Direct Services (Funding for specific service such as a meal, ride). Specify:</u>			
<u>Contracted Services. Specify:</u>			
<u>Other. Specify:</u>			
<b>Total Expenses:</b>	\$8560.00	\$10,000.00	

1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (if applicable).

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs? Yes No

3. Does your agency charge fees for the services that you are requesting funding? Yes No If so, please attach a fee schedule to this page.

**D. Leveraged Funds**

<u>Proposed Project Revenues FY 2022-2023</u>	<u>List Amount</u>
<u>Proposed CDBG/HTF City of Gilroy Grant</u>	\$10,000.00
<u>Other Revenue Sources for proposed project (Please List)</u>	
<u>Government Grants (Sourcewise, Santa Clara County)</u>	\$116,887.00
<u>Foundation Grants</u>	\$1000.00
<u>Individual Contributions</u>	\$1500.00
<u>Program Service Fees</u>	\$69,594.00
<u>Meals Reimbursement (State of California)</u>	\$6000.00

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<b><u>Total of Other Revenue Sources:</u></b>	<b><u>\$204,981.00</u></b>

1. <u>If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.</u>

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**E. REQUIREMENTS**

First-time applicants: Submit all items below with the proposal, as described in the submittal requirements of the application packet.

New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.

Current grant recipients: Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

- X a. Articles of Incorporation and Bylaws (submit any amendments).
- X b. Current Policy & Procedures Manual. Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- X c. Current Nonprofit Determination. Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- d. Current List of Board of Directors. Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- e. Current Authorization to Request Funds. Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the minutes of the meeting in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- f. Current Designation of Authorized Official. Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- g. Current Organizational Chart. Include the organization's current administrative framework and staff positions.
- h. Current Financial Statement and Audit and Management Letter, if applicable. Also, if applicable, describe any actions taken to correct identified findings or concerns.  
Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.
- X i. Resumes of Chief Program Administrator and Chief Fiscal Officer

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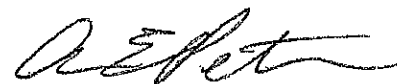
**SECTION 4: AUTHORIZATION**

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 24 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 et seq.), as amended; and
  - d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended,
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. (Attach documentation that verifies the signer has the authority to submit this application and execute the contract).

AUTHORIZED SIGNATURE:



DATE:

01/31/2022

NAME (Please Print):

Ann E Peterson

TITLE:

Executive Director



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**SECTION 1: COVER SHEET**

**A. Applicant Information**

Legal Name of Organization: Project Sentinel, Inc.  
 Mailing Address: 1490 El Camino Real  
 City, State, Zip Code: Santa Clara, CA 95050  
 Contact Person Name: Luis Alberto Espinoza Title: Director of Dispute Resolution Programs  
 Email Address: lespinozainostroza@housing.org Webpage: www.housing.org  
 Telephone Number: 408-470-3735

**B. Project Overview**

Project Name: Landlord-Tenant Counseling and Dispute Resolution  
 Project Location: 8339 Church Street, Suite 104  
 City, State, Zip: Gilroy, CA 95020

**Brief Project Description:** The proposed project helps to resolve housing conflict. For rental housing the service educates tenants and landlords on their respective rights and responsibilities, provides instruction on how to resolve housing problems and conducts dispute resolution services of mediation and conciliation. Services encompass all areas of residential rental concerns: e.g., terminations, evictions, habitability, privacy, deposits, rent increases, and applies to all types of housing including apartments, single family homes, mobile homes and HOAs. Priority is given to cases with court imposed deadlines or where housing is threatened with termination. For homeownership, Project Sentinel (PS) is certified by HUD as a fair housing agency to provide homeownership education and intervention to save homes from mortgage foreclosure. Low income homeowners in South County who have experienced financial loss due to the Covid pandemic are in danger of losing their homes to mortgage foreclosure. Effective January 2022, PS is launching a new service to help such distressed homeowners access financial assistance to satisfy unpaid mortgage debt. Specifically, PS will offer counseling and application support to best ensure access to mortgage relief funds. Lack of availability of such services will put low income households at risk of housing instability and homelessness, creating greater disruption in the community as a whole. maintain stable housing which is counter to affirmatiely furthering fair housing.

**C. Funds Requested**

\$ 36,000 (Grant request for fiscal year 2022-2023)      \$ 36,000 (Grant request for fiscal year 2023-2024)

<b>Total estimated project cost for Fiscal Year:</b>		
	<b>2022 / 2023</b>	<b>2023 / 2024</b>
<b>Projected cost:</b>	\$36,000	\$36,000

<b>Gilroy CDBG/HTF funds in Fiscal Year:</b>		
	<b>2020 / 2021</b>	<b>2021 / 2022</b>
<b>Requested:</b>	\$26,000	\$36,000
<b>Received:</b>	\$26,000	\$15,960

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- |   |   |
|---|---|
| <input type="checkbox"/> Preserve Affordable Housing for Home Ownership | <input type="checkbox"/> Install Safety & Enhanced Public Improvements                |
| <input type="checkbox"/> Small Business Expansion                       | <input type="checkbox"/> Workforce Development  |
| <input type="checkbox"/> Supportive Services for Homeless               | <input checked="" type="checkbox"/> Supportive Services for Special Needs Populations |

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Fair Housing Support

Neighborhood Revitalization

**SECTION 2: PROJECT INFORMATION**

**A. Project Overview and Target Population [Limit each response to no more than half a page]**

1. Describe the primary purpose of the proposed project:  
 The primary purpose of the proposed project is to help low income Gilroy tenants and housing providers resolve housing problems through 1) Community outreach/ education and 2) Case management.

1.05. Description of Services

Location of services:	8339 Church Street, Ste 104, Gilroy CA 95020
Hours of operation:	9:00 AM - 5:00 PM Mon-Fri. Other hours may be arranged by appointment.

<b>Activity 1:</b>	Information & Referral Calls
Activity Description: Case Manager responds to phone calls, emails, walk-ins or appointments of tenants, landlords/property managers and homeowners having questions regarding their respective rights and obligations. The case manager answers questions regarding how the law applies to their situation and explains options for problem resolution. If the caller needs in depth counseling, intervention or dispute resolution of mediation or conciliation a case file will be opened. If the caller needs services that are outside the scope of what Project Sentinel offers a referral will be made to the appropriate agency. Demographics of the caller and nature of the problem are entered into the agency database.	

<b>Activity 2:</b>	Case Management
Activity Description: Case Manager opens a case, and records all actions taken to provide the requested service. Service includes in depth counseling on how the law applies to the specific situation and a review of options for moving forward. The case manager may shuttle between the disputing parties (landlord and tenant) for conciliation or may bring in a trained volunteer mediator to facilitate the dispute resolution. For low income homeowners, the case manager will communicate with the mortgage holder, usually a bank, and negotiate a forbearance, loan modification or submit an application for emergency mortgage relief.	

<b>Activity 3:</b>	Community outreach and education
Activity Description: Agency staff will distribute literature and make presentations that inform the community of the available services and that educate people of their housing rights and responsibilities. Participate in the South County Collaborative. Educational literature will be available in English, Spanish and other languages.	

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2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

This proposal addresses the twin objectives of City of Gilroy's Consolidated Plan, Goal #7: Fair housing complaint investigations and landlord/tenant counseling and dispute resolution. In recognizing that housing is a fundamental human need, this proposal strives to improve housing conditions for renters, with a focus on low to very low income households. According to Gilroy's Consolidated Plan, 32% of households are paying 30% or more of their income toward housing cost, while 45% of households spend 50% of income on housing. This untenable cost burden is faced by single female heads of household, those with disabilities, seniors on fixed incomes, new immigrants and many others who struggle on a daily basis to pay their rent and put food on the table. Further burdening these hardest-hit populations is that COVID-19 has forced many people out of work and put their housing at risk of being lost. Increased pressures on both landlords and tenants because of unpaid rent, has exacerbated tensions and confusion about the availability of rent relief, how to apply and when secured relief funds will be available. This has led to confusion and mistrust fueling disputes amongst tenants and landlords. Given these stated difficulties, the services Project Sentinel offers are critical to educating landlords and tenants on rent relief and the tenant-landlord rules that govern their relationship; negotiating rental agreements to prevent evictions and homelessness, and improve habitability; and restoring a sense of balance and stability to many renters, owners and property managers. As stated above, Gilroy residents in need of these services are low income renters of protected status, i.e. families with children, those with disabilities. To deny the availability of such services will put these people at a disadvantage to maintain stable housing which is counter to affirmatiely furthering fair housing.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

While the agency does not turn away a renter or housing provider because of income, the majority of clients served are overwhelmingly of low to very-low income tenants and small mom and pop housing providers. The agency does not exclude anyone requesting service due to their income level, personal characteristics, household composition, citizenship or language ability. The primary criterion is that they be Gilroy residents. This client base constitutes the most vulnerable and at-risk of our communities, many of whom are monolingual, non-English speaking, with little or no formal education, and often with a disability, who might be in fear of retaliation, dislocation, institutionalization or deportation.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

Project Sentinel is unique among service providers for its focus on Tenant-Landlord housing counseling and alternative dispute resolution services where we quickly initiate contact with all affected parties to de-escalate conflicts. Project Sentinel encourages and helps facilitate communication between tenants and housing providers as the unique proposition that mediation offers, in contrast to the public interest legal services advocacy offered in Santa Clara County which communicate with tenant clients only, one side of the dispute only. Other distinguishing program components include our Rental Rights and Responsibilities workshops and our Conflict Management Trainings. There are no other organizations in South County that provide the scale and comprehensive scope of housing counseling and dispute resolution services that Project Sentinel offers. This agency also works closely with a number of public interest legal groups such as the Silicon Valley Law Foundation, Asian Law Alliance and Senior Adult Legal Services, in order to ensure legal advice and representation where needed. Similarly, these legal service providers also refer matters to Project Sentinel for conciliation and conflict resolution services.

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5. Explain how the proposed program/project augments rather than duplicates the services of others.

The agency works closely with public interest legal services by referring clients in need of legal services. These agencies also refer clients to Project Sentinel who need counseling and dispute resolution. Public interest legal services usually assist only tenants while Project Sentinel assists all parties to a housing dispute by providing education, counseling and neutral dispute resolution. Project Sentinel also makes referrals to rent relief assistance and other community based agencies as appropriate, depending upon the nature of the dispute.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

Project Sentinel has a long history of collaborative relationships with a wide range of agencies in Gilroy. Many of these relationships derive from Project Sentinel's membership in the South County Collaborative. We receive many referrals from St. Joseph's, which serves a similar population. Caseworkers at St. Joseph's refer tenants having housing problems and we reciprocate by referring Gilroy residents in need of food, transportation assistance and other daily living supports. Last year we helped St. Joseph's create a lease to specifically address tenant landlord issues for a new HUD program they are administering to help find housing for the chronically homeless. Another important collaborative relationship is with the Silicon Valley Independent Living Center. While we provide landlord/tenant counseling for disabled residents to retain their tenancy and resolve issues with their landlords, they provide monetary assistance to Gilroy residents in need. Another important collaboration is with The Law Foundation of Silicon Valley and One Justice. Their referrals to Project Sentinel help us in counseling and resolving conflicts ahead of legal action and provide more effective case management; and if after our intervention or during our intervention, a client needs formal legal representation, we can directly refer those clients to The Law Foundation. Other collaborative relationships include working with Senior Adult Legal Assistance (seniors with housing problems) and Catholic Charities (tenants with conservatorships/minor tenants), Work2Future (unemployed and underemployed with housing challenges) and Gavilan College (workshops and direct service to single parent students) to fully support tenants stay stably sited and prevent homelessness.

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	\$34,800	\$39,800	\$44,750	\$49,700	\$53,700	\$57,700	\$61,650	\$65,650
31% - 50% AMI Very Low Income	\$58,000	\$66,300	\$74,600	\$82,850	\$89,500	\$96,150	\$102,750	\$109,400
51% - 80% AMI Low Income	\$82,450	\$94,200	\$106,000	\$117,750	\$127,200	\$136,600	\$146,050	\$155,450

**B. Performance Measures/Numeric Goals**

**1. Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	50	50	50	50	200

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	50	Youth (0-18 years)	0
Very Low Income (31%-50% AMI)	80	Adults (19-61 years)	140
Low Income (51%-80% AMI)	66	Seniors (62+ years)	40
Moderate Income (81%-120% AMI)	3	Disabled Individuals	20
Above Moderate Income (120%+ AMI)	1	Other Special Needs	0

**2. Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the “thing” you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

<b>Activity 1:</b>	Information & Referrals				
<b>Unit of Service =</b>	Each Call				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	100	100	100	100	400

<b>Activity 2:</b>	Case Management				
<b>Unit of Service =</b>	Each Case				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	13	13	13	13	52

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<b>Activity 3:</b>	Community outreach and education				
<b>Unit of Service =</b>	Each Event				
<b>Goal:</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total</b>
	1	1	2	2	6

**3. Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

<b>Example:</b>		
<b>Outcome Measure</b>	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
<b>Measurement Methodology:</b>	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	<b>Quarter 2</b>	<b>Quarter 4</b>
<b>Outcome Goal:</b>	50%	50%

<b>Outcome Measure #1</b>	85% of clients will report increased awareness about options available to resolve housing disputes through Information and Referral or dispute resolution services as measured by client's response to oral survey.	
<b>Measurement Methodology:</b>	Oral surveys assess client satisfaction and are conducted by staff at the conclusion of a call, walk-in or email. The results are recorded in the PS database. To determine outcome compliance, the number of callers reporting increased awareness is divided by the total number of clients served.	
	<b>Quarter 2</b>	<b>Quarter 4</b>
<b>Outcome Goal:</b>	85%	85%

<b>Outcome Measure #2</b>	30% of opened cases will be resolved with conciliated or mediated agreements as measured by recorded case notes and outcomes.	
<b>Measurement Methodology:</b>	Case notes and outcomes are entered into case management database. The PS database provides a report on dispositions and outcomes, which includes conciliation and mediation. To determine outcome compliance, the staff divides the number of cases resolved through mediation and conciliation by the number of cases opened.	
	<b>Quarter 2</b>	<b>Quarter 4</b>
<b>Outcome Goal:</b>	30%	30%

**1. How will the activities being provided under this grant contribute to meeting the outcome measures?**  
 The outcome measures are dispute-resolution oriented and the activities being provided, help Gilroy residents resolve disputes and maintain stable housing, through education, referral, and case management counseling and conciliation/mediation activities. The activities directly lead to meeting the outcome by empowering Gilroy residents involved in housing issues/disputes to resolve these issues and to avoid problems in the future. Too many times poor communication escalates into harmful interactions. Mediation and conciliation can bridge those escalations and get the parties back to normal, reasonable interaction. It should be noted that counseling and educational workshops are also used by small mom and pop landlords so that they

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understand their obligations to maintain code compliance, habitable, decent housing with accommodations if needed, as well as providing coaching on how to better communicate to benefit the tenant landlord relationship.

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.

The outcome measurement tool will be a client survey and a review of the agency database and individual case files to determine the following:

a. For information and referral calls the performance measurement methodology is surveying clients after providing the service. At the end of the counseling session (walk-in or phone) the client is asked if their questions and concerns were answered. Ample time is given to each client to communicate their situation and need and to receive the requested information and to ask for clarification. Routinely the housing counselor will continue the session until the client understands clearly the information being communicated.

b. For case management, the performance measurement methodology is a review of documentation generated at case intake and continued through case closure. The intake process involves database entries of notes and information to record and track case management activities until resolution; hard copy files that include all relevant correspondence/information exchange are also used to measure case outcomes after both counseling and conciliation/mediation efforts have been made. These files are routinely reviewed by the director of dispute resolution and by the City of Gilroy during the annual monitoring.

**C. Project Administration and Monitoring [Limit each response to no more than half a page]**

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

The mediation case manager is the first contact for clients who call for assistance. The case manager provides information and referral or counseling and case management as necessary. Client data will be recorded and stored in the database and in case files. The Dispute Resolution Director regularly reviews the progress of each case, and the quarterly/annual goals to make sure they are being met.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HTF Salary Reimbursement Request
Dispute Resolution Program Director	Direct Service, Supervision	\$80,000	.5	1.25%	\$1,000
Senior Case Manager	Direct Service	\$64,480	15.2	38%	\$24,502.4

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

Project Sentinel's Personnel Policies Handbook states that agency staff as well as the general public are afforded reasonable accommodations. The agency provides services from accessible office space and advertizes the use of California Relay Services on literature that informs the public of its available services. This same literature is available in English, Spanish, and several Asian languages. Having a local office in Gilroy helps those community residents and housing providers communicate in person with a counselor, if they prefer to do so. Even with the pandemic, some project Sentinel staff meet one on one with clients who are vaccinated and practice social distance. Project Sentinel's information is distributed in several different languages. Special phone assistance is available to those with hearing, speech, vision or mobility impairment by calling the TTY 7-1-1.

Project Sentinel has bilingual Spanish, Tagalog, Farsi, and Mandarin speaking staff. If other languages are required, we use the translation service from Language Services Associates.

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3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

Project Sentinel is a 501 (c)(3) non-profit organization. Our primary function is to assist individuals with housing problems such as discrimination, rental issues including repairs, deposits, privacy, dispute resolution, home buyer education, mortgage foreclosure & delinquency, post purchase education and reverse mortgages. Our Mission: To develop and promote fairness and equality of housing for all persons and to advocate peaceful resolution of disputes for community welfare and harmony. Project Sentinel was founded in 1971 by a group of leaders from the corporate, educational and labor communities, as well as community fair housing advocates. Project Sentinel has been a HUD-Approved Housing Counseling Agency since 1998. The agency processes more than 10,000 initial contacts annually. We open over 1,850 landlord tenant and community dispute resolution cases, 350 fair housing complaints, counsel more than 800 homeowners each year and provide monthly workshops on a variety of topics including Homeownership, Tenant/Landlord and Fair Housing. Project Sentinel has offices located in Fremont, **Gilroy**, Modesto, Redwood City, Milpitas, Sacramento and Santa Clara. We are a partner with the California Emergency Rental Relief Program and the California Mortgage Relief Program.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

Project Sentinel has been previously funded by the city of Gilroy with goals and accomplishments similar to those currently being proposed. The agency is a well-known and easily accessible service provider in the community and is established as a reliable, high quality dispute resolution resource. On a regular basis we surpass the goals and outcome measurements by servicing everyone who requests services. The staff are highly dedicated to community service and care about meeting the needs of each person and each household that requests help.

In FY19-20, Project Sentinel took 603 Information and Referral calls (goal 700); handled 53 cases (goal 56) and served 224 unduplicated participants (goal 200).

In FY20-21, we took in 611 I&R calls (goal 600); handled 62 cases (goal 52) and served 226 unduplicated participants (goal 200). Contract compliance is important to Project Sentinel.

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

Each person, who contacts Project Sentinel requesting service and has a case opened, will be asked about their race/ethnicity and possible disability. The income verification process will be initiated. No one is turned away due to their income but the reality is that almost everyone requesting assistance is low to very low income. Beneficiaries are told that this information is required by our government funding sources and that it is also necessary to provide effective housing counseling services. This information is filed in the case management folder and input to the database.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.

a) Database: The Agency maintains backed up electronic records on all calls and cases, including demographics, nature of the request for service (i.e., repairs, privacy, termination) and outcomes

b) Case Files: The Director of Dispute Resolution Programs reviews case files to ensure efficient and effective service and monitors the progress of all program goals, making sure that numerical goals are met and case management protocol is followed.

**D. HUD Low Mod Income National Objective Options (please select one of the three categories below)**

**1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will

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meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

**Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:**

- a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

**2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

**Select one of the Two Accepted Methods for Calculating Household Income for your Project**

- Part 5 definition of income (24 CFR Part 5.609); or
- Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

**3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.

Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit

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category. The applicant is responsible for determining that a service area complies with CDBG regulations.

**E. Select one Eligible Project Activity you propose to provide Gilroy residents.**

- |   |  |
|---|--|
| <input type="checkbox"/> Services for Senior Citizens               | <input type="checkbox"/> Public Improvements                     |
| <input type="checkbox"/> Services for Disabled Persons              | <input type="checkbox"/> Code Enforcement                        |
| <input type="checkbox"/> Services for Youth                         | <input type="checkbox"/> Employment Services                     |
| <input type="checkbox"/> Services for Victims of Domestic Violence  | <input type="checkbox"/> Fair Housing Services                   |
| <input type="checkbox"/> Services for Homeless                      | <input type="checkbox"/> Public Facilities                       |
| <input type="checkbox"/> Substance Abuse Counseling and Treatment   | <input type="checkbox"/> Health Services                         |
| <input type="checkbox"/> Services for Those At Risk of Homelessness | <input checked="" type="checkbox"/> Tenant / Landlord Counseling |
| <input type="checkbox"/> Housing Rehabilitation                     | <input type="checkbox"/> Economic Development                    |
|   | <input type="checkbox"/> Other, list                             |

**F. HUD Performance Measures**

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

**Objectives**

- Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.
- Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**Outcomes**

- Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by

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providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Agency Information**

Executive Director: Carole Conn Email: cconn@housing.org  
 DUNS #: 7813326608 Fax: 408-216-9968  
 Non-profit with 501(c)(3) Status  Yes  No Faith-based organization  Yes  No  
 Registered at sam.gov  Yes  No

**B. Total Agency Budget**

	2021-2022	2020-2021
Administration	\$447,228	\$507,495
Fundraising	\$0	\$0
Proposed Project (Total Gilroy grant budget)	\$36,000	\$36,000
All Other Programs	\$3,000	\$14,000
<b>Total Agency Budget</b>	<b>\$486,228</b>	<b>\$557,495</b>

**C. Proposed City of Gilroy Grant Budget**

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries	\$11,582	\$25,502.4	54.58%
Benefits	\$1,968.94	\$5,100.48	61.40%
Office Supplies		\$92.62	100%
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify:			
Contracted Services, Specify:			
Other, Specify: Indirect Cost Rate (20.8% of salaries)	\$2,409.06	\$5,304.50	54.58%
<b>Total Expenses:</b>	<b>\$15,960</b>	<b>\$36,000</b>	<b>55.67%</b>

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1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).

*We were severely underfunded for the current Fiscal Year; thus we need to bring funding back to a level which will support our staff to do the work.*

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs?  Yes  No

3. Does your agency charge fees for the services that you are requesting funding?  Yes  No If so, please attach a fee schedule to this page.

**D. Leveraged Funds**

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	\$36,000
Other Revenue Sources for proposed project (Please List)	
Santa Clara County Superior Court-ADR Fees, secured funding	\$4,000
Santa Clara County, CDBG-CV3	\$10,000
<b>Total of Other Revenue Sources:</b>	<b>\$14,000</b>

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

N/A

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**E. REQUIREMENTS**

**First-time applicants:** Submit all items below with the proposal, as described in the submittal requirements of the application packet.

**New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.**

**Current grant recipients:** Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

- a. **Articles of Incorporation and Bylaws** (submit any amendments).
- b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.  
***Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.***
- i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

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**SECTION 4: AUTHORIZATION**

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 et seq.), as amended; and
  - d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: \_\_\_\_\_



DATE: 1/31/2022

NAME (Please Print): Carole Conn

TITLE: Executive Director



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**SECTION 1: COVER SHEET**

**A. Applicant Information**

Legal Name of Organization: Project Sentinel, Inc.  
 Mailing Address: 1490 El Camino Real  
 City, State, Zip Code: Santa Clara, CA 95050  
 Contact Person Name: Molly Current Title: Fair Housing Director  
 Email Address: mcurrent@housing.org Webpage: www.housing.org  
 Telephone Number: 408-907-4662

**B. Project Overview**

Project Name: Project Sentinel Fair Housing  
 Project Location: 8339 Church Street, Suite 104  
 City, State, Zip: Gilroy, CA 95020

**Brief Project Description:** Project Sentinel provides services to address the incidence of illegal housing discrimination by: investigating complaints, administering systemic audits, conducting community outreach and education, and seeking redress for victims of such discrimination. The agency also educates housing providers in an effort to prevent fair housing complaints. These services help ensure equity in our diverse communities and will assist the City of Gilroy to meet HUD requirements to affirmatively further fair housing. The majority of service beneficiaries are very low income, many of whom are persons with disabilities, families with children and new immigrants.

**C. Funds Requested**

\$ 21,000 (Grant request for fiscal year 2022-2023)    \$ 21,000 (Grant request for fiscal year 2023-2024)

<b>Total estimated project cost for Fiscal Year:</b>		
	<b>2022 / 2023</b>	<b>2023 / 2024</b>
<b>Projected cost:</b>	\$21,000	\$21,000

<b>Gilroy CDBG/HTF funds in Fiscal Year:</b>		
	<b>2020 / 2021</b>	<b>2021 / 2022</b>
<b>Requested:</b>	\$21,000	\$21,000
<b>Received:</b>	\$21,000	\$14,590

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- |   |  |
|---|--|
| <input type="checkbox"/> Preserve Affordable Housing for Home Ownership | <input type="checkbox"/> Install Safety & Enhanced Public Improvements     |
| <input type="checkbox"/> Small Business Expansion                       | <input type="checkbox"/> Workforce Development                             |
| <input type="checkbox"/> Supportive Services for Homeless               | <input type="checkbox"/> Supportive Services for Special Needs Populations |
| <input checked="" type="checkbox"/> Fair Housing Support                | <input type="checkbox"/> Neighborhood Revitalization                       |

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**SECTION 2: PROJECT INFORMATION**

**A. Project Overview and Target Population [Limit each response to no more than half a page]**

1. Describe the primary purpose of the proposed project:

To combat illegal housing discrimination, Project Sentinel provides comprehensive fair housing services of civil rights enforcement and community outreach and education. Fair housing investigations that reveal evidence of illegal discrimination are addressed through education, consultation, HUD or DFEH filings, or litigation. Consultations address fair housing questions that do not warrant an investigation; information and referral services link callers with housing problems to the most appropriate service providers. Education and outreach activities make renters and housing providers aware of their fair housing rights and responsibilities. These services are provided throughout the rental and homeownership process and are available to home seekers, in-place residents, and housing providers. Provision of these services will help create and maintain healthy communities and will assist the City of Gilroy in meeting its CDBG obligation to affirmatively further fair housing. Proposed services will be delivered from Project Sentinel's office in Gilroy, Monday through Friday from 9AM to 5:00 PM, with telephone intake from 9AM to 4:00PM. After-hours work is scheduled as needed and by appointment.

1.05. Description of Services

Location of services:	8339 Church Street, Suite 104, Gilroy, CA 95050
Hours of operation:	Monday- Friday 09:00 am - 5:00 pm. Other hours may be arranged by appointment

**Activity 1:** Complaint Investigation

Activity Description:

Complaints are investigated by testing, interviews, surveys and document review. The majority of investigations that reveal evidence substantiating a claim of discrimination are: (a) conciliated by staff; (b) referred to a government enforcement office (HUD or DFEH); or (c) to a member of the private bar. Project Sentinel assists the balance of those cases that do not show evidence of a violation by helping the complainant understand the other side of the scenario of their allegation or by counseling on how the complainant can strengthen their search to stabilize their tenancy. Proactive audits are also conducted to determine the levels of unreported housing discrimination. Audits are conducted by paired testing. When evidence of discrimination is obtained, PS files a complaint with HUD or DFEH challenging the alleged practices and seeking appropriate relief, including fair housing training for the housing provider. Fair housing audits also assist the agency.

**Activity 2:** Community Outreach and Education Presentations

Activity Description:

Outreaches involve an educational presentation about the fair housing laws by a Project Sentinel staff member to a group of individuals. Such a presentation will be counted if (a) it is held in Gilroy, (b) participants live in Gilroy or own or manage residential property in Gilroy, or (c) if it is provided to a non-profit or other public service agency that serve Gilroy residents. Tester trainings that include educational information about participants' rights under the Fair Housing laws are also considered formal presentations if they are conducted in Gilroy or attended by a Gilroy resident. Sign-in sheets and evaluation forms will be provided for all formal outreach education presentations.

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<b>Activity 3:</b>	Consultations
Activity Description: Consultations are conversations of at least 20 minutes in duration that are designed to educate the caller about his/her fair housing rights and obligations. Many of the consultations are given at the request of a property owner or manager.	

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2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

Persons with a disability make up approximately 8% of the total population. (Gilroy Consolidated Plan 2020-2025). Twenty-eight percent (28%) of the population are foreign born of which fifty-five percent (55%) speak a language other than English. Twenty percent (20%) of households are large family households. Project Sentinel's caseload for FY 19-20 shows majority of complaints investigated continues to come from persons with disabilities, and families with children. Seventy-two percent (72%) of the clients were Hispanic, and ninety-two percent (92%) were extremely low to low income. The linguistic, cultural, mental and physical barriers that contribute to discrimination often prevent victims from perceiving, understanding, and addressing discriminatory treatment. Project Sentinel will combat these barriers to fair housing by reaching out directly to target populations. The highly diverse ethnic population serves as the basis for Project Sentinel's multilingual services of culturally-sensitive counseling and educational literature translated into Spanish and various Asian languages. Continued education must be available to housing providers, home seekers, and the community at large on the rights and responsibilities of developing and maintaining a balanced and integrated community. While the fair housing laws encompass all housing, renter or owner occupied, it is renters that fall victim to discrimination. Gilroy is part of a geographic area where the rental housing market is particularly challenging. According to the Gilroy Consolidated Plan, thirty-two percent (32%) of households in Gilroy are paying more than thirty percent (30%) of their income toward housing cost, while forty-five percent (45%) of households spend more than fifty percent (50%) of income on housing. The City of Gilroy as a whole benefits from having a fair housing program by contributing to the integration of healthy, balanced communities. Those seeking to rent property in this city should find through these services, equal opportunity for access and open lines of communication. Similarly, both tenants and the housing industry benefit from having a resource providing educational and enforcement services in a timely and objective manner. Provision of these services supports the City of Gilroy's goal of supporting basic services, and strengthen neighborhoods especially special needs populations (Goal #10) and promote fair housing choice (Goal #17)

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

Services will be available to all Gilroy residents or prospective residents. The agency does not exclude anyone due to income level, but low- to very low income tenants constitute the majority of clients served by Project Sentinel. This client base, many of whom have Limited English Proficiency or a disability, constitutes the most at-risk and underserved population of our communities.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

The U.S. Department of Housing and Urban Development (HUD) and the California Department of Fair Employment and Housing (DFEH) conduct fair housing enforcement, but both government agencies rely heavily on non-profit fair housing agencies for conducting the majority of initial in-takes and administering the initial stages of investigation. HUD and DFEH recognize and support Project Sentinel's comprehensive fair housing services so that complaint referrals to HUD and DFEH will have a greater likelihood of being meritorious. There are also a number of public interest law groups conducting fair housing work in Santa Clara County, but here again, these groups rely on Project Sentinel to be the front line investigation service so that cases can move forward in the most cost-effective manner possible. Project Sentinel participates actively in the South County Collaborative, and partners with the Law Foundation of Silicon Valley, Bay Area Legal Aid, Asian Law Alliance, Silicon Valley Independent Living Center, Saint Joseph's Family Center, Gavilan College, and many other social service agencies.

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5. Explain how the proposed program/project augments rather than duplicates the services of others.

No other South County based agency provides comprehensive Fair Housing services in Gilroy. As stated in (4) above, government agencies such as the US Dept of Housing and Urban Development and California Department of Fair Employment and Housing, as well as other public interest law groups such as the Law Foundation of Silicon Valley rely on services of Project Sentinel to provide community outreach/education and investigation services so that cases can move forward in a timely and cost-effective manner.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

Project Sentinel collaborates with a wide range of non-profit service providers for outreach and education to agency staff and agency clientele (Housing Choices Coalition, SALA; St Joseph's Family Center, CRLA, Community Solutions, Gilroy Compassion Center, PACT (People Acting in Community Together), other Collaborative members). Agencies provide time for Project Sentinel to make presentations and they will assist with literature distribution.

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	\$34,800	\$39,800	\$44,750	\$49,700	\$53,700	\$57,700	\$61,650	\$65,650
31% - 50% AMI Very Low Income	\$58,000	\$66,300	\$74,600	\$82,850	\$89,500	\$96,150	\$102,750	\$109,400
51% - 80% AMI Low Income	\$82,450	\$94,200	\$106,000	\$117,750	\$127,200	\$136,600	\$146,050	\$155,450

**B. Performance Measures/Numeric Goals**

**1. Unduplicated Participants** -- Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	7	6	7	6	26

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	15	Youth (0-18 years)	0
Very Low Income (31%-50% AMI)	5	Adults (19-61 years)	32
Low Income (51%-80% AMI)	4	Seniors (62+ years)	6
Moderate Income (81%-120% AMI)	2	Disabled Individuals	12
Above Moderate Income (120%+ AMI)	0	Other Special Needs	0

**2. Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the “thing” you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

<b>Activity 1:</b>	Complaint Investigation				
<b>Unit of Service =</b>	Each Investigation				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	4	3	4	3	14

<b>Activity 2:</b>	Community Outreach and Education Presentations				
<b>Unit of Service =</b>	Each Presentation/Workshop				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	1	1	1	1	4

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<b>Activity 3:</b>	Consultations				
<b>Unit of Service =</b>	Each Consultation				
<b>Goal:</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total</b>
	3	2	3	3	11

**3. Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

<b>Example:</b>					
<b>Outcome Measure</b>	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.				
<b>Measurement Methodology:</b>	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.				
	<b>Quarter 2</b>		<b>Quarter 4</b>		
<b>Outcome Goal:</b>	50%		50%		

<b>Outcome Measure #1</b>	25% of cases opened and complaints investigated will have successful outcomes as measured by closed case referrals.				
<b>Measurement Methodology:</b>	Individual intake forms and case files are saved in our database. The FH Coordinator and FH Director will conduct case reviews to determine the case status. Successful outcomes are defined as cases that were investigated and are closed with a referral to HUD, DFEH, FHLP, or another attorney, or are conciliated, counseled, or educated. This outcome is calculated by dividing the number of cases with successful outcomes by the number of total cases to arrive at the percentage.				
	<b>Quarter 2</b>		<b>Quarter 4</b>		
<b>Outcome Goal:</b>	25%		25%		

<b>Outcome Measure #2</b>	80% of clients provided outreach will have a better understanding of their rights and obligations under FH laws, as measured by a survey.				
<b>Measurement Methodology:</b>	Presenter will give a post-survey asking the audience whether they gained knowledge from the presentation. Audience members will be asked for feedback on presentation style. We tally the number of participants who reported increased knowledge on FH rights and obligations and divide that number by the total number surveyed to arrive at percentage. Presentations will be performed in-person or remotely through phone or video conferencing and social media.				
	<b>Quarter 2</b>		<b>Quarter 4</b>		
<b>Outcome Goal:</b>	80%		80%		

**1. How will the activities being provided under this grant contribute to meeting the outcome measures?**  
The activities provided under this grant will ensure that all Gilroy residents and those seeking to reside in the City of Gilroy will have their civil rights protected.  
\*Home seekers and in-place tenants will be judged on their individual merits and not on their protected status.  
\*Housing discrimination victims will have a means by which to seek remedy to their injury.

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- \*Ethnic and racial minorities will enjoy their homes free from threats of intimidation.
- \*Persons with disabilities will obtain reasonable modifications and accommodations.
- \*Children will be able to play outside, free from intimidation and harassment
- \*Training opportunities will help housing providers to comply with the law and avoid costly mistakes.

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.

Project Sentinel makes continuous efforts to evaluate contract compliance, the performance of each individual employee, the service delivery process and the success of each case investigation. The following are components of our assessment process:

- The agency maintains all case files in an extensive database. Case files include information such as demographics, types of fair housing complaint, and their outcomes. This information helps us track staff performance to ensure that we meet minimum numerical contract goals and are able to provide all data points as required by the City.
- Each fair housing complaint that is investigated producing evidence of discrimination is referred for further enforcement to HUD, DFEH, or a private attorney. These cases are followed quarterly with updates recorded in the individual file and an office log. The agency obtains evidence of discrimination in about 40% of complaints investigated.
- A Process and Outcome Satisfaction Survey is administered to fair housing complainants referred for further enforcement. The survey seeks feedback on their experience during the case development. The survey also seeks feedback on whether they were satisfied with the outcome of their case.
- We also conduct a post-tests at most educational presentations to measure the degree of increased fair housing knowledge. The educational presentation may need to be extended if the participants do not increase their knowledge sufficiently.

It should be noted that Project Sentinel has met or exceeded all contract goals in previous years.

**C. Project Administration and Monitoring [Limit each response to no more than half a page]**

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

The Fair Housing Counselor (FHCu) is the primary contact of clients who call for assistance. S/he enters all client data in the database, and provides information and referral or case management as needed. The FH Director regularly reviews the progress of each case and the goals with the FHCu to make sure quarterly/annual goals are being met and that investigations are performed efficiently and effectively. The Executive Director is responsible for the overall agency programs and management.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HTF Salary Reimbursement Request
Fair Housing Director	Direct Service, Supervision	\$85,000	.5	1.25%	\$1,062.5
Senior Fair Housing Intake Counselor	Direct Service	\$63,377.6	5.75	15.63%	\$9,685.53
Senior Fair Housing Coordinator	Direct Service	\$63,277.6	1	2.50%	\$1,684.44
Fair Housing Coordinator	Direct Service	\$63,277.6	1	2.50%	\$1,684.44
Executive Director	Overall Supervision	\$160,000	.25	0.63%	\$1,000

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

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Project Sentinel's Personnel Policies Handbook states that agency staff as well as the general public are afforded reasonable accommodations. The agency provides services from accessible office space and advertises the use of California Relay Services on literature that informs the public of its available services. This same literature is available in English, Spanish, and several Asian languages. Having a local office in Gilroy helps those in need to connect with a range of services. Much of the first contact with clients is by phone, at which time the housing counselors will offer to accommodate the caller's disability related needs. Outreach and educational material informing the general public that disability is a protected category is distributed in several different languages. Special phone assistance is available to those with hearing, speech, vision or mobility impairment by calling TTY 7-1-1. Project Sentinel has bilingual Spanish, Tagalog, Vietnamese and Mandarin speaking staff. If other languages are required, we use the translation service from Language Services Associates.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

Project Sentinel is a 501(c)(3) non-profit tax-exempt corporation founded to "To develop and promote fairness and equality of opportunity for all persons and to advocate peaceful resolutions of disputes for community welfare and harmony." (Project Sentinel's Mission Statement.) The agency maintains 21 local entitlement contracts for fair housing, housing counseling/dispute resolution and mortgage counseling/intervention services. Project Sentinel maintains three offices in Santa Clara County: Santa Clara, Milpitas and Gilroy. Services are provided in English, Spanish and other languages provided by bilingual staff and Language Services Associates.

Qualified Fair Housing Enforcement Organization: Project Sentinel is considered by HUD to be a qualified "high performing" fair housing agency with over 40 years of experience in conducting fair housing investigations. Project Sentinel has received multiple three-year Performance Based Fair Housing Initiative Program grants, the most recent starting October 1, 2021 and extending until the end of 2024. It is this FHIP grant that contributes leverage/in-kind to the fair housing services in Gilroy.

HUD Certified Housing Counseling Agency: Project Sentinel is certified by HUD to provide tenant-landlord and mortgage-counseling in Santa Clara County. This designation by HUD allows the agency to apply for federal funding to support services and assures beneficiaries of quality service, such as: first-time homebuyer education, mortgage foreclosure intervention, and below-market rate housing information. This service component is an adjunct to the fair housing services by helping to identify predatory and fair lending violations.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

Project Sentinel has met or exceeded contract goals each year. In 2019-20 we processed 22 cases (goal 20) serving 39 beneficiaries (goal 38), provided 20 consultations (goal: 16) and provided 6 outreach presentations (goal 6). In FY 2020-21, we processed 21 cases (goal 20 cases) serving 60 unduplicated beneficiaries (goal 38 beneficiaries); provided 22 consultations (goal 16), and conducted 8 outreaches (goal 6).

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

The agency maintains contact logs and case intake forms for collecting information from first time clients which include: date of call, nature of call, what service was provided to the client, and demographic profile of the client. Project Sentinel explains to clients that the ability to investigate their claims of housing discrimination is dependent upon their provision of truthful information, including income and household size. The validity of data provided by these clients is often confirmed by other information disclosed during the call. For example, the client describes problems s/he is experiencing with her/his Section 8 voucher or the delivery of her/his social security payment. Project Sentinel staff also attempt to secure back-up documentation of income, such as pay stubs, SSI benefits award letter, or other public assistance documentation. This documentation is stored in the case

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file.

**6. Explain how your agency collects customer service data and provide the metrics used to collect this data.**

- a) Data Base: Agency maintains properly backed up electronic records on all cases, including demographics, types of complaints and their outcomes.
- b) Case Files: Cases that produce evidence of discrimination and referred for further enforcement to HUD or DFEH are followed quarterly with updates.
- c) Survey Form: A Process and Outcome Satisfaction survey is administered to FH complainants referred on for further enforcement. The survey seeks feedback on their experience during the case development.
- d) Case Files: The FH Director monitors the progress of all program goals, making sure that numerical goals are met and case management protocol is followed, including follow-up to trace the progress of case litigation.

**D. HUD Low Mod Income National Objective Options (please select one of the three categories below)**

**1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

**Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:**

- a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

**2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

**Select one of the Two Accepted Methods for Calculating Household Income for your Project**

- Part 5 definition of income (24 CFR Part 5.609); or

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Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

**3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.

Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

**E. Select one Eligible Project Activity you propose to provide Gilroy residents.**

- |   |   |
|---|---|
| <input type="checkbox"/> Services for Senior Citizens               | <input type="checkbox"/> Public Improvements              |
| <input type="checkbox"/> Services for Disabled Persons              | <input type="checkbox"/> Code Enforcement                 |
| <input type="checkbox"/> Services for Youth                         | <input type="checkbox"/> Employment Services              |
| <input type="checkbox"/> Services for Victims of Domestic Violence  | <input checked="" type="checkbox"/> Fair Housing Services |
| <input type="checkbox"/> Services for Homeless                      | <input type="checkbox"/> Public Facilities                |
| <input type="checkbox"/> Substance Abuse Counseling and Treatment   | <input type="checkbox"/> Health Services                  |
| <input type="checkbox"/> Services for Those At Risk of Homelessness | <input type="checkbox"/> Tenant / Landlord Counseling     |
| <input type="checkbox"/> Housing Rehabilitation                     | <input type="checkbox"/> Economic Development             |
|   | <input type="checkbox"/> Other, list                      |

**F. HUD Performance Measures**

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

**Objectives**

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

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- Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**Outcomes**

- Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Agency Information**

Executive Director: Carole Conn Email: cconn@housing.org  
 DUNS #: 780326608 Fax: 408-216-9968  
 Non-profit with 501(c)(3) Status  Yes  No Faith-based organization  Yes  No  
 Registered at sam.gov  Yes  No

**B. Total Agency Budget**

	2021-2022	2020-2021
Administration	\$507,495	\$447,228
Fundraising	\$0	\$0
Proposed Project (Total Gilroy grant budget)	\$21,000	\$21,000
All Other Programs	\$8,630	\$8,630
<b>Total Agency Budget</b>	<b>\$537,125</b>	<b>\$476,858</b>

**C. Proposed City of Gilroy Grant Budget**

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries	\$10,587.81	\$15,059.13	42.78%
Benefits	\$1,799.93	\$2,560.05	42.78%
Office Supplies		\$248.52	100%
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify:			
Contracted Services, Specify:			
Other, Specify: Indirect Cost Rate (20.8% of salaries)	\$2,202.26	\$3,132.3	42.78%
<b>Total Expenses:</b>	<b>\$14,590</b>	<b>\$21,000</b>	<b>43.93%</b>

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1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).

N/A

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs?  Yes  No

3. Does your agency charge fees for the services that you are requesting funding?  Yes  No If so, please attach a fee schedule to this page.

**D. Leveraged Funds**

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	\$21,000
Other Revenue Sources for proposed project (Please List)	
Fair Housing Initiatives Program (HUD-FHIP)	\$8,630
<b>Total of Other Revenue Sources:</b>	<b>\$8,630</b>

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

N/A

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**E. REQUIREMENTS**

**First-time applicants:** Submit all items below with the proposal, as described in the submittal requirements of the application packet.

**New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.**

**Current grant recipients:** Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

- a. **Articles of Incorporation and Bylaws** (submit any amendments).
- b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.  
***Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.***
- i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**


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**SECTION 4: AUTHORIZATION**

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 et seq.), as amended; and
  - d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE:  DATE: 1/31/2022

NAME (Please Print): Carole Conn TITLE: Executive Director

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**SECTION 1: COVER SHEET**

**A: Applicant Information**

Legal Name of Organization: St. Joseph's Family Center  
 Mailing Address: 7950 Church Street, Suite A  
 City, State, Zip Code: Gilroy, CA 95020  
 Contact Person Name: David Cox Title: Executive Director  
 Email Address: davidc@stjosephsgilroy.org Webpage: stjosephsgilroy.org  
 Telephone Number: 408-842-6662

**B: Project Overview**

Project Name: Gilroy Street Team  
 Project Location: 7950 Church Street, Suite A; city-wide areas of Gilroy  
 City, State, Zip: Gilroy, CA 95020

**Brief Project Description:**

The Gilroy Street Team (GST) is St. Joseph's Family Center's training and employment readiness program that prepares homeless, un-housed and at-risk individuals for employment, health stabilization and housing.

The GST participants will work 10 – 20 hours a week cleaning and beautifying the community. The participants will be learning reliability, punctuality, teamwork and some basic marketable skills. Participants will earn stipends for work that benefits the community as a whole. They also will receive light case management, linkages to employment opportunities, screening for benefit programs and other supportive services.

**C: Funds Requested**

\$ 35,000 (Grant request for fiscal year 2022-2023)      \$ 35,000 (Grant request for fiscal year 2023-2024)

Total estimated project cost for Fiscal Year:		
	2022 / 2023	2023 / 2024
Projected cost:	75,000	75,000

Gilroy CDBG/HTF funds in Fiscal Year:		
	2020 / 2021	2021 / 2022
Requested:	36,000	36,000
Received:	35,000	23,780

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- |   |  |
|---|--|
| <input type="checkbox"/> Preserve Affordable Housing for Home Ownership | <input type="checkbox"/> Install Safety & Enhanced Public Improvements     |
| <input type="checkbox"/> Small Business Expansion                       | <input type="checkbox"/> Workforce Development                             |
| <input checked="" type="checkbox"/> Supportive Services for Homeless    | <input type="checkbox"/> Supportive Services for Special Needs Populations |
| <input type="checkbox"/> Fair Housing Support                           | <input type="checkbox"/> Neighborhood Revitalization                       |

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**SECTION 2: PROJECT INFORMATION**

**A: Project Overview and Target Population (Limit each response to no more than half a page)**

1. Describe the primary purpose of the proposed project:

The Gilroy Street Team (GST) was launched in July 2009, in response to the County of Santa Clara's Consolidated Plan regarding homelessness. This program was modeled after a very successful program in Palo Alto, and now exists in five cities in Santa Clara County – each program unique to their area.

The GST will work in a team environment, and learn some of the basic skills of job readiness – punctuality, care for equipment, interaction with business owners and various associations. As part of the project, they will receive optional counseling, job linkages, help accessing permanent housing and other support that will aid in greater self-sufficiency and increased health.

**1.05. Description of Services**

Location of services:	City-wide areas of Gilroy; main office located at 7950 Church Street, Suite A
Hours of operation:	Regular office hours: Monday – Friday, 9:00am to 4:00pm

<b>Activity 1:</b>	Community clean-ups
Activity Description:	Participants will provide clean-up and beautification services, focusing on areas of blight, main street thoroughfares, graffiti abatement, assist local code enforcement, non-profit events and community based service projects

<b>Activity 2:</b>	
Activity Description:	

<b>Activity 3:</b>	
Activity Description:	

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2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

The City of Gilroy has:

- Highest rate of homelessness, per capita, in the County (Census 2003-2019); next census to be conducted this February 2022
- Significant amounts of graffiti and community blight in many areas

A person that is homeless for a year can cost our local community over \$40,000 in emergency room visits, police, EMT, fire services, etc. A program like our GST allows individuals to stabilize their lives by helping them find employment, do good works in our community and network with other programs that lead to housing opportunities, increased self-esteem/autonomy and improved health.

The Gilroy Street Team recruits and engages homeless, at-risk or formerly homeless individuals for this opportunity. Most of the beautification and community clean ups take place in the NRSA, supporting the reduction of blight, garbage and graffiti. Strengthening the participants health and job readiness supports workforce development for the target populations of homeless, unhoused and low-income. This addresses the priority of providing supportive services for the homeless and those at-risk.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

The target population are very or extremely low-income individuals, most presumed homeless or at-risk; court referred "frequent flyers" to the justice system; persons with disabilities, mental health issues. Many will have lived in non-habitable environments for many years; many are older adults.

Each client will be screened and evaluated on their level of commitment to the GST. Strict program guidelines must be followed – consequences include reduced work hours and dismissal from the GST.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

This is a unique program that serves the surrounding areas of Gilroy. We are not aware of any year-round efforts that duplicate our efforts?

5. Explain how the proposed program/project augments rather than duplicates the services of others.

The SC Compassion Center has a program that focuses on the creek beds and encampments throughout the area; their program works areas that are different from our focus, but yet they compliment each other by covering "hot spots" and noted areas of concern.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

SJFC has been a trusted partner with the City of Gilroy for many decades, including a continuous grant partner with the HCD for 26 years.

St. Joseph's Family Center (SJFC) has been a member of the United Way Bay Area Emergency Assistance Network (EAN) for over 37 years, and are the designated South County agency in the network. We also are the South County partner with Second Harvest Silicon Valley and a member of the South County Collaborative. We are one of the few multi-service agencies in the County and a year-round provider of safety net services here in Gilroy.

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We partner (or contract) with Community Solutions, HomeFirst, Salvation Army, Gilroy Unified School District, FIRST 5, Silicon Valley Council of Nonprofits, Continuum of Care (CoC) County of Santa Clara, Sobrato Foundation, Gilroy Foundation, The Health Trust and many more.

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	\$34,800	\$39,800	\$44,750	\$49,700	\$53,700	\$57,700	\$61,650	\$65,650
31% - 50% AMI Very Low Income	\$58,000	\$66,300	\$74,600	\$82,850	\$89,500	\$96,150	\$102,750	\$109,400
51% - 80% AMI Low Income	\$82,450	\$94,200	\$106,000	\$117,750	\$127,200	\$136,600	\$146,050	\$155,450

**B. Performance Measures/Numeric Goals**

1. **Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	5	3	1	0	9

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	9	Youth (0-18 years)	
Very Low Income (31%-50% AMI)		Adults (19-61 years)	7
Low Income (51%-80% AMI)		Seniors (62+ years)	2
Moderate Income (81%-120% AMI)		Disabled Individuals	
Above Moderate Income (120%+ AMI)		Other Special Needs	

2. **Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

<b>Activity 1:</b>	Clean ups				
<b>Unit of Service =</b>	Number of hours				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	700	600	700	600	2,600

<b>Activity 2:</b>					
<b>Unit of Service =</b>					
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total

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**3. Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

**Example:**

<b>Outcome Measure</b>	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
<b>Measurement Methodology:</b>	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	<b>Quarter 2</b>	<b>Quarter 4</b>
<b>Outcome Goal:</b>	50%	50%

<b>Outcome Measure #1</b>	75% of participants will augment skills, increase job readiness and increase autonomy	
<b>Measurement Methodology:</b>	Participants will self-report, through a survey, on whether they have achieved the outcome. Each participant will do an assessment at the end of the program year, or upon departure from the program. The total number of those achieving the goal will be divided by the total number of participants in order to arrive at the percentage outcome.	
	<b>Quarter 2</b>	<b>Quarter 4</b>
<b>Outcome Goal:</b>	75%	75%

<b>Outcome Measure #2</b>		
<b>Measurement Methodology:</b>		
	<b>Quarter 2</b>	<b>Quarter 4</b>
<b>Outcome Goal:</b>		

**1. How will the activities being provided under this grant contribute to meeting the outcome measures?**  
 The practical work experience and soft-skills gained (punctuality, team work, communication) will help the participants to be better prepared for employment opportunities; case management services will help create linkages to other community resources, benefit entitlements and increased autonomy.

**2. Describe in detail how your agency will implement the proposed outcome measurement methodology.**  
 Each participant will have a case file that documents hours worked, and success in increasing income (employment, securing benefits, etc.) Surveys will be administered to participants at the end of the program year or graduation from the Gilroy Street Team; time cards will document the hours of community clean-ups.

**C. Project Administration and Monitoring [Limit each response to no more than half a page]**

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1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HTF Salary Reimbursement Request
GST Coordinator	Data entry, file maintenance, conduct surveys, supplies/inventory, light case management	60,000	40	15%	-0-
Executive Director	Reporting, accounting, oversight, admin				-0-

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

Word of mouth is one of our strongest allies. Our success and compassionate approach make SJFC accessible to many clients who are timid or fearful of government assistance. The majority of our clients are multi-lingual and multi-cultural. We have a culturally competent staff that parallels the types of families we serve; literature is bilingual English/Spanish – and we keep the wording to a level that is understandable to those that have limited literacy skills. Our office is located in the NRSA and is near public transportation

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

St. Joseph's Family Center's mission: To alleviate hunger and homelessness in South Santa Clara County by providing food, housing and employment related services, and advocating for system changes to improve the quality of life for the most vulnerable people in our communities.

We have been providing services to the community of Gilroy since 1981. Our GST program was the second incarnation of a "street team" in the county, following the model set in Palo Alto. We communicate regularly with other "street team" programs and try to implement best practices, especially as it pertains to our unique model. Our venerable programs and practical experience in working with difficult, overburdened clients puts us in a good position to achieve goals and outcomes

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

We received less funding this current year, but still have been on track to achieve/exceed our service activity and outcome goals. By end of June, we expect to have over 2,800 hours of community clean-ups and engage 10 participants.

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

We try to use third party verifications for income whenever possible (i.e CalFresh and HMIS for homeless status); paycheck stubs; bank statements, employment verification letters. We utilize a form created by the City of Gilroy (in English and Spanish) that allows clients to self-identify race, ethnicity & disability status. This information is kept in client files and/or spreadsheets.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.

Daily/weekly case management sessions, held individually and (when safe) in group format, provide regular opportunities for participants to voice opinions and experiences about the program. We utilize the client surveys to assess satisfaction with the program and review personal success plans.

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**D. HUD Low Mod Income National Objective Options: (please select one of the three categories below)**

**1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

**Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:**

- a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

**2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

**Select one of the Two Accepted Methods for Calculating Household Income for your Project**

- Part 5 definition of income (24 CFR Part 5.609); or
- Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

**3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential

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neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.

Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

**E. Select one Eligible Project Activity you propose to provide Gilroy residents**

- |   |   |
|---|---|
| <input type="checkbox"/> Services for Senior Citizens               | <input type="checkbox"/> Public Improvements          |
| <input type="checkbox"/> Services for Disabled Persons              | <input type="checkbox"/> Code Enforcement             |
| <input type="checkbox"/> Services for Youth                         | <input type="checkbox"/> Employment Services          |
| <input type="checkbox"/> Services for Victims of Domestic Violence  | <input type="checkbox"/> Fair Housing Services        |
| <input checked="" type="checkbox"/> Services for Homeless           | <input type="checkbox"/> Public Facilities            |
| <input type="checkbox"/> Substance Abuse Counseling and Treatment   | <input type="checkbox"/> Health Services              |
| <input type="checkbox"/> Services for Those At Risk of Homelessness | <input type="checkbox"/> Tenant / Landlord Counseling |
| <input type="checkbox"/> Housing Rehabilitation                     | <input type="checkbox"/> Economic Development         |
|   | <input type="checkbox"/> Other, list                  |

**F. HUD Performance Measures**

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

**Objectives**

- Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor infrastructure) to social issues such as crime prevention, literacy, or elderly health services.
- Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**Outcomes**

- Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people,

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including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

- Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Agency Information**

Executive Director: David Cox Email: davidc@stjosephgilroy.org  
 DUNS #: 184490498 Fax: 408-842-5842  
 Non-profit with 501(c)(3) Status  Yes  No Faith-based organization  Yes  No  
 Registered at sam.gov  Yes  No

**B. Total Agency Budget**

	2021-2022 (estimated)	2020-2021
Administration	\$ 138,671	\$ 141,501
Fundraising	\$ 14,137	\$ 21,471
Proposed Project (Total Gilroy grant budget)	\$ 35,000	\$ 23,780
All Other Programs	\$ 10,634,535	\$ 12,019,552
<b>Total Agency Budget</b>	<b>\$ 10,882,343</b>	<b>\$ 12,206,304</b>

**C. Proposed City of Gilroy Grant Budget**

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries			
Benefits			
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify: <b>Participant stipends</b>	23,780	35,000	30%
Contracted Services, Specify:			
Other, Specify:			
<b>Total Expenses:</b>	<b>23,780</b>	<b>35,000</b>	<b>30%</b>

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1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).

We are hoping to increase the number of unduplicated participants and also evaluate an increase in the hourly stipend.

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs?  Yes  No

3. Does your agency charge fees for the services that you are requesting funding?  Yes  No If so, please attach a fee schedule to this page.

**D. Leveraged Funds**

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	35,000
Other Revenue Sources for proposed project (Please List)	
Private funding	40,000
<b>Total of Other Revenue Sources:</b>	<b>40,000</b>

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.  
 N/A

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**E. REQUIREMENTS**

**First-time applicants:** Submit **all** items below with the proposal, as described in the submittal requirements of the application packet.

**New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.**

**Current grant recipients:** Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

- a. **Articles of Incorporation and Bylaws** (submit any amendments).
- b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.  
***Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.***
- i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

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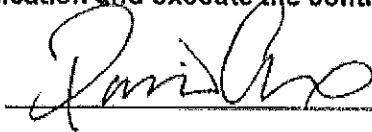
**SECTION 4: AUTHORIZATION**

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 et seq.), as amended; and
  - d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. (Attach documentation that verifies the signer has the authority to submit this application and execute the contract).

AUTHORIZED SIGNATURE: \_\_\_\_\_



DATE: January 27, 2022

NAME (Please Print): David Cox

TITLE: Executive Director

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**SECTION 1: COVER SHEET**

**A. Applicant Information**

Legal Name of Organization: St. Joseph's Family Center  
 Mailing Address: 7950 Church Street, Suite A  
 City, State, Zip Code: Gilroy, CA 95020  
 Contact Person Name: David Cox Title: Executive Director  
 Email Address: davidc@stjosephsgilroy.org Webpage: stjosephsgilroy.org  
 Telephone Number: 408-842-6662

**B. Project Overview**

Project Name: Homeless Prevention Services  
 Project Location: 7950 Church Street, Suite A; city-wide areas of Gilroy  
 City, State, Zip: Gilroy, CA 95020

**Brief Project Description:**

St. Joseph's Family Center (SJFC) will utilize our team to assist with a variety of homeless prevention activities, including financial assistance, benefit screenings, case management, housing search, linkages to community resources and other supportive services. SJFC has over 35 years of active homeless prevention and will leverage a wide variety of other resources that support the community's safety-net and housing retention efforts.

**C. Funds Requested**

\$ 65,000 (Grant request for fiscal year 2022-2023)    \$ 65,000 (Grant request for fiscal year 2023-2024)

Total estimated project cost for Fiscal Year:		
	2022 / 2023	2023 / 2024
Projected cost:	554,526	554,526

Gilroy CDBG/HTF funds in Fiscal Year:		
	2020 / 2021	2021 / 2022
Requested:	75,000	75,000
Received:	50,000	54,650

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- |   |  |
|---|--|
| <input type="checkbox"/> Preserve Affordable Housing for Home Ownership | <input type="checkbox"/> Install Safety & Enhanced Public Improvements     |
| <input type="checkbox"/> Small Business Expansion                       | <input type="checkbox"/> Workforce Development                             |
| <input checked="" type="checkbox"/> Supportive Services for Homeless    | <input type="checkbox"/> Supportive Services for Special Needs Populations |
| <input type="checkbox"/> Fair Housing Support                           | <input type="checkbox"/> Neighborhood Revitalization                       |

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**SECTION 2: PROJECT INFORMATION**

**A. Project Overview and Target Population (Limit each response to no more than half a page)**

1. Describe the primary purpose of the proposed project:

St. Joseph's Family Center is providing pro-active homeless prevention for at-risk families and individuals. SJFC is part of a county-wide collaborative that is geographically based and overseen by the Office of Supportive Housing and Destination: Home. As a key component to ending homelessness, this includes the requirement of administering the VI-SPDAT, a vulnerability assessment tool.

Services: emergency rental assistance, utility assistance, food assistance and other supportive programs that help diminish the overall risk of becoming homeless and increase family well-being. Staffing would be co-mingled with other financial resources so that the VI-SPDAT can be administered, and supportive services delivered, based on the individual, urgent needs of the household. This includes linkages to community resources, benefit screenings, housing search assistance and financial assistance to maintain or secure permanent housing

**1.05. Description of Services**

Location of services:	City-wide areas of Gilroy; main office located at 7950 Church Street, Suite A
Hours of operation:	Regular office hours: Monday – Friday, 9:00am to 4:00pm

<b>Activity 1:</b>	Rental assistance
Activity Description:	Utilize grant dollars to provide direct financial assistance to help families remain in housing, prevent homelessness and/or secure new, permanent housing.

<b>Activity 2:</b>	VI-SPDAT assessments
Activity Description:	Administer the county-wide assessment tool to families seeking assistance; amount of funding and source is predicated by the score on the assessment tool and helps track the household's sustainable housing within the Homeless Management Information System (HMIS)

<b>Activity 3:</b>	
Activity Description:	

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2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

The City of Gilroy has:

- Highest rate of homelessness, per capita, in the County (Census 2003-2019);
- Between 2017-2019, a 31% increase in homelessness occurred in Santa Clara County, despite record numbers of individuals/families securing permanent housing. The increase was attributed to families becoming homeless; many for the first time. The homeless census will be conducted again in February 2022, after being postponed in 2021.

The benefit of the homeless prevention and safety net services program will help eliminate the at-risk stress of becoming homeless, allowing families to focus on work, school and the care of their children. While the Gilroy community at large has helped reduce homelessness, especially chronically homeless individuals, the disparity of income vs. the cost of living (and high rents) are creating more risk to hundreds who might become homeless. The pandemic over the last two years has exacerbated this issue. Statistics have shown a 94% success rate of sustained housing with homeless prevention, and is much more economical to our community to keep families housed vs. the cost incurred when someone becomes homeless

This addresses the priority of providing supportive services for the homeless and those at-risk.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

Target population includes extremely low-income families, at-risk of homelessness. This funding would only support households living within the defined City limits.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

Santa Clara County has pushed for agencies to participate and support the Care Coordination Project and the Continuum of Care that fall under the Community Plan to End Homelessness. Any agency wanting to secure funds for housing programs through the County must be a viable partner in this strategy. SJFC is a current participant and supporter of the county wide effort, led by the OSH, Destination:Home and other EAN agencies.

St. Joseph's Family Center has partnered with the above mentioned agencies and governmental entities for over 20 years and is considered the "go-to" agency for safety-net, homeless prevention services.

5. Explain how the proposed program/project augments rather than duplicates the services of others.

SJFC has been a leader in homeless prevention since our inception in 1981. We continue to participate and support the city-wide and county-wide efforts to reduce the risk of homelessness. We have always administered homeless prevention as one of our core competencies, and have amplified the impact this core service provides during the coronavirus pandemic.

Most services rendered in the homeless prevention system are captured by the county-wide database know as HMIS. We are able to track services and avoid duplication in most cases.

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6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

SJFC has been a trusted partner with the City of Gilroy for many decades, including a continuous grant partner with the HCD for 26 years.

St. Joseph's Family Center (SJFC) has been a member of the United Way Bay Area Emergency Assistance Network (EAN) for over 37 years, and are the designated South County agency in the network. We also are the South County partner with Second Harvest Silicon Valley and a member of the South County Collaborative. We are one of the few multi-service agencies in the County and a year-round provider of safety net services here in Gilroy.

We partner (or contract) with Community Solutions, HomeFirst, Salvation Army, Gilroy Unified School District, FIRST 5, Silicon Valley Council of Nonprofits, Continuum of Care (CoC) County of Santa Clara, Sobrato Foundation, Gilroy Foundation, The Health Trust and many more.

The County of Santa Clara Office of Supportive Housing selected SJFC to administer and re-open the Ochoa Center for up to 35 homeless families during the winter season. We have just about completed our sixth year and achieved many outcomes, service delivery goals and implemented significant improvements that have benefitted our community.

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	\$34,800	\$39,800	\$44,750	\$49,700	\$53,700	\$57,700	\$61,650	\$65,650
31% - 50% AMI Very Low Income	\$58,000	\$66,300	\$74,600	\$82,850	\$89,500	\$96,150	\$102,750	\$109,400
51% - 80% AMI Low Income	\$82,450	\$94,200	\$106,000	\$117,750	\$127,200	\$136,600	\$146,050	\$155,450

**B. Performance Measures/Numeric Goals**

**1. Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	40	40	40		120

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	108	Youth (0-18 years)	60
Very Low Income (31%-50% AMI)	6	Adults (19-61 years)	45
Low Income (51%-80% AMI)	6	Seniors (62+ years)	15
Moderate Income (81%-120% AMI)		Disabled Individuals	
Above Moderate Income (120%+ AMI)		Other Special Needs	

**2. Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

<b>Activity 1:</b>	Rental assistance				
<b>Unit of Service =</b>	Rental assistance payments				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	15	15	6		36

<b>Activity 2:</b>	VI-SPDAT assessments				
<b>Unit of Service =</b>	Number of assessments				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	14	12	5		31

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**3. Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

**Example:**

<b>Outcome Measure</b>	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
<b>Measurement Methodology:</b>	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	<b>Quarter 2</b>	<b>Quarter 4</b>
<b>Outcome Goal:</b>	50%	50%

<b>Outcome Measure #1</b>	87% of beneficiaries will maintain their housing for three months or longer after assistance	
<b>Measurement Methodology:</b>	The total number of qualifying families, low-income and living in Gilroy, that maintained their housing for three months or longer, will be divided by the total number of qualifying families participating in this program to find the percentage that achieved the Outcome Measure. <u>Note</u> In order to best calculate this outcome, we will administer all assistance in the first three quarters. This will allow for accuracy and reporting on every household assisted, and the yearly outcome percentage will be reported.	
	<b>Quarter 2</b>	<b>Quarter 4</b>
<b>Outcome Goal:</b>	0%	87%

<b>Outcome Measure #2</b>		
<b>Measurement Methodology:</b>		
	<b>Quarter 2</b>	<b>Quarter 4</b>
<b>Outcome Goal:</b>		

1. How will the activities being provided under this grant contribute to meeting the outcome measures?  
 The assistance provided is meant to be a bridge for sustaining one's housing. Outcomes and data reflect that strong correlation between the homeless prevention assistance and the ability to remain housed.

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.  
 Families will apply for assistance through an application process. The request will be vetted for accuracy, and verified by Homeless Prevention team; VI-SPDAT will be administered to roughly 85% of households receiving assistance; follow up engagements will be noted in case files and reported in HMIS.

**C. Project Administration and Monitoring [Limit each response to no more than half a page]**

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

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Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HTF Salary Reimbursement Request
Homeless Prevention Coordinator	Data entry, administration of the VI-SPDAT assessments, verification of prevention needs, etc.	60,000	40	88	-0-
Executive Director	Reporting, accounting, oversight, admin				-0-

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

Word of mouth is one of our strongest allies. Our success and compassionate approach make SJFC accessible to many clients who are timid or fearful of government assistance. The majority of our clients are multi-lingual and multi-cultural. We have a culturally competent staff that parallels the types of families we serve. Our building has access ramps and special doorbells to let us know when those that are physically challenged need services; our literature is bilingual English/Spanish – and we keep the wording to a level that is understandable to those that have limited literacy skills. Our office is located in the NRSA and is near public transportation.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

St. Joseph's Family Center's mission: To alleviate hunger and homelessness in South Santa Clara County by providing food, housing and supportive services and advocating for system changes to improve the quality of life for the most vulnerable people in our communities.

We have been providing safety net and homeless prevention services to the community of Gilroy since our formal inception 40 years ago.

Our agency was chosen by the county to lead the South County ARRA funds from 2010-2012, which included emergency/on-going financial assistance to maintain housing; worked closely with Season of Sharing, Housing Industry Foundation, Silicon Valley Community Foundation, Destination:Home and many other agencies with collaborative efforts in the area of housing and homeless prevention; two permanent housing programs in the Continuum of Care; Emergency Assistance Network affiliation for South County (United Way Bay Area), administration of City of Gilroy CARES Act funding in 2020; four phases of Covid-19 rent relief through the County of Santa Clara, benefiting 179 families and distributing over 2.4 million in funding.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

The current snapshot has our agency achieving all goals associated with our current grant in Cycle 2021-2022; outcome measure of sustained housing should be >= 90%

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

We try to use third party verifications for income whenever possible (i.e CalFresh and HMIS for homeless status); paycheck stubs; bank statements, employment verification letters. We utilize a form created by the City of Gilroy (in English and Spanish) that allows clients to self-identify race, ethnicity & disability status. This information is kept in client files.

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**6. Explain how your agency collects customer service data and provide the metrics used to collect this data.**

As participating members in county-wide homeless initiatives, utilizing the data from HMIS and the VI-SPDAT assessments, and communication with the EAN collaborative, we consistently are evaluating the effectiveness of the Homeless Prevention program. Utilization reports, spreadsheets and comparisons with financial payments issued are compared for accuracy and metrics.

**D. HUD Low Mod Income National Objective Options (please select one of the three categories below)**

**1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

**Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:**

- a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County or
- c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

**2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

**Select one of the Two Accepted Methods for Calculating Household Income for your Project**

- Part 5 definition of income (24 CFR Part 5.609); or
- Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

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**3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.

Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

**E. Select one Eligible Project Activity you propose to provide Gilroy residents:**

- |  |   |
|--|---|
| <input type="checkbox"/> Services for Senior Citizens                          | <input type="checkbox"/> Public Improvements          |
| <input type="checkbox"/> Services for Disabled Persons                         | <input type="checkbox"/> Code Enforcement             |
| <input type="checkbox"/> Services for Youth                                    | <input type="checkbox"/> Employment Services          |
| <input type="checkbox"/> Services for Victims of Domestic Violence             | <input type="checkbox"/> Fair Housing Services        |
| <input type="checkbox"/> Services for Homeless                                 | <input type="checkbox"/> Public Facilities            |
| <input type="checkbox"/> Substance Abuse Counseling and Treatment              | <input type="checkbox"/> Health Services              |
| <input checked="" type="checkbox"/> Services for Those At Risk of Homelessness | <input type="checkbox"/> Tenant / Landlord Counseling |
| <input type="checkbox"/> Housing Rehabilitation                                | <input type="checkbox"/> Economic Development         |
|  | <input type="checkbox"/> Other, list                  |

**F. HUD Performance Measures**

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

**Objectives**

- Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor infrastructure) to social issues such as crime prevention, literacy, or elderly health services.
- Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

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**Outcomes**

- Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Agency Information**

Executive Director: David Cox Email: davidc@stjosephgilroy.org  
 DUNS #: 184490498 Fax: 408-842-5842  
 Non-profit with 501(c)(3) Status  Yes  No Faith-based organization  Yes  No  
 Registered at sam.gov  Yes  No

**B. Total Agency Budget**

	2021-2022 (estimated)	2020-2021
Administration	\$ 138,671	\$ 141,501
Fundraising	\$ 14,137	\$ 21,471
Proposed Project (Total Gilroy grant budget)	\$ 54,650	\$ 50,000
All Other Programs	\$ 10,614,885	\$ 11,993,332
<b>Total Agency Budget</b>	<b>\$ 10,882,343</b>	<b>\$ 12,206,304</b>

**C. Proposed City of Gilroy Grant Budget**

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries			
Benefits			
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify: <b>Rental assistance payments</b>	49,250	58,500	17%
Contracted Services, Specify:			
Other, Specify: <b>10% de Minimus rate</b>	5,400	6,500	17%
<b>Total Expenses:</b>	<b>54,650</b>	<b>65,000</b>	<b>17%</b>

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1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (if applicable).

We continue to see on-going demand that often exceeds resources. The pandemic lingers and relief funding is coming to a halt.

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs?  Yes  No

3. Does your agency charge fees for the services that you are requesting funding?  Yes  No If so, please attach a fee schedule to this page.

**D. Leveraged Funds**

<b>Proposed Project Revenues FY 2022-2023</b>	<b>List Amount</b>
Proposed CDBG/HTF City of Gilroy Grant	65,000
<b>Other Revenue Sources for proposed project (Please List)</b>	
County of Santa Clara OSH	208,726
United Way Bay Area	38,000
Destination:Home	118,990
Season of Sharing	96,000
County of Santa Clara SNS	12,310
Private funding	15,500
<b>Total of Other Revenue Sources:</b>	<b>489,526</b>

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

N/A

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**E. REQUIREMENTS**

**First-time applicants:** Submit all items below with the proposal, as described in the submittal requirements of the application packet.

**New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.**

**Current grant recipients:** Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

- a. **Articles of Incorporation and Bylaws** (submit any amendments).
- b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns. **Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.**
- i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

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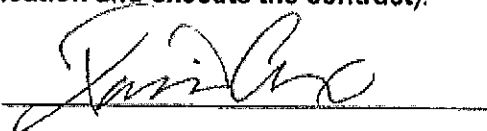
**SECTION 4: AUTHORIZATION**

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 et seq.), as amended; and
  - d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE:



DATE: January 27, 2022

NAME (Please Print): David Cox

TITLE: Executive Director

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**SECTION 1: COVER SHEET**

**A. Applicant Information**

Legal Name of Organization: Silicon Valley Independent Living Center  
 Mailing Address: 25 N. 14<sup>th</sup> Street, Suite 1000  
 City, State, Zip Code: San Jose, CA 95112  
 Contact Person Name: Sheri Burns Title: Executive Director  
 Email Address: Grants@svilc.org Webpage: www.svilc.org  
 Telephone Number: 408-894-9041

**B. Project Overview**

Project Name: Housing Services Program for Gilroy Residents with Disabilities  
 Project Location: 7881 Church Street, Suite C  
 City, State, Zip: Gilroy, CA 95020

**Brief Project Description:** The primary purpose of the Housing Services Program for Gilroy Residents with Disabilities is to provide housing counseling, peer support, and direct assistance to low income Gilroy residents who have a disability or chronic health condition and need to maintain or secure affordable, accessible housing. The Project also provides emergency rent assistance, including security deposits and first month's rent for new housing. Other emergency housing assistance that may be provided through other funding sources include hotel vouchers, home accessibility modifications, supplemental food, and referrals to other organizations that provide needed assistance to ensure long-term sustainability of their independent living environment. Program services are delivered locally to Gilroy's low-income residents with disabilities by SVILC's Independent Living Services (ILS) Coordinator and Case Manager who work full time in our accessible, south county branch office on Church Street in Gilroy. The Service Providers offer education & training on all aspects of how to conduct a housing search to locate and secure community-based housing. SVILC also provides group housing workshops in English and in Spanish, and access to SVILC's other IL (Independent Living) services, such as Money Management instruction, Personal Assistant Services referral, Peer Counseling, Assistive Technology referral, access to our Device Lending & Demonstration Library, and Self-Advocacy training. SVILC projects to serve 70 unduplicated low-income Gilroy residents with disabilities.

**C. Funds Requested**

\$ 36,803 (Grant request for fiscal year 2022-2023)    \$ Error! (Grant request for fiscal year 2023-2024)

Total estimated project cost for Fiscal Year:		
	2022 / 2023	2023 / 2024
Projected cost:	507823	507823

Gilroy CDBG/HTF funds in Fiscal Year:		
	2020 / 2021	2021 / 2022
Requested:	27,492	25,000
Received:	25,000	0.00

**Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:**

- |   |   |
|---|---|
| <input type="checkbox"/> Preserve Affordable Housing for Home Ownership | <input type="checkbox"/> Install Safety & Enhanced Public Improvements                |
| <input type="checkbox"/> Small Business Expansion                       | <input type="checkbox"/> Workforce Development  |
| <input checked="" type="checkbox"/> Supportive Services for Homeless    | <input checked="" type="checkbox"/> Supportive Services for Special Needs Populations |
| <input type="checkbox"/> Fair Housing Support                           | <input type="checkbox"/> Neighborhood Revitalization                                  |

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**SECTION 2: PROJECT INFORMATION**

**A. Project Overview and Target Population [Limit each response to no more than half a page]**

1. Describe the primary purpose of the proposed project:

The Program's purpose is to provide low income City of Gilroy residents who have disabilities with education and training on all aspects of how to conduct a housing search to obtain safe, affordable, accessible long-term housing, and to provide one-time emergency rent assistance in order to secure or maintain their housing.

Housing Training includes:

1) providing counseling, support and guidance to Gilroy residents who are homeless or living in unstable, temporary housing to locate and secure permanent housing; 2) providing emergency rent assistance for those families who don't qualify for other emergency funding; 3) providing warm transfer information & referral/assistance to other agencies and resources as applicable; 4) providing access to SVILC's other wraparound services and to ensure long-term housing sustainability. Service delivery occurs through one-on-one counseling and/or weekly group workshops. SVILC will provide a combination of supportive housing services to 70 unduplicated, low-or extremely-low City of Gilroy residents with disabilities.

**1.05. Description of Services**

Location of services:	7881 Church Street, Ste. C, Gilroy, CA 95020
Hours of operation:	M – F, 9AM to 12PM, 1PM to 5PM

**Activity 1:** Housing and Independent Living Skills Workshops and Individual Counseling

**Activity Description:**

Each participant who attends SVILC's Housing and/or ILS Workshops will receive the education, resources and support needed to: 1) conduct a housing search for obtaining or maintaining affordable, accessible community-based housing options; 2) improve their overall living situation, and 3) obtain/maintain a healthier, safer, and more stable living environment. As needed, residents will also receive 1:1 housing counseling and advocacy assistance in order to help them retain or secure housing.

**Activity 2:** Emergency Rent Assistance

**Activity Description:**

Service Provider will directly provide emergency rent assistance and home modifications to meet the emergency & safety net needs of low-income persons with disabilities. \$3,000 in Gilroy HTF funds will be allocated for "last resort" emergency assistance when other Santa Clara County Emergency Assistance Network resources are not immediately available or have been depleted. SVILC will utilize other funding sources such as FEMA's EFSP funding and Season of Sharing funds for other sustenance needs such as temporary hotel stays, food/meals and bus tokens.

**Activity 3:**

**Activity Description:**

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2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

Affordable rental housing continues to be extremely scarce to find in the bay area, especially for those who are very low to extremely low income. The number of extremely low-income residents has skyrocketed in recent years due to the rising area median income (influx of high-tech employees) and gross rent increases of 50% or more. According to the 2020 Census.gov American Community Survey, there are over 268,000 individuals age 65+ in Santa Clara County, with nearly half living at or below the means necessary to live adequately. Moreover, nearly 150,000 residents in Santa Clara County have a disability, 3,700 of whom live in Gilroy. 40% are renters and nearly 9% live in poverty. While the percentage of elderly households and individuals with disabilities living in City of Gilroy is rising, the fact that many of them live on limited incomes is of great concern. As of early 2022, the average monthly price for a 1-bedroom apartment in the City of Gilroy is \$1,850. This represents a 6% increase from 2021, and is a whopping 160% of a disabled individual's SSI income benefit of \$1100/month. Additionally, a study by HUD and the Urban Institute found that people with disabilities experience discrimination in rental housing more often than any other minority population. Nearly half of all discrimination claims are due to disability.

Of the more than one dozen services that SVILC provides to disabled Santa Clara County residents, Housing Assistance is by far the most requested, with 75% of the over 1,100 unique consumers requesting this service. SVILC's Service Coordinators, who are persons with disabilities themselves, uniquely understand the multiple factors that need to be addressed in successfully meeting the goal of achieving long-term affordable, accessible housing. The community-wide impact of a knowledgeable and self-reliant community of persons with disabilities with safe, affordable and permanent housing comprises the following: Efficient utilization of City funds and existing services with an increased supply/demand for additional services; Reductions in shelter use, homelessness, hospitalizations and emergency room visits; Enhances the ability to secure, maintain and increase the income of those who are homeless, disabled or both by allowing them access to Social Security Disability, Medi-Cal benefits and for many, employment and education opportunities; Increased community capacity to assimilate the rapidly growing age 60+ population, which in 2020 had grown to 28.1% of Santa Clara County's total population. Thus, SVILC's Housing Services Program for Gilroy Residents with Disabilities meets the City's funding priorities in several areas: Basic Needs, Supportive Services, and Housing Services, and benefit the most vulnerable populations (seniors, people with disabilities and homeless). It also addresses the HUD Priorities for Public Service Activities by providing Housing services that benefit low- or extremely-low income persons with all disabilities of all ages, including older adults and youth with disabilities.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

The eligible target population includes extremely low- to low-income Gilroy residents with disabilities of all ages, including seniors with chronic conditions or functional limitations. All persons have at least one of the following disabilities: physical, mental, sensory, developmental or cognitive disabilities. The Project also meets the HUD Priorities for Public Service Activities by providing Housing services that benefit low- or extremely-low income persons with all disabilities of all ages, including seniors or youth with disabilities. Project eligibility is determined at the time of Intake. Among other demographic information collected, participants are required to self-identify as having a disability defined by the ADA, provide their date of birth, and are asked to self-disclose the amount and source of any household income. There are over 1.2M Californians with disabilities who rely on SSI as their sole source of income; 42,149 live in Santa Clara County. Historically, more than 95% of SVILC's consumers are among these Californians, trying to survive on less than \$1100/month. These individuals are among the most at-risk and underserved populations in our state, county and in the City of Gilroy. The following data points gleaned from national surveys and studies demonstrate the degree to which persons with disabilities are "at risk" and "underserved" in the City of Gilroy and throughout the United States: • In the City of Gilroy the percentage of residents who are living at or below the poverty level is 8.6%, versus 6.1% in the Santa Clara

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County. (American Community Survey, 2019) • Residents with disabilities under age 65 make up 6.2% of Gilroy's population (including 6.7% without health insurance) versus 4.6% of disabled residents living across the County (American Community Survey, 2019). • In less than 15 years, one in five people will be at least age 65. The US Department of Health and Human Services (HHS) estimates that nearly 70 percent of people who reach the age of 65 will ultimately need some form of long-term care. This care can be costly, adding to the pressures on financially stretched older adults (2014 AARP: Housing America's Older Adults - Meeting the Needs of an Aging Population).

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

Several organizations provide a few of the same services as SVILC, but only to a more specific population; for example: low-income families, or people with chronic mental health disabilities, or Veterans. SVILC, a private nonprofit organization, is the only service provider in Santa Clara County that serves people with all types of disabilities and from all types of backgrounds. As a peer-based, disability resource and advocacy agency, our service providers have the unique combination of personal disability experience to assist other people with disabilities in their search for, and acquisition of, affordable, accessible housing. This includes an understanding of universal housing design features, room modifications for improved accessibility, adaptive equipment and devices that increase one's personal independence, and the community resources for obtaining these improvements or items. SVILC is the State's Device Lending Demonstration Center for Santa Clara County and contains more than 250 adaptive tools. We are also a supplemental food site with Second Harvest Food Bank. One-Stop, comprehensive services in one agency is tremendously important for a population who lives on a very fixed income, has unique housing needs, and is often mobility and transportation limited. For those who need emergency rent assistance, without SVILC assistance, many families have had to wait for services from other local agencies due to limited capacity or periodically running out of funding.

5. Explain how the proposed program/project augments rather than duplicates the services of others.

As one of 28 consumer-driven, non-residential CILs in California, and over 400 across the nation, SVILC is a private nonprofit organization where over 80% of the 24 highly-skilled staff and 7 board members are persons with disabilities who have an intimate understanding of disability issues. Service Providers also have extensive education and training in social work, psychology, nursing, occupational therapy, education, public health, computer science, economics, business and language studies. Several local organizations provide housing support services to low-income residents, but SVILC is a "One-Stop Shop" for people with any type of disability, offering over a dozen independent living support and training services at no cost to eligible residents. SVILC strives to ensure that persons with disabilities have the same choices as people who do not have disabilities, one of which is the choice to live independently, with or without supports, in the community. SVILC's Housing Services Program for Gilroy Residents with Disabilities is complemented by other south county organizations serving one or more needs of our most at-risk residents, including people with disabilities; however, SVILC's work is unique to the Gilroy's disabled citizenry who need individualized Housing Assistance.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

SVILC has strong partnerships with other public and private agencies and coalitions to tackle the extensive problem of access to decent housing for low-income people. SVILC is a member of the South County Collaborative, a network of organizations serving the array of needs of residents who live in Gilroy, Morgan Hill and San Martin. Other collaboratives in which SVILC participates include the LTSS Integration Committee, the Aging Services Collaborative, the CTMA for VTA, and IHSS Advisory Council. In the south county, we also work closely with St. Joseph's Center, The Housing Trust, Finally Home and Season of Sharing to provide security deposits and first month's rent when funds are available. Each year, SVILC also applies for FEMA Emergency Food and Shelter Program (EFSP) funds to provide low income families with one month of emergency rent assistance, temporary hotel sheltering or meals. This funding has been a life-saver during the

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pandemic when so many families have been struggling with job and wage hour losses. We utilize Catholic Charities' Roommate Matching service for those seeking a room rental in a home, and work with the Housing Authority of the SCC and the Office of Supportive Housing to secure housing vouchers and rental subsidies when available. We work closely with Project Sentinel on tenant/landlord mediation and tenant rights. SVILC is also a participant in the County Office of Supportive Housing's Housing Management Information System (HMIS) and is networked with many other local housing support agencies to provide emergency housing assistance to homeless residents. As a full-service disability resource agency, SVILC provides several other independent living (IL) support services, such as peer counseling, disability benefits counseling, 1:1 IL skill training and workshops, computer training, assistive technology I&R, a Device Lending Library of over 250 adaptive tools, and is a supplemental food closet with Second Harvest Food Bank.

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	\$34,800	\$39,800	\$44,750	\$49,700	\$53,700	\$57,700	\$61,650	\$65,650
31% - 50% AMI Very Low Income	\$58,000	\$66,300	\$74,600	\$82,850	\$89,500	\$96,150	\$102,750	\$109,400
51% - 80% AMI Low Income	\$82,450	\$94,200	\$106,000	\$117,750	\$127,200	\$136,600	\$146,050	\$155,450

**B. Performance Measures/Numeric Goals**

**1. Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	18	18	17	17	70

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Client
Extremely Low Income (0%-30% AMI)	60	Youth (0-18 years)	2
Very Low Income (31%-50% AMI)	9	Adults (19-61 years)	60
Low Income (51%-80% AMI)	1	Seniors (62+ years)	8
Moderate Income (81%-120% AMI)	0	Disabled Individuals	70
Above Moderate Income (120%+ AMI)	0	Other Special Needs	0

**2. Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

<b>Activity 1:</b>	Error! Reference source not found. Housing and Independent Living Skills Workshops and Individual Counseling				
<b>Unit of Service =</b>	70				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	18	18	17	17	70

<b>Activity 2:</b>	Error! Reference source not found. Emergency Rent Assistance				
<b>Unit of Service =</b>	3				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	1	1	1	0	3

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<b>Activity 3:</b>	<b>Error! Reference source not found.</b>				
<b>Unit of Service =</b>					
<b>Goal:</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total</b>

**3. Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

<b>Example:</b>					
<b>Outcome Measure</b>	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.				
<b>Measurement Methodology:</b>	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.				
	<b>Quarter 2</b>		<b>Quarter 4</b>		
<b>Outcome Goal:</b>	50%		50%		

<b>Outcome Measure #1</b>	75% of consumers who attend a Housing or ILS Workshop and/or work 1:1 with SVILC's Coordinator will indicate an increase in their knowledge and understanding of preparing for, locating, securing or maintaining affordable, accessible housing as measured by a post service survey.				
<b>Measurement Methodology:</b>	Staff will utilize a post service survey to report on consumers' level of increased knowledge and understanding of preparing for, locating, securing or retaining affordable, accessible housing. The survey will be given after a workshop or after receipt of 1:1 direct services. The number of respondents reporting between a 4 and 5 will be divided by the total number of consumers surveyed to arrive at percentage				
	<b>Quarter 2</b>		<b>Quarter 4</b>		
<b>Outcome Goal:</b>	75%		75%		

<b>Outcome Measure #2</b>	80% of consumers who receive emergency rent assistance will report that the assistance improved the quality of their life, as measured by reporting a 4 or 5 on the questionnaire.				
<b>Measurement Methodology:</b>	Staff will ask each consumer who received emergency rent assistance to complete a questionnaire asking if they believe the emergency assistance improved their quality of life. The number of respondents reporting 4 or 5 will be divided by the number total number of consumers who responded to the questionnaire to arrive at percentage reporting improved quality of life.				
	<b>Quarter 2</b>		<b>Quarter 4</b>		
<b>Outcome Goal:</b>	80%		80%		

**1. How will the activities being provided under this grant contribute to meeting the outcome measures?**  
 SVILC is the only Santa Clara County organization delivering comprehensive Housing Assistance Services to people of all ages and backgrounds who have any kind of disability or disabilities. The direct benefit of SVILC's holistic, wrap-around, peer-based service approach is that, with our resources, training, and support, Gilroy residents with disabilities will then have the knowledge and support to conduct their own housing search for achieving a stable housing situation through a combination of supportive housing services. They will also have a greater chance of retaining or securing safe, affordable, and accessible long-term housing. The project is accomplished through initial information & referral services

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(either by attending one of our in-house or community housing workshops or over-the-phone and in-person appointments), one-on-one housing counseling and service provision, and access to emergency services, as needed. SVILC will provide one or more of the following supportive Housing Services to each low-income Gilroy senior and adult residents with disabilities:

- 1) Housing Assessments, Referrals, and Landlord Mediation
- 2) Housing and Independent Living Workshops (offered both English and Spanish)
- 3) Housing Search 1:1 Assistance (including receipt of a comprehensive Housing Search Packet for SCC)
- 4) Housing Advocacy with Potential Landlords
- 5) Emergency Rent Assistance and Safety Net Resources

The outcome of our information, referrals, individualized training and support, and emergency rent assistance, where needed, is that the Gilroy residents with disabilities who are searching for safe, long-term, affordable and accessible housing options will have the knowledge and resources to locate and secure such housing. Additionally, less residents will be at-risk or experience homelessness, and more residents will be safely housed and self-sufficient.

**2. Describe in detail how your agency will implement the proposed outcome measurement methodology.**

The overwhelming majority of SVILC consumers indicate they have increased their personal independence, knowledge or quality of life through participating in our services. SVILC has a history of meeting or exceeding all grant-funded project goals and outcomes. Staff will utilize a post service survey to report on consumers' level of increased knowledge and understanding of preparing for, locating and securing affordable, accessible housing or to report that the emergency / safety net services received improved the quality of their life. The surveys will be given after a workshop or after receipt of direct services. The number of respondents reporting between a 4 and 5 will be divided by the total number of consumers surveyed to arrive at the percentage reporting 80%.

**C. Project Administration and Monitoring [Limit each response to no more than half a page]**

**1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.**

SVILC's Program Director will be responsible for managing all Housing and other Independent Living services that support Gilroy residents in their goal of obtaining or maintaining affordable, accessible housing. The Program Director will audit all database information for completeness and accuracy before running and submitting reports to the City, which will include tabulating the number of unduplicated Gilroy residents who either receive Housing I&R assistance, participate in workshops or receive in-depth housing search assistance.

SVILC will provide one or more of the following supportive Housing Services to each low-income Gilroy senior and adult residents with disabilities: (1) Housing Assessments, Referrals, and Landlord Mediation: Provide assessments of consumer's housing units to determine accessibility of units for persons with disabilities, and offer mediation of landlord/tenant disputes, particularly when consumer is requesting necessary accessibility modifications; (2) Housing and Independent Living Workshops (offered both English and Spanish): Provide weekly or monthly online or community-based housing, IL skills workshops and peer support groups in order to increase consumer knowledge and abilities for securing or maintaining housing solutions for independent living; (3) Housing Search Assistance: Successfully assist Gilroy residents with disabilities in their housing search for accessible, affordable, integrated housing to ensure their need of finding an independent living solution in the community is met; (4) Housing Advocacy: Work with municipal housing departments and the Santa Clara County Housing Authority to ensure that people with disabilities' needs are considered when planning new housing or development improvement projects; (5) Emergency Services and Referrals to acquire the resources available to those in need of immediate solutions, for example: applying for Medi-Cal and IHSS services, clothing, emergency food, emergency shelter, and protection from all forms of abuse.

SVILC service providers will collect and report data from virtual or in-person attendance at Housing and ILS Workshops, from people with disabilities who call or visit the office, and from consumers with whom we work on an individual basis, a goal of securing or retaining long-term housing. Service Providers will utilize a sign-in sheet at the Housing Workshops, captures the participants' name, zip code and phone number. This information will be input into CILSuite, our database management system as an I&R. Those individuals who wish to work more extensively with the IL Coordinator or Case

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Manager in our Gilroy office will complete an Intake that includes detailed demographic information and short- and long-term goals. Their information will also be input into CILSuite for tracking and reporting purposes. Reports can be run monthly, quarterly and annually. SVILC's Case Manager in the south county will dedicate 50% of their time to the Housing Services Program for Gilroy Residents with Disabilities.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HTF Salary Reimbursement Request
Case Manager	Assist low income Gilroy residents with disabilities and their families with obtaining or maintaining interdependent community living solutions.	67,606.00	35	50%	33,803.00

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

One of SVILC's Core Values is to "ensure equal access for all." SVILC's Equal Access Policy assures services to all people of any age with any disability, which means we are prepared to deliver any reasonable accommodation, including language access, upon request. For example, ASL, foreign language interpretation, assistive listening devices, audio description, personal assistants, materials in alternative formats, such as Braille or large print, are all promoted in our materials and offered to consumers during Intake and throughout service delivery. Informational materials, brochures workshop flyers, etc. are available in English, Spanish, Chinese and large print. Services can be delivered in person by appointment, via Zoom for 1:1 or group training, and/or by telephone.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

Mission: The Silicon Valley Independent Living Center (SVILC) creates fully inclusive communities that value the dignity, equality, freedom and worth of every human being. We are a cross-disability, intergenerational, and multicultural disability justice organization that builds disability identity, culture and pride; creates opportunities for personal and community transformation; and partners with others to ensure that civil and human rights are protected. SVILC is a federally recognized 501(c)3 organization, founded in 1976, and has two office locations serving residents with disabilities living in Santa Clara County. Downtown San Jose is home to our main office and also includes all administrative services. Gilroy is home to our branch office serving the 3 cities and urban areas in the South County. Both offices are fully accessible, have onsite, free parking and VTA fixed route bus service, and are full-service delivery centers. Besides English, other languages spoken in the San Jose office include Spanish, Tagalog, Hindi, Farsi, and basic ASL. Gilroy office service coordinators also speak Spanish. SVILC has over four decades of experience providing Housing Assistance Services, as housing information & referral/assistance is one of the seven core services for CA-based Centers for Independent Living. SVILC provides individuals with disabilities support tools and resources needed to live interdependently, and advocates for policies that ensure equal access and opportunity for all. SVILC is a peer-driven agency run by and for people with disabilities. Last fiscal year, SVILC provided direct services to over 1100 unduplicated individuals with disabilities (92 in the city of Gilroy) and provided technical assistance, disability education, advocacy or information & referral. After Information & Referral, the most needed service at SVILC is our Housing Assistance Program, requested by 75% or 825 unduplicated consumers.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

SVILC has been a past recipient of City of Gilroy Housing Trust Funds which have allowed us to leveraged funding from Santa Clara County and federal IL funds so we can offer Gilroy-located services to its residents. Though we

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were not funded in FY 2021-22, we have an excellent track record of success, and we are able to meet or exceed annual goals, objectives, and outcomes.

In FY 2020-21, SVILC provided housing counseling, search training and acquisition assistance to 92 residents, with 3 families receiving much needed emergency rent assistance to maintain or secure affordable, long-term housing. We exceeded our housing service goal by 150%, and in FY 2021-22, we expect to provide much needed Housing Assistance Services to a minimum of 70 consumers, thereby providing more low and very low income people with disabilities and seniors each year with group training and one-on-one support housing services; peer support; education in the areas of housing rights for persons with disabilities, reasonable accommodation and accessibility; training in self-advocacy skills; and other critical services necessary for successfully sustained independent living.

**5. Explain how your agency collects and reports income, race/ethnicity, and disability data.**

SVILC serves Santa Clara County residents of all ages with all types of disabilities based on self-disclosure and requested need. As previously stated, participants are screened for eligibility during our Intake process and must provide appropriate documentation, such as income/source, race/ethnicity, address, age, disability, etc., which is entered into our secure, HIPAA-compliant database system that is designed for centers for Independent Living, CIL Suite, a nationally recognized, cloud-based, secure database management system for Centers for Independent Living. Hard copies of the consumer's signed Intake and Independent Living Plan/Goals are also printed and kept in a locked filing cabinet. Files are quarterly and annually reviewed by the Program Director for compliance and accuracy. The Program Director is responsible for quality control of all Consumer Service Records (CSRs) and the integrity of the data and notes entered into CIL Suite. The Program Director runs monthly, quarterly and annual reports on all services and programs.

**6. Explain how your agency collects customer service data and provide the metrics used to collect this data**

All consumers are invited to complete a Consumer Satisfaction Survey at least annually, before and/or after requested services. All SVILC services begin with an interested individual contacting our agency via telephone or email. Phone calls are fielded by the Receptionist who determines if the person is new to SVILC or is already a consumer. If new, they are asked if they have a disability or functional limitation and what services they are seeking. If they are not in immediate crisis and seeking for housing services, they are invited to the onsite Housing Workshop Orientation. If there is an urgent need or the person shares that they are homeless, the Receptionist forwards the call to one of our Housing Coordinators to field immediately. Service providers will utilize a Quality of Life / Satisfaction Survey. SVILC has a history of meeting or exceeding all grant-funded project goals and outcomes. Consumer surveys annually indicate an overall satisfaction rate of over 90%, and most consumers state they have increased their independence somewhat or considerably after receiving services

**D. HUD Low Mod Income National Objective Options (please select one of the three categories below)**

**1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

**Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:**

- a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant workers; or
- b) The activity will require documentation on family size and income to document that at least 51% of the

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clientele are persons whose family income does not exceed HUD income limits for Santa Clara County;  
or

- c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

**2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

**Select one of the Two Accepted Methods for Calculating Household Income for your Project**

- Part 5 definition of income (24 CFR Part 5.609); or
- Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

**3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.

Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

**E. Select one Eligible Project Activity you propose to provide Gilroy residents.**

- |  |  |
|--|--|
| <input type="checkbox"/> Services for Senior Citizens              | <input type="checkbox"/> Public Improvements   |
| <input checked="" type="checkbox"/> Services for Disabled Persons  | <input type="checkbox"/> Code Enforcement      |
| <input type="checkbox"/> Services for Youth                        | <input type="checkbox"/> Employment Services   |
| <input type="checkbox"/> Services for Victims of Domestic Violence | <input type="checkbox"/> Fair Housing Services |

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- |   |   |
|---|---|
| <input type="checkbox"/> Services for Homeless                      | <input type="checkbox"/> Public Facilities            |
| <input type="checkbox"/> Substance Abuse Counseling and Treatment   | <input type="checkbox"/> Health Services              |
| <input type="checkbox"/> Services for Those At Risk of Homelessness | <input type="checkbox"/> Tenant / Landlord Counseling |
| <input type="checkbox"/> Housing Rehabilitation                     | <input type="checkbox"/> Economic Development         |
|   | <input type="checkbox"/> Other, list                  |

**F. HUD Performance Measures**

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

**Objectives**

- Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.
- Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**Outcomes**

- Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Agency Information**

Executive Director:  Sheri Burns  Email:  Sherib@svilc.org   
DUNS #:  113302871  Fax:  408-904-7345   
Non-profit with 501(c)(3) Status  Yes  No Faith-based organization  Yes  No  
Registered at sam.gov  Yes  No

**B. Total Agency Budget**

	2021-2022	2020-2021
Administration	433,992.00	371,945.00
Fundraising	0.00	0.00
Proposed Project (Total Gilroy grant budget)	0.00	25,000.00
All Other Programs	1,489,233	1,564,432.00
<b>Total Agency Budget</b>	<b>1,923,225</b>	<b>1,961,377.00</b>

**C. Proposed City of Gilroy Grant Budget**

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries		26,4558.00	100%
Benefits		7,345.00	100%
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify: rent assistance		3,000.00	100%
Contracted Services, Specify:			
her, Specify:			
<b>Total Expenses:</b>		<b>36,803.00</b>	<b>100%</b>

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1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).

SVILC applied for HTF funding in FY 2020-21, but funding was not awarded.

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs?  Yes  No

3. Does your agency charge fees for the services that you are requesting funding?  Yes  No If so, please attach a fee schedule to this page.

**D. Leveraged Funds**

<b>Proposed Project Revenues FY 2022-2023</b>	<b>List Amount</b>
Proposed CDBG/HTF City of Gilroy Grant	36,803.00
Other Revenue Sources for proposed project (Please List)	
Santa Clara County Funding	39,443.00
<b>Total of Other Revenue Sources:</b>	76,246.00

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

N/A

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**REQUIREMENTS**

**First-time applicants:** Submit all items below with the proposal, as described in the submittal requirements of the application packet.

**New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.**

**Current grant recipients:** Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

- a. **Articles of Incorporation and Bylaws** (submit any amendments).
- b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.  
***Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.***
- i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

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**SECTION 4: AUTHORIZATION**

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 et seq.), as amended; and
  - d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE:  DATE: January 30, 2022

NAME (Please Print): Sheri Burns TITLE: Executive Director

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**SECTION 1: COVER SHEET**

**A. Applicant Information**

Legal Name of Organization: South County Compassion Center  
 Mailing Address: PO Box 233  
 City, State, Zip Code: Gilroy, CA 95021  
 Contact Person Name: Tim Davis Title: Executive Director  
 Email Address: tim@thecompassioncenter.org Webpage: thecompassioncenter.org  
 Telephone Number: (408) 763-7120 ext. 102

**B. Project Overview**

Project Name: Outreach for the Unhoused  
 Project Location: 370 Tomkins Court, Suite F  
 City, State, Zip: Gilroy, CA 95020

**Brief Project Description:** The Outreach for the Unhoused provides Gilroy residents experiencing homelessness comprehensive services to meet their basic needs and to connect them with services that can help them attain permanent housing. As we have since 2011, we have provided basic services, such as food, clothing, hygiene, showers, laundry, mail delivery service, access to medical van services, shelter referral and connection, and referral to a host of other services through organizational partners and government agencies including mental health treatment, addiction treatment, legal assistance, medical care, government benefit access, job search and training, transportation, and many other services designed to increase stability, quality-of-life, and likelihood of securing and maintaining permanent housing.

**C. Funds Requested**

\$ \_\_\_\_\_ (Grant request for fiscal year 2022-2023)      \$ \_\_\_\_\_ (Grant request for fiscal year 2023-2024)

<b>Total estimated project cost for Fiscal Year:</b>		
	<b>2022 / 2023</b>	<b>2023 / 2024</b>
<b>Projected cost:</b>		

<b>Gilroy CDBG/HTF funds In Fiscal Year:</b>		
	<b>2020 / 2021</b>	<b>2021 / 2022</b>
<b>Requested:</b>	\$40,118	\$52,232
<b>Received:</b>	\$40,118	\$45,660

**Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:**

- |   |  |
|---|--|
| <input type="checkbox"/> Preserve Affordable Housing for Home Ownership | <input type="checkbox"/> Install Safety & Enhanced Public Improvements     |
| <input type="checkbox"/> Small Business Expansion                       | <input type="checkbox"/> Workforce Development                             |
| <input checked="" type="checkbox"/> Supportive Services for Homeless    | <input type="checkbox"/> Supportive Services for Special Needs Populations |
| <input type="checkbox"/> Fair Housing Support                           | <input type="checkbox"/> Neighborhood Revitalization                       |

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**SECTION 2: PROJECT INFORMATION**

**A. Project Overview and Target Population [Limit each response to no more than half a page]**

1. Describe the primary purpose of the proposed project:

The primary purpose of the PROGRAM is to provide a one-stop shop for the homeless to meet their basic needs, plus connect with and participate in the services that can help them end homelessness. The purpose is to reduce the impact of homelessness on the individual AND on the community by engaging the homeless population in services with the long-term goal of helping them attain permanent housing.

1.05. **Description of Services**

Location of services:	South County Compassion Center, 370 Tomkins Ct Ste F, Gilroy, CA 95020
Hours of operation:	9:00am - 4:00pm Monday-Friday, excluding holidays

<b>Activity 1:</b>	<b>Basic Needs Services</b>
Activity Description: Provision for the basic needs for unhoused families and individuals, five days per week throughout the City of Gilroy with services through our Encampment Outreach Unit that includes food, water, personal hygiene kits, camping supplies, medical van access and shower and laundry access.	

<b>Activity 2:</b>	<b>Wrap-Around Support Services</b>
Activity Description: For unhoused families and individuals throughout the City of Gilroy, we will assess all their needs and provide referral to other wrap-around support services designed to aid in their path toward self-sufficiency. These services include creating a new record, or updating an existing record, in the County-wide housing access database (VISPDAT) that puts them in a queue to attain supportive housing. Other support services include assistance with job searches, identification card applications, resume writing, accessing governmental benefits, educational opportunities and applications, and referrals to other services and providers such as inclement weather shelters, transportation, mental health treatment, addiction treatment, legal assistance, medical care, job training, transportation, and other services designed to increase stability, quality-of-life, and likelihood of securing and maintaining permanent housing.	

<b>Activity 3:</b>	
Activity Description:	

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2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

The issue of homelessness in our community affects every individual living in Gilroy. For those experiencing homelessness in our town—estimated to be around 700 during 2019 Homeless Point-in-Time Count—the impact is obvious: struggles to secure the basic needs required for survival, personal safety issues, loss of income, loss of family support, impaired health, and a 20-year average decline in life expectancy. For the housed residents of Gilroy, our homelessness problem impacts the availability of healthcare resources, security and safety, the strain on social service resources, and the use of tax dollars.

In 2012, Shaun Donovan, the secretary of the U.S. Housing and Urban Development Department (HUD), stated that, "...between shelters and emergency rooms and jails, it costs about \$40,000 a year for a homeless person to be on the streets."

Providing the basic services, and wrap around support, we deliver to those experiencing homelessness not only relieves city residents of some of the financial burdens, and diminishes the threat of crime, but also helps mitigate some of the negative outcomes unhoused individuals face without this support, by providing healthy food, respite from the streets, increased access to medical and mental health care, as well as an opportunity to be connected with employment and permanent housing that, for some, may help them to become a net contributor to their community instead of draining important resources.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

**Population:** This program serves Gilroy's unhoused population, which were surveyed in our last fiscal year, ending June 30, 2021. All those surveyed are experiencing homelessness, nearly half suffer a disability, and all have incomes classified as extremely low or nonexistent, as defined by the most current HUD income limits for Santa Clara County.

**Eligibility:** Services are available to anyone who self-reports that they are experiencing homelessness. Homeless services are available on a walk-in basis at our offices or through the Encampment Outreach component. Upon first contact, individuals will work with staff to complete an assessment of basic needs through the Homeless Management Information System (HMIS) and will receive direct services, including referrals for services through other agency providers. During the intake, individuals are informed of the "Code of Conduct" that outlines program rules, including instances for which an individual may be expelled, and delineate a clearly defined process for expulsion, including due process, and describes the conditions for re-admission into our Homeless Services Program.

**Risk Factors:** According to a 2016 study conducted by US National Library of Medicine National Institutes of Health, "People who live in unsheltered situations, such as the streets, often have poorer health, less access to health care, and an increased risk of premature mortality as compared with their sheltered counterparts." In addition, many of those we serve suffer moderate-to-severe health issues, mental health issues, are elderly, and are vulnerable to being victims of violence.

**Under-served Qualifications:** There is not enough shelter space available for the vast majority our unhoused population in Gilroy, and permanent housing and transitional housing options are extremely limited. Therefore, most unhoused Gilroy residents do not have access to any form of shelter.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

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There are other organizations that provide unprepared food through drop-in pantry services available through St. Joseph's Family Center, and Gavilan College; however those unsheltered residents we serve do not have the capacity to prepare meals from these provisions. Pitstop Outreach is a volunteer-run organization that distributes evening and weekend meals to some homeless encampment residents on a limited basis; however they do not provide other services such as mail delivery, showers, laundry and the wrap-around support services listed above.

5. Explain how the proposed program/project augments rather than duplicates the services of others.

None of the services from the providers listed above are able to provide enough food in a form, nor a manner, that meets the need of the approximate 700 unhoused residents living in Gilroy. Most unhoused residents don't have the ability to prepare the food provided from food banks. The only other homeless outreach program doesn't have the capacity to serve even half of the current encampment population, and only provides meals at hours and days when Gilroy Compassion Center does not.

Also, there are no homeless service providers that provides services for the unhoused such as mail delivery, showers, laundry and the wrap-around support services listed above.

Furthermore, except for South County Compassion Center, there is no other single homeless service provider that offers a single-source comprehensive basic needs and wrap-around support services that include all the services mentioned above. So, unhoused residents with limited means to access services on their own from a variety of different providers are less likely to find everything need from any other single provider, especially those wrap-around support services entry into a housing database (VISPDAT), case management, and referral to other wrap-around support services designed to increase stability, quality-of-life, and likelihood of securing and maintaining permanent housing such as inclement weather shelter referrals, transportation, mental health treatment, addiction treatment, legal assistance, medical care, government benefit access, job search and training, transportation, medical, dental and vision care, along with a number of other services.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

We collaborate with other service providers in a number of ways. First, we partner with several agencies by referring our unhoused clients for housing assistance through Adobe Housing and Bill Wilson Center, and shelter managers HomeFirst. We also sub-contract under HomeFirst by offering client case management year-round for the City of Gilroy's Shelter at the Armory. We also identify our clients who have health issues and coordinate with Valley Medical and Gardner Medical Services to provide assessments and treatments, and also work with their teams to refer clients to medical vans near our weekly remote "Popup" service sites. We also contract with WeHope to provide a weekly Dignity on Wheels mobile shower, laundry and restroom service. In addition, we partner with several addiction treatment centers, and make referrals to Community Solutions for clients seeking mental health treatment. We also give referrals to job training providers including Work2theFuture, and provide bus tokens from Santa Clara Valley Transportation Authority.

We receive donated food twice-a-month from Silicon Valley Second Harvest Food Bank.

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	\$34,800	\$39,800	\$44,750	\$49,700	\$53,700	\$57,700	\$61,650	\$65,650
31% - 50% AMI Very Low Income	\$58,000	\$66,300	\$74,600	\$82,850	\$89,500	\$96,150	\$102,750	\$109,400
51% - 80% AMI Low Income	\$82,450	\$94,200	\$106,000	\$117,750	\$127,200	\$136,600	\$146,050	\$155,450

**B. Performance Measures/Numeric Goals**

**1. Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	125	125	125	125	500

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	500	Youth (0-18 years)	21
Very Low Income (31%-50% AMI)		Adults (19-61 years)	328
Low Income (51%-80% AMI)		Seniors (62+ years)	88
Moderate Income (81%-120% AMI)		Disabled Individuals	42
Above Moderate Income (120%+ AMI)		Other Special Needs	21

**2. Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

<b>Activity 1:</b>	Error! Reference source not found. Basic Needs Services				
<b>Unit of Service =</b>	Each Duplicated Instance of Service Received				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	3,500	3,500	3,500	3,500	14,000

<b>Activity 2:</b>	Error! Reference source not found.Wrap-Around Support Services				
<b>Unit of Service =</b>	Each Duplicated Instance of Service Received				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	200	200	200	200	800

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<b>Activity 3:</b>					
<b>Unit of Service =</b>					
<b>Goal:</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total</b>

**3. Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

<b>Example:</b>					
<b>Outcome Measure</b>	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.				
<b>Measurement Methodology:</b>	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.				
	<b>Quarter 2</b>		<b>Quarter 4</b>		
<b>Outcome Goal:</b>	50%		50%		

<b>Outcome Measure #1</b>	At least 70% of clients receiving basic needs services will report an improvement in their quality of life as measured by a survey of the program participants.				
<b>Measurement Methodology:</b>	The number of respondents reporting an improved quality of life will be divided by the total number of respondents for each reporting period (i.e Q2 reporting would cover the entire Q1 & Q2 period).				
	<b>Quarter 2</b>		<b>Quarter 4</b>		
<b>Outcome Goal:</b>	70%		70%		

<b>Outcome Measure #2</b>	At least 60% of program participants will have a completed or updated ViSPDAT as measured by the Homeless Management Information System (HMIS) report.				
<b>Measurement Methodology:</b>	The number of new/updated ViSPDAT clients will be divided by the number of unduplicated clients served to arrive at actual percentage for each reporting period (i.e Q2 reporting would cover the entire Q1 & Q2 period).				
	<b>Quarter 2</b>		<b>Quarter 4</b>		
<b>Outcome Goal:</b>	60%		60%		

**1. How will the activities being provided under this grant contribute to meeting the outcome measures?**

By providing basic services for unhoused families (Activity #1) and by providing "Wrap-around" services (Activity #3), we will be improving their quality of life as measured by Outcome Measure #1. Since they do not have the means to acquire these services on their own, offering them assistance eases the strain on unhoused peoples' physical health, mental health, and provides them with a foundation to seek improvement in their life in other areas. It therefore improves their quality-of-life in many significant ways that can inspire hope and other positive changes they can make on their own.

Through individual assessments of every individual whom we encounter through our Outreach for the Unhoused (Activity #3), we also create new ViSPDAT (vulnerability survey) records, or update existing records, in the Homeless Management Information System (HMIS) Database. A current ViSPDAT record, which prioritizes their

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need for housing based on a vulnerability index, is the sole vehicle by which supportive housing providers match unhoused individuals with available permanent supportive housing. Therefore, registering them and keeping their records current, as described in Activity #3, and measured by Outcome Measure #2, is critical to offering them an opportunity to secure housing.

**2. Describe in detail how your agency will implement the proposed outcome measurement methodology.**

For Outcome Measure #1, clients who attend the center will be asked to complete a brief survey asking for their assessment as to whether and to what extent assessed Compassion Center services have a positive impact on their quality of life. The survey uses a rating system of 0-3 with 0 being no improvement, 1 being little improvements, 2 being some improvement, and 3 being great improvement. The survey results will be tallied, and those indicating a 2 or 3 will be counted as reporting an improved quality of life. For each quarter during which the survey is administered, the number of total responses must equal or surpass 50% of clients to whom we expect to deliver services during that period. For example, if we estimate that in Q2, 125 unduplicated individuals will be provided service, then in Q2 at least 63 surveys must be collected. The surveys will be distributed at sign-in during the survey week, and will continue to be distributed until the requisite number have been completed.

For Outcome Measure #2, staff will run a Homeless Management Information System (HMIS) report to identify the number of clients with new/updated VISPDAT records.

**C. Project Administration and Monitoring [Limit each response to no more than half a page]**

**1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.**

Our Outreach Manager will partner with our Outreach Coordinator to delivery basic needs via our Outreach for the Unhoused program, as described in Activity #1. Via at least two weekly Popup sites, which the team sets up under a tent with serving tables, they will provide a week's worth of food which attendees can select along with drinking water, portable toilet supplies, socks and underwear, weekly clothing orders—fulfilled by volunteers and donated clothing—mail delivery, garbage bags, and other basic supplies. We also provide emergency supplies such as blankets, and temporary shelter materials. At least once-a-week, this same team will tour Gilroy encampments to provide similar supplies in pre-packaged containers. All attendees are given garbage bags and provided incentives to collect garbage—theirs and others—where they live. Staff time also includes setup and break-down of Popup and Outreach activities, prepping van, morning team planning, as well as data entry, as well as supply inventory management and ordering. Combined staff hours for Activity #1 will be 70 hours.

At our offices, via appointment and via weekly drop-in hours—on Thursdays between 10am-noon, an available case manager will provide one-on-one client intakes and needs assessments, VISPDAT record updates, service referrals, and life-improvement guidance as described in Activity #2. In addition, our Outreach Case Manager will provide similar services out in the field, at least once a week, for those who are unable to travel to our offices. Combined staff hours for Activity #2 will be 36 hours.

The Outreach Manager and all case managers report to the executive director.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HTF Salary Reimbursement Request
Executive Director	Program and Staff Oversight	\$105,000	40	7%	\$7,350
Outreach Manager	Manages Outreach Activities	\$56,160	40	17%	\$9,547
Outreach Coordinator	Conducts Outreach Activities	\$45,760	40	18%	\$8,237

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Outreach Case Manager	Case Management and Encampment Outreach Support	\$57,200	40	10%	\$6,448
Lead Case Manager	Client Case Management	\$64,480	40	15%	\$8,580

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

Our established procedures for assuring access to services for persons with disabilities include the following: providing American Disability Act (ADA) Compliant Facilities, providing donated medical disability aids to clients (i.e. wheelchairs, walkers, canes, crutches, etc) or referring disabled clients to affiliate providers that can accommodate them (i.e. eyesight or hearing specialists), identifying those with disabilities and supporting them with what is needed to facilitate their requests for service (i.e. paper and pen for a deaf client), assistance with service as needed (i.e. delivering services in a manner that overcomes barriers related to their disability).

Our established procedures for assuring access to services for persons with limited English proficiency include the following: bi-lingual English/Spanish speaking and writing staff available to facilitate requests at each point of client contact, all written communication and information related to service access is provided in both English and Spanish. To-date, staff fluency in speaking and writing Spanish has been the only requirement needed to overcome any limited English proficiency on the part of those we serve. As of the date of this request, all client-interfacing staff are fluent in speaking and writing in both English and Spanish.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

**Mission** – To provide access to the services homeless people need to survive, become stable, and lead self-sufficient lives. Be an active partner in creating permanent affordable housing.

In 2011, a group of concerned citizens in South County came together to address the absence of critical services for the homeless in Gilroy. Collectively, they formed The Gilroy Compassion Center to take the lead in addressing the problem of homelessness in South County. Since 2011, the Compassion Center has opened South County's only Drop-in Day Center for the homeless, where we provide basic needs services, individualized case management assessment, wrap-around support, and referral services.

We have hosted numerous Homeless Connect events where other agency service providers are on-site for unhoused Day Center clients to inquire directly for the services they need. We developed and piloted the Almost Home Camping Program that provides a safe haven for the unsheltered to camp and get access to important resources. A few years ago, the Compassion Center partnered with Santa Clara County, Home First and St. Joseph's Family Center to provide a shelter for the unhoused during the winter at the Gilroy Armory.

In 2017, the Compassion Center partnered with the City of Morgan Hill, Morgan Hill Police Department, County of Santa Clara, and the Morgan Hill Unified School District (MHUSD) to pilot the Safe Park Program, which is designed to provide respite and resources for local unsheltered families, and to facilitate family transition to more stable housing. To date, 58% of those who have entered the program have found sustainable permanent housing. We are presently searching for sites in Gilroy where we can replicate this program.

In September 2020, we launched our Outreach component to reach more of our unhoused residents where they live by canvassing the streets to identify campers and directly deliver basic needs services, case management, and wrap-around services and agency referrals.

In spring of 2021, we began our Emergency Rental Assistance Program in partnership with Destination: Home. It's much harder to house someone than to keep them in their home. Our goal with this program is to prevent homelessness before it starts.

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In the summer of 2021, we expanded efforts to provide the basics to encampment dwellers where they live through our Mobile Outreach. We also added weekly "Un-housed Popup Markets" at various locations throughout the South County, providing almost all of the services previously supplied to only the few who were able to visit our Day Center. These services include a medical van, weekly food boxes, personal portable toilets, and vouchers for laundry, and shower access, an on-site case manager, and much more.

Through every program we manage, we are the first contact with our unhoused individuals, are constantly inquiring and assessing the evolving needs of those we serve, and are agile in adapting and expanding our programs to meet those needs. For example, before the cold weather sets in, we launched a coat and blanket drive, and put out the word that we'll be taking referrals to our Cold Weather Shelter. Once winter arrives, we canvas our encampments with literature informing safety measures for winter storms, and provide warming center access information. When the pandemic set in, we distributed PPE to the encampments, disseminated safety protocol information in an accessible manner, coordinated with the County Health Department to conduct regular testing of local encampments, and worked with the County Office of Supportive Housing to keep providing service in a safe manner even during outbreaks. Since 2018, we have been successful in partnering with the City of Gilroy, utilizing CDBG and HTF funding to deliver services to our City's unhoused population. If we are granted additional funding during this round, we will be able to serve even more of the most vulnerable in our community.

**4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?**

With a few exceptions, we have exceeded the vast majority of our goals for both Program Components (Unduplicated Outputs), Program Activities, and Performance Measures. From July 1, 2020 through June 30, 2021, we exceeded our goals in 10 of 11 of these annual measures. During the current fiscal year, we have met our goals for all categories except one, in spite of changing our service delivery model from drop-in services to an outreach only model, which caused a decline in projected delivery during the first two months. However, by the second quarter we had met all our quarterly projections and expect to make up the first quarter loss in the third quarter and finish the year surpassing our annual goals.

We did this in spite of the enormous burden caused by the COVID-19 restrictions we faced over the two years trying to provide the same level of service while having to do nearly twice the work in some cases. For example, before the pandemic, our meals were self-served buffet-style, while during the pandemic, we secured and served prepared meals. Every service we deliver, from clothing distribution, to mail delivery, takes extra steps that requires additional labor to provide.

**5. Explain how your agency collects and reports income, race/ethnicity, and disability data.**

Upon entry into our program, each new program participant goes through an intake process with our case manager, where all demographics are collected, including income, race/ethnicity, and disability information. This information is input into the County of Santa Clara's Homeless Management System (HMIS) database. Each year, we update this data with each participant through a similar process. We access the same HMIS system for data reporting.

**6. Explain how your agency collects customer service data and provide the metrics used to collect this data.**

Our customer service data is collected, and metrics tabulated, as described above in Section B, sub-section 3. To ascertain the degree to which the services we provide are actually improving the quality-of-life for our unhoused program participants, we will solicit self-reported assessment of any improvement in their quality-of-life as a result of the program via a survey administered during the final week prior to the end of a given reporting period. At least 50% of those receiving basic needs services will report an improvement in their quality of life as measured by the survey of the individuals who are served by our Outreach program. The survey uses a rating system of 0-3 with 0 being no improvement, 1 being little improvements, 2 being some improvement, and 3 being great improvement. The survey results will be tallied, and those indicating a 2 or 3 will be counted as reporting an improved quality of

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life. For each quarter during which the survey is administered, the number of total responses must equal or surpass 50% of clients expected to be connected to service during that period. For example, if we estimate that in Q2, 125 unduplicated individuals will be served, then in Q2 at least 63 surveys must be collected. The surveys will be distributed at out Popups during the survey week, and will continue to be distributed until the requisite number have been completed.

To ascertain the degree to which we are providing our clients with access to available housing, we will run a Homeless Management Information System (HMIS) report to identify the number of clients with new/updated ViSPDAT records—a queue for available housing. At least 60% of Outreach clients will have a completed or updated ViSPDAT as measured by Homeless Management Information System (HMIS) report. The number of new/updated ViSPDAT clients will be divided by the number of unduplicated clients served to arrive at actual percentage.

**D. HUD Low Mod Income National Objective Options (please select one of the three categories below)**

**1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

**Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:**

- a) The activity will exclusively serve a group of persons in any one or a combination of categories generally, presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

**2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

**Select one of the Two Accepted Methods for Calculating Household Income for your Project**

- Part 5 definition of income (24 CFR Part 5.609); or

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Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

**3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.

Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

**E. Select one Eligible Project Activity you propose to provide Gilroy residents.**

- |   |   |
|---|---|
| <input type="checkbox"/> Services for Senior Citizens               | <input type="checkbox"/> Public Improvements          |
| <input type="checkbox"/> Services for Disabled Persons              | <input type="checkbox"/> Code Enforcement             |
| <input type="checkbox"/> Services for Youth                         | <input type="checkbox"/> Employment Services          |
| <input type="checkbox"/> Services for Victims of Domestic Violence  | <input type="checkbox"/> Fair Housing Services        |
| <input checked="" type="checkbox"/> Services for Homeless           | <input type="checkbox"/> Public Facilities            |
| <input type="checkbox"/> Substance Abuse Counseling and Treatment   | <input type="checkbox"/> Health Services              |
| <input type="checkbox"/> Services for Those At Risk of Homelessness | <input type="checkbox"/> Tenant / Landlord Counseling |
| <input type="checkbox"/> Housing Rehabilitation                     | <input type="checkbox"/> Economic Development         |
|   | <input type="checkbox"/> Other, list                  |

**F. HUD Performance Measures**

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

**Objectives**

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

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- Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**Outcomes**

- Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Agency Information**

Executive Director: Tim Davis Email: tim@thecompassioncenter.org  
 DUNS #: 968343355 Fax: n/a  
 Non-profit with 501(c)(3) Status  Yes  No Faith-based organization  Yes  No  
 Registered at sam.gov  Yes  No

**B. Total Agency Budget**

	2021-2022	2020-2021
Administration	\$128,742	\$94,69
Fundraising	\$22,715	\$22,715.
Proposed Project (Total Gilroy grant budget)	\$52,211	\$52,232
All Other Programs	\$645,474	\$598,619
<b>Total Agency Budget</b>	<b>\$849,142</b>	<b>\$768,258</b>

**C. Proposed City of Gilroy Grant Budget**

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries	\$35,123	\$40,162	14%
Benefits	\$10,537	\$12,049	14%
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify:			
Contracted Services, Specify:			
Other, Specify:			
<b>Total Expenses:</b>	<b>\$45,660</b>	<b>\$52,211</b>	<b>14%</b>

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1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).

The 14% variation in expenses is because the previous year's awarded amount was 14% less than that year's requested amount, and also 14% less than this year's requested amount. Since the need for our services in Gilroy has grown in the last year, we feel it's more than necessary to increase the support needed to meet that need. Also, we have increased pay for much of our staff to align with comparable wages for these positions, with a majority of our staff now earning a living wage for this area.

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs?  Yes  No

3. Does your agency charge fees for the services that you are requesting funding?  Yes  No If so, please attach a fee schedule to this page.

**D. Leveraged Funds**

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	\$52,211
Other Revenue Sources for proposed project (Please List)	
Individual Funding	\$75,000
Corporate Funding	\$75,000
Foundation Funding	\$30,000
County of Santa Clara (HEAP)	\$305,000
Santa Clara Valley Water District	\$45,000
Other Funding	\$27,868
<b>Total of Other Revenue Sources:</b>	<b>\$610,079</b>

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

n/a

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**E. REQUIREMENTS**

**First-time applicants:** Submit **all** items below with the proposal, as described in the submittal requirements of the application packet.

**New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.**

**Current grant recipients:** Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

- a. **Articles of Incorporation and Bylaws** (submit any amendments).
- b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.  
***Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.***
- i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

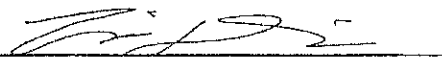
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**SECTION 4: AUTHORIZATION**

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 et seq.), as amended; and
  - d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE:  DATE: 1/28/22

NAME (Please Print): Tim Davis TITLE: Executive Director

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**SECTION 1: COVER SHEET**

**A. Applicant Information**

Legal Name of Organization: The Health Trust  
 Mailing Address: 3180 Newberry Drive, Suite 200  
 City, State, Zip Code: San Jose, CA 95118  
 Contact Person Name: Teresa Johnson Title: Director, Food & Nutrition Services  
 Email Address: TeresaJ@healthtrust.org Webpage: www.healthtrust.org  
 Telephone Number: 408-961-9804

**B. Project Overview**

Project Name: Meals On Wheels  
 Project Location: Services are provided within the homes of Gilroy clients located throughout the city limits.  
 City, State, Zip: Gilroy, CA

**Brief Project Description:** The Health Trust requests funding to deliver 2,540 meals to 18 Gilroy seniors. In the City of Gilroy, there are nearly 600 seniors who are living at or below the poverty level and at risk of food insecurity. The Health Trust Meals On Wheels provides seniors who are low-income and homebound with health & social services, and enables them to age in place, living independently as healthy, contributing members of their communities. Program components include:  
 Meals/Groceries: Drivers deliver hot meals each weekday, and chilled salads and sandwiches are delivered on Fridays for the weekend. Our most food-insecure clients may also receive monthly grocery deliveries.  
 Wellness Checks: Our delivery drivers note changes in clients' cognitive awareness, potential safety hazards, and any changes in appetite. Approximately 50 investigative reports are made by drivers each month.  
 Personal Connections and Resources: Daily interaction with a Meals On Wheels driver is important for socially isolated clients' mental health and wellbeing. Other resources include social work services and referrals, nutrition education, and in-home falls prevention services from Stanford Hospital occupational therapists.

**C. Funds Requested**

\$ 27,000 (Grant request for fiscal year 2022-2023)    \$ Error! (Grant request for fiscal year 2023-2024)

<b>Total estimated project cost for Fiscal Year:</b>		
	<b>2022 / 2023</b>	<b>2023 / 2024</b>
<b>Projected cost:</b>	27,000	27,000

<b>Gilroy CDBG/HTF funds in Fiscal Year:</b>		
	<b>2020 / 2021</b>	<b>2021 / 2022</b>
<b>Requested:</b>	27,000	27,000
<b>Received:</b>	20,000	20,000

**Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:**

- |   |   |
|---|---|
| <input type="checkbox"/> Preserve Affordable Housing for Home Ownership | <input type="checkbox"/> Install Safety & Enhanced Public Improvements                |
| <input type="checkbox"/> Small Business Expansion                       | <input type="checkbox"/> Workforce Development  |
| <input type="checkbox"/> Supportive Services for Homeless               | <input checked="" type="checkbox"/> Supportive Services for Special Needs Populations |
| <input type="checkbox"/> Fair Housing Support                           | <input type="checkbox"/> Neighborhood Revitalization                                  |

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**SECTION 2: PROJECT INFORMATION**

**A. Project Overview and Target Population [Limit each response to no more than half a page]**

1. Describe the primary purpose of the proposed project:

At the heart of The Health Trust Meals On Wheels is our goal of maintaining a high quality of life for all Santa Clara County residents. Providing seniors who are low-income and homebound with valuable health and social services enables them to live independently as healthy, contributing members of their communities. The proposed program will maximize City resources and complement existing City programs to address the needs of Gilroy residents living with the highest levels of food insecurity and social isolation.

Program components (outlined as Activities below) include daily, hot, home-delivered meals vital to maintaining program participants' health; personal connections to bring comfort to socially isolated clients; Wellness Checks with each delivery to ensure seniors' ongoing safety; and additional resources and referrals to address other specific needs of each client.

By providing fully-prepared meals delivered by a friendly visitor, Meals On Wheels supports the well-being of Gilroy seniors who cannot afford their basic needs, who are unable to leave their homes to shop or eat, who cannot prepare meals for themselves at home, and who are without a social support network. A report from Brown University verifies that, nationally, Meals On Wheels participants who receive daily meals were more likely to report an improvement in their mental and overall health, as well as a reduction in the number of falls (Thomas, 2015). A 2017 follow up to the report reinforces these findings, and suggests that Meals On Wheels clients across the country experience fewer hospitalizations and lower healthcare costs after program enrollment.

In FY21, The Health Trust provided 6,595 meals to 39 clients in the City of Gilroy and served a total of 1,153 clients in the entire County of Santa Clara. For FY23 and FY24, we are asking the City of Gilroy to help fund services for 18 clients and 3,048 meals of the anticipated 40 clients we will serve in the City of Gilroy. We will leverage funds from the City of Gilroy with other donations and grants to serve an expected 40 seniors in Gilroy for FY23 and FY24.

1.05. **Description of Services**

Location of services:	Services will be provided at the homes of Gilroy clients throughout the city.
Hours of operation:	Meals are typically delivered between the hours of 10:00 and 1:30 pm, Monday - Friday.

<b>Activity 1:</b>	Home Delivered Meals
<b>Activity Description:</b> The Health Trust Meals On Wheels drivers deliver hot, nutritious meals each weekday. Due to the pandemic, most clients are getting frozen meals delivered weekly due to safety concerns. Clients with special needs can still receive hot meals daily. All meals meet the Older Americans Act Title 22 nutritional guidelines, providing one-third of the recommended Dietary Reference Intakes. Meals are prepared using fresh ingredients with no additives or preservatives, and meats are fresh and flavored with herbs and spices. Our most food-insecure clients may also receive an additional daily meal or monthly grocery deliveries containing pantry staples and fresh produce.	

<b>Activity 2:</b>	Wellness Checks
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**Activity Description:**

Our delivery drivers are trained to note changes in clients' cognitive awareness, potential safety hazards, and any changes in appetite. Approximately 50 investigative reports are made by drivers each month. This has been a life-saving service. For example, people who are elderly or homebound are at highest risk of being affected by heat-related health problems. During summer heatwaves, drivers confirm program participants are staying safe and cool, and our Meals On Wheels staff communicate with clients' emergency contacts to ensure their safety.

**Activity 3: Wellness and Educational Resources**

**Activity Description:**

Our program offers a wide array of resources that broaden clients' support network. This includes social work services and referrals, dietitian-approved nutrition education, in-home falls prevention services from Stanford Hospital occupational therapists, access to audiobooks, as well as holiday and birthday gifts. Each quarter, we will provide at least 6 written Wellness Resources on topics such as food safety, nutrition, healthy eating tips, managing medication, COVID-19 updates, low cost services for cell or utilities, and more.

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2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

The COVID-19 pandemic has significantly affected older adults in the County, especially those who live alone and are low-income. At the beginning of the pandemic, The Health Trust more than doubled the number of clients receiving meals and increased the number of meals provided 500%+. We continue to see large increases in applications for home delivered meals, as the pandemic lingers. Food insecurity continues to be an issue for our community's seniors. Meals On Wheels is truly a lifeline for so many of our community's seniors, both through the food they receive and the Wellness Checks and social interactions when food is delivered by their drivers.

Funding from the City of Gilroy would be used to help seniors in Gilroy who are low-income remain healthy, independent, and in their own homes by addressing three critical needs:

- **Health Needs:** Many seniors who are low-income, homebound and disabled begin each day with little or no access to healthy food. For these residents, hunger can be life-threatening; increasing the risk of stroke, prolonging recovery from illness, extending hospital stays, limiting the effectiveness of prescription drugs, and decreasing resistance to infection. Without regular nutritious meals, many clients would likely experience declining health, possibly even requiring them to give up their independence.
- **Financial Needs:** Local residents on fixed incomes (particularly those who are low-income) have been severely impacted by the rising costs of food and other basic needs. In many cases, limited financial resources are directed to housing or medication costs instead of food.
- **Social Needs:** The majority of Meals On Wheels clients live alone and are unable to leave their homes. These individuals are typically isolated and risk depression without connections with others.

Meals On Wheels supports the well-being of Gilroy seniors who cannot afford their basic needs, are unable to leave their homes, who cannot prepare meals for themselves, and who are without a social support network. The Health Trust Meals On Wheels addresses the City's Consolidated Plan goal of basic needs for seniors. We welcome the City of Gilroy to support your senior residents who are the most vulnerable through daily meal delivery. Funds provided by the City will support a portion of the cost of providing Meals On Wheels services to 18 of the estimated 50 seniors we serve in Gilroy

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

Services made available with this partnership will target seniors aged 60 and over residing in the City of Gilroy who are very low-income or extremely low-income (<50% of Area Median Income) and considered to be homebound due to their lack of mobility. This population is underserved by other existing City and County-sponsored food programs that require participants to leave their homes and/or prepare food on their own.

The Health Trust Meals On Wheels is designed to support seniors who are the most vulnerable, with high levels of food insecurity and possible chronic conditions impacting their ability to maintain their health and independence. According to 2018 data, 78% of all The Health Trust Meals On Wheels clients qualified as high nutritional risk. Of these program participants, 94% were unable to independently shop, cook or feed themselves; 86% took three or more medications per day; and 62% didn't always have money to buy food. This illustrates our clients' need for a more intensive intervention through our Meals On Wheels' daily meal delivery than can be provided by other senior nutrition programs.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

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The Health Trust is aware of three County programs providing meal and/or food services to senior residents who are low-income: Sourcewise delivers frozen meals once a week; Second Harvest Food Bank provides groceries through its Brown Bag program; and the YMCA/Senior Nutrition Program provides weekday pick-up lunches at the Senior Center.

5. Explain how the proposed program/project augments rather than duplicates the services of others.

While congregate/pick up meals and food pantry sites are an effective safety-net food service for many seniors who are low income, The Health Trust provides home-delivered meals to residents who are unable to leave their homes and who, with very-low incomes, cannot afford to have their meals and groceries delivered to them by other delivery services. Many Meals On Wheels program participants also have difficulties preparing their own food. If they did not receive daily meal deliveries, they would rely on processed and unhealthy foods that require minimal preparation. At worst, they would simply go hungry.

Among other meal home-delivery programs in the area, The Health Trust Meals On Wheels is the only one offering free hot, home-delivered meals to seniors who are homebound on a daily basis. The Program also provides clients who are isolated with the socialization and personal connections (through daily visits with a Meals On Wheels driver) that are crucial to their health and well-being. Drivers perform Wellness Checks with each delivery, evaluating clients' ongoing health and safety. Providing program participants with valuable health and social services enables them to age gracefully in place, living independently as healthy, contributing members of our community. Referral partners, including other Senior Nutrition Providers, identify and help facilitate initial contact with prospective clients. Coordination with other providers ensures clients receive the services most appropriate for their needs and avoids duplication among programs.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

The Health Trust has established partnerships with a broad spectrum of community organizations, leveraging both formal and informal relationships to ensure a quality program that meets the needs of our community. These collaborative partners include non-profit agencies, schools, corporations, and entities such as the Silicon Valley Council of Nonprofits and the Silicon Valley Healthy Aging Partnership, both of which we are a member. The Health Trust will continue to leverage the following key community partnerships to provide Meals On Wheels program services and accomplish program goals in the City of Gilroy:

- Meals On Wheels relies heavily on the engagement of individual and corporate volunteers to pack and deliver Meals On Wheels meals. 235 volunteers supported our County-wide Meals On Wheels program with over 7,182 hours of service in Fiscal Year 2021; 75% of the program's meal delivery drivers are volunteers.
- The Health Trust works with partner organizations and managed care companies to identify and engage community members most in need of daily home-delivered, hot (fully-prepared) meals and services.
- Every year, The Health Trust Meals On Wheels partners with SJSU and Santa Clara University to host Bachelor of Social Work interns. Interns call and perform home visits with clients for re-assessment and referrals.
- For over 10 years, The Health Trust has partnered with Stanford Hospital to provide falls prevention services through their "Farewell to Falls" program. Clients who are 65 or older can qualify for three home visits from an Occupational Therapist who will provide a balance assessment, review their health history, recommend fall prevention methods, and introduce a gentle exercise regimen.
- We work closely with Sourcewise to insure that we are not serving the same clients. Clients only qualify for one home-delivered meal service.

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	\$34,800	\$39,800	\$44,750	\$49,700	\$53,700	\$57,700	\$61,650	\$65,650
31% - 50% AMI Very Low Income	\$58,000	\$66,300	\$74,600	\$82,850	\$89,500	\$96,150	\$102,750	\$109,400
51% - 80% AMI Low Income	\$82,450	\$94,200	\$106,000	\$117,750	\$127,200	\$136,600	\$146,050	\$155,450

**B. Performance Measures/Numeric Goals**

**1. Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	10	2	4	2	18

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	15	Youth (0-18 years)	
Very Low Income (31%-50% AMI)	3	Adults (19-61 years)	
Low Income (51%-80% AMI)		Seniors (62+ years)	18
Moderate Income (81%-120% AMI)		Disabled Individuals	
Above Moderate Income (120%+ AMI)		Other Special Needs	

**2. Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

<b>Activity 1:</b>	Error! Reference source not found.				
<b>Unit of Service =</b>	Meals				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	400	600	1000	1048	3048

<b>Activity 2:</b>	Error! Reference source not found.				
<b>Unit of Service =</b>	Wellness Checks				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	58	86	143	149	436

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<b>Activity 3:</b>	<b>Error! Reference source not found.</b>				
<b>Unit of Service =</b>	Educational Resources				
<b>Goal:</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total</b>
	6	6	6	6	24

**3. Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

<b>Example:</b>	
<b>Outcome Measure</b>	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.
<b>Measurement Methodology:</b>	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.
	<b>Quarter 2</b>
<b>Outcome Goal:</b>	50%

<b>Outcome Measure #1</b>	Clients state that Meals On Wheels is somewhat or extremely important in helping them remain independent in their homes, as measured by the Client Satisfaction Survey.
<b>Measurement Methodology:</b>	The anonymous Client Satisfaction Survey is delivered by drivers to all clients biannually. Measure #1 result is calculated by the total number of participants who state that Meals On Wheels is "somewhat" or "extremely" important in helping them remain independent in their homes divided by the total number of participants responding to the survey
	<b>Quarter 2</b>
<b>Outcome Goal:</b>	95%

<b>Outcome Measure #2</b>	Clients state that Meals On Wheels is somewhat or extremely important to their daily well-being, as measured by the Client Satisfaction Survey.
<b>Measurement Methodology:</b>	The anonymous Client Satisfaction Survey is delivered by drivers to all clients biannually. Measure #2 result is calculated by the total number of participants who state that Meals On Wheels is "somewhat" or "extremely" important to their daily well-being divided by the total number of participants responding to the survey.
	<b>Quarter 2</b>
<b>Outcome Goal:</b>	95%

**1. How will the activities being provided under this grant contribute to meeting the outcome measures?**  
The Health Trust selected these two Outcome Measures to measure the degree to which seniors attribute their ability to remain at home and their overall well-being to their participation in the Meals On Wheels program. The indicators allow program staff to measure the ongoing level of program effectiveness, in alignment with the City of Gilroy's goal of providing basic needs services to seniors. The Health Trust Meals On Wheels addresses the interrelated needs for socialization and nutrition among seniors who are low-income, homebound, and food insecure. With Meals On Wheels program activities of food delivery, Wellness Checks, and referrals and other resources provided, seniors experience improved food security, balanced nutrition, additional social interactions, and an ongoing evaluation of their overall health and wellbeing - all of

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which contribute to improved quality of life and the ability to live and age independently at home.

**2. Describe in detail how your agency will implement the proposed outcome measurement methodology.**  
 Progress toward our outcomes will be measured through qualitative evaluation methods; service activities will be tracked quantitatively. The degree to which we are meeting our overall program goal is informed by these evaluation tools, which are standard across our County-wide program. These measurement tools and methodology will help ensure timely reporting to the City of Gilroy and ongoing internal evaluation to verify the effectiveness and quality of program services.

Qualitative - Outcomes: The twice-annual client satisfaction survey serves as the qualitative measurement tool to evaluate whether or not we are meeting program outcomes. In September and March of each year, hard copy surveys are provided to clients by the Meals On Wheels drivers, who later deliver the anonymous, completed surveys to the program office. Through this self-report form, clients indicate their response to questions such as to what degree the program positively impacts their daily well-being and how much they look forward to visits from their driver. The results of these surveys are compiled and entered into the Meals On Wheels database for analysis. The surveys allow The Health Trust to monitor client satisfaction and measure long-term program objectives and outcomes.

Quantitative - Activities: Quantitative measurement tools include program records that track and analyze service activities and information such as the number of clients served; the number of meals provided; and the length of time clients remain in the program, maintain their health, and continue to live independently. Reports are generated through the robust Servtracker database system (soon to be Salesforce). Case management notes provide additional details to document services and measure success.

**C. Project Administration and Monitoring [Limit each response to no more than half a page]**

**1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.**

The position below reflects the staff that The Health Trust proposes to be supported by City of Gilroy funds. One paid driver delivers meals exclusively to Gilroy residents, and distributes meals brought from the Meals On Wheels warehouse in San Jose to volunteer drivers located in the South Valley. Many volunteer drivers are unable to commute north to San Jose every weekday morning to collect meals. Having a dedicated driver to act as a daily meal distribution point enables Meals On Wheels to continue service to Gilroy residents and engages additional volunteers from Gilroy eager to impact the lives of seniors in their community.

In addition, The Health Trust recruits and retains experienced staff and volunteers with the training and credentials to manage and provide quality services to a diverse client population, including:

- Program Coordinators - assign clients daily to routes, prepare monthly food menus, coordinate calls from clients regarding changes in needs, complete client intake processes, supervise volunteers, and other key operational and supporting tasks.
- Program Manager - provides project management, staff development and training, tracks metrics and performance, and assists with reporting.
- Meals On Wheels Program Director - responsible for all program operations, including overseeing procurement and delivery of over 350,000 meals annually, supervising all staff and volunteers, developing reports, setting annual goals and implementing programs to achieve those goals.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HT Salary Reimbursement Request
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Driver	Deliver Meals to Gilroy Clients	\$17,784	20	100%	\$8,200

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

As an agency, The Health Trust ensures access to services for all County residents. To accomplish this, staff members and volunteers are trained to support the diverse needs of the region’s ethnically/linguistically diverse population. The Health Trust administers a Language Access Plan to ensure access for applicants and clients with limited English proficiency. The Meals On Wheels program team can directly support Spanish, Vietnamese, and Mandarin speakers. For additional language needs, The Health Trust uses the real-time translational phone system CyraCom, offering interpretation in over 170 languages.

The Health Trust Meals On Wheels provides services specifically designed to support clients who are not able to leave their homes. For this reason, all services are provided in clients’ homes, ensuring access for participants with limited mobility. The majority of Meals On Wheels clients have difficulty accessing the Internet, so staff provide information, resources, and program correspondence in person, over the phone, or via mailed or delivered print materials.

3. Briefly describe your agency’s mission and history. Include a description of your agency’s experience in providing the proposed services.

The Health Trust is a charitable 501(c)(3) nonprofit operating foundation serving Santa Clara and northern San Benito Counties. Our Mission is to build Health Equity in Silicon Valley, with a vision of a healthier Silicon Valley for everyone – because everyone’s health matters. The Health Trust combines policy advocacy, direct service, and grantmaking to support families and individuals who are low income and disenfranchised. The endowment of The Health Trust provides funding exclusively for grantmaking activities; the organization must raise funds to operate its community programs, such as Meals On Wheels.

The Health Trust Meals On Wheels is one of the largest meal home-delivery programs in Santa Clara County. With 25 years of direct experience providing Meals On Wheels, The Health Trust has the expertise and program infrastructure in place to ensure consistent, quality services that enhance nutrition, independent living, social interaction and quality of life for seniors who are homebound and at nutritional risk. This was evident at the start of the COVID-19 pandemic, when demand for services skyrocketed. The Health Trust was able to meet the food and nutritional needs of every qualified individual that came to us seeking help. During Fiscal Year 2021, nearly 303,143 meals were provided to 1,153 older adults and adults with disabilities, including 41 seniors in the City of Gilroy.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

The Health Trust was funded in FY20-21 and FY21-22. To date, we have served 29 (contract goal was 16). We expect to serve about 40 Gilroy residents in FY23 and FY24. We are requesting funding from the City of Gilroy to serve 18 of those clients.

Outcome Measure 1: Participant states that Meals On Wheels is “somewhat” or “extremely” important in helping them remain independent in their homes. Goal: 95% - Actual: 98%

Outcome Measure 2: Participant states that Meals On Wheels is “somewhat” or “extremely” important to their daily well-being. Goal: 95% - Actual: 97%

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**5. Explain how your agency collects and reports income, race/ethnicity, and disability data.**

To ensure that seniors receiving Meals On Wheels services are eligible for assistance and receive the appropriate level and type of service, The Health Trust has a formal assessment process. As the point of entry for all clients, Meals On Wheels staff conduct a 25-minute intake assessment to determine eligibility and need. The intake assessment includes a review of the applicant's age, income, city of residence, race/ethnicity, level of ability, support systems (e.g., family, friends), nutritional needs, social needs, degree of isolation, and other key issues which would determine both eligibility and service needs.

Verification of client information (including verification of income and race/ethnicity data) is collected during the initial assessment and annual re-assessments by Meals On Wheels team members. Client data is entered into our client database software (currently Servtracker, soon to be Salesforce), which tracks demographics, income, health and other information such as emergency contacts. These intake and tracking procedures meet all required guidelines for CBDG-funded programs

**6. Explain how your agency collects customer service data and provide the metrics used to collect this data.**

The Health Trust collects customer service data via the biannual Client Satisfaction Survey (included as an attachment). The Client Satisfaction Survey not only measures progress toward grant Outcome goals, but also general client satisfaction with all aspects of Meals On Wheels services, including food quality and driver friendliness. The Survey is conducted every six months, and aggregate responses are tracked over time.

Although a formal client survey is conducted biannually, drivers also conduct daily assessments with each meal delivery, including receiving feedback from clients regarding their changing needs. Through daily monitoring, this immediate feedback allows The Health Trust to modify food delivery, coordinate with social workers for referrals, respond to emergencies, and track client well-being for additional services or support. Ongoing driver trainings include Motivational Interviewing techniques to enhance driver/client interactions and support identification of needs. Services include daily communication between drivers and Meals On Wheels Program Coordinators who document and respond to client needs with changes in meals, scheduling or services, or referrals or interactions.

**D. HUD Low Mod Income National Objective Options (please select one of the three categories below)**

**1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

**Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:**

- a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or

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- d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

**2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

**Select one of the Two Accepted Methods for Calculating Household Income for your Project**

- Part 5 definition of income (24 CFR Part 5.609); or
- Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

**3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.

Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

**E. Select one Eligible Project Activity you propose to provide Gilroy residents.**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Services for Senior Citizens    | <input type="checkbox"/> Public Improvements          |
| <input type="checkbox"/> Services for Disabled Persons              | <input type="checkbox"/> Code Enforcement             |
| <input type="checkbox"/> Services for Youth                         | <input type="checkbox"/> Employment Services          |
| <input type="checkbox"/> Services for Victims of Domestic Violence  | <input type="checkbox"/> Fair Housing Services        |
| <input type="checkbox"/> Services for Homeless                      | <input type="checkbox"/> Public Facilities            |
| <input type="checkbox"/> Substance Abuse Counseling and Treatment   | <input type="checkbox"/> Health Services              |
| <input type="checkbox"/> Services for Those At Risk of Homelessness | <input type="checkbox"/> Tenant / Landlord Counseling |

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Housing Rehabilitation

Economic Development

Other, list Services for Senior Citizens

**F. HUD Performance Measures**

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

**Objectives**

- Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.
- Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**Outcomes**

- Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Agency Information**

Executive Director: Michele Lew Email: MLew@Healthtrust.org

DUNS #: 011506016 Fax: 408-961-9869

Non-profit with 501(c)(3) Status  Yes  No Faith-based organization  Yes  No

Registered at sam.gov  Yes  No

**B. Total Agency Budget**

	2021-2022	2020-2021
Administration	\$2,409,233	\$2,205,897
Fundraising	\$753,924	\$598,208
Proposed Project (Total Gilroy grant budget)	\$76,000	\$75,383
All Other Programs	\$17,703,881	\$18,607,178
<b>Total Agency Budget</b>	<b>\$20,943,038</b>	<b>\$21,486,666</b>

**C. Proposed City of Gilroy Grant Budget**

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries	\$8,200	\$7,500	3.45%
Benefits		\$ 700	0.00%
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify:	\$11,800	\$19,050	61%
Contracted Services, Specify:			
Other, Specify:			
<b>Total Expenses:</b>	<b>\$20,000</b>	<b>\$27,000</b>	<b>35%</b>

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1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).

This year we have included a benefits allocation to the Driver's salary.

We are proposing to serve an additional two clients per year. Additionally, our meal costs went from \$5.25 per meal to \$7.35 per meal reflecting increased food costs and our desire to provide more variety in our quality meals. We are estimating the cost of meals in FY23 at \$7.50 per meal. However, this cost may change due to supplies, cost of product, etc. We request to be able to bill for the meals at the vendor cost for FY 23 and FY 24.

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs?  Yes  No

3. Does your agency charge fees for the services that you are requesting funding?  Yes  No If so, please attach a fee schedule to this page.

**D. Leveraged Funds**

<b>Proposed Project Revenues FY 2022-2023</b>	<b>List Amount</b>
Proposed CDBG/HTF City of Gilroy Grant	\$27,000
Other Revenue Sources for proposed project (Please List)	
Individual Donations	\$20,000
Sourcewise	\$ 8,000
Foundation / Corporate Grants	\$21,000
<b>Total of Other Revenue Sources:</b>	<b>\$49,000</b>

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

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**E. REQUIREMENTS**

**First-time applicants:** Submit all items below with the proposal, as described in the submittal requirements of the application packet.

**New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.**

**Current grant recipients:** Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

- a. **Articles of Incorporation and Bylaws** (submit any amendments).
- b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.  
***Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.***
- i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**


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**SECTION 4: AUTHORIZATION**

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 et seq.), as amended; and
  - d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE:  DATE: 1/31/2022

NAME (Please Print): Michele Lew TITLE: CEO

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**SECTION 1: COVER SHEET**

**A. Applicant Information**

Legal Name of Organization: Rebuilding Together Silicon Valley  
 Mailing Address: 1701 South 7th Street, #10  
 City, State, Zip Code: San Jose, CA 95112-6000  
 Contact Person Name: Deanne Everton Title: Executive Director  
 Email Address: deanne@rtsv.org Webpage: www.rebuildingtogethersv.org  
 Telephone Number: 408-578-9519

**B. Project Overview**

Project Name: Repair and Accessibility Modification Program for Low-Income Homeowners and Renters  
Homes within Gilroy, with emphasis/priority on the Expanded NRSA (Neighborhood  
 Project Location: Revitalization Strategy Area)  
 City, State, Zip: Gilroy, CA 95020

**Brief Project Description:** Rebuilding Together Silicon Valley believes everyone deserves to live in a safe and healthy home. Our Repair and Accessibility Modification Program will provide critical home safety repairs and accessibility modifications for low-income Gilroy homeowners and low-income Gilroy renters. We will prioritize and target residents living in the Expanded Neighborhood Revitalization Strategy Area (NRSA). The focus of repairs will address urgent and critical needs, as well as minor repairs, accessibility and mobility needs, and limited rehabilitation. Through this program, we will preserve decent, affordable homeownership and restore suitable living environments in a cost-effective manner for low-income homeowners. We will also preserve affordable housing stock for low-income renters and ensure they have a safe, suitable, and healthy place to call home. Low-income and often cost-burdened residents face unique housing challenges, and many may have to cut back on necessities like food, education and medicine simply to pay their rent or mortgage. They do not have room in their budgets for repairs to their homes. We will complete this repair work at no charge to the client and the home can be a mobile home, condo, or single-family home.

**C. Funds Requested**

\$ 198,726 (Grant request for fiscal year 2022-2023)      \$ 206,957 (Grant request for fiscal year 2023-2024)

<b>Total estimated project cost for Fiscal Year:</b>		
	<b>2022 / 2023</b>	<b>2023 / 2024</b>
<b>Projected cost:</b>	\$198,726	\$206,957

<b>Gilroy CDBG/HTF funds in Fiscal Year:</b>		
	<b>2020 / 2021</b>	<b>2021 / 2022</b>
<b>Requested:</b>	\$150,000	\$159,246
<b>Received:</b>	\$144,364	\$140,000

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

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- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Preserve Affordable Housing for Home Ownership | <input type="checkbox"/> Install Safety & Enhanced Public Improvements                |
| <input type="checkbox"/> Small Business Expansion                                  | <input type="checkbox"/> Workforce Development  |
| <input type="checkbox"/> Supportive Services for Homeless                          | <input checked="" type="checkbox"/> Supportive Services for Special Needs Populations |
| <input type="checkbox"/> Fair Housing Support                                      | <input checked="" type="checkbox"/> Neighborhood Revitalization                       |

**A. Project Overview and Target Population [Limit each response to no more than half a page]**

1. Describe the primary purpose of the proposed project:

Rebuilding Together Silicon Valley's Repair and Accessibility Modification Program will have a direct, immediate, and positive impact on the health, safety, and well-being of 25 low-income households. We will provide repairs and accessibility modifications for 25 owner-occupied homes and single-family rental units (per year) within city limits with preference given to residents living within the designated Neighborhood Revitalization Strategy Area. All of the clients served will be low-income (at or below 80% of the Area Median Income) and many will be older adults and/or individuals living with a disability. All work is provided as a grant at no cost to the clients to ensure that these low-income residents have safe, dry, warm, and affordable housing. For the owner-occupied projects, repairs can include, but are not limited to: water heater repairs/replacements; furnace repairs/replacements; roofing repairs/replacements; electrical and plumbing repairs; electrical and lighting repairs; lock, door and window repairs/replacements; smoke and CO detector installations; plumbing repairs; interior and exterior painting; debris removal; appliance repairs/replacement; stair and porch repairs (mobile homes); flooring repairs/replacement. Accessibility modifications and repairs can include but are not limited to: wheelchair lifts and ramps; grab bars; railings and modified steps that fit walkers; hand-held shower adapters; bath chairs; walk-in showers. For the rental unit projects, we will limit repairs to minor home safety and accessibility modifications, such as smoke and CO detectors; wheelchair lifts and ramps; grab bars; railings and modified steps that fit walkers; hand-held shower adapters; and bath chairs.

**1.05. Description of Services**

Location of services:	At the homes of low-income Gilroy homeowners and low-income Gilroy renters
Hours of operation:	Monday through Friday, 9am to 5pm, with occasional weekends

**Activity 1:** Minor Repair/Maintenance for Low-Income Homeowners

Activity Description:  
We will provide repair/maintenance work at no charge to the client and the unit can be any type of owner-occupied housing, such as single-family house, mobile home, or condo. Our primary focus is the correction of safety hazards, urgent/emergency maintenance repairs that will impact the health and safety of the residents, and urgent/critical repairs and/or accessibility improvements to ensure a safe, affordable, decent living environment for the occupants. Repair work is completed by Rebuilding Together staff, volunteers and independent skilled trade contractors. Our repair activities preserve affordable homeownership for low-income city residents.

**Activity 2:** Larger Rehabilitation Repairs for Low-Income Homeowners

Activity Description:  
We will complete larger rehabilitation repairs at no charge to the client and the unit can be any type of owner-occupied housing, such as single-family house, mobile home or condo. Our primary focus is the

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correction of safety hazards and limited rehabilitation repairs that will impact the health and safety of the residents in order to ensure a safe, affordable, decent living environment for the occupants. Repair work is completed by Rebuilding Together staff, volunteers and independent skilled trade contractors. Each home can receive multiple repairs and can include the following health and safety rehabilitation/maintenance type repairs (or replacement when repair is not possible): re-roof (when repair is not possible); re-pipe; flooring (replacement); tub/shower replacement; deck replacement (complete); furnace replacement; skirting and siding (more than 25%); and staircase replacement.

<b>Activity 3:</b>	<b>Safety Improvements and Accessibility Modifications for Low-Income Renters</b>
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**Activity Description:**

We will provide minor home safety improvements and accessibility modifications at no charge to low-income renters living in single-family homes. Our primary focus is the correction of minor safety hazards and accessibility modifications needed to ensure a safe, affordable, decent living environment for the occupants, including smoke and CO detectors; wheelchair lifts and ramps; grab bars; railings and modified steps that fit walkers; hand-held shower adapters; bath chairs; etc. Repair work is completed by Rebuilding Together staff, volunteers and independent skilled trade contractors. Repairs will be approved by landlords and an agreement will be created with the landlord(s) to address evictions, rent increases and how long a unit will remain affordable. This work will preserve affordable rental housing stock and ensure the units are safe and healthy for low-income renters.

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2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

This project will allow low-income homeowners and renters to live in affordable, safe, and decent housing. We serve low-income residents of Gilroy who often live on fixed incomes, are housing cost-burdened, and are precariously near the edge of housing instability, unable to afford the costs of needed repairs and/or accessibility modifications that pose a threat to their health and ability to remain in the home. We remedy the unsafe or unsightly conditions that impact the resident, housing stock, and overall neighborhood. We receive requests for assistance from Gilroy homeowners who are trying to age-in-place in homes they purchased more than 20 years ago. Although the homes may have increased in value, residents find that their fixed income does not allow them to cover the increasing costs of repair work. Most do not want to move from their homes, and others find they could not afford to move even if they chose to do so. The COVID-19 pandemic has exacerbated these challenges. In addition, we also receive requests from low-income renters who may need a ramp, stair lift, or other accessibility modifications to be able to remain safely and independently in their rental home. Low-income renters do not have the resources to cover these costs.

Rebuilding Together is the only community-based nonprofit organization providing repairs and accessibility modifications to low-income residents at no cost to the client.

The work proposed here directly supports and aligns with several of the City's Consolidated Plan goals, including the goal to "Preserve affordable housing for homeownership;" "Support services for special needs populations," by providing housing services for consumers in need and addressing emergency needs; and "Neighborhood revitalization" by remedying housing code violations. This work also addresses several of the housing challenges outlined in the Consolidated Plan, including displacement of residents due to economic pressures; lack of assistance for housing accessibility modifications; loss of affordable housing; and lack of affordable, accessible housing in a range of unit sizes. With the funding requested here, we will provide much-needed repairs and accessibility modifications for low-income homeowners and low-income renters, with a particular focus on residents who are older adults and/or are living with a disability. This work will preserve affordable homeownership; prevent displacement for low-income residents; increase housing accessibility; preserve affordable rental housing; and support code enforcement and neighborhood revitalization.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

Our target population is low-income residents that require safety repairs and accessibility modifications in order for their homes to be safe, decent, and affordable. This will include both low-income homeowners and low-income renters. All of the clients served will have a household income at or below 80% of the Area Median Income as determined by the U.S. Department of Housing and Urban Development. Data since July 1, 2020 shows that on average, a Rebuilding Together-served client in Gilroy is 73 years of age, has an annual income of \$37,159 and has lived in their home for 24 years.

We identify applicants through outreach, including visiting senior centers, mobile home parks, and community centers, and often find that word of mouth testimonials from past clients lead to applications from neighbors and peers. For renters, we plan to conduct targeted outreach to partners who serve low-income renters and can refer them to our organization. Our staff conduct a telephone interview, determine financial eligibility, and schedule a site visit to determine client needs and process for repair completion. The focus of interviews and visits is to evaluate the financial and repair needs of the client and the impact the proposed activity will have on

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the client's safety, warmth and independence. Once a client has been approved for the program, they must submit proof of ownership (homeowners only) and income verification (accepted documentation includes Social Security benefits statements, most recent tax return, or recent pay stubs) before repairs can be made. We use the U.S. Department of Housing and Urban Development's income limits and their Part 5 method to determine income eligibility. For projects involving renters, the property owner must agree in writing to the proposed project before the start of work. Once clients are approved for the program and their documentation has been submitted, we maintain their information and application in our secure database to ensure accurate tracking of all clients.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

Rebuilding Together Silicon Valley is the only nonprofit organization providing substantial and year-round home repairs at no cost for low-income homeowners and low-income renters in Santa Clara County, including City of Gilroy residents. While municipalities in the County have, at times, administered their own housing rehabilitation work directly, we have a lengthy track record as a trusted subcontractor for the cities of Morgan Hill, San Jose, Santa Clara, Cupertino, and Milpitas and the County of Santa Clara. We hold long-running CDBG contracts for housing rehabilitation in each of those municipalities, a reflection of the confidence placed in us as an effective and efficient deliverer of services year in and year out. The repairs we invest in a home are ultimately a very affordable way to ensure that the low-income clients we serve have a safe, healthy, and sustainable living environment where they can age-in-place successfully. This need is more critical than ever before as the clients we serve are very vulnerable to COVID-19 and will continue to experience isolation and disconnection from support systems as pandemic-related risks and restrictions persist.

5. Explain how the proposed program/project augments rather than duplicates the services of others.

Rebuilding Together Silicon Valley is not aware of any other services or programs that provide no-cost repair and accessibility modifications for low-income City of Gilroy residents. We are uniquely positioned as the only organization providing no cost repairs and accessibility modifications, as demonstrated through the steady demand for our services and the willingness of our clients to wait until we can secure and organize the resources (funding, volunteers, contractors, etc.) to complete the work at their home. These residents simply have nowhere else to turn for this assistance.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

Rebuilding Together Silicon Valley collaborates with other housing and senior service providers and is a member of the Aging Services Collaborative, Santa Clara County Seniors Agenda, and Senior Roundtable. We also coordinate outreach with other social service providers to ensure potential clients and referral staff are aware of our program. In recent years, we have conducted outreach to: SourceWise; hospital discharge caseworkers; senior roundtables; Rotary Club of Gilroy; Gilroy Police; The Gilroy Foundation; Rebekah's House; South Santa Clara Valley Memorial District Gilroy Veterans Hall; New Hope Community Church; St. Joseph's Family Center; Gilroy Public Library; Gilroy Senior Center; Gilroy Chamber of Commerce; Pacific Mobile Estates; Wagon Wheel Mobile Village; Gilroy Senior Resource Fair; Gilroy School District; Gilroy Dispatch; GMH Today; and Horsemanship for Partnership. We have been very successful in connecting with our target populations, including older adults and individuals living with a disability through earned and placed print and digital media as well as through targeted mailing campaigns.

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	\$34,800	\$39,800	\$44,750	\$49,700	\$53,700	\$57,700	\$61,650	\$65,600
31% - 50% AMI Very Low Income	\$58,000	\$66,300	\$74,600	\$82,850	\$89,500	\$96,150	\$102,750	\$109,400
51% - 80% AMI Low Income	\$82,450	\$94,200	\$106,000	\$117,750	\$127,200	\$136,600	\$146,050	\$155,400

**B. Performance Measures/Numeric Goals**

1. **Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	6 households	7 households	6 households	6 households	25 households

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

Extremely Low Income (0%-30% AMI)	5	Youth (0-18 years)	
Very Low Income (31%-50% AMI)	17	Adults (19-61 years)	6
Low Income (51%-80% AMI)	3	Seniors (62+ years)	18

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Moderate Income (81%-120% AMI)		Disabled Individuals	14
Above Moderate Income (120%+ AMI)		Other Special Needs	

**2. Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the “thing” you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

<b>Activity 1:</b>	Number of minor/maintenance repairs to address urgent or safety issues and/or accessibility modifications completed at owner-occupied homes and/or low-income renters				
<b>Unit of Service =</b>	1 unit = 1 individual repair (example: 3 grab bars = 3 repairs)				
<b>Goal:</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total</b>
	23	27	23	27	100

<b>Activity 2:</b>	Number of larger rehabilitation repairs completed at owner-occupied homes				
<b>Unit of Service =</b>	1 unit = 1 individual repair (example: 1 roof replacement = 1 repair)				
<b>Goal:</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total</b>
	2	2	2	1	7

<b>Activity 3:</b>					
<b>Unit of Service =</b>	1 unit = 1 individual repair (example: 3 grab bars = 3 repairs)				
<b>Goal:</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total</b>

**3. Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

**Example:**

<b>Outcome Measure</b>	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.			
<b>Measurement Methodology:</b>	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.			
	<b>Quarter 2</b>		<b>Quarter 4</b>	
<b>Outcome Goal:</b>	50%		50%	

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<b>Outcome Measure #1</b>	80% of clients will have improved safety conditions in their home as measured by a questionnaire.	
Measurement Methodology:	We survey clients via two questionnaires (pre- and post-project). At the conclusion of the completed work, the client will respond to a questionnaire, indicating completion of agreed upon work and whether or not they have improved living/safety conditions in the home. Of the total projects completed, the number of responses that indicate yes are divided by the total (yes & no) responses to determine the final calculation.	
	<b>Quarter 2</b>	<b>Quarter 4</b>
<b>Outcome Goal:</b>	80%	80%

<b>Outcome Measure #2</b>	80% of clients will have improved accessibility and mobility in their home as measured by a questionnaire.	
Measurement Methodology:	We survey clients via two questionnaires (pre- and post-project). At the conclusion of the completed work, the client will respond to a questionnaire, indicating completion of agreed upon work and whether or not they have improved accessibility and mobility in their home. Of the total projects completed, the number of responses that indicate yes are divided by the total (yes & no) responses to determine the final calculation.	
	<b>Quarter 2</b>	<b>Quarter 4</b>
<b>Outcome Goal:</b>	80%	80%

**1. How will the activities being provided under this grant contribute to meeting the outcome measures?**

Rebuilding Together provides safe and healthy homes for low-income clients, with a particular focus on older adults and individuals living with a disability. Our goal is to preserve affordable homeownership for homeowners, preserve affordable rental housing stock, and ensure that everyone we assist can live independently in a safe and healthy home. We anticipate that the repair, rehabilitation, and accessibility modification services we provide for low-income homeowners will improve their safety conditions and accessibility and mobility, as demonstrated in the outcome measures listed above. Similarly, by providing low-income renters with minor home safety repairs and accessibility modifications, we anticipate they will experience an improvement in their safety conditions and accessibility and mobility in the home, which will be demonstrated through the outcome measures listed above.

**2. Describe in detail how your agency will implement the proposed outcome measurement methodology.**

Rebuilding Together Silicon Valley uses pre- and post-project questionnaires to measure improved safety conditions and improved accessibility and mobility in the home. At the time of application, clients indicate a need for improved safety conditions and/or improved accessibility/mobility modifications needed in the home. These questions are considered as the pre-project questionnaire. At the conclusion of the work, the client responds to a completed scope of work survey and indicates "yes" (has improved) or "no" (has not improved) safety conditions in their home. For applicants who received accessibility/mobility improvements, such as ramps and grab bars, the client responds to a completed scope of work survey and indicates "yes" (has improved) or "no" (has not improved) accessibility and mobility in the home.

We calculate the percentage of households whose repairs are applicable to the post-project questions and indicate yes, that they have received improved safety conditions and/or accessibility and mobility, by dividing the total number of households that had safety repairs and/or accessibility modifications performed on their

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homes to determine the outcome. We consistently average over 90%-95% positive responses from clients in both the improved safety conditions and improved accessibility and mobility sections of the questionnaire.

**C. Project Administration and Monitoring [Limit each response to no more than half a page]**

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

The program is managed and administered by the following staff of Rebuilding Together Silicon Valley:

- Executive Director (5% of time) - Overall agency supervision and CDBG project management. Holds contractor license for the organization. Rebuilding Day work scope creation training and building trades coordination. Oversees all Lead Safe practices and implementation for the organization.
- Operations Manager (5% of time) - Reporting administration.
- Program Manager (3% of time) - Coordinates all Rebuilding Day and Team Builds, logistics and volunteer scheduling and recruitment.
- Client Services Manager & CS Associate (8% of time) - manages all client intake, phone screening, program eligibility review and documentation collection, prepares all required NEPA reviews, manages all client files and schedules assessment visits and Repair Technician repair work, and coordinates all client communications.
- Construction Services Manager (30% of time) - home inspections and assessments of repair needs, determines level of repairs and scope of work, pre-project pictures, vendor review and procurement, reviews work scopes and supervises Repair Technicians, repair work quality assurance and follow-up.
- Outreach Coordinator (3% of time) - provides all outreach and program promotion to ensure underserved populations are aware of services and have access to the program.
- Construction Services Associate (31% of time) - assists with assessments of repair needs and scope of work, procurement, coordination of Repair Technicians, repair work quality assurance and follow-up.
- Repair Technician(s) (10% of time) - provides the execution of repair projects and supervision of volunteer work crews.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	C D B G / H T F S a l a r y R e i m b u r s e m e n t

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					t R e q u e s t
Client Services Mgr.	Client intake and application review	\$63,400	3.2	8%	\$ 4 , 9 9 2
Construction Services Associate	Home inspections, procurement, and scope of work management	\$57,200	10	25%	\$ 1 4 , 2 5 2
Repair Technician	Completes repair work	\$75,358	4	10	\$ 7 , 5 3 6

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

Rebuilding Together Silicon Valley provides accommodations for all applicants who require additional assistance to apply. As stated on our outreach materials: "To request accommodation or alternate format to participate please call 408-578-9519 TTY/TDD Dial 711." With the support of staff and volunteers, applicants with Limited English Proficiency (LEP) can access services and receive assistance to complete the application process. We have a contract with the Certified Languages International for immediate telephone translation services with on demand for verbal translations. Rebuilding Together Silicon Valley has also been successful in matching the language needs of the clients with community service clubs and corporate teams to support clients during Rebuilding Days of service. Many of our volunteers from the local high-tech corporate community are pleased to share their language skills and translate for clients. We also have staff members fluent in Spanish and Vietnamese.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

Our mission is repairing homes, revitalizing communities, rebuilding lives, and our vision is safe homes and communities for everyone. We provide repairs and accessibility modifications for low-income residents in Santa Clara County, including older adults, individuals living with disabilities, and veterans. These services are provided at no cost to the people we help and are tailored to the needs of each homeowner. We also provide facility maintenance and repairs for nonprofit organizations so they can dedicate their time and resources to helping those in need in our community. Since our founding in 1991, Rebuilding Together Silicon Valley has

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mobilized nearly 40,000 local volunteers who have repaired and transformed over 4,500 homes and community facilities.

Our Repair and Accessibility Modification Program will leverage our Repair Technician staff, vast network of volunteers, and skilled trade subcontractors to provide the repairs and accessibility modifications for low-income residents in Gilroy to live independently in safe, warm, dry, and affordable housing. Typically, we host two Rebuilding Days each year in April and October to complete repair projects that are scaled and suited to volunteer engagement. These projects leverage community dollars and the experience and willingness of our staff and volunteers to positively impact the health and safety of area residents. These are projects that we have determined involve less urgent repairs and a greater depth of maintenance activities. Typical projects involve exterior painting, stair repairs, deck and porch repairs, debris removal and deferred maintenance repair work. In a typical year, over 2,000 volunteers partner with us, giving of their time and hard work to revitalize and renew Santa Clara County homes and neighborhoods. We typically provide repairs to 25-40 homes across Santa Clara County (public health conditions permitting) through our Rebuilding Days.

Rebuilding Together Silicon Valley has local CDBG Housing Repair grants with the City of San Jose, City of Cupertino, City of Milpitas, City of Gilroy, and County of Santa Clara. We have been awarded \$14.4 million in CDBG funding in these cities over the last 16 years, consistently exceeding program goals. As of June 2020, we have repaired 4,040 homes with CDBG funds. These programs provide urgent home safety repairs, limited rehabilitation, and mobility and accessibility modifications for low-income owner-occupied households, with the primary consideration being the correction of safety hazards. We hope to expand this program to provide minor home safety and accessibility modifications for low-income renters this year.

**4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?**

Rebuilding Together Silicon Valley has been proud to support the City of Gilroy's CDBG housing rehabilitation and neighborhood revitalization goals throughout most of our organizational history. For FY 2021-22, our contract has a goal of completing 72 minor repairs and 6 larger rehabilitation repairs, impacting 18 households. Through Q2 we have completed 77 minor repairs and 6 larger rehabilitation projects. We have already served 10 low-income households, putting us on track to meet or exceed our goals.

While the metrics we use to document and track our progress are critical to ensuring that we are meeting our goals, perhaps the most important outcome is the impact on the lives of the people we help. Our work changes lives and has a direct, positive impact on the health, well-being and quality of life for the people we serve. For example, we recently helped a retired, 60 year old homeowner whose mobile home was built in 1964 and has begun to deteriorate with age. This client had a 21 year-long career as a power engineer at Pacific Bell but due to a cancer diagnosis he had to retire early and begin to undergo treatments. Originally born in Walnut Creek, he came to live in Gilroy 6 years ago, joking that he may be one of the youngest in the mobile home park by age, all he could afford was the oldest mobile home in the park. He has two wonderful children and three rambunctious grandchildren whom he likes to visit when he can. A valued member of his community, he loves to help his neighbors when he can find the strength and even helped build their community garden in the mobile home park.

**5. Explain how your agency collects and reports income, race/ethnicity, and disability data.**

All clients are required to submit proof of household income and homeownership verification (owner-occupied homes only). Clients certify their race and ethnicity information on the client intake application. All data is

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tracked and managed in our Salesforce database, which was designed for client and project tracking for Rebuilding Together affiliates.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.

All applicants complete our application to request service. Staff are available to support completion of the application for those individuals that need assistance. We track applicant information in Salesforce. A sample of the application is attached. As noted earlier, we also administer pre- and post-project questionnaires to document that the scope of work is complete and to gather additional information on the outcomes of our work.

**D. HUD Low Mod Income National Objective Options (please select one of the three categories below)**

**1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

**Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:**

- a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

**2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

**Select one of the Two Accepted Methods for Calculating Household Income for your Project**

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- Part 5 definition of income (24 CFR Part 5.609); or
- Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

**3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.

Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

**E. Select one Eligible Project Activity you propose to provide Gilroy residents.**

- |   |   |
|---|---|
| <input type="checkbox"/> Services for Senior Citizens               | <input type="checkbox"/> Public Improvements          |
| <input type="checkbox"/> Services for Disabled Persons              | <input type="checkbox"/> Code Enforcement             |
| <input type="checkbox"/> Services for Youth                         | <input type="checkbox"/> Employment Services          |
| <input type="checkbox"/> Services for Victims of Domestic Violence  | <input type="checkbox"/> Fair Housing Services        |
| <input type="checkbox"/> Services for Homeless                      | <input type="checkbox"/> Public Facilities            |
| <input type="checkbox"/> Substance Abuse Counseling and Treatment   | <input type="checkbox"/> Health Services              |
| <input type="checkbox"/> Services for Those At Risk of Homelessness | <input type="checkbox"/> Tenant / Landlord Counseling |
| <input checked="" type="checkbox"/> Housing Rehabilitation          | <input type="checkbox"/> Economic Development         |
|   | <input type="checkbox"/> Other, list                  |

**F. HUD Performance Measures**

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

**Objectives**

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- Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.
- Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**Outcomes**

- Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Agency Information**

Executive Director: Deanne Everton Email: deanne@rtsv.org  
 DUNS #: 017547055 Fax: (408) 578-9359  
 Non-profit with 501(c)(3) Status  Yes  No Faith-based organization  Yes  No  
 Registered at sam.gov  Yes  No

**B. Total Agency Budget**

	2021-2022	2020-2021
Administration	\$184,347	\$175,991
Fundraising	\$184,347	\$175,991
Proposed Project (Total Gilroy grant budget)	\$140,000	\$144,364
All Other Programs	\$2,563,759	\$2,436,835
<b>Total Agency Budget</b>	<b>\$3,072,453</b>	<b>\$2,933,181</b>

**C. Proposed City of Gilroy Grant Budget**

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries	\$34,492	\$100,169	43.06%
Benefits			
Office Supplies	\$748	\$482	-68.07%
Communication	\$960	\$2,319	19.57%
Publications/Printing/Advertising	\$1,852	\$1,712	-54.24%
Travel	\$1,460	\$3,533	19.78%
Rent/Lease/Mortgage	\$7,428	\$16,503	9.99%
Utilities	\$976	\$2,365	19.96%
Insurance	\$1,464	\$3,542	19.77%
Equipment Rental/Maintenance, Specify:		\$2,772	
Audit/Legal/Professional Services (for CDBG/HTF portion only)	\$3,588	\$8,201	13.15%
Direct Services (Funding for specific service such as a meal, ride), Specify:	\$85,348	\$257,206	47.01%
Contracted Services, Specify:			
Other, Specify: Facility expenses, depreciation/amortization, postage, staff/board training	\$1,684	\$6,879	102.22%

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<b>Total Expenses:</b>	\$140,000	\$405,683	41.95%
------------------------	-----------	-----------	--------

1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).

Our percent change calculations are a comparison of our FY2021/2022 allocation versus our request for FY2022/2023. Please note that these calculations do not include FY2023/2024 because that would skew the calculations (one year to one year comparison versus one year to two year comparison). Changes to costs like utilities, insurance, rent/mortgage, and professional services are the result of our latest cost per unit assessments of our indirect expenses. We would like to recoup a greater proportion of the full and true costs to execute the work proposed in this request. We have also adjusted our anticipated costs for office supplies and printing to reflect our true costs based on our latest cost per unit assessment, and these costs were lower than anticipated. Travel costs increase annually and our direct costs have also increased because the price of supplies, materials, etc. for our projects has increased. Our staffing costs have also increased in part due to the challenges presented by COVID-19 and supply issues, which have increased the staff time per project. In addition to cost increases our request also reflects proposing an increase in the number of projects completed.

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs?  Yes  No

3. Does your agency charge fees for the services that you are requesting funding?  Yes  No If so, please attach a fee schedule to this page.

**D. Leveraged Funds**

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	\$405,683 (2 years)
Other Revenue Sources for proposed project (Please List)	\$64,000 (2 years)
Community Support - Individual, corporate, foundation donations (approximately \$32,000 per year for 2 years)	
<b>Total of Other Revenue Sources:</b>	<b>\$64,000 (2 years)</b>

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

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**E. REQUIREMENTS**

**First-time applicants:** Submit **all** items below with the proposal, as described in the submittal requirements of the application packet.

**New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.**

**Current grant recipients:** Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

- a. **Articles of Incorporation and Bylaws** (submit any amendments).
- b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.  
**Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.**
- i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

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**SECTION 4: AUTHORIZATION**

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 et seq.), as amended; and
  - d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**



AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: January 25, 2022

NAME (Please Print): Deanne Everton TITLE: Executive Director



FUNDING RECOMMENDATION WORKSHEET

Name:

Project Number	Agency	Project	Rating	Ranking	Current City Funding FY 2021-2022	Amount Requested for FY 2022-2023 and FY 2023-2024	Eligible Funding Types	HNRC MEMBER Recommended Funding Amount (min. \$7,500)	Funding Type (Enter Funding Code)
1	Bay Area Community Health	*Community Outreach and Navigation: PrEP	0	1	\$ 10,250	\$ 15,000	CDBGPS		
2	Boys and Girls Club of Silicon Valley	Ochoa Clubhouse CORE Enrichment	0	1	\$ -	\$ 15,000	CDBGPS		
3	Community Agency for Resources Advocacy and Services (C.A.R.A.S.)	Homeward Bound Homeless Prevention Services	0	1	\$ -	\$ 37,000	CDBGPS and HTF		
4	Community Agency for Resources Advocacy and Services (C.A.R.A.S.)	RYSE UP (Reaching our Young people to Succeed and Empower with Unlimited Potential)	0	1	\$ -	\$ 37,000	CDBGPS		
5	Live Oak Adult Day Services	Adult Day Care	0	1	\$ 8,560	\$ 10,000	CDBGPS		
6	Project Sentinel Inc.	Landlord- Tenant Counseling and Dispute Resolution	0	1	\$ 15,960	\$ 36,000	CDBGPS and HTF		
7	Project Sentinel Inc.	Project Sentinel Fair Housing	0	1	\$ 14,590	\$ 21,000	CDBGPS and HTF		
8	St. Joseph's Family Center	Gilroy Street Team	0	1	\$ 23,780	\$ 35,000	HTF		
9	St. Joseph's Family Center	Homeless Prevention Services	0	1	\$ 54,650	\$ 65,000	CDBGPS and HTF		
10	Silicon Valley Independent Living Center	Housing Services Program for Gilroy Residents with Disabilities	0	1	\$ -	\$ 36,803	CDBGPS and HTF		
11	South County Compassion Center	Outreach for the Unhoused			\$ 45,660	\$ 52,211	CDBGPS and HTF		
12	The Health Trust	Meals on Wheels			\$ 21,990	\$ 27,000	CDBGPS and HTF		
13	Rebuilding Together Silicon Valley	Repair and Accessibility Modification Program for Low-Income Homeowners and Renters	0	1	\$ 140,000	\$ 198,726	CDBGHR		
14	City of Gilroy Recreation Department	Gilroy Youth Center			\$ 38,452	\$ 38,452	CDBGPS -Council sets aside \$40,000 annually	\$ 38,452	CDBGPS
<b>Total:</b>					<b>\$ 373,892</b>	<b>\$ 624,192</b>		<b>\$ 38,452</b>	

\*BACH will be only be considered for 1 year of funding.

			<u>Remaining</u>	
Housing Trust Fund (HTF) Amount Available	\$ 168,000	\$	168,000	(City Council will discuss use of this fund 2-28-22, which may result in reduction/elimination for public services)
CDBG Public Service (CDBGPS) Amount Available	\$ 70,500	\$	32,048	
CDBG Housing Rehabilitation (CDBGHR) Available*	\$ 305,500	\$	305,500	*(Funding from this pot will also be allocated to the Public Works Dept. project request totaling \$386,000)

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**SECTION 1: COVER SHEET**

**A. Applicant Information**

Legal Name of Organization: Bay Area Community Health  
 Mailing Address: 40910 Fremont Blvd.  
 City, State, Zip Code: Fremont, CA 94538  
 Contact Person Name: Rosanna Salgado McDonald Title: Director, Fund Development  
 Email Address: rsalgado@bach.health Webpage: www.bach.health  
 Telephone Number: 408-729-4290

**B. Project Overview**

Project Name: Community Outreach and Navigation: PrEP  
 Project Location: 9460 No Name Uno  
 City, State, Zip: Gilroy, CA 95020

**Brief Project Description:** Bay Area Community Health, a Federally Qualified Health Center (FQHC) with an extensive history of delivering HIV outreach, prevention, and treatment services, requests \$15,000 in funding to train and deploy a .15 full-time equivalent (FTE) bilingual English/Spanish outreach worker to serve Gilroy residents at risk of contracting HIV. PrEP (pre-exposure prophylaxis) is a medicine people at risk for HIV take to prevent getting HIV from sex or injection drug use. When taken as prescribed, PrEP is highly effective for preventing HIV. If funded, the project will address the HIV epidemic by ensuring that Gilroy residents at risk of HIV have access to prevention through PrEP medication, and receive HIV testing and subsequent responsive care services including case management, linkage to care, and client navigation support along the PrEP continuum. The project is designed to increase the number of Gilroy residents accessing and using clinically-indicated PrEP; thus decreasing the number of residents who contract HIV. The project benefits from mutual referrals by/to essential services provided by BACH's Gilroy-based referral partners to meet housing, food, and other needs, as well as lowering barriers to care through access to BACH's full array of health and wellness services at BACH's Gilroy clinic.

**C. Funds Requested**

\$ \$15,000 (Grant request for fiscal year 2022-2023) \$ Error! (Grant request for fiscal year 2023-2024)

Total estimated project cost for Fiscal Year:		
	2022 / 2023	2023 / 2024
Projected cost:	\$15,000	

Gilroy CDBG/HTF funds in Fiscal Year:		
	2020 / 2021	2021 / 2022
Requested:		\$16,000
Received:		\$10,250

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- |   |   |
|---|---|
| <input type="checkbox"/> Preserve Affordable Housing for Home Ownership | <input type="checkbox"/> Install Safety & Enhanced Public Improvements                |
| <input type="checkbox"/> Small Business Expansion                       | <input type="checkbox"/> Workforce Development  |
| <input type="checkbox"/> Supportive Services for Homeless               | <input checked="" type="checkbox"/> Supportive Services for Special Needs Populations |
| <input type="checkbox"/> Fair Housing Support                           | <input type="checkbox"/> Neighborhood Revitalization                                  |

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**SECTION 2: PROJECT INFORMATION**

**A. Project Overview and Target Population [Limit each response to no more than half a page]**

1. Describe the primary purpose of the proposed project:

To increase community awareness, increase access to health care, and lower the rates of HIV (human immunodeficiency virus) in Gilroy, thus addressing the HIV epidemic. The STD/HIV Prevention & Control Program of the County of Santa Clara Public Health Department has identified five key strategies in stopping the HIV epidemic: 1) improve quality and usability of collected data; 2) improve PrEP and PEP utilization and access, 3) increase and improve HIV and STD testing and integration, 4) improve linkage and retention in HIV care, and 5) increase general HIV education & awareness and reduce stigma around HIV, sexual orientation, and gender identity.

1.05. Description of Services

Location of services:	BACH's Gilroy Clinic, 9460 No Name Uno, Gilroy, CA 95020
Hours of operation:	Monday – Friday, 8:00am – 8:00pm, Saturday – Sunday, 8:00am – 5:00pm

<b>Activity 1:</b>	Outreach to Partners
Activity Description: Connect with Gilroy-serving partners; disseminate targeted email and social media notices; deliver online informational sessions to confirm mutual referrals (housing assistance, food pantries, for example); and publicize the availability of PrEP services. Internal education to BACH clinic staff. All outreach will be culturally sensitive and bilingual (English/Spanish.)	

<b>Activity 2:</b>	Targeted Outreach to Community Members at Risk of HIV
Activity Description: BACH will use a “smart screening algorithm” in its electronic health record: OCHIN Epic to identify potential PrEP candidates. Further inreach to higher-risk BACH patients through targeted text campaigns; to BACH patient population through video clip and flyers in clinic waiting and exam room and at BACH’s school-based health center based at Glenview Elementary School (which serves the entire family). BACH will deploy the bilingual English/Spanish outreach worker in Gilroy to serve new populations of Latino-majority migrant workers with varying document status as well as previously underserved HIV positive and high-risk HIV negative individuals. She will also receive referrals from service partners. As in all of its outreach, staff will adhere to current COVID-19 public health protocols, incorporating social distancing and masks, hand sanitizer and wipes to ensure a safe and healthy environment.	

<b>Activity 3:</b>	Education, Services, and Referrals for Clients
Activity Description: The outreach worker will meet with clients and provide education, support and referrals to HIV testing, and PrEP prescription. Referral to Valley Medical Center (if HIV positive). Includes culturally specific navigation (help with appointments, transportation, appointment accompaniment) for HIV- and HIV+ clients. BACH’s policy is to link HIV+ patients to care within 30 days.	

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2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

Bay Area Community Health, a Federally Qualified Health Center (FQHC) with an extensive history of delivering HIV outreach, prevention, and treatment services, requests \$15,000 in funding to train and deploy a .15 full-time equivalent (FTE) PrEP Outreach Navigator to serve Gilroy residents at risk of contracting HIV. PrEP (pre-exposure prophylaxis) is a medicine people at risk of HIV take to prevent getting HIV from sex or injection drug use. When taken as prescribed, PrEP is highly effective for preventing HIV.

According to the County of Santa Clara Public Health Department, geographic areas with high rates of people living with HIV/AIDS were concentrated in the north central part of the county, as well as in the more rural southern region. Many of these areas are associated with higher poverty levels, lower educational attainment, and higher unemployment. (HIV Epidemiology Annual Report County of Santa Clara 2018).

If funded, the project will address the HIV epidemic by ensuring that Gilroy residents at risk of HIV have access to prevention through PrEP medication, and receive HIV testing and subsequent responsive care services including case management, linkage to care, and client navigation support along the PrEP continuum. The project is designed to increase the number of Gilroy residents accessing and using clinically-indicated PrEP; thus decreasing the number of residents who contract HIV. The project benefits from mutual referrals by/to essential services provided by BACH's Gilroy-based referral partners to meet housing, food, and other needs, as well as lowering barriers to care through access to BACH's full array of health and wellness services at BACH's Gilroy clinic.

The proposed project addresses the need for education and prevention services among Gilroy residents at risk of HIV. These include men who have sex with men (MSM), injection drug users, Latino-majority migrant workers with varying document status, previously underserved HIV positive and high-risk HIV negative individuals, and transgender women who have sex with men. The project's impact on the community is improved public health, lessened future burden on the local health, social services, and public benefits systems. The project meets the City Council's goal to Enhance Public Safety Capabilities.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

The target population for the proposed project is men who have sex with men (MSM), injection drug users, Latino-majority migrant workers with varying document status, previously underserved HIV positive and high-risk HIV negative individuals, and transgender women who have sex with men. In 2019 in Santa Clara County, there were 3,481 HIV positive individuals and 159 new diagnoses, with the highest rate among men aged 25-44 (28.1 per 100,000). Among men, African Americans and Latinos have the highest rates (67.7 and 33.2 per 100,000, respectively) compared to whites 9.2 per 100,000). Among males, prevalence was highest among men who have sex with other men (MSM), at 71%. Santa Clara County people living with HIV are 43% Latino, 30% white, 12% Asian/Pacific Islander, and 11% African American. More than 10% were not linked with care within one month of diagnosis. (Source: HIV Surveillance Report Santa Clara County, HIV PSRA Meeting, 2020, Public Health Department.)

Many MSM experience barriers to HIV health care that include financial issues, housing instability, lack of insurance, stigma, limited access to transportation, fear of needles or medical procedures, lack of wanting to reveal their participation in PrEP or their lifestyle choices to families or others, co-occurring

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Substance Use Disorders (SUDs) or mental health issues, lack of access to primary and specialized care during weekend and evening hours, and concerns regarding side effects. Compounding the stigma that MSM experience, many African American and Latino men, regardless of sexual orientation and gender, also have experienced unethical and inappropriate treatment by public and private health care entities, creating a widespread mistrust of healthcare providers within these populations. (Source: Is Healthcare Leaving Latino Men Behind? Healthify, May 16, 2017 and HIS Healthcare Literature Review: <https://www.hishealth.org/research/literature-review.>)

BACH has a 50 year-plus history of delivering primary health care, including wellness and preventive care, to underserved and at risk populations. In addition, our clinics in Alameda County have delivered HIV and Trans specialty health care for 30 years; BACH is well-equipped to efficiently cross-train and support the outreach worker assigned to this project, to expand our HIV preventive care and services to Santa Clara County, beginning with Gilroy.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

The County of Santa Clara's Getting to Zero team has applied for federal funding to support research and services to increase the use of PrEP; that request is pending. BACH has been invited to serve as a subcontractor to this research project. In addition, BACH is in the process of partnering with the Health Trust to co-locate an HIV Case Manager at its Gilroy Clinic. The outreach worker added by the proposed project in Gilroy would work in tandem with this case manager, expanding and enhancing the care clients will receive. Both the County's and the Health Trust's efforts would support and enhance the proposed project in Gilroy.

5. Explain how the proposed program/project augments rather than duplicates the services of others.

The proposed PrEP awareness, service, and navigation program services are not being currently being offered by others to serve Gilroy residents. BACH's Gilroy Clinic is well equipped to provide PrEP prescriptions, HIV testing and care, but there are no dedicated staff members to ensure that robust HIV prevention and navigation takes place. The proposed project is an efficient and low-cost way for under- or uninsured community members served by BACH to receive this important information and care. Further, the proposed services augment services offered by our partners (for example, housing assistance, food, childcare, and shelter). The project also augments BACH's own services, increasing access to BACH's robust array of services: Medical, Optometry, Dental, Chiropractic, Podiatry, OBGYN, and Acupuncture. BACH is pleased to have available to deploy to this project an existing outreach staff member who is a Gilroy resident, who is bilingual in Spanish and English.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

BACH's collaboration and referral partners in Gilroy include the South County Youth Task Force, Gavilan College, Community Solutions, LGBT Community Resource Center, Catholic Charities, the Salvation Army, South Valley Community Church, St. Mary Parish, Victory Outreach, Uesugi Farms, Christopher Ranch, B & T Farms, Gilroy Compassion Center, Gilroy Winter Shelter National Guard Armory, HomeFirst – Boccardo Family Living Center. Our patients and their clients benefit from mutual referrals. Several of these entities are hosting BACH's upcoming COVID testing and vaccine events. BACH is a member of the South County Youth Task Force and the Chamber of Commerce of Gilroy.

For many years, BACH has worked closely with Abode Housing Services in Alameda and Santa Clara Counties on housing and housing assistance referrals for our patients experiencing homelessness or who are housing insecure. This partnership will be especially valuable to clients of this program.

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As mentioned, BACH is developing a project together with the Health Trust to co-locate an HIV Case Manager at BACH's Gilroy Clinic. The outreach worker for the proposed project would work in tandem with this case manager, further expanding and enhancing the care clients will receive. Finally, BACH has a 50 year-plus partnership with Santa Clara County, and is currently part of a proposed Countywide HIV prevention program, now being considered by the National Center for HIV/AIDS, Viral Hepatitis, STD & TB Prevention, Centers for Disease Control and Prevention.

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	\$34,800	\$39,800	\$44,750	\$49,700	\$53,700	\$57,700	\$61,650	\$65,650
31% - 50% AMI Very Low Income	\$58,000	\$66,300	\$74,600	\$82,850	\$89,500	\$96,150	\$102,750	\$109,400
51% - 80% AMI Low Income	\$82,450	\$94,200	\$106,000	\$117,750	\$127,200	\$136,600	\$146,050	\$155,450

**B. Performance Measures/Numeric Goals**

1. **Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	20	20	20	20	80

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	70	Youth (0-18 years)	2
Very Low Income (31%-50% AMI)	8	Adults (19-61 years)	75
Low Income (51%-80% AMI)	2	Seniors (62+ years)	3
Moderate Income (81%-120% AMI)		Disabled Individuals	5
Above Moderate Income (120%+ AMI)		Other Special Needs	5

2. **Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the “thing” you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

<b>Activity 1:</b>	Error! Reference source not found. Mutual referral agreements and education presentations				
<b>Unit of Service =</b>	Texts, calls, targeted social media posts				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	2	2	2	2	8

<b>Activity 2:</b>	Error! Reference source not found. Outreach to High Risk Community Members and In-reach to current patients				
<b>Unit of Service =</b>	Texts, calls, targeted social media posts				
<b>Goal:</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	125	125	125	125	600

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<b>Activity 3:</b>	<b>Error! Reference source not found.</b> Education, services and Referrals for Clients				
<b>Unit of Service =</b>	Telephone engagement, warm internal handoff for testing/ prescription, referral for external providers				
<b>Goal:</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total</b>
	25	25	25	25	100

**3. Outcome Measure Statement and Measurement Methodology** -- List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

**Example:**

<b>Outcome Measure</b>	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
<b>Measurement Methodology:</b>	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	<b>Quarter 2</b>	<b>Quarter 4</b>
<b>Outcome Goal:</b>	50%	50%

<b>Outcome Measure #1</b>	Eight Gilroy based partners and 100% of the relevant staff at the Gilroy Clinic will be trained and equipped to provide referrals, resulting in 100 engagements with clients: Gilroy residents at high risk for HIV	
<b>Measurement Methodology:</b>	Electronic Health Record	
	<b>Quarter 2</b>	<b>Quarter 4</b>
<b>Outcome Goal:</b>	50	50

<b>Outcome Measure #2</b>	Gilroy residents at high risk for HIV will receive at least one referral for testing, prescription, or other needed services, including referrals and resources for housing.	
<b>Measurement Methodology:</b>	Electronic Health Record	
	<b>Quarter 2</b>	<b>Quarter 4</b>
<b>Outcome Goal:</b>	10	10

1. How will the activities being provided under this grant contribute to meeting the outcome measures?  
The main activities relating to services provided to clients include screening clients using an evidence-based Motivational Interviewing format that encourages PrEP and nPEP navigation. If clients decide to start PrEP, staff will document the referral provider and appointment date for entry into BACH's electronic health record database – OCHIN Epic. Staff will educate clients about PrEP and its use, benefits, risks, costs, role of health insurance, role of HIV testing before and during PrEP, how to access it, and other topics. Staff later confirms client use of PrEP with BACH PrEP providers and follow-up with clients at one and three months (and thereafter) in accordance with PrEP medication dispensation and testing protocols to encourage treatment adherence. For clients that navigate into care who have other PrEP providers, staff will follow up with the providers to verify PrEP medical visits, and that clients have started PrEP.

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Overall, the project's three activities -- Outreach to Partners, Targeted Outreach to High Risk Community Members, and Education, Navigation, and Referrals for Clients -- are designed to lead to greater understanding of HIV prevention, fewer HIV cases, and less burden on local health, social services, and public benefits systems. BACH provides a robust array of services and so do our partners. The ancillary benefits (linkage to health care, food, and housing, for example) contribute to improved community wellness.

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.  
BACH will implement the proposed outcome management and methodology in its electronic health record. In April 2021, BACH will have begun using OCHIN Epic, which is being tailored to accommodate all the services and engagements of the proposed program. BACH is well-prepared to report to the City of Gilroy on all the project's activities.

**C. Project Administration and Monitoring [Limit each response to no more than half a page]**

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.  
The program as designed will be managed by Claudia Lepe, one of BACH's experienced outreach workers. Claudia, an English/ Spanish bilingual Gilroy resident, has been cross-trained in HIV and PrEP by BACH's Transvision staff. The project will be supervised by Eder Torralba, who manages BACH's Community Health Services in Santa Clara County.  
  
Ms. Lepe will conduct the activities of the program. She is assigned to this project at .15 FTE. Mr. Torralba is assigned to the project at .0333 FTE.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HTF Salary Reimbursement Request
Outreach Worker	Serve as project manager and conduct all activities of the project.	\$46,000	5	15	\$5,750
Community Health Services Manager	Supervise project manager	\$75,000	1.33	3.33	\$2,532

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.  
BACH provides culturally specific comprehensive primary and preventive medical care, behavioral health, and oral health services using a Patient Centered Medical Home delivery model. BACH's array of primary care services are delivered in a culturally and linguistically appropriate manner with clinic staff fluent in 21 languages and dialects including but not limited to Spanish, Mandarin, Cantonese, Vietnamese, Tagalog, Pashto, Burmese, Farsi, and American Sign Language. According to 2019 demographic data, the racial/ethnic makeup of our patient population is 36% Hispanic/Latino, 37% Asian/Middle Eastern (including the largest Afghani community in the United States), 45% White, 6% Black/African American, 2% Native American, and 2% identified as multiethnic.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.  
BACH's mission is to deliver exceptional health and social services that improve quality of life for the individuals, families, and communities we serve. Our vision is for everyone in our community to have access to high quality, comprehensive, and affordable health care. BACH was formed in 2020, merging the strengths of two longstanding federally qualified health centers: southern Alameda County's Tri-City Health Center and

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Santa Clara County's Foothill Community Health Center. Formed during the middle of the COVID-19 pandemic, Bay Area Community Health (BACH) brings decades of combined service to the geographic region that stretches from Union City to Gilroy.

Before forming BACH, Tri-City Health Center served the Tri-City area for 50 years, becoming a force for providing health services to all in southern Alameda County, regardless of ability to pay. Similarly, Foothill Community Health Center began serving low-income families and individuals in East San Jose in 1996 and the greater Santa Clara County region in 2011. Both organizations bring decades of service, relationships, and professional staff to Bay Area Community Health. BACH serves more than 100,000 people, who rely on high-quality healthcare services, regardless of their immigration status, ethnicity, disabilities, or ability to pay.

Recent achievements include the merger between TCHC and FCHC to become one of the largest community health centers in Northern California. In March 2020, BACH launched a COVID-19 pandemic response plan that included opening COVID-19 drive-through testing facilities in San Jose and Fremont. Mobile health vans are deployed and prioritized for community-based testing. As of January 24, 2021 BACH has tested over 30,000 community members. As said, the agency is planning many more testing events in Santa Clara County, as well as a major vaccination campaign.

Bay Area Community Health's HIV Program in Alameda County offers one of the most comprehensive Ryan White HIV Services in the Bay Area. Today, HIV is a chronic, manageable condition, and BACH provides the latest treatment and specialty care for people living with this disease. Patients receive medication support, access to mental health care, and assistance with housing, food and other basic needs. Patients also receive application assistance for medication access programs. Services include case management services, dental services, mental health services, nutrition services, support groups (English/ Spanish) emergency financial assistance, long/ short-term housing assistance, insurance counseling/ referrals, and substance abuse disorder services. BACH is proud to be applying the expertise we have built in our services into Gilroy.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

N/A

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

As a federally qualified health center, BACH serves community members of all ages, ethnicities, and abilities, with or without health insurance. Every year, BACH reports to the federal HRSA a detailed data on patients, services, and performance using the measures defined in the Uniform Data System (UDS). The UDS is a standardized reporting system that provides consistent information about health centers and look-alikes. This information is collected for patient information, delivered services, exam notes, patient visits, and upcoming services and screenings in BACH's electronic health record: OCHIN Epic.

BACH's Outreach and Eligibility Workers are trained to conduct eligibility screening to determine each patient's ability to qualify for public health programs such as Medi-Cal, Alameda Alliance for Health Plan, the State's Child Health and Disability Prevention Program, and Family PACT. To determine eligibility, our Outreach and Eligibility Workers screen the patient's income level and family size. Income documents, such as paystubs, are collected and scanned to complete enrollment in public health programs. Once at our clinic, patients must also complete a number of intake forms in order to receive care services. The intake process captures what insurance or public health programs they are enrolled in and the number of individuals in their household. This information is used by BACH to determine their income level and socioeconomic status according to the Federal Poverty Guidelines.

If it is determined that the patient is ineligible for any payer program (i.e., uninsured), services are made available through BACH's Sliding Fee Discount Program (SFDP). The practice management system used by

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our Enrollment Specialists has the logic, poverty tables, and calculators embedded in the system to determine a patient's eligibility for the sliding fee discount. This ensures that patient discounts are applied uniformly and fairly. When provided, income documents are scanned and filed in the patient's chart. Patient sliding fee schedule re-eligibility is determined annually.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.

BACH's Continuous Quality Improvement Committee reviews information related to clinical outcomes and program monitoring, patient satisfaction survey results, trends in patient complaints and risk management issues. BACH's Quality Improvement department regularly evaluates services for access, availability, effectiveness, timeliness, patient satisfaction (via Patient Satisfaction Surveys) and outcomes.

**D. HUD Low Mod Income National Objective Options (please select one of the three categories below)**

**1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

**Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:**

- a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

**2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

**Select one of the Two Accepted Methods for Calculating Household Income for your Project**

- Part 5 definition of income (24 CFR Part 5.609); or
- Adjusted gross income under Internal Revenue Service (IRS) form 1040

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Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

**3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.

Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

**E. Select one Eligible Project Activity you propose to provide Gilroy residents.**

- |   |   |
|---|---|
| <input type="checkbox"/> Services for Senior Citizens               | <input type="checkbox"/> Public Improvements          |
| <input type="checkbox"/> Services for Disabled Persons              | <input type="checkbox"/> Code Enforcement             |
| <input type="checkbox"/> Services for Youth                         | <input type="checkbox"/> Employment Services          |
| <input type="checkbox"/> Services for Victims of Domestic Violence  | <input type="checkbox"/> Fair Housing Services        |
| <input type="checkbox"/> Services for Homeless                      | <input type="checkbox"/> Public Facilities            |
| <input type="checkbox"/> Substance Abuse Counseling and Treatment   | <input checked="" type="checkbox"/> Health Services   |
| <input type="checkbox"/> Services for Those At Risk of Homelessness | <input type="checkbox"/> Tenant / Landlord Counseling |
| <input type="checkbox"/> Housing Rehabilitation                     | <input type="checkbox"/> Economic Development         |
|   | <input type="checkbox"/> Other, list                  |

**F. HUD Performance Measures**

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

**Objectives**

- Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.
- Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where

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housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.

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

**Outcomes**

- Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Agency Information**

Executive Director: Zettie D. Page III  
MD, PhD, MBA, MSW, MS Email: zpage@bach.health

DUNS #: 052955804 Fax: (510) 657-8954

Non-profit with 501(c)(3) Status  Yes  No Faith-based organization  Yes  No

Registered at sam.gov  Yes  No

**B. Total Agency Budget**

	2021-2022	2020-2021
Administration		\$21,028,624
Fundraising		\$1,585,072
Proposed Project (Total Gilroy grant budget)		\$15,000
All Other Programs		\$83,041,786
<b>Total Agency Budget</b>		<b>\$105,671,482</b>

**C. Proposed City of Gilroy Grant Budget**

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries	\$7,534	\$9,432	25%
Benefits	\$2,716	\$2,296	
Office Supplies			
Communication			
Publications/Printing/Advertising		\$1,500	
Travel		\$672	
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify:			
Contracted Services, Specify:			
Other, Specify:			
<b>Total Expenses:</b>	<b>\$10,250</b>	<b>\$15,000</b>	

**Community Development Block Grant/ Gilroy Housing Trust Fund Application  
 City of Gilroy 22-RFP-HCD-471  
 Fiscal Years 2022-2023 and 2023-2024**

1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).

Staff salary increases to keep pace with need for program within the community, cost of living and fuel increases.

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs?  Yes  No

3. Does your agency charge fees for the services that you are requesting funding?  Yes  No If so, please attach a fee schedule to this page.

**D. Leveraged Funds**

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	\$15,000
Other Revenue Sources for proposed project (Please List)	0
<b>Total of Other Revenue Sources:</b>	0

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.  
 The budget for the pilot program was supported by CDBG/HTF funds. The grant will allow activities to continue.

**Community Development Block Grant/ Gilroy Housing Trust Fund Application**  
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**Fiscal Years 2022-2023 and 2023-2024**

**E. REQUIREMENTS**

**First-time applicants:** Submit all items below with the proposal, as described in the submittal requirements of the application packet.

**New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.**

**Current grant recipients:** Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

- a. **Articles of Incorporation and Bylaws** (submit any amendments).
- b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.  
**Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.**
- i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

**Community Development Block Grant/ Gilroy Housing Trust Fund Application  
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**SECTION 4: AUTHORIZATION**

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 et seq.), as amended; and
  - d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: DocuSigned by:  
*Zettie D. Page III*  
66A61E77B982499... DATE: January 31, 2022

NAME (Please Print): Zettie D. Page III TITLE: Chief Executive Officer

**Community Development Block Grant/ Gilroy Housing Trust Fund Application  
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**SECTION 1: COVER SHEET**

**A. Applicant Information**

Legal Name of Organization: South County Compassion Center  
 Mailing Address: PO Box 233  
 City, State, Zip Code: Gilroy, CA 95021  
 Contact Person Name: Tim Davis Title: Executive Director  
 Email Address: tim@thecompassioncenter.org Webpage: thecompassioncenter.org  
 Telephone Number: (408) 763-7120 ext. 102

**B. Project Overview**

Project Name: Outreach for the Unhoused  
 Project Location: 370 Tomkins Court, Suite F  
 City, State, Zip: Gilroy, CA 95020

**Brief Project Description:** The Outreach for the Unhoused provides Gilroy residents experiencing homelessness comprehensive services to meet their basic needs and to connect them with services that can help them attain permanent housing. As we have since 2011, we have provided basic services, such as food, clothing, hygiene, showers, laundry, mail delivery service, access to medical van services, shelter referral and connection, and referral to a host of other services through organizational partners and government agencies including mental health treatment, addiction treatment, legal assistance, medical care, government benefit access, job search and training, transportation, and many other services designed to increase stability, quality-of-life, and likelihood of securing and maintaining permanent housing.

**C. Funds Requested**

\$ 52,211 (Grant request for fiscal year 2022-2023)    \$ 52,211 (Grant request for fiscal year 2023-2024)

<b>Total estimated project cost for Fiscal Year:</b>		
	<b>2022 / 2023</b>	<b>2023 / 2024</b>
<b>Projected cost:</b>	\$610,079	\$610,079

<b>Gilroy CDBG/HTF funds in Fiscal Year:</b>		
	<b>2020 / 2021</b>	<b>2021 / 2022</b>
<b>Requested:</b>	\$40,118	\$52,232
<b>Received:</b>	\$40,118	\$45,660

**Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:**

- |   |  |
|---|--|
| <input type="checkbox"/> Preserve Affordable Housing for Home Ownership | <input type="checkbox"/> Install Safety & Enhanced Public Improvements     |
| <input type="checkbox"/> Small Business Expansion                       | <input type="checkbox"/> Workforce Development                             |
| <input checked="" type="checkbox"/> Supportive Services for Homeless    | <input type="checkbox"/> Supportive Services for Special Needs Populations |
| <input type="checkbox"/> Fair Housing Support                           | <input type="checkbox"/> Neighborhood Revitalization                       |

Project Sentinel, Dispute Resolution  
Funding EVALUATION CRITERIA  
FYs 2022-2023 and 2023-2024

**CRITERION 1: NEED - 6 Points**

The primary purpose of the proposed project is to help low to extremely low-income Gilroy residents resolve their housing problems.

**Consolidated Plan, Goal #7:** Fair housing complaint investigations and landlord/tenant counseling and dispute resolution.

**Landlord/tenant cases** of 1 to 1 counseling and problem resolution: return security deposits, maintain privacy, improve habitability, avoid eviction, assist with emergency rental assistance, eliminate poor management, repair broken TLL relationship.

We have many cases where we have convinced the landlord to give the tenant household the opportunity to remain in the rented unit allowing the children to remain in school, in a familiar environment with their friends and close to other support systems.

**CRITERION 2: TARGETED INCOME – 2 Points**

Population served is low to extremely low income

**CRITERION 3: EXPERIENCE – 4 Points**

Project Sentinel has over 40 years of experience providing fair housing and TLL Dispute Resolution services and is regarded as a high performing agency by HUD.

We average over 600 phone calls and walk-ins from Gilroy residents a year. In FY 2021 we helped 62 Gilroy households resolve their housing problem. Currently we are helping low-income households apply for emergency rental assistance.

**CRITERION 4: LEVERAGED FUNDS – 4 Points**

We are requesting \$36,000 with an additional \$14,000 of leveraged funding. This exceeds 25% of the proposed budget. Leveraged funding comes from the Superior Court fees and the balance from Santa Clara County CV3 funding.

**CRITERION 5: WORKING WITH OTHER AGENCIES – 4 Points**

Project Sentinel is an active participant in the South County Collaborative. We are a sub-recipient with The Law Foundation for County funding, and we are the lead agency with the Asian Law Alliance as a partner. In each of these grants we are sharing a budget and collaborating on services for low-income tenants. We have worked closely with St. Joseph, Carry The Vision, and the San Ysidro neighborhood at San Ysidro Park.

**Bonus Points (2),** We provide staff for ERAP outreach events in South County and other areas. We partner with SVILC to contribute funds to help with retrofits for low-income households. PS initiated and is currently active in the SC County Eviction, Tenant/Landlord Disputes & Rent Relief Collaborative.

**CRITERION 6: MEASURABLE OUTCOMES AND SYSTEM – 4 Points**

On a regular basis we surpass the goals and outcome measurements by servicing everyone who requests services. The staff are dedicated to community service and care about meeting the needs of each person and each household that requests help.

In **FY2021**, we took in 611 I&R calls (goal 600); handled 62 cases (goal 52) and served 226 unduplicated participants (goal 200). Contract compliance is important to Project Sentinel.

Project Sentinel, Dispute Resolution  
Funding EVALUATION CRITERIA  
FYs 2022-2023 and 2023-2024

**So far in FY21/22 we have achieved 94% of the I&R calls and walk-ins and 78% of the case work at only 50% of the year. Our case resolution rate is 72%.**

**CRITERION 7: PROGRAM PERFORMANCE – 4 Points**

Project Sentinel, Fair Housing  
Funding EVALUATION CRITERIA  
FYs 2022-2023 and 2023-2024

**CRITERION 1: NEED - 6 Points**

*The primary purpose of the proposed project is to provide comprehensive fair housing services to ensure civil rights protection in the City of Gilroy. HUD requires all CDBG entitlements to affirmatively further fair housing.*

**Consolidated Plan, Goal #7:** Fair housing complaint investigations and landlord/tenant counseling and dispute resolution. Provision of these services will help create and maintain healthy communities and will assist the City of Gilroy in meeting its CDBG obligation to affirmatively further fair housing.

**CRITERION 2: TARGETED INCOME – 2 Points**

Population served is low to extremely low income.

**CRITERION 3: EXPERIENCE – 4 Points**

Project Sentinel has over 40 years of experience providing fair housing and TLL Dispute Resolution services and is regarded as a high performing agency by HUD. We have investigated and pursued through enforcement some of the highest awards in the state which shows that Project Sentinel has the capacity and experience to be an effective fair housing service provider. Each year we investigate an average of 300 to 400 complaints of housing discrimination, including those in Gilroy.

**Resolved FH Cases over time:**

- A victim of domestic abuse needed to break her lease early without penalty.
- Children were told to not play outside without parental supervision (14 years and younger)
- Individual had been denied emotional support cat
- Landlord was denying a Licensed home day care.
- Property owner was sexually harassing female tenants.

**CRITERION 4: LEVERAGED FUNDS – 4 Points**

We are requesting \$21,000 with an additional \$8,630 of leveraged funding. This exceeds 25% of the proposed budget. Leveraged funding comes from a federal HUD grant (Fair Housing Initiative Program) that has been approved for the next two years.

**CRITERION 5: WORKING WITH OTHER AGENCIES – 4 Points**

**Agency Collaboration:** Project Sentinel reaches out to other social service agencies and public interest legal services: Catholic Charities, St. Joseph's, Rebekah's Children, PACT, Gavilan College, Law Foundation of Silicon Valley, Community Solutions.

We share contracts/budgets with The Law Foundation and Asian Law Alliance for the delivery of fair housing services.

**Bonus Points (2)** We bring funding to cases shared with the SVILC to assist with home retrofits. We provide staff for ERAP outreach events in South County and other areas. PS initiated and is currently active in the SC County Eviction, Tenant/Landlord Disputes & Rent Relief Collaborative. We are also active in the Race Equity Action Leadership network hosted by Sacred Heart.

**CRITERION 6: MEASURABLE OUTCOMES AND SYSTEM – 4 Points**

*Callers are asked if services meet their needs, workshop attendees are surveyed to determine increased knowledge, case outcomes are tracked.* On a regular basis we surpass the goals and outcome measurements by servicing everyone who requests services.