MEMORANDUM

TO: CITY COUNCIL
FROM: WHITNEY McDONALD, COMMUNITY DEVELOPMENT DIRECTOR
BY: CAMILLA KARAMANLIS, PROGRAM ANALYST
SUBJECT: CONSIDERATION OF COMMUNITY DEVELOPMENT BLOCK GRANT PROJECTS FOR YEAR 2020
DATE: FEBRUARY 25, 2020

SUMMARY OF ACTION: Approving the 2020 Community Development Block Grant (CDBG) funding allocations will help the City further its goal of removing architectural barriers on public property to assist the mobility of persons with disabilities as well as assisting persons in the community that have special needs.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES: The County has estimated that $87,042 in CDBG funds will be available to the City in the Fall of 2020. Overall, the amount of CDBG funding the City has received over the last fifteen (15) years has consistently decreased due to Federal budget cutbacks to the CDBG program. Similar to last year, the County will help administer the CDBG program for the City which will reduce City staff time involved. County staff will be paid through the CDBG program funds allocated to the City. Per the Cooperation Agreement between the County and the City entered into on July 11, 2017 (Attachment 1), 65% of the total available administration funds, or $11,315, will be deducted by the County to meet its obligations under the terms of the agreement for administrative costs. Based on preliminary Council action on December 10, 2019, it is recommended that the City receive the remainder of its administrative funds ($6,093).

RECOMMENDATION: It is recommended the City Council adopt a Resolution approving reallocation of 2019 Community Development Block Grant (CDBG) funds and approving CDBG projects for Year 2020.
BACKGROUND:
Addressing Americans with Disabilities Act (ADA) accessibility deficiencies has been a primary goal for the City over the past decade. Universal access to public facilities, especially those that are used by thousands of community members annually is a critical priority. Ikeda Field at Soto Sports Complex has two (2) dedicated softball/baseball fields and are used by numerous AYSO and Club teams during soccer season. Adult leagues also consistently utilize the lighted facilities in the evening and later hours. Lastly, large community events such as sports tournaments and Cops and Kids Day take place in this fully fenced basin setting to allow for a safe, contained and controlled environment for children’s activities. Out of the seven fields in the complex, these are the only fields that do not have ADA access.

The City Council approved a Cooperation Agreement with the County in July 2017 for the joint participation in the CDBG Program for fiscal years 2018 through 2020. The City, as a participant in the Housing and Urban Development (HUD) designated Urban County program, receives an annual formula-based allocation of CDBG funds. These funds are available for a variety of Community Development activities as long as the activities meet at least one of three national objectives. The objectives are:

1. Benefit low- and moderate-income persons;
2. Aid in the prevention or elimination of slums or blight; or
3. Address urgent community development needs that pose a serious or immediate threat to public health or welfare.

The County distributed a Request for Proposals (RFP) and notified the public that the County and participating cities would accept applications for funding until October 25, 2019. In total, four (4) applications were submitted for funding from the City’s allocation of CDBG funds, including Public Services, Program Administration, and Public Facilities. In addition, County staff held a “Needs Assessment Workshop” on September 18, 2019 to gather input from the public regarding the allocation of CDBG funds. The second CDBG public workshop to discuss the Draft 2020 Action Plan funding recommendations was held on January 9, 2020.

On December 10, 2019, the City Council considered preliminary CDBG funding recommendations and received public input. Council provided preliminary approval of the proposed funding allocations for 2020, including reallocation of 2019 CDBG funds, for Phase IV of the Soto Sports Complex Barrier Removal Project at Ikeda Field as shown in Table 1.
### Table 1: Recommended 2020 CDBG Allocations

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ANALYSIS OF ISSUES:
The following criteria set forth by the County in the RFP are used to make funding recommendations:

1. Consistency with Federal regulations and laws;
2. Community support (for example, approval of project by a City Council);
3. Seriousness of community development need proposed to be addressed by project;
4. Degree to which project benefits low-income and very low-income families or persons;
5. Feasibility of the project to be completed as budgeted and by December 31, 2020;
6. Cost effectiveness of funds requested and leveraging of other funds; and
7. Organization's experience or knowledge regarding CDBG or HOME Program requirements.

The Cooperation Agreement between the County and the City gives discretion regarding allocation of funds. Unless the City's recommendation to the County for funding is clearly in conflict with CDBG regulations, the County will approve the recommendation. The County Board of Supervisors will make its final decision for funding priority in the coming months.

Public Services
The competitiveness for public service funds, which is capped at 15 percent, has historically been strong with requests far exceeding available funds. As discussed in recent years regarding CDBG allocations, HUD has significantly increased its monitoring efforts of jurisdictions participating in the CDBG program, which means that local jurisdictions must increase their monitoring efforts of recipients as well. As stated in the Cooperative Agreement, only activities that can either individually or cumulatively receive more than $8,000 in CDBG funding will be considered due to the staff cost of processing such awards in compliance with federal requirements.

Because public service organizations are aware of the stricter CDBG regulations with other funding opportunities through the City's Jim Guthrie Community Service Grant Program (JGCSGP), and because the City Council had previously indicated that CDBG funds should be directed toward Public Facility projects, the City has received very few applications over the past several years for CDBG funding. This year, the City received two (2) CDBG public service applications; the Food Bank Coalition of San Luis Obispo County (Food Bank) and Peoples' Self-Help Housing (PSHH).

The Food Bank applied for a program that provides food to homeless residents of San Luis Obispo County. This program would provide No-Cook Bags with food that does not need to be cooked or refrigerated, including proteins and fruits/vegetables that are often deficient in the diets of those who are homeless. PSHH applied for a program to continue
services through the Supportive Housing Program. This program will support five (5) social workers who provide clinical social services and case management for individuals living at Peoples’ Self Help Housing affordable rental properties. There are ninety-eight (98) Supportive Housing Program households within the City of Arroyo Grande.

The total amount of CDBG public service funds that the Food Bank and PSHH have requested from local agencies is provided in Tables 2 and 3 below.

**Table 2: 2020 CDBG Public Service Funds Requested from the Food Bank Coalition of San Luis Obispo County**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Amount Requested</th>
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<tbody>
<tr>
<td>City of Arroyo Grande</td>
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<td>City of Atascadero</td>
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<td>City of Morro Bay</td>
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<td>City of Paso Robles</td>
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<td>City of Pismo Beach</td>
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<td>County of San Luis Obispo</td>
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<td><strong>Total:</strong></td>
<td><strong>$20,000</strong></td>
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**Table 3: 2020 CDBG Public Service Funds Requested from Peoples’ Self-Help Housing**

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<tr>
<td>City of Arroyo Grande</td>
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<td>City of Atascadero</td>
<td>$9,500</td>
</tr>
<tr>
<td>City of Morro Bay</td>
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<tr>
<td>City of Paso Robles</td>
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<td>County of San Luis Obispo</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>$94,786</strong></td>
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During its previous review, the City Council recommended that CDBG funds be used for Public Facility projects to address ADA barriers, and that Public Service projects should be funded through the JGCSGP. Therefore, staff is not recommending funding for Public Service projects through CDBG for 2020. The Council will consider funding recommendations for the JGCSGP in early April as a separate item.

**Public Facilities**

One of the City’s highest priorities is addressing Americans with Disabilities Act (ADA) accessibility deficiencies. During the last several years, with Year 2018 being the exception, Council has allocated the majority of CDBG funds to help pay for disabled access barrier removal projects throughout the City. These projects include Hoosegow
Park ADA improvements, mid-block crosswalk ADA improvements, the Arroyo Grande Woman’s Club building barrier removal project, and various barrier removal projects at the Soto Sports Complex.

Last year, the City Council approved $56,148 to be used for barrier removal projects under the Public Facilities category, and $5,569 for Administration, for a total of $61,717. Staff initially recommended these funds to be utilized for curb ramps along Castillo Del Mar. Subsequent to the original recommendation, concern was raised that applying CDBG funds to Castillo Del Mar would Federalize the project and increase costs, as presented at the March 12, 2019 City Council meeting. As a result, Staff responsible for Capital Improvement Projects recommended the Council direct CDBG funds to be utilized on the first priority location of Valley Road/Tiger Tail Drive.

Since that recommendation, staff found that the previous City Engineer recommended to the Traffic Commission that this crosswalk be removed entirely, and therefore curb ramps should not be installed. The Traffic Commission agreed that the existing marked crosswalk should be removed and that a new marked crosswalk on Valley Road at Tiger Tail Drive should not be installed. This determination was made primarily based upon the measured travel speed of Valley Road being high and the pedestrian usage being low. In light of this Traffic Commission conclusion, it is recommended that 2019 CDBG funds previously allocated for the curb ramps at Valley Road/Tiger Tail Drive be reallocated for use with 2020 CDBG funds and utilized for Phase IV of the Soto Sports Complex Barrier Removal Project at Ikeda Field.

The Soto Sports Complex is a regional asset to the Five-Cities community and this project will address ADA barriers that will allow for better access to tournaments, practices, and games for both Arroyo Grande residents and visitors. This project will also address the first national CDBG objective by enhancing accessibility for individuals with disabilities on City-owned property. It is presumed that such persons are principally low and moderate income.

Housing Rehabilitation
The City did not receive any requests for housing rehabilitation projects.

Economic Development
The City did not receive any requests for economic development projects.

Area Benefit
Projects qualifying under the area benefit category are limited to a 30 percent cap ($26,113). Area benefit refers to activities that are available to benefit all residents of an area that is primarily residential where at least 51 percent of the residents are low or moderate income persons. In the past, the City considered efforts to eliminate blight, such as code enforcement activities to remove illegal signs and providing funds for façade
improvements, as valid area benefit activities. HUD determined in 2013 that the City’s code enforcement and façade improvement programs are not eligible for CDBG funding based on the lack of blight, and therefore these programs have been discontinued. The City did not receive any funding requests for this category.

ADVANTAGES:
The recommended 2020 CDBG allocations fund important City priorities and are consistent with the Cooperation Agreement between the County and City. The City’s JGCSGP provides a funding opportunity, separate from CDBG, for local public service programs that address unmet needs in the community. Recommendations for 2020 JGCSGP allocations will be brought to Council as a separate item in March or April.

DISADVANTAGES:
The recommendations result in unfunded requests from two public service organizations for CDBG funds.

ALTERNATIVES:
The following alternatives are provided for the Council's consideration:
1. Approve funding for CDBG projects for the Year 2020 as proposed;
2. Modify and approve funding for the CDBG projects for the Year 2020; or
3. Provide direction to staff.

ENVIRONMENTAL REVIEW:
The allocation of CDBG funds is not considered a project under the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). Specific projects that may have environmental impacts will be reviewed under CEQA and NEPA prior to implementation.

PUBLIC NOTIFICATION AND COMMENTS:
A public hearing notice was published in The Tribune and posted at City Hall and on the City’s website on Friday, February 14, 2020. The Agenda was posted in accordance with Government Code Section 54954.2.

ATTACHMENTS:
1. Cooperation Agreement
2. Food Bank 2020 CDBG Application
3. PSHH 2020 CDBG Application
4. City of Arroyo Grande 2020 CDBG Project Application
5. City of Arroyo Grande 2020 CDBG Admin Application
RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE APPROVING REALLOCATION OF 2019 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AND APPROVING CDBG PROJECTS FOR YEAR 2020

WHEREAS, via a Cooperative Agreement with the County of San Luis Obispo (hereafter referred to as “County”) executed by the City of Arroyo Grande (“City”) on July 11, 2017, the City agreed to become a participant for a period of three years with the County and other cities therein as an “Urban County” under the Federal Department of Housing and Urban Development (hereafter referred to as “HUD”) Community Development Block Grant (CDBG) program; and

WHEREAS, under the Cooperative Agreement, the City retains the authority to determine which projects are to be funded with its allotment of CDBG funds; and

WHEREAS, the City allocated funds during the 2019 CDBG program year to various projects; and

WHEREAS, the City desires to reallocate $61,717 of unspent funds from the 2019 CDBG program year for use in the program year 2020 along with 2020 CDBG funds; and

WHEREAS, the City expects to receive $87,042 in CDBG funds in 2020; and

WHEREAS, on September 11, 2019, the County conducted a public workshop to ascertain the housing and community development needs to be addressed in its One-Year Action Plan for Program Year 2020; and

WHEREAS, in 2019, the County published a “Request for Proposals” for projects to be funded under the 2020 CDBG Programs, which provided that proposals were to be submitted by October 25, 2019; and

WHEREAS, at its meeting of December 10, 2019, the City Council gave preliminary approval to a proposed listing of 2020 CDBG projects; and

WHEREAS, on February 25, 2020, the City Council held a duly noticed public hearing to further consider the City’s Program Year 2020 CDBG projects and reallocation of 2019 CDBG funds to Program Year 2020 CDBG projects.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Arroyo Grande, California, recommending that the Board of Supervisors for the County of San Luis Obispo reallocate $61,717 of City of Arroyo Grande 2019 CDBG funds and adopt the 2020 One-Year Action Plan, including the programs listed in Exhibit “A” attached hereto and incorporated herein by this reference, to be funded with the City’s allocation of 2019 and 2020 CDBG funds.
On motion of Council Member ______________, seconded by Council Member ____________, and on the following roll call vote, to wit:

AYES:
NOES:
ABSENT:

the foregoing Resolution was passed and adopted this 25th day of February, 2020.
CAREN RAY RUSSOM, MAYOR

ATTEST:

KELLY WETMORE, CITY CLERK

APPROVED AS TO CONTENT:

JAMES A. BERGMAN, CITY MANAGER

APPROVED AS TO FORM:

TIMOTHY J. CARMEL, CITY ATTORNEY
## 2020 ONE YEAR ACTION PLAN

**ALLOCATE OF PROGRAM YEAR 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS**

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ATTACHMENT 1


THIS AGREEMENT is made and entered into this __ day of July, 2017, by and between the County of San Luis Obispo, a political subdivision of the State of California, hereinafter called “County,” and the City of Arroyo Grande, a municipal corporation of the State of California, located in the County of San Luis Obispo, hereinafter called “City;” jointly referred to as “Parties.”

WITNESSETH

WHEREAS, in 1974, the U.S. Congress enacted and the President signed a law entitled, The Housing and Community Development Act of 1974, herein called the “Act.” The Act is omnibus legislation relating to federal involvement in a wide range of housing and community development activities and contains eight separate titles; and

WHEREAS, Title I of the Act is entitled “Community Development” and governs programs for housing and community development within metropolitan cities and urban counties or communities by providing financial assistance annually for area-wide plans and for housing, public services and public works programs; and

WHEREAS, the Community Development Block Grant Program (hereinafter referred to as “CDBG”), the HOME Investment Partnerships Act Program (hereinafter referred to as “HOME”), and the Emergency Solutions Grant Program (hereinafter referred to as “ESG”) are consolidated under Title I of the Act; and

WHEREAS, the County has requested of the federal Department of Housing and Urban Development, hereinafter referred to as “HUD,” designate the County as an “urban county;” and

WHEREAS, the County needs to requalify as an urban county and will be eligible to receive CDBG funds provided that the County’s entitled cities defer their entitlement to the County to enable both the County and the entitlement cities to jointly participate in the program; and

WHEREAS, the City desires to participate jointly with the County in said program; and
WHEREAS, if HUD redesignates the County as an urban county, then the County may also be eligible to receive funds from the HOME Program and the ESG Program; and

WHEREAS, the CDBG Regulations issued pursuant to the Act provide qualified urban counties must submit an application to the HUD for funds, and cities and smaller communities within the metropolitan area not qualifying as metropolitan cities may join the County in said application and thereby become a part of a more comprehensive County effort; and

WHEREAS, as the urban county applicant, the County must take responsibility and assume all obligations of an applicant under federal statues, including: the analysis of needs, the setting of objectives, the development of community development and housing assistance plans, the consolidated plan, and the assurances of certifications; and

WHEREAS, by executing this Agreement, the Parties hereby give notice of their intention to participate in the urban county CDBG, HOME, and ESG Programs.

NOW THEREFORE, in consideration of the mutual promises, recitals and other provisions hereof, the Parties agree as follows:

SECTION I. General.
A. Responsible Officers. The Director of the County of San Luis Obispo Department of Planning and Building (hereinafter referred to as "Director") is hereby authorized to act as applicant for the CDBG, HOME, and ESG Programs and to administer funding and activities under the programs. The City Manager is hereby authorized to act as the responsible officer of the City under the programs.

B. Full Cooperation. Parties agree to fully cooperate and to assist each other in undertaking eligible grant programs or projects, including but not limited to community renewal and lower income housing assistance activities, specifically urban renewal and publicly-assisted housing; public services; and economic development.

C. Term of Agreement – Automatic Renewal Provision. The term of this Agreement shall be for a period of three (3) years commencing July 1, 2018 through June 30, 2021. In addition, this Agreement provides for automatic renewal for participation in successive three-year qualification periods, unless the City provides written notice at least 60 days prior to the end of the term that it elects not to participate in a new qualification period. Before the end of the first three-year term, the County will notify the City in
writing of its right not to participate in the urban county for a successive three-year term.

The Parties agree to adopt amendments to this Agreement incorporating changes necessary to meet the requirements for cooperation agreements set forth in an Urban County Qualification Notice by HUD for a subsequent three-year urban County qualification period, prior to the subsequent three-year extension of the term. Any amendment to this Agreement shall be submitted to HUD as required by the regulations and any failure to adopt required amendments will void the automatic renewal of this Agreement for the relevant qualification period.

This Agreement remains in effect until the CDBG, HOME, and ESG Program funds and income received with respect to the three-year qualification period, and the subsequent three-year renewals are expended and the funded activities are completed. The Parties may not terminate or withdraw from this Agreement while this Agreement remains in effect.

D. Scope of Agreement. This Agreement covers the following formula funding programs administered by HUD where the County is awarded and accepts funding directly from HUD: the CDBG Program, the HOME Program, and the ESG Program.

SECTION II. Preparation and Submittal of CDBG Funding Applications.

A. Inclusion of City as Applicant. The Parties agree the City shall be included in the application the County shall submit to HUD for Title I Housing and Community Development Block funds under the Act.

B. Consolidated Plan. The City shall assist the County by preparing a community development plan, for the period of this Agreement, which identifies community development and housing needs, projects and programs for the City; and specifies both short and long-term City objectives, consistent with requirements of the Act. County agrees to: (1) include the City plan in the program application, and (2) include City's desired housing and community development objectives, policies, programs, projects and plans as submitted by the City in the County's consolidated plan.

C. Application Submittal. The County agrees to commit sufficient resources to completing and submitting the Consolidated Plan and supporting documents to HUD in time for the Parties to be eligible to receive funding beginning July 1, 2018, and to hold public hearings as required to meet HUD requirements.
D. **County Responsibility.** Parties agree the County shall, as applicant, be responsible for holding public hearings and preparing and submitting the CDBG funding application and supporting materials in a timely and thorough manner, as required by the Act and the federal regulations established by HUD to secure entitlement grant funding beginning July 1, 2018.

E. **Grant Eligibility.** In executing this Agreement, the Parties understand they shall not be eligible to apply for grants under the Small Cities or State CDBG Programs for appropriations for fiscal years during the period in which the Parties are participating in the urban county CDBG entitlement program; and further, the City shall not be eligible to participate in the HOME, or ESG Programs except through the urban county.

**SECTION III. Program Administration.**

A. **Program Authorization.** The Director is hereby authorized to carry out activities that will be funded from the annual CDBG, HOME, and ESG Programs from fiscal years 2018, 2019, and 2020 appropriations and from any program income generated from the expenditure of such funds.

B. **Responsibilities of Parties.** The Parties agree the County shall be the governmental entity required to execute any grant agreement received pursuant to the CDBG, HOME, and ESG applications, and subject to the limitations set out in this Agreement, the County shall thereby become liable and responsible thereunder for the proper performance of the plan and CDBG, HOME, and ESG under County programs. County agrees to perform program administrative tasks such as environmental clearance under the National Environmental Policy Act (NEPA), subrecipient agreements and monitoring of subrecipients. The City agrees to act in good faith and with due diligence in performance of the City obligations and responsibilities under this Agreement and under all subrecipient agreements. The City further agrees that it shall fully cooperate with the County in all things required and appropriate to comply with the provisions of any Grant Agreement received by the County pursuant to the Act and its Regulations.

C. **City Assistance.** The City agrees to undertake, conduct, perform or assist the County in performing the essential community development and housing assistance activities identified in the City’s community development plan. Pursuant to the Act and pursuant to 24 CFR 570.501(b), the City is subject to the same requirements applicable to subrecipients, including the requirement of a written agreement with the County as set forth in 24 CFR 570.503.
SECTION IV. Use of Program Funds.

A. Allocation of CDBG funds. All funds received by the County pursuant to this Agreement shall be identified and allocated, as described below, to the specific projects or activities set out in the application, and such allocated amounts shall be expended exclusively for such projects or activities; provided, however, that a different distribution may be made when required by HUD to comply with Title I of the Housing and Community Development Act of 1974, as amended.

1) Metropolitan Cities’ Allocation. The Parties agree the County shall make available to the City a total amount of CDBG funds equal to that which the City would have been entitled had it applied separately as a "metropolitan city," using HUD allocation formulas as applied by the County, except that an amount equal to thirteen (13) percent of the Metropolitan Cities’ allocations of CDBG funds will be deducted by the County to meet its obligations under the terms of this Agreement and/or HUD requirements for administrative costs. Further, with respect to the availability of the funds, the County agrees to fully cooperate and assist the City in expending such funds.

2) Non-Metropolitan Cities’ Allocation. The County agrees to allocate a portion of CDBG program funds to the non-Metropolitan, incorporated cities participating in the program. The amount of allocation per city shall be equal to that which the urban county formula award from HUD increases as a result of the HUD allocation formulas as applied by the County, except that an amount equal to thirteen (13) percent of the Non-Metropolitan Cities’ allocations of CDBG funds will be deducted by the County to meet its obligations under the terms of this Agreement and/or HUD requirements for administrative costs.

3) Urban County. Parties shall not recommend a CDBG award of less than $8,000 for any one project or program due to the staff cost of processing such awards in compliance with federal requirements. A project or program recommended to receive an amount less than $8,000 can still receive an award if any other Party or Parties make an award, which is aggregated to be greater than $8,000.

B. Availability of Funds. The County agrees to make CDBG funds available to all participating incorporated cities as set out here when HUD makes the CDBG funds available to it. The County shall immediately notify the participating incorporated cities of the availability of the funds.
It is understood by the Parties, hereto, the CDBG funds being used for the purposes of this Agreement are funds furnished to the County, through HUD, pursuant to the provisions of the Act. Notwithstanding any other provision of this Agreement, the liability of the County shall be limited to CDBG funds available for the Project. The City understands that the County must wait for release of CDBG funds from HUD before CDBG funds may be advanced or reimbursed. The County shall incur no liability to the City, its officers, agents, employees, suppliers, or contractors for any delay in making any such payments.

C. Administrative and Public Services Costs. The County hereby acknowledges the City, as subrecipient, incurs certain administrative costs in preparing housing and economic development plans, program planning, management and accounting, professional support services, and other reasonable and necessary expenses to carry out the City’s plan; and further, the County agrees that after the availability of CDBG program funds to the City, the County shall not use its remaining balance of funds in any way that would limit the City’s ability to use its CDBG funds to the maximum extent allowed by HUD for administrative, public service, or program purposes.

D. Income Generated. The City shall notify the County of any income generated by the expenditure of CDBG funds received by the City. Such program income may be retained by the City subject to the provisions of this Agreement, the Act and its Regulations. Any program income retained must only be used for eligible activities in accordance with all CDBG requirements as they apply.

E. Use of Program Income. The County shall monitor the use of any program income, requiring appropriate record-keeping and reporting by the City as may be needed for this purpose, and shall report the use of such program income to HUD. In the event of close-out or change of status of the City, all program income on hand or received by the City subsequent to the close-out or change of status shall be paid to the County. In the event that the City withdraws from the urban county to become an entitlement grantee, as provided under 24 CFR 570.504, all program income on hand or received by the City from urban county activities shall be retained by the City to be used as additional CDBG funds subject to all applicable requirements governing the use of CDBG funds.

F. Change in Use of Property. The City shall notify the County of any modification or change in the use of real property acquired or improved in whole or in part using CDBG funds that is within the control of the
City, from that use planned at the time of acquisition or improvement including disposition. Such notification shall be made within thirty (30) calendar days of such change of use and comply with the provisions of 24 CFR 570.505.

G. **Fair Housing Implementation.** The Parties agree no urban county funding shall be allocated or expended for activities in or in support of any cooperating unit of general local government that does not affirmatively further fair housing within its own jurisdiction or that impedes the County's actions to comply with its fair housing certification.

H. **Conflict Resolution.** In the event of disagreement between the County and the City as to the allocations, disbursement, use, or reimbursement of CDBG funds, the Parties agree to accept HUD's written determination as to the appropriate resolution or disposition of funds to the extent HUD is willing to resolve such disagreement.

I. **Consolidated and Further Continuing Appropriations Act.** The City may not sell, trade, or otherwise transfer all of any portion of CDBG funds to another metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under Title I of the Act.

J. **Special Provisions for the Urban County.**

(1) To affirmatively further fair housing and implement the Analysis of Impediments to Fair Housing Choice or better known as the Fair Housing Plan, the cities are encouraged to contribute CDBG funds to affordable housing projects when there is an eligible CDBG component in the proposal that is located within the city's jurisdiction.

(2) The County will enforce remedies for noncompliance pursuant to 2 CFR Part 200.338 and allowed per 2 CFR Part 200.207 by pulling CDBG funds for underperforming projects or programs not implemented during agreed timeframe identified in the subrecipient agreement.

SECTION V. **Amendment or Extension of Agreement.**

A. **Subrecipient Agreement.** For each fiscal year during the term of this Agreement, the County and the City shall enter into a Subrecipient Agreement, prepared jointly by the County and the City, which identifies a project or program that the County will administer with the City's CDBG entitlement funds during that program year. The
Subrecipient Agreement will set forth the project changes, time schedule for completion of the project(s), deliverable checklist, and additional funding sources, if any. If substantial compliance with the completion schedule cannot be met by the City due to unforeseen or uncontrollable circumstances, then the County may extend the schedule for project completion, as allowed by federal regulations.

B. **Amendments.** Any amendments to this Agreement shall be in writing. Parties agree any such fully executed amendment or amendments to this Agreement may be entered into at any time if required or necessary to implement the plans contemplated hereunder, or to comply with any grant agreement or the regulations issued pursuant to the Act.

**SECTION VI. Compliance with Federal Regulations.**

A. **General.** The Parties agree to take all actions necessary to assure compliance with the urban county’s certifications required by section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, the Fair Housing Act, affirmatively furthering fair housing, Section 109 of Title I of the Housing and Community Development Act of 1974; the National Environmental Policy Act of 1969; the Uniform Relocation Assistance and Real Property Acquisition Act of 1970; and other applicable laws.

B. **Citizen Participation.** The Parties agree to comply with federal citizen participation requirements of 24 CFR Part 91, and provide citizens with:

1) An estimate of the amount of CDBG funds proposed to be used for activities that will benefit persons of low and moderate income; and

2) A plan for minimizing displacement of persons as a result of CDBG-assisted activities and programs, and to provide assistance to such persons.

C. **Citizen Participation Plan.** The Parties agree to follow a citizen participation plan which:

1) Provide for and encourages citizen participation, particularly those of low or moderate income who reside in slum or blighted areas where CDBG funds are proposed to be used;

2) Provide citizens with reasonable and timely access to local meetings, staff reports, and other information relating to grantee’s proposed use of funds, as required by HUD regulations related to the actual use of funds under the Act;
3) Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least: 1) formulation of needs; 2) review of proposed grant activities; and 3) review of program performance; for which public hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation of handicapped persons;

4) Provides for a timely written answer to written complaints and grievances, within 15 working days where practicable;

5) Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

6) Identifies the use of non-traditional methods of community outreach, including the provision of CDBG documents in a user-friendly format, including but not limited to Braille, large print, oral format, and delivering copies to homebound individuals.

D. The Parties hereby certify, to the best of their knowledge and belief, that:

1) Conflict of Interest. No federal grant monies have been paid or will be paid, by or on behalf of the Parties, to any officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan, or cooperative agreement.

2) Influence. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3) Certifications Disclosure. Parties agree to include this certification in the award documents for all subawards at all tiers.
(including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements), and that all grant subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was entered into.

E. Certification Regarding Policies Prohibiting Use of Excessive Force and Regarding Enforcement of State and Local Laws Barring Entrances.

In accordance with Section 519 Public Law 101-144 (the 1990 HUD Appropriations Act), the City certifies that it has adopted and is enforcing.

1) A policy prohibiting the use of excessive force by law enforcement agencies within their respective jurisdictions against any individuals engaged in non-violent civil rights demonstrations; and

2) A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within their jurisdictions.

SECTION VII. Execution of Agreement and Recordkeeping.
A. HUD Certification. The Director is hereby authorized to execute and submit to the County the HUD Certification Form with respect to the community development activities carried out within the boundaries of the City. It is further understood that the County will rely upon the certification executed by the Director for purposes of executing a certification form for submission to HUD.

B. Maintenance of Records. The City shall maintain records of activities for any projects undertaken pursuant to the program, and said records shall be open and available for inspection by auditors assigned by HUD and/or the County on reasonable notice during the normal business hours of the City.
NOW, THEREFORE, the Parties hereto have caused this Agreement to be executed and attested by their proper officer thereunder duly authorized, and their official seals to be hereunto affixed, all as of the day first above written.

County Counsel Certification
The Office of the County Counsel hereby certifies that the terms and provisions of this Agreement are fully authorized under State and local laws, and that the Agreement provides full legal authority for the County to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and publicly assisted housing.

APPROVED AS TO FORM AND EFFECT:
RITA L. NEAL
County Counsel

BY: ________________________________
Deputy County Counsel

DATED: 7.6.17

By: _______________________________
Chairperson of the Board of Supervisors

Date: July 11, 2017

ATTEST:

By: Sandy Summers, Deputy Clerk
Tommy Gong, County Clerk
County Clerk and Ex-Officio Clerk, Board of Supervisors
County of San Luis Obispo, State of California

Date: July 11, 2017
NOW, THEREFORE, the Parties hereto have caused this Agreement to be executed and attested by their proper officer thereunder duly authorized, and their official seals to be hereunto affixed, all as of the day first above written.

CITY OF ARROYO GRANDE

JIM HILL, MAYOR

Date: 6-13-17

ATTEST:

KELLY WETMORE, CITY CLERK

Date: 6-13-17

APPROVED AS TO CONTENT:

JAMES A. BERGMAN, CITY MANAGER

Date: 6-15-2017

APPROVED AS TO FORM:

HEATHER K. WHITHAM, CITY ATTORNEY

Date: 6-13-2017
Food Bank Coalition of San Luis Obispo County
No-Cook Bags for Homeless Residents

$40,000.00 Requested
Submitted: 10/25/2019 9:53:02 AM (Pacific)

Project Contact
Tim Parker
tparker@slofoodbank.org
Tel: 805-238-4664

Additional Contacts
kdrabinski@slofoodbank.org,
bcaresl@slofoodbank.org

Food Bank Coalition of San Luis Obispo County
1180 Kendall Road
San Luis Obispo, CA 93401
CEO
Kevin Drabinski
kdrabinski@slofoodbank.org

Eligibility

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

1. Please identify all funding sources being requested:
   This question will be used to branch only those questions related to the funding sources requested in this application, so don’t worry if your application has skipped question numbers.
   □ CDBG only
   □ ESG only
   □ General Funds only
   □ CDBG and ESG
   ✔ CDBG and General Funds
   □ ESG and General Funds
   □ CDBG, ESG and General Funds

National Objectives

2. CDBG ONLY - Please select the national objective that best applies to the proposed project.
Please refer to "Basically CDBG" or the "CDBG Guide to National Objectives and Eligible Activities" in the Library for more information regarding CDBG national objectives.

- Low/Moderate Income
- Slums or Blight
- Urgent Need

3. CDBG ONLY - IF LOW/MODERATE INCOME WAS SELECTED: Select which criteria the proposed project intends to qualify under to meet the Low/Moderate Income objective.

Please refer to "Basically CDBG" or the "CDBG Guide to National Objectives and Eligible Activities" in the Library for more information regarding the Low/Moderate Income national objective.

- Area Benefit
- Clientele
- Housing
- Jobs
- N/A - Low/Moderate Income NOT selected

4. CDBG ONLY - IF SLUM OR BLIGHT WAS SELECTED: Select which criteria the proposed project intends to qualify under to meet the Slums or Blight objective.

Please refer to "Basically CDBG" or the "CDBG Guide to National Objectives and Eligible Activities" in the Library for more information regarding the Slums or Blight national objective.

- Area Basis
- Spot Basis
- N/A - Slums or Blight NOT selected

5. CDBG ONLY - Please explain how the proposed project meets the selected National Objective.

Please refer to "Basically CDBG" or the "CDBG Guide to National Objectives and Eligible Activities" in the Library.

This program provides food specifically to homeless residents of San Luis Obispo County. Homeless residents cannot easily access most food from regular Food Bank distributions, which may need to be opened with utensils, cooked, and/or refrigerated. The No-Cook Bags program provides food that does not need to be cooked or refrigerated, including proteins and fruits/vegetables that are often deficient in the diets of those who are homeless. This targeted food distribution benefits only this specific group of people, who are presumed to be low income due to their lack of housing.

6. ESG ONLY - Please select all ESG objectives applicable to the proposed project, as established in "Opening Doors: Federal Strategic Plan to Prevent and End Homelessness".

- Answer not presented because of the answer to #1-

7. ESG ONLY - Please explain how the proposed project supports the selected objective(s).

- Answer not presented because of the answer to #1-

Beneficiary Documentation

8. CDBG/ESG ONLY - How will you document and maintain income status for CDBG/ESG or presumed benefit status for CDBG of each beneficiary in compliance with the applicable HUD regulations?

Please provide a sample of your Client Intake Form under the Documents Requested section below. Income verification for CDBG beneficiaries must be provided in accordance with 24 CFR Part 5; a link is provided in the Library.

We do not document income status for the No-Cook Bags program. However, the bags are distributed solely to homeless persons, who are presumed to be low income. Because this program is geared to help partner agencies distribute timely and practical food assistance to the populations they serve in order to help connect homeless individuals to wider resources, tracking of detailed recipient data is not feasible as it would require each agency to adopt additional tracking mechanisms beyond those they already employ.

9. CDBG/ESG ONLY - How will you collect demographic data on the beneficiaries of the proposed project (i.e. racial/ethnic characteristics)?

Please provide a sample of your Client Intake Form under the Documents Requested section below. To qualify for an award of CDBG/ESG funds, the agency must collect race and ethnicity information from all clients.

For the same reasons as noted in our response to question 6-1, the No-Cook Bags program does not collect demographic data.

Eligible Activities
10. CDBG ONLY - Identify all eligible activities that apply to the proposed project
   Please refer to "Basically CDBG" or the "CDBG Guide to National Objectives and Eligible Activities." in the Library tab for information regarding CDBG eligible activities.
   ✔ Public Services (General)
   □ Operating Costs of Homeless/AIDS patients programs
   □ Senior Services
   □ Handicapped Services
   □ Legal Services
   □ Youth Services
   □ Transportation Services
   □ Substance Abuse Services
   □ Services for Battered and Abused Spouses
   □ Crime Awareness or Neighborhood Cleanups
   □ Fair Housing Activities
   □ Tenant/Landlord/Housing Counseling
   □ Child Care Services
   □ Health Services
   □ Services for Abused and Neglected Children
   □ Mental Health Services
   □ Subsistence Payments, Homeless Assistance, Rental Housing Subsidies or Security Deposits
   □ Job training and job placement services
   □ Assistance to microenterprises (technical assistance, business support services, and other similar services to owners of microenterprises or persons developing microenterprises)

11. ESG ONLY - Identify all eligible activities that apply to the proposed project
   -answer not presented because of the answer to #1-

12. GENERAL FUND ONLY - Identify all eligible activities that apply to the proposed project
   General Funds activities are limited to those regarding emergency/homeless shelters and warming centers
   □ Operations (e.g. maintenance, repair, utilities)
   ✔ Services (e.g. case management, child care, education services, employment assistance, outpatient health services, legal services, life skills training, mental health services, and substance abuse treatment)
   □ Administration
   □ HMIS

Documents Requested *

Required? Attached Documents *

Client Intake Form(s) for Limited Clientele (if applicable)

Map for Area Benefit (if applicable)

CDBG Requirements and Acknowledgements (Please download the template below and upload an initialed document here)

Food Bank CDBG Regs Acknows

download template

General Liability Insurance

Application Questions top

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

1. Please identify the funding sources being requested:
   This question will be used to branch only those questions related to the funding sources requested in this application - so don't worry if your application has skipped question numbers.
   □ CDBG only
   □ ESG only
Project Summary

2. Project Address(es):
If the proposed project has multiple addresses, please upload a map of the specific locations under the Documents tab.
1180 Kendall Road, San Luis Obispo, CA 93401

3. Jurisdiction(s/Area(s) Served:
Select all that apply
☑ Arroyo Grande
☑ Atascadero
☑ Morro Bay
☑ Paso Robles
☑ Pismo Beach
☑ City of San Luis Obispo
☑ County of San Luis Obispo

4. Brief Project Description:
You will have the chance to expand on your project description further in the application. Please upload any maps, photos, drawings or plans under the Documents tab.

"No-Cook Bags" are bags of portable foods designed for a diverse homeless population who do not have access to a kitchen and so cannot benefit from typical Food Bank distribution items. These bags are distributed by community partners throughout San Luis Obispo County who work directly with the homeless, including non-profits, faith-based organizations, law enforcement and other government agencies. In each No-Cook Bag distributed, homeless residents receive five pounds of food including proteins, fruits/vegetables, and snack foods that are easily consumable without heat, refrigeration, or specialized utensils.

5. Please answer the following:
Please write N/A for any questions that are not applicable.

☐ 20000 CDBG funding requested
☐ n/a ESG funding requested
☐ 20000 General Funds requested
☐ 46800 Total cost to complete project
☐ 07/01/2020 Anticipated start date
☐ 06/30/2021 Anticipated end date
☐ 86,800.00 TOTAL

6. Please indicate if your organization is interested in applying for Permanent Local Housing Allocation (PLHA) funds for eligible activities in the 2020 funding cycle. If so, describe how your proposal would address unmet housing needs in the county.
Please refer to the PLHA web page in the Library. Information given below will assist the County in developing its application for PLHA funding. However, there is no guarantee that PLHA funding will be available for the requested activities.
N/A

Agency Details, Capacity, and Experience

7. Type of agency:
☑ 501(c)(3)
☐ For Profit
☐ Gov't/Public
☐ Other:
8. Is the organization faith-based?
   - Yes
   - No

9. Please answer the following:
   If this is your first time applying to the County for funds, please upload your organizations' incorporation documents in the Documents tab.

   - 12/30/1988 Date of incorporation
   - 2468483 Annual operating budget
   - 27 Number of paid staff
   - 3700 Number of volunteers
   - 2,472,210.00 TOTAL

10. Agency Mission Statement:
   The mission of the Food Bank is to work with a network of community partners to alleviate hunger in San Luis Obispo County and build a healthier community.

11. Please describe the services your organization is CURRENTLY providing (regardless of funding source).
   After 30 years of service to the community, the Food Bank Coalition of San Luis Obispo County has grown into more than a provider of emergency food relief. Our mission, “to work with a network of partners to alleviate hunger in San Luis Obispo County and build a healthier community,” reflects the importance of health when providing food for those in need and the critical role of education and empowerment in improving nutrition among county residents. To help residents maintain their health, half of all food distributed is fresh, high-quality produce.

   The Food Bank administers food distributions in every community in the county, including 80 monthly Neighborhood Food Distributions, senior and children’s distributions, and No-Cook Bags for homeless residents. We collaborate with 200 agency and community partners to serve 30,000 people each month. One out of six local residents now utilize the resources of the Food Bank and our agencies each year, including children, parents, seniors, and disabled residents.

   In addition to directly distributing food, the Food Bank works with our 78 agency partners who distribute food to their clients, including school districts, Salvation Army sites, Senior Nutrition, CAPSLO homeless and child-care programs, churches, ECHO Shelter, People’s Self-Help Housing, Cuesta College, and many more. We differ from other local emergency food providers in that we serve these agencies as well as the public directly.

   We operate with a $2.5 million annual budget comprised of government funds, grants, and individual donations that provide an average of four million pounds of food each year. A staff of 27 employees and 3,700 volunteers make food distributions possible at 115 sites each month throughout the county. We are a California Association of Food Banks member and a part of Feeding America’s Food Bank network.

12. Please describe the services your organization PROPOSES to provide (regardless of funding source).
   “No-Cook Bags” are bags of portable foods designed for a diverse homeless population and distributed by community partners throughout the county. The bags support the continuum of services offered for homeless residents by providing both improved nutrition and a much needed tool for early engagement with clients, opening the door to other services that will help the client secure housing. This project would allow the Food Bank to purchase nutritious food items, particularly proteins, to prepare 1,300 bags each month (15,600 bags per year) for community partners, who will then distribute them directly to homeless residents.

13. How does the project complement and collaborate with existing efforts? Does your organization partner with other organizations?
   No-Cook Bags are distributed both through our community partner agencies, who also distribute other food to the community, and through other agencies who come in contact with homeless residents, including law enforcement, social services, and non-profits. We piloted No-Cook Bags in the South County in 2017 after working closely with homeless-serving agencies to design the program. After it proved successful, we expanded the program over the past two years, increasing from providing agencies with 300 bags per month to 1,150 bags per month. No-Cook Bags are now being distributed county-wide each month through 26 partner agencies and directly by the Food Bank at local “Mobile Assistance and Services addressing Homelessness” (MASH) events and other opportunities. A waitlist exists for No-Cook Bags and we anticipate full demand to be at least 1,300 bags per month. To coordinate services, our Partner Services Manager attends 5 Cities Homeless Coalition, EBAC, and Paso Cares homeless services coordination meetings.

   Agencies using the bags include 5CHC, St. Patrick’s Church, Oceano Family Resource Center, Paso Cares, Nipomo Presbyterian Church, SLO County Office of Education, SLO County Dept. of Social Services, 5 Cities Homeless Coalition, EBAC, and Paso Cares.
Department, Cuesta College, SLO County Drug and Alcohol Services, Showers of Hope, Family Care Network, Cambria Connection, Access Support Network, ECHO, the Salvation Army, and others. These agencies then keep a supply on hand to distribute as needed and take bags with them when performing outreach.

14. If the proposed project will serve homeless households, please describe how the project will coordinates with other homeless service providers to connect homeless individuals and families to resources. If this question is not applicable, write N/A in the box below.

This program does not directly serve homeless households. Rather, we provide the food to community agencies who directly serve homeless households. This allows us to focus on our core mission of food distribution, while providers who work with the homeless can focus on connecting them to resources, including the food that we provide. As part of a system of response to the concerns of homelessness in San Luis Obispo County, these bags have also proven to be effective "icebreakers" for local law enforcement agencies and community task forces that interact with homeless individuals to message challenging topics, such as the need to move encampment sites, promote social resources and investigate community complaints. The continuance and expansion of this program will continue to strengthen the network of resources available to homeless residents across San Luis Obispo County.

15. Please describe your organization’s capacity to implement the proposed project. Who will be involved? List projects of similar size and type that your organization has completed.

The Food Bank's centralized warehouse in San Luis Obispo is 18,000 square feet and includes sufficient area for staff and volunteers to sort, store and compile food items specifically for the No-Cook Bag program. All staff have ServSafe Food Handling Certification as well as specialized training for their specific duties. With ten warehouse staff and a pool of 2,400 warehouse volunteers, we have sufficient capacity to implement the program.

Food Bank staff are responsible for ordering, delivering, and overseeing the packing of bags. Volunteers pack the bags, sorting through food donations from residents across San Luis Obispo County, and combining appropriate donations with food purchased by Food Bank staff specifically for the program. Partner agencies then either pick up the bags from the warehouse or from delivery points in Northern and Southern San Luis Obispo County and perform the work of distributing the bags to homeless individuals they work directly with.

The Food Bank has run this program successfully for three years. We also successfully administer over 80 public food distributions throughout the county each month. The No-Cook Bag program represents a small but important component of our work that targets the needs of homeless residents and is has been demonstrated to be a sustainable, scalable program, as well a much needed service for the homeless population.

16. Briefly describe your agency’s record keeping system with relevance to the proposed project. Refer to Chapter 13 of "Basically CDBG" in the Library for more information on record keeping for CDBG.

Community partner agencies typically visit our warehouse weekly or monthly to access multiple Food Bank services. We add No-Cook Bags to other food goods they collect, preparing in advance the number of No-Cook Bags they request and then helping them load the bags into their vehicles. For partners who would not otherwise be coming to the warehouse, Food Bank staff meet them at weekly distribution sites nearer their locations to deliver their No-Cook Bags. The number of bags is tracked using pick-up and delivery records built into the Food Bank's record keeping systems to ensure continuous tracking of the demand for and impact of the program. We maintain a monthly spreadsheet that details the quantity of bags that each agency has received from us during that month, as well the total pounds of food shipped through the program, to ensure that minimum distribution targets are being achieved and to allow us to adjust our production levels accordingly based on community need.

17. CDBG/ESG ONLY - Will the services offered by your organization increase or expand as a result of CDBG/ESG assistance? Yes  No

18. CDBG/ESG ONLY - IF YES TO ABOVE - What new programs or services will be provided?

If this question is not applicable, write N/A in the box below.

If this request is fully funded, we will be able to maintain our services of 1,150 No-Cook Bags per month and we will be able to provide an additional 150 No-Cook Bags each month. This, combined with an anticipated SLO City Grants-in-Aid grant to continue providing No-Cook Bags in the City of San Luis Obispo, will provide a total of 15,600 No-Cook Bags in 2020-2021 (1,300 per month).

19. CDBG/ESG ONLY - IF YES TO QUESTION 17 - Describe how existing programs or services will be expanded and what percentage of an increase is expected.

If this question is not applicable, write N/A in the box below.
To provide additional bags, Food Bank Staff will order additional food each month and warehouse staff will receive shipments and store the food. As needed, additional volunteers to create the bags will be solicited by our Community Outreach & Volunteer Coordinator. Orders will continue to be taken from community agencies by the Partner Services Manager, and this position will also continue to attend homeless services coordination meetings to advertise the program and obtain feedback. The Partner Services Manager will also outreach to additional organizations who are on the waitlist. Our Director of Operations will continue to monitor the budget and program outcomes. If fully funded, when combined with other funding this would be an 13% increase in the number of bags distributed annually.

Project Details

20. Please describe the proposed project in detail (i.e. What activities are to be undertaken? What are the projects’ goals?).

Please attach a timeline of the project milestones under the Documents tab.

The No-Cook Bags program began because staff and volunteers at Food Bank distributions saw that people who were homeless would go through the food bags they received, keeping the few foods that did not require tools to open, refrigeration, or cooking, and leaving the rest for others. To learn more about the need for no-cook foods, we began talking with other agencies who serve homeless populations. The consensus was that homeless residents lack the food preparation and storage facilities and often the transportation required to keep and prepare the groceries we distribute, and that there are very few food resources available for the homeless. Our partners told us that there is a large need for this type of food, preferably in smaller quantities so that people can easily store and carry the food, and packed in a reusable plastic bag. The highest need was for protein-rich foods, accessible without can openers.

No-Cook Bags are now distributed through our community partner agencies, who also distribute other food to the community, and through other agencies who come in contact with homeless residents, including law enforcement, social services, and non-profits. Each No-Cook Bag includes five pounds of food, including proteins like peanut butter and tuna fish in pop-top cans, nuts, cheese, and protein bars and shakes. They also include canned fruits or vegetables, V8 juice, and snack items (crackers, granola bars, etc.). Bags are packed by volunteers trained to identify appropriate shelf-stable, easy-open foods from our retail and community donations. Approximately 25% of each bag is purchased; the remainder is donated. We purchase those foods that are not commonly donated, like proteins in portable sizes.

Beyond simply providing for immediate needs, No-Cook Bags have also become an important part of a continuum of services, helping providers to build trust and create relationships with clients. Agencies have been requesting more food bags than current funding can provide, and we are not yet providing any bags to some agencies.

The No-Cook Bag program began with a grant from the Community Foundation of San Luis Obispo County’s Klaproad Fund but has since moved beyond start-up funding. At the same time, demand has outpaced our ability to identify funds for food purchases. For all other food programs, we have specific revenue streams to cover the costs when foods need to be purchased. While much of the No-Cook Bag contents are donated, funds are needed to purchase certain items that are not donated, particularly easily accessible, shelf-stable proteins in smaller serving sizes. The Food Bank has supported the program this year with general funds but lacks the resources to sustain this funding. With CDBG and General Funds support, we can sustain and expand the program to feed more homeless residents.

21. CDBG/ESG ONLY - Please estimate the number of unduplicated persons or households to benefit from the proposed project. Write "p" for persons or "hh" for households.

Please refer to the Library for HUD Income Limits and information on CDBG Presumed Low/Mod Income populations. Please enter any presumed benefit persons as low-income.

<table>
<thead>
<tr>
<th>15600 bags</th>
<th>TOTAL number of persons (p) or households (hh) regardless of income</th>
</tr>
</thead>
<tbody>
<tr>
<td>15600 bags</td>
<td>Of the total number of persons (p) or households (hh) entered above, how many will be LOW-INCOME (earning 51% - 80% or less of the County median-income)</td>
</tr>
<tr>
<td>0</td>
<td>Of the total number of persons (p) or households (hh) entered above, how many will be VERY LOW-INCOME (earning 50% or less of the County median-income)</td>
</tr>
<tr>
<td>0.00</td>
<td>TOTAL</td>
</tr>
</tbody>
</table>

22. CDBG ONLY - If the project serves any of the presumed benefit populations under the Low/Moderate Income national objective, please describe how the project will directly benefit the populations identified.

If this question is not applicable, write N/A in the box below.

The No-Cook Bags project only benefits clients who are homeless, a presumed benefit population. The project will directly benefit the homeless population by providing them with nutritious, portable food that can be easily eaten without kitchen utensils or cooking.

23. ESG ONLY - FOR EMERGENCY SHELTER ONLY: Please identify the following projected accomplishments and portion of funding requested to go towards each service type for the 12-month contract period.

-answer not presented because of the answer to #1-
24. ESG ONLY - FOR STREET OUTREACH ONLY: Please identify the following projected accomplishments and portion of funding requested to go towards each service type for the 12-month contract period.
- answer not presented because of the answer to #1-

25. ESG ONLY - RAPID RE-HOUSING ONLY - Please identify the following projected accomplishments and portion of funding requested to go towards each service type for the 12-month contract period.
- answer not presented because of the answer to #1-

26. ESG ONLY - FOR HOMELESSNESS PREVENTION ONLY: Please identify the following projected accomplishments and portion of funding requested to go towards each service type for the 12-month contract period.
- answer not presented because of the answer to #1-

27. ESG ONLY - FOR HMIS ONLY: Please identify the portion of funding requested to go towards each service type for the 12-month contract period.
- answer not presented because of the answer to #1-

28. GENERAL FUND ONLY - OVERNIGHT SHELTERS ONLY - Please answer the following:
If the proposed project does not include overnight shelter, write N/A in the boxes below.

- n/a Number of shelter nights provided between July 1, 2018 to June 30, 2019
- n/a Number of beds available between July 1, 2018 to June 30, 2019
- n/a Number of shelter nights PROPOSED to be provided between July 1, 2020 to June 30, 2021
- n/a Number of beds PROPOSED to be provided between July 1, 2020 to June 30, 2021
- n/a How many homeless persons can your organization’s shelter currently serve each day during the daytime hours?
- n/a On average, how many homeless persons did your organization’s shelter serve each day during the daytime hours during the program year of July 1, 2018 to June 30, 2019?
- n/a How many total persons did your organization serve during the program year of July 1, 2018 to June 30, 2019?

0.00 TOTAL

29. GENERAL FUND ONLY - Please identify the following projected accomplishments:
Please indicate either “p” for persons or “hh” for households.

- n/a Projected persons (p)/households (hh) to receive case management
- n/a Projected persons (p)/households (hh) to receive a referral to services/housing
- n/a Projected persons (p)/households (hh) to be connected to an income source

0.00 TOTAL

30. Identify the projected target population(s) your proposed project and activities will serve (including age, race, residency, handicap status, income level or other unit characteristics or subgroup information) and how those populations will benefit
The projected target population for the No-Cook Bags program is any individual who is homeless. All individuals served are expected to have a very low income level, based on their homeless status. A wide range of ages and other statuses are served, as No-Cook Bags are distributed by schools and family resource centers, homeless services providers like SCHC, Sheriff’s deputies and Probation officers, Community Health Centers, the Department of Social Services, churches, and meal providers. Therefore, we expect that the population will include all ages, races, and ethnicities, as well as people with handicap status.

31. Has environmental review been completed (CEQA and/or NEPA)?
- Yes - CEQA review completed
- No - CEQA review not completed
☐ N/A - CEQA not required
- Yes - NEPA review completed
- No - NEPA review not completed

32. Please answer yes or no to the following:
If applicable, please upload a copy of the Phase I or II environmental assessment under the Documents tab.

☐ n/a Has a Phase I or Phase II environmental assessment been conducted for the property?
List and describe any known hazards (e.g. asbestos, storage tanks – underground, aboveground) n/a

Is the project on a property designated or been determined to be potentially eligible for designation as a local, state, or national historic site? n/a

Are the building(s)/structure(s) located on a Historic Site or within a Historic District? n/a

Is the project located within a 100-year flood plain? n/a

IF YES TO ABOVE, does your agency have flood insurance? n/a

Will there be demolition required? n/a

0.00 TOTAL

33. Identify all permits necessary for the project (local, state or federal).
   n/a

34. State whether or not the necessary permits have been issued. If a permit has not yet been issued, indicate when the permit(s) will be applied for or issued.
   Please provide proof of permit issuance under the Documents tab.
   n/a

Financial

35. Briefly describe your agency’s auditing requirements, including those for the proposed project.
   Please upload a copy of your most recent audit under the Documents tab.
   The Food Bank is audited annually by Glenn Burdette Attest Corporation to ensure compliance to all IRS and GAAP requirements for a non-profit entity of our size and scope. This audit process is exhaustive, reviewing inventory and financial controls, document retention, personnel and payroll practices, and compliance to all Federal- and State-funded awards and programs.

In addition, we are audited annually by Feeding America to ensure compliance with all national Food Bank guidelines. Within this audit is a requirement that The Food Bank self-audit all programs, regardless of funding sources, at least biennially.

In addition to these recurring audits, we are routinely audited by The USDA’s TEFAP program staff, as well as by our Worker’s Compensation Insurance provider, Hazard and Liability Insurance provider, and various Funders of our programs.

A copy of our most recent CPA audit for fiscal year 2018 is attached with this submission.

36. How do you plan to fund the operation and maintenance costs (if any) associated with this project? Are these funds available now? If not, when will they be available?
   Operation costs associated with the No-Cook Bags project are for warehouse staffing and facilities. Staffing costs are funded by local donations. Facilities costs are funded via local donations, grants, and agency fees. We also have considerable volunteer support and the support of the many homeless-serving agencies who pick up the No-Cook Bags from our warehouse. And three-quarters of the food for each bag is donated to the Food Bank by community members. Funds are available now to support the operation of this project.

37. Do you have any CDBG/ESG funds remaining from prior Fiscal Year allocations?
   ❌ Yes
   ✔ No

38. IF YES TO ABOVE, please answer the following:
   If this question is not applicable, write N/A in the boxes below.
   n/a What fiscal year(s) did you receive the funding?
   n/a What project did you receive the funding for?
   n/a How much is remaining?
   0.00 TOTAL

39. CDBG ONLY - Identify all jurisdictions you are applying to for 2020 CDBG funds by indicating the amount applied for at each jurisdiction.
   Write N/A for jurisdictions not being applied to for 2020 CDBG funds. Note: Any project/program being recommended less than $8,000 total will not be funded per the Cooperation Agreement between the County and participating cities of the Urban
40. GENERAL FUND ONLY - Please indicate the estimated portion of funding to go towards the following activities:

- 0 Operations (e.g. maintenance, repair, utilities)
- 20000 Services (e.g. case management, food, health care, child care, life skills training)
- 0 Administration
- 0 HMIS

TOTAL funding requested: $40,000.00

Budget Narrative
CDBG, General Funds, and local city match (anticipated from SLO City Grants-in-Aid based on past funding patterns) will together provide 15,600 No-Cook Bags during the 2020-2021 year, 1,300 bags per month. Bags cost $3 for the purchase of foods that are not donated, primarily shelf-stable, portable proteins in accessible formats such as peanut butter and tuna with pop-tops.

All requested funds are for food purchases. In-kind funds anticipated from donations will pay for warehouse staffing and volunteer coordination.
### ESG Matching Funds

<table>
<thead>
<tr>
<th>Sources</th>
<th>Amount</th>
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<tbody>
<tr>
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<td>Total</td>
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</table>

### Documents

<table>
<thead>
<tr>
<th>Documents Requested *</th>
<th>Required?</th>
<th>Attached Documents *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incorporation Documents (if applicable)</td>
<td></td>
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</tr>
<tr>
<td>Timeline of Project Milestones</td>
<td>✔️</td>
<td>SLO FB Milestones</td>
</tr>
<tr>
<td>Proof of Permit Issuance (if applicable)</td>
<td></td>
<td></td>
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<tr>
<td>Map of Multiple Project Locations (if applicable)</td>
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</tr>
<tr>
<td>Most Recent Audit</td>
<td>✔️</td>
<td>SLO FB Audit 2018</td>
</tr>
<tr>
<td>Commitment Letters for funds (if available)</td>
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<td></td>
</tr>
<tr>
<td>Timeline of Expenditures</td>
<td>✔️</td>
<td>SLO FB Expenditures</td>
</tr>
</tbody>
</table>

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 150834
2020 PUBLIC SERVICES AND ECONOMIC DEVELOPMENT (CDBG, ESG and GENERAL FUND)
10/31/2019 deadline

Peoples' Self-Help Housing
County of San Luis Obispo Supportive Housing Program

$94,186.00 Requested


Project Contact
Forrest Eastham
grants@pshhc.org
Tel: 8055482345

Eligibility
Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

1. Please identify all funding sources being requested:
   This question will be used to branch only those questions related to the funding sources requested in this application, so don't worry if your application has skipped question numbers.
   - [X] CDBG only
   - [ ] ESG only
   - [ ] General Funds only
   - [ ] CDBG and ESG
   - [ ] CDBG and General Funds
   - [ ] ESG and General Funds
   - [ ] CDBG, ESG and General Funds

National Objectives
2. CDBG ONLY - Please select the national objective that best applies to the proposed project
   Please refer to "Basically CDBG" or the "CDBG Guide to National Objectives and Eligible Activities" in the Library for more
inform a tion reg a rd ing CDB G nationa l obj e ct iv e s.

Low/Moderate Income
☐ Slums or Blight
☐ Urgent Need

3. CDBG ONLY - IF LOW/MODERATE INCOME WAS SELECTED: Select which criteria the proposed project intends to qualify under to meet the Low/Moderate Income objective

Please refer to "Basically CDBG" or the "CDBG Guide to National Objectives and Eligible Activities" in the Library for more information regarding the Low/Moderate Income national objective.

☐ Area Benefit
☐ Clientele
☐ Housing
☐ Jobs
☐ N/A - Low/Moderate Income NOT selected

4. CDBG ONLY - IF SLUM OR BLIGHT WAS SELECTED: Select which criteria the proposed project intends to qualify under to meet the Slums or Blight objective

Please refer to "Basically CDBG" or the "CDBG Guide to National Objectives and Eligible Activities" in the Library for information regarding the Slums or Blight national objective.

☐ Area Basis
☐ Spot Basis
☐ N/A - Slums or Blight NOT selected

5. CDBG ONLY - Please explain how the proposed project meets the selected National Objective.

Please refer to "Basically CDBG" or the "CDBG Guide to National Objectives and Eligible Activities" in the Library tab. This project qualifies as a low/moderate income limited clientele activity. Among program clientele, 96% are low/moderate income persons from low/moderate income households, and all are residents at PSHH’s affordable, supportive rental properties throughout San Luis Obispo County. The rate of low/moderate income persons served is well above the 51% threshold established in the “CDBG Guide to National Objectives and Eligible Activities.”

6. ESG ONLY - Please select all ESG objectives applicable to the proposed project, as established in “Opening Doors: Federal Strategic Plan to Prevent and End Homelessness”.

-answer not presented because of the answer to #1-

7. ESG ONLY - Please explain how the proposed project supports the selected objective(s).

-answer not presented because of the answer to #1-

Beneficiary Documentation

8. CDBG/ESG ONLY - How will you document and maintain income status for CDBG/ESG or presumed benefit status for CDBG of each beneficiary in compliance with the applicable HUD regulations?

Please provide a sample of your Client Intake Form under the Documents Requested section below. Income verification for CDBG beneficiaries must be provided in accordance with 24 CFR Part 5; a link is provided in the Library. Receiving HUD and USDA funds to build housing for low-income households, PSHH collects and verifies information on family size, income, disability, and senior status in accordance with federal HUD and USDA regulations as part of a household’s application process prior to move in at a PSHH property. Once residing at a PSHH rental property, every household’s income and size is recertified annually. PSHH retains data on the size and annual income of all families and households living at our properties, including those receiving services through Supportive Housing Program (SHP), for which grant funding is sought. In most cases, household income may not exceed 50% of the Area Median Income (AMI) at move-in. Household size, income, disability, and senior status information is stored in PSHH’s resident database, which is easily cross referenced with the client database maintained by the Supportive Housing Program, the program for which funds are sought.

9. CDBG/ESG ONLY - How will you collect demographic data on the beneficiaries of the proposed project (i.e. racial/ethnic characteristics)?

Please provide a sample of your Client Intake Form under the Documents Requested section below. To qualify for an award of CDBG/ESG funds, the agency must collect race and ethnicity information from all clients.

Race and ethnicity data is reported by residents during the tenant application process and is stored in PSHH’s resident database, in accordance with HUD and USDA regulations. Application forms for potential residents of rental properties as well as the intake form for new SHP clients are attached.
Eligible Activities

10. CDBG ONLY - Identify all eligible activities that apply to the proposed project

Please refer to "Basically CDBG" or the "CDBG Guide to National Objectives and Eligible Activities" in the Library tab for information regarding CDBG eligible activities.

☐ Public Services (General)
☐ Operating Costs of Homeless/AIDS patients programs
☑ Senior Services
☑ Handicapped Services
☐ Legal Services
☑ Transportation Services
☑ Substance Abuse Services
☑ Services for Battered and Abused Spouses
☐ Crime Awareness or Neighborhood Cleanups
☐ Fair Housing Activities
☑ Tenant/Landlord/Housing Counseling
☐ Child Care Services
☑ Health Services
☐ Services for Abused and Neglected Children
☑ Mental Health Services
☑ Subsistence Payments, Homeless Assistance, Rental Housing Subsidies or Security Deposits
☑ Job training and job placement services
☐ Assistance to microenterprises (technical assistance, business support services, and other similar services to owners of microenterprises or persons developing microenterprises)

11. ESG ONLY - Identify all eligible activities that apply to the proposed project

-answer not presented because of the answer to #1-

12. GENERAL FUND ONLY - Identify all eligible activities that apply to the proposed project

-answer not presented because of the answer to #1-

Documents Requested *

<table>
<thead>
<tr>
<th>Required?</th>
<th>Attached Documents *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Intake Form(s) for Limited Clientele (if applicable)</td>
<td>SHP/Grant Program new client intake form</td>
</tr>
<tr>
<td></td>
<td>PSHH intake form pre-application to be waitlisted</td>
</tr>
<tr>
<td></td>
<td>PSHH tenant application farmworker USDA units</td>
</tr>
<tr>
<td></td>
<td>PSHH tenant application HUD properties</td>
</tr>
<tr>
<td></td>
<td>PSHH tenant application nonHUD nonUSDA units</td>
</tr>
<tr>
<td>Map for Area Benefit (if applicable)</td>
<td>CDBG Requirements and Acknowledgements</td>
</tr>
<tr>
<td>CDBG Requirements and Acknowledgements (Please download the template below and upload an initialed document here)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>download template</td>
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<tr>
<td></td>
<td>CDBG Requirements and Acknowledgements</td>
</tr>
<tr>
<td>General Liability Insurance</td>
<td>PSHH Insurance Certificate</td>
</tr>
</tbody>
</table>

Application Questions top

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

1. Please identify the funding sources being requested:

This question will be used to branch only those questions related to the funding sources requested in this application - so don't worry if your application has skipped question numbers.

☑ CDBG only
Project Summary

2. Project Address(es):
If the proposed project has multiple addresses, please upload a map of the specific locations under the Documents tab.

Arroyo Grande:
- 163 S Elm St.
- 351 S Elm St.
- 119 Juniper St.
- 150 S Courtland St.

Atascadero:
- 7480 Santa Ysabel

Avila Beach:
- 240 Ocean Oaks Ln.

Cambria:
- 2835 Schoolhouse Ln.

Los Osos:
- 1251 Los Olivos Ave.
- 1351 Los Olivos Ave.

Morro Bay:
- 2812 Elm St.
- 495 Main St.
- 456 Elena St.
- 375 Sequoia St.

Oceano:
- 1261 Belridge St
- 1720 17th St.

Paso Robles:
- 400 Oak Hill Rd.
- 401 Oak Hill Rd.
- 1255 Creston Rd.
- 2940 Spring St.

Pismo Beach:
- 360 Park Ave.
- 211 to 251 Addie St.

San Luis Obispo:
- 537 Brizzolara St.
- 3071 S Higuera St.

Templeton:
- 999 Las Tablas Rd.
- 1009 Petersen Ranch Rd.

3. Jurisdiction(s)/Area(s) Served:
Select all that apply
- [ ] Arroyo Grande
- [ ] Atascadero
4. Brief Project Description:
You will have the chance to expand on your project description further in the application. Please upload any maps, photos, drawings or plans under the Documents tab.

PSHH will provide SHP’s clinical social services and case management in order to develop personalized wrap-around services for residents of PSHH’s 26 affordable, supportive rental properties in San Luis Obispo County. The overwhelming majority of these households are classified as very-low-income, earning 50% or less of AMI. Services are provided onsite, either at the resident’s home or at a social worker office located on the property. Most program services are provided weekdays between 9 am and 6 pm. Services are provided by masters-level social workers, setting program staff apart as clinical social workers. Services are free, confidential, and completely optional. Services are provided in order to enhance household stability and resiliency.

5. Please answer the following:
Please write N/A for any questions that are not applicable.

- $94,186  CDBG funding requested
- N/A  ESG funding requested
- N/A  General Funds requested
- $479,224  Total cost to complete project
- 7/1/20  Anticipated start date
- 6/30/21  Anticipated end date
- 573,410.00  TOTAL

6. Please indicate if your organization is interested in applying for Permanent Local Housing Allocation (PLHA) funds for eligible activities in the 2020 funding cycle. If so, describe how your proposal would address unmet housing needs in the county.

Please refer to the PLHA web page in the Library. Information given below will assist the County in developing its application for PLHA funding. However, there is no guarantee that PLHA funding will be available for the requested activities. PSHH will not be applying for PLHA funds at this time.

Agency Details, Capacity, and Experience

7. Type of agency:
- ✔️ 501(c)(3)
- ☐ For Profit
- ☐ Gov’t/Public
- ☐ Other:

8. Is the organization faith-based?
- ☐ Yes
- ✔️ No

9. Please answer the following:
If this is your first time applying to the County for funds, please upload your organizations’ incorporation documents in the Documents tab.

- 8/6/70  Date of incorporation
- $12,795,44  Annual operating budget
- 203  Number of paid staff
- 907  Number of volunteers
- 1,280,654.00  TOTAL
10. **Agency Mission Statement:**
We build affordable homes with site-base services that offer opportunities to change lives and strengthen communities on the central coast of California.

11. **Please describe the services your organization is CURRENTLY providing (regardless of funding source).**
Celebrating our 50th anniversary next year, PSHH is the longest-running provider of affordable housing and related support services on the Central Coast of California. The agency houses over 5,500 individuals at 52 affordable housing properties in San Luis Obispo, Santa Barbara and Ventura counties. PSHH has housing programs and communities designed especially for veterans, seniors, those living with physical and developmental disabilities, and those transitioning out of homelessness. Our nonprofit has also helped over 1,200 households become homeowners through its “sweat equity” Home Ownership Program, in which home owners build their own homes over a one-year period. Supportive service programs include SHP, Community Building and Engagement, and the Education Program. These services are provided by PSHH staff, onsite where residents live.

Through SHP, the program for which funding is sought, PSHH maintains a staff of in-house clinical social workers who provide case management and enhance access to public and private social services and safety net programs. Clients also have enhanced access to CalFresh, MediCal, health care providers, emergency assistance, and much more.

Community Building and Engagement coordinates food distribution, provides onsite health fairs and screenings, organizes exercise classes through community partners, and hosts community gatherings. Community Building and Engagement’s programmatic staff provide services that enhance employment attainment and retention, such as English as a foreign language and computer literacy workshops.

The Education Program, which has operated for over 17 years, operates at 11 learning centers. All are onsite at various affordable supportive rental properties owned by PSHH. Educational services are provided after each of the 180 school days per year, with an additional 120 days of programming during academic breaks. Curriculum and education tools are focused on English language learners and students from low-income households who make up most of the student body. The Education Program is helping students to reach grade-level mathematics and literacy proficiency at rates that exceed those of their English-only speaking peers.

12. **Please describe the services your organization PROPOSES to provide (regardless of funding source).**
PSHH proposes the continuation of SHP services at PSHH properties throughout San Luis Obispo County, serving approximately 440 households through over 3,500 hours of clinical social work and case management. We estimate the following number of households and clients to be served in the following municipalities:

- **Arroyo Grande:** 68 clients through 450 hours
- **Atascadero:** 8 households through 120 hours
- **Morro Bay:** 75 households through 500 hours
- **Paso Robles:** 110 households through 1,000 hours

The average PSHH household size is San Luis Obispo County is 2.25 members.

As part of the grant-funded program, PSHH also proposes updating the SHP client database to capture a wider array of client services and external referrals. This update will provide an enhanced record of outputs. Through an improved understanding of the services being provided to clients and the external organizations to which clients are being referred, PSHH will improve client services and interorganizational relationships by allowing program supervisors and administrators to measure additional outputs and client referrals to outside services.

13. **How does the project complement and collaborate with existing efforts? Does your organization partner with other organizations?**
PSHP and the Community Building and Engagement program are both housed within the Department of Neighborhood Development and Resident Services and have a symbiotic relationship. While SHP provides case management and enhanced access to external social and health services, Community Building and Engagement provides adult learning opportunities that focus on health education, employment attainment and retention, and community organizing.

SHP social workers are knowledgeable about regional social services and the requirements for new clients at those organizations and within their aid programs, and social workers collaborate with other agencies through efforts to connect clients to other organizations that provide social and health services. While these relationships are mutually beneficial, streamlining the application and new client onboarding process at local organizations while connecting PSHH residents to needed services, SHP does not generally have a formal partnership or MOU in place.

14. **If the proposed project will serve homeless households, please describe how the project will coordinates with other homeless service providers to connect homeless individuals and families to resources.**
If this question is not applicable, write N/A in the box below.

While this project serves those at risk of homelessness as well as formerly homeless households, it does not serve homeless households.

15. Please describe your organization’s capacity to implement the proposed project. Who will be involved? List projects of similar size and type that your organization has completed.

Agency-wide 95% of SHP clients maintain stable housing for six months after initiating program services, meeting HUD’s requirements for reaching housing stability. With 52 affordable rental properties in San Luis Obispo, Santa Barbara and Ventura counties, our provision of affordable housing with on-site supportive services helps to ensure that over 5,500 residents have a safe and secure home. Last year, SHP served 899 households across three counties through over 10,000 hours of service.

SHP is housed in the Neighborhood Development and Resident Services Department, headed by Rick Gulino, a Licensed Clinical Social Worker, and is staffed by four Bilingual Social Workers, four Social Workers and two Clinical Supervisors. PSHH partners with regional universities and colleges to provide internships to social work graduate students.

16. Briefly describe your agency’s record keeping system with relevance to the proposed project.

Refer to Chapter 13 of “Basically CDBG” in the Library for more information on record keeping for CDBG.

PSHH uses two databases that are relevant to the project. The first is the organization’s resident database, which stores information on every PSHH household, including household members, ages, race and ethnicity, income at move-in, and income at the most recent recertification. This database is maintained by the Property Management Department.

The second database is the SHP program database, which is used to store case management records, and is maintained by PSHH clinical social workers. This database includes case files and notes, which are tagged for specific services provided during instances of service, and it is easily cross referenced with the resident database. These tags are relevant to various outcomes, outputs, and funder reports. Examples of service tags include crisis intervention, healthcare services, food assistance, transportation, counseling services, and legal issues.

17. CDBG/ESG ONLY - Will the services offered by your organization increase or expand as a result of CDBG/ESG assistance?

✓ Yes
□ No

18. CDBG/ESG ONLY - IF YES TO ABOVE - What new programs or services will be provided?

If this question is not applicable, write N/A in the box below.

N/A

19. CDBG/ESG ONLY - IF YES TO QUESTION 17 - Describe how existing programs or services will be expanded and what percentage of an increase is expected.

If this question is not applicable, write N/A in the box below.

PSHH will upgrade the client database to capture additional client services and referrals to specific external agencies. With an increase of approximately 15% in the number of services tagged for easy reference, this upgrade will enhance outputs records, which will provide comprehensive information to improve client services and interorganizational relationships.

Project Details

20. Please describe the proposed project in detail (i.e. What activities are to be undertaken? What are the projects’ goals?).

Please attach a timeline of the project milestones under the Documents tab.

PSHH will provide clinical social services and case management through the San Luis Obispo County SHP, developing personalized wrap-around services for those living at PSHH’s 26 affordable, sliding-scale rental properties in the County. Most households are certified as very-low-income at time of move-in, which typically means they earn 50% or less of Area Median Income. Most services are provided weekdays between 9 am and 6 pm. Services are provided by those possessing a master’s degree in the social work field. Grant funds will support the 5 social workers who provide SHP services within San Luis Obispo County.

Services are provided in English and Spanish to any of the 607 households and 1,427 individuals in residence at PSHH properties in the County. These include:

• 98 households in Arroyo Grande
• 18 in Atascadero
• 29 in Avila Beach
• 24 in Cambria
• 104 in Los Osos
• 99 in Morro Bay
• 28 in Oceano
• 197 in Paso Robles
• 26 in Pismo Beach
• 33 in San Luis Obispo
• 112 in Templeton

SHP services are free, confidential, completely optional, and available to all PSHH residents, helping to keep those at risk of homelessness stably housed.

Our social workers are trained in trauma-informed practices, a treatment framework that includes understanding, recognizing, and responding to the effects of various forms of trauma. Trauma-informed practice also emphasizes physical, psychological, and emotional safety for both patients and providers, and it helps survivors rebuild a sense of control and empowerment.

Social workers complete assessments of resident needs, develop ongoing case management plans, and assist with coordinating services to support and enhance household management. All case management plans are resident-driven. Clinical staff of PSHH support our residents in crisis situations to prevent homelessness, and work with each household to help them move toward personal resiliency. For senior residents, SHP provides supportive services to help them age in place and maintain their quality of life. For those living with disabilities, SHP provides the opportunity to enjoy independent living.

Outreach is provided by property managers, who live onsite, at the time of new resident intake and at any point when property managers observe a potential need for the program by a resident or household. Last year, approximately 40% of our residents utilized SHP. Our priority is to assist residents in meeting their most basic needs of food, housing, income security, and health. To help residents achieve stability, our social workers provide free and confidential assistance with coordinating medical appointments and mobility, linking residents to community resources, enhancing budgeting skills, assisting with job searches, providing crisis intervention, addressing mental health issues, accessing emergency financial assistance for basic needs, and more.

21. CDBG/ESG ONLY - Please estimate the number of unduplicated persons or households to benefit from the proposed project. Write "p" for persons or "hh" for households. Please refer to the Library for HUD Income Limits and information on CDBG Presumed Low/Mod Income populations. Please enter any presumed benefit persons as low-income.

- 440hh TOTAL number of persons (p) or households (hh) regardless of income
- 40hh Of the total number of persons (p) or households (hh) entered above, how many will be LOW-INCOME (earning 51% - 80% or less of the County median-income)
- 383hh Of the total number of persons (p) or households (hh) entered above, how many will be VERY LOW-INCOME (earning 50% or less of the County median-income)
- 0.00 TOTAL

22. CDBG ONLY - If the project serves any of the presumed benefit populations under the Low/Moderate Income national objective, please describe how the project will directly benefit the populations identified. If this question is not applicable, write N/A in the box below.

PSHH operates four properties in San Luis Obispo County dedicated to housing either seniors or seniors and people living with disabilities. Residents of each of these properties are served by this program.

These seniors and residents living with disabilities experience many of the same benefits as other SHP clients, including improved housing security, short term behavioral health counseling from PSHH’s clinical social workers, and greater access to social services such as CalFresh, MediCal, transportation, food and nutrition services, and much more. Additionally, SHP helps seniors as they age in place, and it helps residents living with disabilities to establish both a support network and a level of resiliency that may not be otherwise possible.

23. ESG ONLY - FOR EMERGENCY SHELTER ONLY: Please identify the following projected accomplishments and portion of funding requested to go towards each service type for the 12-month contract period.

-answer not presented because of the answer to #1-

24. ESG ONLY - FOR STREET OUTREACH ONLY: Please identify the following projected accomplishments and portion of funding requested to go towards each service type for the 12-month contract period.

-answer not presented because of the answer to #1-

25. ESG ONLY - RAPID RE-HOUSING ONLY - Please identify the following projected accomplishments and portion of funding requested to go towards each service type for the 12-month contract period.

-answer not presented because of the answer to #1-
26. ESG ONLY - FOR HOMELESSNESS PREVENTION ONLY: Please identify the following projected accomplishments and portion of funding requested to go towards each service type for the 12-month contract period.
- answer not presented because of the answer to #1-

27. ESG ONLY - FOR HMIS ONLY: Please identify the portion of funding requested to go towards each service type for the 12-month contract period.
- answer not presented because of the answer to #1-

28. GENERAL FUND ONLY - OVERNIGHT SHELTERS ONLY - Please answer the following:
- answer not presented because of the answer to #1-

29. GENERAL FUND ONLY - Please identify the following projected accomplishments:
- answer not presented because of the answer to #1-

30. Identify the projected target population(s) your proposed project and activities will serve (including age, race, residency, handicap status, income level or other unit characteristics or subgroup information) and how those populations will benefit

Within San Luis Obispo County, 1,534 residents live at PSHH affordable supportive properties. Among these residents, 22% are ages 0 to 11, 13% are 12 to 17, 9% are 18 to 24, 41% are 25 to 64, and 15% are 65 or older.

Household median income is $28,029. A total of 13% qualify as low-income, earning 80% or less of AMI, 81% are very-low-income, earning 50% or less AMI.

Non-Hispanic residents account for 36% of the population, and Hispanic residents account for 64%. Ethnically, 89% of residents are of Caucasian descent, 2% of Asian descent, 1% of Native American/Alaskan Native descent, 2% of more than one race, and 5% other.

A total of 147 residents live with a disability, and 140 of those are adults. Among county residents, 104 were previously homeless.

Residents will benefit through enhanced access to services that stabilize their household, contributing to safety, security, and health. Clinical social services provided through SHP enhance food security, provide transportation, establish health coverage, connect residents to health care providers, and help families to secure academic assistance for household members who are students. Social workers provide short-term counselling and connect clients with long-term behavioral health specialists. When no other means of support are available, SHP clients are eligible to apply, via their social worker, to a financial assistance program primarily funded through PSHH employee contributions.

31. Has environmental review been completed (CEQA and/or NEPA)?
   - Yes - CEQA review completed
   - No - CEQA review not completed
   ✔ N/A - CEQA not required
   - Yes - NEPA review completed
   - No - NEPA review not completed

32. Please answer yes or no to the following:
   If applicable, please upload a copy of the Phase I or II environmental assessment under the Documents tab.
   - No Has a Phase I or Phase II environmental assessment been conducted for the property?
   - No List and describe any known hazards (e.g. asbestos, storage tanks – underground, aboveground)
   - No Is the project on a property designated or been determined to be potentially eligible for designation as a local, state, or national historic site?
   - No Are the building(s)/structure(s) located on a Historic Site or within a Historic District?
   - No Is the project located within a 100-year flood plain?
   - No IF YES TO ABOVE, does your agency have flood insurance?
   - No Will there be demolition required?
   TOTAL 0.00

33. Identify all permits necessary for the project (local, state or federal).
No permits are necessary for this project.
34. State whether or not the necessary permits have been issued. If a permit has not yet been issued, indicate when the permit(s) will be applied for or issued.

Please provide proof of permit issuance under the Documents tab.

No permits are necessary for this project.

Financial

35. Briefly describe your agency's auditing requirements, including those for the proposed project.

Please upload a copy of your most recent audit under the Documents tab.

PSHH is required to have an independent financial audit referred to as a “Single Audit." The annual financials are audited by a third party CPA firm according to OMB uniform practice. The independent Auditor reports annually to the Executive Management Team and the Board's four member Audit Committee on the results of their audit. With a licensed CPA serving as CEO and President, and as a steward of HUD, USDA, and VA funds, PSHH has built a comprehensive and robust fiscal oversight system. The PSHH accounting manual governs the policies and procedures of our accounting department to ensure appropriate segregation of duties and handling of the organization's accounting transactions.

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

PSHH funds our programming through various revenue streams, which include rental fees, development and construction fees, individual donations, and grants from public and private grantees. A portion of funds from each of these categories is currently available. The remaining funds will become available on a case-by-case basis throughout the remainder of the current fiscal year as well as the grant period.

37. Do you have any CDBG/ESG funds remaining from prior Fiscal Year allocations?

☐ Yes  ✓ No

38. IF YES TO ABOVE, please answer the following: If this question is not applicable, write N/A in the boxes below.

N/A What fiscal year(s) did you receive the funding?

N/A What project did you receive the funding for?

N/A How much is remaining?

0.00 TOTAL

39. CDBG ONLY - Identify all jurisdictions you are applying to for 2020 CDBG funds by indicating the amount applied for at each jurisdiction.

Write N/A for jurisdictions not being applied to for 2020 CDBG funds. Note: Any project/program being recommended less than $8,000 total will not be funded per the Cooperation Agreement between the County and participating cities of the Urban County.

$9,600 City of Arroyo Grande
$9,500 City of Atascadero
$8,686 City of Morro Bay
$14,000 City of Paso Robles
$0 City of Pismo Beach
$0 City of San Luis Obispo
$53,000 County of San Luis Obispo

94,786.00 TOTAL

40. GENERAL FUND ONLY - Please indicate the estimated portion of funding to go towards the following activities:

- Answer not presented because of the answer to #1-
<table>
<thead>
<tr>
<th>Agency Property Contributions</th>
<th>$ 188,929.00</th>
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<tbody>
<tr>
<td>Other Federal Funds (HUD Service Coordinator Grant)</td>
<td>$ 91,295.00</td>
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<tr>
<td>Other Federal Funds (NeighborWorks America Grant)</td>
<td>$ 34,000.00</td>
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<tr>
<td>Local/County (non-federal)(County of SLO - Preventive Health Grant)</td>
<td>$ 25,000.00</td>
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<td>Local/City (non-federal)(City of SLO - Grants in Aid)</td>
<td>$ 13,000.00</td>
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<tr>
<td>Local/City (non-federal)(City of Pismo)</td>
<td>$ 5,000.00</td>
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<tr>
<td>Other (Donations)</td>
<td>$ 13,814.00</td>
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</tbody>
</table>

**Total** | **$ 188,929.00** | **$ 0.00** | **$ 290,295.00**

### Funding Uses/Expenses

<table>
<thead>
<tr>
<th></th>
<th>CDBG</th>
<th>ESG</th>
<th>General Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel Costs</strong></td>
<td>$ 91,186.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
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<tr>
<td><strong>Operating Costs</strong></td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
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<tr>
<td><strong>Professional Services</strong></td>
<td>$ 3,000.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
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<tr>
<td><strong>Capital Outlay</strong></td>
<td>$ 0.00</td>
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<td>$ 0.00</td>
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<tr>
<td><strong>Permits, Development Fees</strong></td>
<td>$ 0.00</td>
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<tr>
<td><strong>Legal and Public Notices</strong></td>
<td>$ 0.00</td>
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<td><strong>Other (please specify):</strong></td>
<td>$ 0.00</td>
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</tr>
</tbody>
</table>

Total | $ 94,186.00 | $ 0.00 | $ 0.00

### Budget Narrative

**Project Budget:**

Personnel Costs Total = $410,280  
Salaries: Masters level Social Workers - four FTE & one .60FTE = $296,080  
Benefits: Masters level Social Workers - four FTE & one .60FTE = $114,200

Operating Costs Total = $65,944  
Rent/Util. = $12,902  
Office Supplies/Expenses = $5,935  
Computer Supplies = $5,736  
Travel/Training/dues/Licenses = $10,254  
Indirect = $31,117

Professional Services Total = $3,000  
Computer Consultant (database upgrade) = $3,000

Total Project Budget = $479,224

Requesting $91,186 of CDBG funds to assist with staffing costs and $3,000 for the database consultant, for a total of $94,186.

### ESG Matching Funds

<table>
<thead>
<tr>
<th>Sources</th>
<th>Amount</th>
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- **Tables** [top](#)
**Documents**

**Documents Requested**

<table>
<thead>
<tr>
<th>Required?</th>
<th>Attached Documents</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Incorporation Documents (if applicable)</td>
<td>Articles of Incorporation</td>
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<tr>
<td>Timeline of Project Milestones</td>
<td>✔</td>
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<tr>
<td>Proof of Permit issuance (if applicable)</td>
<td></td>
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<tr>
<td>Map of Multiple Project Locations (if applicable)</td>
<td></td>
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<tr>
<td>Most Recent Audit</td>
<td>✔</td>
</tr>
<tr>
<td>Commitment Letters for funds (if available)</td>
<td></td>
</tr>
<tr>
<td>Timeline of Expenditures</td>
<td>✔</td>
</tr>
</tbody>
</table>

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Application ID: 151033

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Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

1. Please identify the funding sources being requested:
This question will be used to branch only those questions related to the funding sources requested in this application, so don't worry if your application has skipped question numbers.

- [x] CDBG only
- [ ] HOME only
- [ ] Title 29 only
- [ ] CDBG and HOME
- [ ] CDBG and Title 29
- [ ] HOME and Title 29
- [ ] CDBG, HOME and Title 29

CDBG National Objectives
2. CDBG ONLY - Please select the CDBG national objective that best applies to the proposed project. Please refer to "Basically CDBG" or the "CDBG Guide to National Objectives and Eligible Activities" in the Library for more information regarding CDBG national objectives.

- Low/Moderate Income
- Slums or Blight
- Urgent Need

3. CDBG ONLY - IF LOW/MODERATE INCOME WAS SELECTED - Select which criteria the proposed project intends to qualify under to meet the Low/Moderate Income national objective. Please refer to "Basically CDBG" or the "CDBG Guide to National Objectives and Eligible Activities" in the Library for more information regarding the Low/Moderate Income national objective.

- Area Benefit
- Limited Clientele
- Housing
- N/A - Low/Moderate Income NOT selected

4. CDBG ONLY - IF SLUMS OR BLIGHT WAS SELECTED - Select which criteria the proposed project intends to qualify under to meet the Slums or Blight national objective. Please refer to "Basically CDBG" or the "CDBG Guide to National Objectives and Eligible Activities" in the Library tab for information regarding the Slums or Blight national objective.

- Area Basis
- Spot Basis
- N/A - Slums or Blight NOT selected

Beneficiary Documentation

5. CDBG ONLY - Please explain how the proposed project meets the selected CDBG National Objective. Please refer to "Basically CDBG" or the "CDBG Guide to National Objectives and Eligible Activities" in the Library tab.

The proposed activity is the construction of accessible access to Ikeda Field at the Soto Sports Complex. The City of Arroyo Grande's Housing Element states that there are approximately 194 persons with disabilities within the City. After 2014, the Census Bureau revised the American Community Service data (ACS), under the ACS 2008-2012 Disability by Age, Race, Ethnicity data, and the County reported a total of 2,012 disabled adults living within the three Census Tracks in the City of Arroyo Grande. The project would help assure that this group of people have adequate access to all areas of the City. It is presumed that such persons are principally low and moderate income.

6. CDBG/HOME ONLY - How will you document and maintain income status or presumed benefit status of each beneficiary in compliance with HUD regulations? Please provide a sample of your Client Intake Form under the Documents Requested section below. Income verification for beneficiaries must be provided in accordance with 24 CFR Part 5; a link is provided in the Library.

The City of Arroyo Grande does not currently collect income status data on users of the Soto Sports Complex.

Eligible Activities

7. CDBG/HOME ONLY - How will you collect demographic data on the beneficiaries of the proposed project (i.e. racial/ethnic characteristics)? Please provide a sample of your Client Intake Form under the Documents Requested section below. To qualify for an award of CDBG/HOME funds, the agency must collect race and ethnicity information from all clients.

The City of Arroyo Grande does not currently collect demographic data on users of the Soto Sports Complex.

8. CDBG ONLY - Identify all eligible activities that apply to the proposed project. Please refer to "Basically CDBG" or the "CDBG Guide to National Objectives and Eligible Activities" in the Library tab for information regarding CDBG eligible activities.

- Acquisition of real property
- Disposition of real property
- Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- Removal of architectural barriers
- Housing rehabilitation
- Administrative technical assistance and planning studies (specified)
9. HOME ONLY - Indicate either "own" if the units will be owned or "rent" if the units will be rentals next to all activities included in the proposed project. 
   -answer not presented because of the answer to #1-

10. TITLE 29 ONLY - Indicate either "own" if the units will be owned or "rent" if the units will be rentals next to all activities included in the proposed project. 
   -answer not presented because of the answer to #1-

Additional Requirements

11. CDBG/HOME ONLY - If the project includes temporary or permanent relocation of occupants, it is subject to the Uniform Relocation Act (URA). Initial in the box below to signify that you have read and understand this requirement. 
   If this question if not applicable, write N/A in the box below. If applicable, upload a completed Relocation Plan under the Documents Requested section below. 
   N/A

12. HOME ONLY - CONSTRUCTION/REHABILITATION ONLY - Describe how the project will meet ADA and Section 504 standards for accessibility by the disabled. Describe the methods, funding and timetable to be utilized to address the problems. 
   -answer not presented because of the answer to #1-

13. HOME ONLY - Please see "Notice to Affordable Housing Projects Receiving HOME Funding" in the Library and initial in the box below that you have read and understand this notice. 
   -answer not presented because of the answer to #1-

Documents Requested * | Required? | Attached Documents *
--- | --- | ---
Client Intake Form(s) for Limited Clientele (if applicable) |  | 
Map for Area Benefit (if applicable) |  | 
CDBG Requirements and Acknowledgements (Please download the template below and upload an initialed document here) | ✓ | 2020 CDBG Req & Acknowledge
[download template](#)
General Liability Insurance |  | 
Relocation Plan - Residential | [download template](#) | 
Relocation Plan - Business | [download template](#) | 

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

1. Please identify the funding sources being requested:
   This question will be used to branch only those questions related to the funding sources requested in this application, so don’t worry if your application has skipped question numbers.
   ✓ CDBG only
   □ HOME only
   □ Title 29 only
   □ CDBG and HOME
   □ CDBG and Title 29
   □ HOME and Title 29
   □ CDBG, HOME and Title 29

Project Summary
2. Project Address(es):
If the proposed project has multiple addresses, please upload a map of the specific locations under the Documents tab.
Soto Sports Complex
1275 Ash Street
Arroyo Grande, CA 93420

3. Jurisdiction(s)/Area(s) Served:
Select all that apply. For Title 29 requests, please refer to the Title 29 Market Areas map in the Library.
- Arroyo Grande
- Atascadero
- Morro Bay
- Paso Robles
- Pismo Beach
- City of San Luis Obispo
- County of San Luis Obispo
- TITLE 29 ONLY - Open to All
- TITLE 29 ONLY - North County
- TITLE 29 ONLY - South County
- TITLE 29 ONLY - Central County
- TITLE 29 ONLY - North Coast

4. Brief Project Description:
You will have the chance to expand on your project description further in the application. Please upload any maps, photos, drawings or plans under the Documents tab.
Improve accessibility at Ikeda Field located within the Soto Sports Complex on Ash Street (APN 077-121-004). It is proposed that the project included accessible access from the Soto Sports Complex parking lot to Ikeda Field.

5. Please answer the following:
Please mark N/A for all questions not applicable.
- $87,042: CDBG funding requested
- HOME funding requested
- Title 29 funds requested
- $143,190: Total cost to complete project
- 10/01/20: Anticipated start date
- 06/30/21: Anticipated end date
- 230,232.00: TOTAL

6. Please indicate if your organization is interested in applying for Permanent Local Housing Allocation (PLHA) funds for eligible activities in the 2020 funding cycle. If so, describe how your proposal would address unmet housing needs in the county.
Please refer to the PLHA web page linked in the Library. Information given below will assist the County in developing its application for PLHA funding. However, there is no guarantee that PLHA funding will be available for the requested activities.

7. Type of agency:
- 501(c)(3)
- For Profit
- Gov't/Public
- Other:

8. Is the organization faith-based?
- Yes
- No
9. Please answer the following:
If this is your first time applying to the County for funds, please upload your organization’s incorporation documents in the Documents tab.

- Date of incorporation: 07/10/1911
- Annual operating budget: $40M
- Number of paid staff: 133
- Number of volunteers: 359
- TOTAL: 492.00

10. Agency Mission Statement:
The City of Arroyo Grande is dedicated to providing efficient and responsive government services. The mission of the organization is to make Arroyo Grande the best place possible for everyone who lives, works, and visits here.

11. Briefly describe the services provided and development projects your organization is CURRENTLY working on (regardless of funding source).
   - Master Plan for Recreation Services building and facilities
   - Installation of ADA compliant drinking fountains at City parks
   - Halcyon Road Complete Street study
   - Annual sidewalk repairs

12. Briefly describe the services and development projects your organization is PROPOSING (regardless of funding source).
   - Construction of building and facilities for Recreation Services
   - Construction of ADA compliant curb ramps
   - Replace playground structures with ADA compliant playground equipment
   - Annual sidewalk repairs
   - Removal of architectural barriers at City buildings and sports facilities

13. How does the proposed project complement and collaborate with existing efforts? Does your organization partner with other organizations?
The proposed project complements the City’s goal to provide accessible public facilities to serve the overall community including those with mobility challenges. The City may at times partner with other organizations when appropriate.

14. If the proposed project will serve homeless households, please describe how the project will coordinates with other homeless service providers to connect homeless individuals and families to resources.
   If this question is not applicable, write N/A in the box below.
   N/A

15. Please describe your organization’s capacity to implement the proposed project. Who will be involved? List projects of similar size and type that your organization has completed.
City staff from several departments (Public Works, Community Development, and Administrative Services) will implement the project, including the Capital Improvement Project Manager, Planning Manager, and Public Works Director.

- 2008-2012 CDBG - Soto Sports Complex Barrier Removal I - Porter & Volunteer Fields
- 2010-2014 CDBG - Soto Sports Complex Barrier Removal II - Pilg & Campbell Fields
- 2017 CDBG - Soto Sports Complex Barrier Removal III - Santos Field

16. Briefly describe your agency's record keeping system with relevance to the proposed project.
Refer to Chapter 13 of “Basically CDBG” in the Library for more information on record keeping for CDBG.
City staff responsible for CDBG projects use time sheets to track time spent on CDBG projects. The City’s Public Works Department designs, bids, awards, and oversees the construction of the City’s capital improvement program and this accessibility project will be under the management and oversight of the City’s Engineer and Capital Improvement Project Manager to ensure project records are maintained.

17. CDBG ONLY - Will the services offered by your organization increase or expand as a result of CDBG assistance?
   ✔ Yes
   □ No
18. CDBG ONLY - IF YES TO ABOVE - What new programs or services will be provided?
If this question is not applicable, write N/A in the boxes below.
Construction of the proposed improvements will enhance accessibility for persons with disabilities on City-owned property.

19. CDBG ONLY - IF YES TO QUESTION 17 - Describe how existing programs or services will be expanded and what percentage of an increase is expected.
If this question is not applicable, write N/A in the box below.
Accessibility will be expanded to this area of the Soto Sports Complex.

Project Details

20. Please describe the proposed project in detail. What activities are to be undertaken?
Please attach a timeline of the project milestones under the Documents tab.
Currently there is no ADA access to Ikeda Field. There is only a vehicle maintenance road providing access to the field. It is proposed that an accessible path of travel from the Soto Sports Complex parking to Volunteer Field be constructed.

21. CDBG/HOME ONLY - FOR ACQUISITIONS ONLY - Identify the following:
If this question is not applicable, write N/A in the boxes below.

| 0071210004 | Assessor's parcel number |
| 36 acres | Parcel size (sq. ft. or acres) |
| Cumulative square footage of buildings on-site (if applicable) |

22. CDBG/HOME ONLY - Please estimate the number of unduplicated persons or households to benefit from the proposed project. Write "p" for persons or "hh" for households.
Please refer to the HUD Income Limits and CDBG guidebooks for information on Presumed Benefit populations. Please enter any presumed benefit households as low-income.

| TOTAL number of persons (p) or households (hh) regardless of income |
| Of the total number of persons (p) or households (hh) entered above, how many will be LOW-INCOME (earning 51% - 80% or less of the County median-income) |
| Of the total number of persons (p) or households (hh) entered above, how many will be VERY LOW-INCOME (earning 50% or less of the County median-income) |

23. CDBG ONLY - If the project serves any of the presumed benefit populations under the Low/Moderate Income national objective, please describe how the project will directly benefit the populations identified.
If this question is not applicable, write N/A in the box below.
The project will allow disabled individuals both within Arroyo Grande and visiting to access Ikeda Field at Soto Sports Complex. Many sports activities are held at these fields, including baseball, football, and soccer.

24. TITLE 29 ONLY - Please estimate the number of households within each eligible income level to benefit from the proposed project.
-answer not presented because of the answer to #1-

25. Identify the projected target population your proposed project will serve (including age, race, residency, handicap status, income level or other unit characteristics or subgroup information) and how that population will benefit from the project.
The projected target population for the proposed project is disabled adults. This population is presumed to be low/moderate income. This population will benefit from this project by the elimination of architectural barriers to access Ikeda Field at Soto Sports Complex, a regional sports complex serving Arroyo Grande and the Five Cities area.

26. Identify whether or not the site is owned or leased by the applicant. If optioned or owned by another entity, provide their name and contact information.
The parcel is owned by the City of Arroyo Grande.

27. CDBG/HOME ONLY - AQUISITIONS ONLY - Please answer the following:
If this question is not applicable, write N/A in the box below.

| N/A | What is the proposed purchase amount? |
28. What is the current zoning of the project site? Is the project site zoned correctly for the proposed activity? If zoning information is not known, contact the local municipality to request assistance. Public Facility Zoning. Community Facility Land Use. Yes.

29. If the project is NOT zoned correctly for the proposed activity, provide an explanation of efforts and a timetable to change the zoning or obtain a variance. If this question is not applicable, write N/A in the box below. N/A

30. Has environmental review been completed (CEQA and/or NEPA)?
   - Yes - CEQA review completed
   - No - CEQA review not completed
   - N/A - CEQA not required
   - Yes - NEPA review completed
   - No - NEPA review not completed

31. Please answer yes or no to the following:
   If applicable, please upload a copy of the Phase I or II environmental assessment under the Documents tab.
   - No - Has a Phase I or Phase II environmental assessment been conducted for the property?
   - No - Are there any known hazards on or around the site (e.g. asbestos, storage tanks – underground, aboveground)?
   - No - Is the project on a property designated or been determined to be potentially eligible for designation as a local, state, or national historic site?
   - No - Are there any building(s)/structure(s) located on a Historic Site or within a Historic District?
   - No - Is the project site located within a 100-year flood plain?
   - N/A - IF YES TO ABOVE, does your agency have flood insurance?
   - No - Will there be demolition required?

32. Are there any existing buildings on the project property that were constructed prior to 1978?
   - Yes
   - No

33. IF YES TO ABOVE, please answer the following questions:
   If this question is not applicable, write N/A in the boxes below. Please upload a copy of the asbestos risk assessment report(s) and/or lead hazard risk assessment report(s) under the Documents tab, if applicable.
   - Has an asbestos risk assessment report(s) been prepared for the building(s)?
   - Has the building(s) been abated for asbestos?
   - Has a lead hazard risk assessment report(s) been prepared for the building(s)?
   - Has the building(s) been abated for lead paint?
   - Will children occupy the building(s)?
   - IF CHILDREN WILL OCCUPY THE BUILDING, indicate the age range of the children. If no children will occupy the building, write N/A.

34. Identify all permits necessary for the project (local, state or federal).
   N/A

35. State whether or not the necessary permits have been issued. If a permit has not yet been issued, indicate when the permit(s) will be applied for or issued.
   Please provide proof of permit issuance under the Documents tab.
   N/A
Financial

36. Briefly describe your agency’s auditing requirements, including those for the proposed project. Please upload a copy of your most recent audit under the Documents tab. The City is audited annually.

37. How do you plan to fund the operation and maintenance costs (if any) associated with this project? Are these funds available now? If not, when will they be available? The City of Arroyo Grande funds City facility maintenance annually, including Park Funds. The staffing and supplies necessary for the maintenance of the proposed improvements are included in the City’s annual operating budget.

38. Identify whether or not the project is required to pay a prevailing wage. If not, briefly explain.
Yes, the project will be required to pay State prevailing wage or Federal wage rates, which ever is higher.

39. CONSTRUCTION/REHABILITATION ONLY - The following asks about tax credits. If this question is not applicable, write N/A in the boxes below.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the proposed project will be applying for tax credits, to which round will it be applying for? (1st round/2nd round)</td>
<td>N/A</td>
</tr>
<tr>
<td>If applying for 1st round, if your project is identified to receive funds, will your project require a Reservation Letter for the state tax creditors? (YES/NO)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

40. Do you have any CDBG/HOME/ESG funds remaining from prior Fiscal Year allocations?

- Yes
- No

41. IF YES TO ABOVE, please answer the following:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What fiscal year(s) did you receive the funding?</td>
<td>FY 2019/20</td>
</tr>
<tr>
<td>What project did you receive the funding for?</td>
<td>Ikeda Field</td>
</tr>
<tr>
<td>How much is remaining?</td>
<td>$56,148</td>
</tr>
</tbody>
</table>

42. CDBG ONLY - Identify all jurisdictions you are applying to for 2020 CDBG funds by indicating the amount applied for at each jurisdiction.

Write N/A for any jurisdictions not being applied to for 2020 CDBG funding. Any project being recommended for less than $8,000 total will not be funded per the Cooperation Agreement between the County and participating cities of the Urban County.

- City of Arroyo Grande: $87,042
- City of Atascadero: N/A
- City of Morro Bay: N/A
- City of Paso Robles: N/A
- City of Pismo Beach: N/A
- City of San Luis Obispo: N/A
- County of San Luis Obispo: N/A

| TOTAL                      | $87,042.00 |

43. CONSTRUCTION/REHABILITATION ONLY - Please upload a pro forma (20 year pro forma for rental housing projects) under the Documents tab. If this question is not applicable, write N/A in the box below. If applicable, write "uploaded" below once the pro forma has been uploaded under the Documents tab.

N/A

44. HOME ONLY - TBRA ONLY - Please indicate the amounts to be spent for rental assistance, deposit assistance, and project administration.

-answer not presented because of the answer to #1-
### Funding Sources/Revenues

<table>
<thead>
<tr>
<th>Source</th>
<th>Committed</th>
<th>Conditional</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG (this year's request)</td>
<td></td>
<td></td>
<td>$87,042.00</td>
</tr>
<tr>
<td>HOME funding (this year's request)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title 29 funding (this year's request)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDBG funding (previous years)</td>
<td></td>
<td></td>
<td>$56,148.00</td>
</tr>
<tr>
<td>HOME funding (previous years)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Federal Funds (please specify source)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State (please specify which source)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local/County (non-federal) (please specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local/City (non-federal) (please specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-kind</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$143,190.00</strong></td>
</tr>
</tbody>
</table>

### Funding Uses/Expenses

<table>
<thead>
<tr>
<th>Expense</th>
<th>CDBG</th>
<th>HOME</th>
<th>Title 29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Services</td>
<td></td>
<td></td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Construction Costs</td>
<td></td>
<td></td>
<td>$117,690.00</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relocation Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permits, Development Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appraisal Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Acquisition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal and Public Notices</td>
<td></td>
<td></td>
<td>$500.00</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$143,190.00</strong></td>
</tr>
</tbody>
</table>

### HOME Matching Funds

<table>
<thead>
<tr>
<th>Sources</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
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<tr>
<td></td>
<td>$</td>
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<td>$</td>
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<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$0</td>
</tr>
</tbody>
</table>

### Documents

- **Incorporation Documents (if applicable)**
- **Proof of Permit Issuance (if applicable)**
- **Asbestos Risk Assessment (if applicable)**
- **Lead Hazard Risk Assessment (if applicable)**
- **Phase I or II Environmental Assessment (if applicable)**

- **Timeline of Project Milestones**

*Required*?
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Map of Multiple Project Locations (if applicable)</td>
<td>Project Location</td>
</tr>
<tr>
<td>Project Photos/Plans/Drawings (if applicable)</td>
<td>Project Photos/Plans/Drawings</td>
</tr>
<tr>
<td>Most Recent Audit</td>
<td>✔ Most Recent Audit</td>
</tr>
<tr>
<td>Commitment Letters for funds (if available)</td>
<td>Commitment Letters for funds</td>
</tr>
<tr>
<td>Timeline of Expenditures</td>
<td>✔ Timeline of Expenditures</td>
</tr>
</tbody>
</table>

*ZoomGrants™ is not responsible for the content of uploaded documents.*
COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING
2020 CDBG APPLICATION FORM

This application is designed to provide the participating jurisdictions of the Urban County of San Luis Obispo to apply for 2020 Community Development Block Grant (CDBG) program Administrative and Planning and Capacity Building funds as allowed in 24 CFR 570.206 and 24 CFR 570.205. Completed applications should provide the necessary budget and itemize expenditures as allowed uses in §570.205 and §570.206.

Email your grant applications to Matt Leal at mleal@co.slo.ca.us, (805) 781-5113, by the application deadline of 5:00 P.M., Friday, October 25, 2019. Please label your email subject with the grant program name and the agency name (Example: 2020 CDBG – City Name).

Consult with applicable federal regulations and County staff if you intend to apply for Planning and Capacity Building funds. Separate applications must be provided by the applicant for Administrative and Planning and Capacity Building activities.

APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>(1-1) City Name</th>
<th>Arroyo Grande</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUNS Number</td>
<td>077252575</td>
</tr>
<tr>
<td>Contact Person/Title</td>
<td>Camilla Karamanlis, Program Analyst</td>
</tr>
<tr>
<td>Phone/Fax Numbers</td>
<td>805-473-5448</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:ckaramanlis@arroyogrande.org">ckaramanlis@arroyogrande.org</a></td>
</tr>
<tr>
<td>Address</td>
<td>300 E. Branch Street</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Arroyo Grande, CA 93420</td>
</tr>
</tbody>
</table>

PROJECT SUMMARY

<table>
<thead>
<tr>
<th>(2-1) Project/Program Title</th>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project/Program Address</td>
<td>300 E. Branch Street</td>
</tr>
<tr>
<td>Jurisdiction/Area Served</td>
<td>City of Arroyo Grande</td>
</tr>
<tr>
<td>Targeted clientele</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Project type (select one):

- [x] Administration (24 CFR 570.206)
- [ ] Planning and Capacity Building (24 CFR 570.205)


(2-2) Brief Project Description:

Administration for City ADA projects supported by CDBG funds in compliance with the American’s with Disabilities Act.

(Please specify between $570.205 and $570.206 uses)

| (2-3) Total CDBG Funding Requested | $6,093 |
| Total Cost to Complete Project    | $6,093 |
## AGENCY DETAILS, CAPACITY, AND EXPERIENCE

<table>
<thead>
<tr>
<th>(3-1) Type of Agency</th>
<th>501 (c)(3)</th>
<th>For Profit</th>
<th>Gov’t/Public</th>
<th>Faith-based</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Incorporation</td>
<td>07/10/1911</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Paid Staff</td>
<td>120</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Operating Budget</td>
<td>$36 Million</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Volunteers</td>
<td>220</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Agency Mission Statement:**
The City of Arroyo Grande is dedicated to providing efficient and responsive government services. The mission of the organization is to make Arroyo Grande the best place possible for everyone who lives, works, and visits here.

**City full time staff from several departments (Public Works, Community Development, and Administrative Services) will implement the project.**

**Briefly describe your agency's record keeping system with relevance to the proposed project/program**
City staff responsible for CDBG administration use detailed time sheets to track time spent on CDBG projects. A specific Capital Improvement project number will be assigned to the project to assist in tracking project costs.

**Briefly describe your agency's auditing requirements, including those for the proposed project/program, and attach a copy of your most recent audit:**
The City is audited annually.

**Will the services offered by your organization increase or expand as a result of CDBG assistance?**
- Yes [ ]
- No [ ]

What new programs or services will be provided?
Administration of projects to enhance accessibility for persons with a disability on City owned property. This will allow persons with a disability to access services provided at Ikeda Field, including sports games, practices, and other such events.

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

(3-7) If your program serves homeless households, please describe how your program coordinates with other homeless service providers to connect homeless individuals and families to resources.

**PROJECT DETAILS/DESCRIPTION**

(4-1) **Targeted Clientele:** Individuals or households? Identify the projected target population your proposed activity will serve. (Include age, race, residency, handicap status, income level or other unit characteristics or subgroup information)

The proposed activity is the administration of projects to enhance accessibility for individuals with disabilities on City-owned property. It is presumed that such persons are principally low and moderate income.

(4-2) **Please describe the proposed project or program in detail.** Make a case for why your project should be funded. Describe the need and the degree of urgency for the proposed project or program. What would the consequences be if the proposed project or program is not funded in the next year? **Please attach a timeline of the project/program milestones.**

Administration is necessary to properly implement the project in compliance with HUD regulations.
2020 CDBG APPLICATION FORM

FINANCIAL INFORMATION

(5-1) Itemize all sources by name of funding and amount expected to be available for each category, if applicable (please include commitment letters if available):

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG Funds Requested*</td>
<td>$6,093</td>
</tr>
<tr>
<td>Other Federal Fund(s)</td>
<td>$</td>
</tr>
<tr>
<td>State Source(s)</td>
<td>$</td>
</tr>
<tr>
<td>Local Source(s)</td>
<td>$</td>
</tr>
<tr>
<td>Applicants Matching Funds</td>
<td>$</td>
</tr>
<tr>
<td>Other:</td>
<td>$</td>
</tr>
</tbody>
</table>

(5-2) Identify all jurisdictions you are applying to for CDBG funds. Indicate the amount applied for at each jurisdiction, and the total amount requested.

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Arroyo Grande</td>
<td>$6,093</td>
</tr>
<tr>
<td>City of Atascadero</td>
<td>$</td>
</tr>
<tr>
<td>City of Morro Bay</td>
<td>$</td>
</tr>
<tr>
<td>City of Paso Robles</td>
<td>$</td>
</tr>
<tr>
<td>City of Pismo Beach</td>
<td>$</td>
</tr>
<tr>
<td>City of San Luis Obispo</td>
<td>$</td>
</tr>
<tr>
<td>County of San Luis Obispo</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

(5-3) Please list expenditures under CDBG by item or cost category and attach a timeline of the expenditures.

<table>
<thead>
<tr>
<th>Expenditure Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time necessary to Administer CDBG projects</td>
<td>$6,093</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$6,093</td>
</tr>
</tbody>
</table>

*20% cap: Costs that are charged to administrative costs and to Planning and Capacity Building per §570.205 and §570.206 are subject to the statutory limitation that not more than 20% of grant funds plus program income may be used for planning and administration and consistent with the Cooperative Agreement with the County of San Luis Obispo.
FEDERAL REQUIREMENTS ACKNOWLEDGEMENTS

Every person or Agency awarded a 2020 CDBG Contract or grant by San Luis Obispo County for the provision of services shall be required to certify to the County that they will comply with federal and local requirements including, but not limited to, those listed below. Please initial each certification listed to indicate you or your agency can and will comply with these requirements if funded.

<table>
<thead>
<tr>
<th>Federal Requirements</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Americans with Disabilities Act</td>
<td>CK</td>
</tr>
<tr>
<td>Certify that this agency has reviewed its projects, programs and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990.</td>
<td></td>
</tr>
<tr>
<td>Audits</td>
<td>CK</td>
</tr>
<tr>
<td>Agrees to have an annual audit conducted in accordance with current San Luis Obispo County policy regarding audits and 2 CFR 200.501 audit requirements. Shall comply with current San Luis Obispo County policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided through the grant.</td>
<td></td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>CK</td>
</tr>
<tr>
<td>(2 CFR 200.112, 200.318, and 570.611) Certify and agree that no covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activity, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. A “covered person” includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the agency</td>
<td></td>
</tr>
<tr>
<td>Civil Rights Act</td>
<td>CK</td>
</tr>
<tr>
<td>Certify that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.</td>
<td></td>
</tr>
<tr>
<td>Debarment Status of Contractors</td>
<td>CK</td>
</tr>
<tr>
<td>Certify that, to the best of its knowledge and belief, that it and its principals will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency (<a href="https://www.sam.gov/portal/public/SAM/">https://www.sam.gov/portal/public/SAM/</a>)</td>
<td></td>
</tr>
<tr>
<td>Drug-Free Workplace</td>
<td>CK</td>
</tr>
<tr>
<td>Certify that it will provide a drug-free workplace.</td>
<td></td>
</tr>
<tr>
<td>Financial Management</td>
<td>CK</td>
</tr>
<tr>
<td><strong>Accounting Standards:</strong> Agrees to comply with 2 CFR 200(E)(F) and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.</td>
<td></td>
</tr>
<tr>
<td>Cost Principles: Shall administer its program in conformance with 2 CFR 200(E), “Cost Principles for Non-Profit Organizations,” or 2 CFR 225, “Cost Principles for State and Local Governments,” as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.</td>
<td></td>
</tr>
<tr>
<td>Procurement Policies: Certify and agree to procure all materials, property, or services in accordance with the requirements of 2 CFR 200.320-326.</td>
<td></td>
</tr>
<tr>
<td>Lobbying Activities Certify that no Federal appropriated funds have been paid or will be paid, by or on behalf of the agency, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.</td>
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<td>Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), Small Business Contracting Certify that it will comply with 2 CFR 200.321 to take all necessary affirmative steps to assure that minority firms, women business enterprises, and labor surplus area firms are used when possible. Further certify that it will submit to San Luis Obispo County at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with CDBG funds with contracts of $10,000 or greater, in a format that will be provided by the County.</td>
<td></td>
</tr>
<tr>
<td>Real Property Certify that it will comply with real property standards (24 CFR Part 570.505) applicable to any property within the owner's control that is acquired or improved in whole or in part using CDBG funds in excess of $25,000.</td>
<td></td>
</tr>
<tr>
<td>Religious Activities Certify and agree that funds provided to the agency will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.</td>
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<tr>
<td>Section 3 Certify and agree to ensure that opportunities for training and employment arising in connection with contracts or subcontracts for a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing</td>
<td></td>
</tr>
<tr>
<td>Section 504</td>
<td>Section 504 of the Rehabilitation Act of 1973: Certify that it has read and understands all its obligations under Section 504 to prohibit discrimination against persons with disabilities in the operation of programs receiving federal financial assistance.</td>
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<td>Liability</td>
<td>The County and cities require all grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than $1 million (may vary by jurisdiction). If you are successful in obtaining a reward, you will be asked to provide documentation regarding your ability to provide the required coverage.</td>
</tr>
<tr>
<td>Environmental Review</td>
<td>Prior to HUD's release of grant conditions and/or funds for the CDBG-funded project, a review of the project's potential impact on the environment must be conducted and approved by the County of San Luis Obispo prior to obligating or incurring project costs. The County must certify to HUD that it has complied with all applicable environmental procedures and requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project shall not benefit from the federal funds. The level of environmental review required depends on the nature of the project. 24 CFR Part 58 is available at <a href="http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf">http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf</a>.</td>
</tr>
<tr>
<td>Relocation</td>
<td>Any project that involves the acquisition of property, construction, and/or rehabilitation and that is funded in whole or in part with federal CDBG funds is subject to federal relocation requirements. In general, any property owner, commercial business, or residential occupant who is displaced by a HUD-funded project may be eligible for relocation benefits. A project cannot be broken into separate “projects” in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning the relocation regulations for a specific property acquisition project should be directed to the County Housing and Economic Development staff before any action is taken on the project.</td>
</tr>
<tr>
<td>HMIS Reporting</td>
<td>All homeless service providers applying for CDBG funds to assist, house, or shelter the homeless must identify and demonstrate the capacity to participate in the County of San Luis Obispo Homeless...</td>
</tr>
</tbody>
</table>
Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per HUD's Data Standards. HUD updated its data standards in 2014, and the new standards are in effect as of October 1, 2014. More information can be found at https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf and https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf.

Affirmative Marketing
Quarterly and annual reports shall be submitted by the project/program manager to the County for CDBG-funded public services and housing projects. Each report shall include the total number of project/program applicants and clients served with respect to race, ethnicity, gender, and disability status. Affirmative marketing efforts shall be taken to increase the participation of any underserved groups.

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

Signature

10/24/2019

DATE

Camilla Karamanlis
Printed or Typed Name

Program Analyst
Title