

APPENDIX A

CDBG PROJECT PROPOSAL

COUNTY OF SAN BERNARDINO
DEPARTMENT OF COMMUNITY DEVELOPMENT AND HOUSING

2006-2007 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

- PUBLIC SERVICE PROGRAM PROPOSAL -

Public service programs involve the use of CDBG funds to pay the non-construction costs of providing new or expanded services such as: graffiti removal, social services, transportation services (in support of qualified social services); employment, housing, legal, health and education services; and blight abatement. Please note that federal regulations limit the use of CDBG funds for public services to 15 percent of the County's grant.

Important: The U.S. Department of Housing and Urban Development (HUD) notified the County that the costs associated with subrecipient oversight of small grants far exceed the actual grant award. HUD recommended that the County increase the minimum grant awards in order to justify the administrative burden. Consequently, CDH strongly encourages CDBG awards of \$5,000 or more per city or unincorporated community to be served, and will use this grant minimum in making its recommendations for approved projects. See page 5 of 6 for more details.

Carefully read through the instructions and proposal forms. Answer all questions, which are applicable to your project, as specifically and completely as possible. If more space is needed, attach separate sheets.

TYPE OR PRINT

A. APPLICANT INFORMATION

- 1) Name of Applicant Organization: **Friendly Faces Homeless Services, Inc.**
- 2) Mailing Address: **1234 "A" Street**
Anytown, CA Zip: **92201**
- 3) Contact Person: **Jane C. Doe**
- 4) Title: **Executive Director**
- 5) Phone: **(909) 555-3456** FAX: **(909) 555-3457**
- 6) E-mail Address: **FFHS@anyserver.org**

B. PROJECT DESCRIPTION

- 1) Using 25 words or less, provide a concise description of the proposed program. **This 25-word description is required in order for this application to be considered complete.** Consider items addressed under the General Project Eligibility section of the Project Proposal Instructions. A detailed project description is also required to be provided on Attachment A, page 6 of 6.

FFHS will provide homeless shelter services in the East Valley area of San Bernardino County and will expand services to include counseling and job training assistance.

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C. **PROJECT CHARACTERISTICS**

1) Street address and nearest cross streets of the site or office where the program will be carried out:

1234 "A" Street and Mentone Blvd., Mentone, CA

2) Legal property owner: **Friendly Faces Homeless Services**

3) Local zoning restrictions that would affect the program: **None**

4) Conditional use permit required? Yes No

If yes, attach a copy of the permit. If no, explain why.

5) Describe of the community need(s) addressed by this proposal:

Clients are homeless persons from the Mentone, Redlands, and Yucaipa areas.

6) Describe the geographic boundaries of the neighborhood, community or area in which clients of the proposed program reside (attach a map if needed):

7) Estimated number of people to be served: **250 - 300 homeless persons per year**

8) The proposed Community Service would be provided to:

- Low-and moderate-income persons or households
- Abused children
- Handicapped persons
- Illiterate persons

- Battered spouses
- Homeless persons
- Migrant farm workers
- Elderly persons

9) Corporate name and non-profit corporation status of the non-profit organization proposed to receive CDBG funds or CDBG funded assets, in order to provide the proposed service (CDBG subrecipients must be incorporated public or private non-profit organizations):

Friendly Faces Homeless Services, Inc. is a registered incorporated non-profit agency.

10) Federal I.D. Number or Social Security Number of the non-profit organization:

95-288896756

11) Is this a "faith-based" organization? *Yes or No

*Generally, a faith-based organization was founded or is inspired by faith or religion. Such organizations often choose to demonstrate that faith by carrying out one or more activities that assist persons who are less fortunate.

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D. PERFORMANCE OUTCOME MEASUREMENT

The three program performance categories listed below are required under the CDBG program by the U.S. Department of Housing and Urban Development (HUD). Please check one or more box under the following program performance categories, that apply to your proposal.

1) Availability/Accessibility

This category applies to proposals that make services, infrastructure, housing, shelter or jobs available or accessible to low- and moderate-income people, including persons with disabilities.

- Enhances the Living Environment through New/Improved Accessibility
- Creates Decent Housing with New/Improved Availability
- Promotes Economic Opportunity Through New/Improved Accessibility

2) Affordability

This category applies to proposals which provide affordability in a variety of ways in the lives of low- and moderate-income people.

- Enhances the Living Environment through New/Improved Affordability
- Creates Decent Housing with New/Improved Affordability
- Promotes Economic Opportunity Through New/Improved Affordability

3) Promoting Livable or Viable Communities

This category applies to proposals that are aimed at improving a community or neighborhood by helping to make it more livable or viable by providing a benefit to principally low- and moderate-income people or by removing or eliminating slums or blighted areas.

- Enhances the Living Environment through New/Improved Sustainability
- Creates Decent Housing with New/Improved Sustainability
- Promotes Economic Opportunity Through New/Improved Sustainability

4) Please provide a brief explanation on how your proposal will address the selected program performance category. Describe the anticipated quantifiable results of your proposal for the selected category.

300 homeless persons will have new access to shelter services for the purpose of creating suitable living environments.

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E. PROJECT BUDGET

	<u>CDBG Share</u>	<u>Other Source</u>
Personnel	\$ <u>23,300</u>	\$ <u>45,000</u>
Equipment	\$ <u>-0-</u>	\$ <u>10,000</u>
Consultant Services	\$ <u>5,200</u>	\$ <u>-0-</u>
Space Rent	\$ <u>-0-</u>	\$ <u>-0-</u>
Audits	\$ <u>1,500</u>	\$ <u>-0-</u>
Other	\$ <u>-0-</u>	\$ <u>15,000</u>
Total Costs	\$ <u>30,000</u>	\$ <u>70,000</u>
Grand Total (CDBG + Other)	\$ <u>100,000</u>	

Estimator (name and title): Jane C. Doe, Executive Director

F. AMOUNT OF CDBG FUNDS REQUESTED

1) Amount of CDBG funds requested in this application: \$ 30,000

2) Additional funds to be provided by Other Source(s) for this project. The date that the Other Source(s) of funds have been or will be awarded and available, must be stated below:

Source(s): United Way \$ 40,000

Award Date: October 2005 Date Available: January 2006

Source(s): Private Donations/Fundraisers \$ 10,000

Award Date: ongoing Date Available: ongoing

Source(s): Emergency Shelter Grant \$ 20,000

Award Date: July 200- Date Available: October 200-

Total of **Other Sources** \$ 70,000
 (Should equal "Total costs, Other Sources" in section E, above)

3) Authorized Signature: To the best of my knowledge, the information provided on this application is true and I am authorized to submit this application on behalf of the applicant agency. Also, I acknowledge that insurance coverage including, but not limited to, Comprehensive General Liability and Automobile Liability, and Professional Liability will be required before CDBG funds can be made available to approved projects

Name: Jane C. Doe Phone: (909) 555-3456

Signature: Jane C. Doe Date: December 1, 200-

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G. BENEFIT AREAS

This section requires a break down of the requested CDBG funds according to the geographic area to be covered by the proposed public service. Only enter amounts for communities where you intend to provide primary service. Partial funding of a project proposal may occur and must be considered when calculating a requested amount for more than one area. **Each requested amount must be \$5,000 or greater and must be sufficient to provide the service within the identified city or unincorporated region.**

- 1) **Cooperating Cities:** The following cities participate as cooperating cities in the County's CDBG program. Please determine if the primary service area for your proposed service would include one or more of the following cities. If the service would provide predominate or partial benefit to city residents, the County will request a funding recommendation from the benefiting city or cities. Enter the requested amount of CDBG funds needed to provide the proposed service to each applicable city. Sub-total your entries below.

	<u>Amount Requested</u>		<u>Amount Requested</u>
Adelanto	\$ _____	Montclair	\$ _____
Barstow	\$ _____	Needles	\$ _____
Big Bear Lake	\$ _____	Redlands	\$ <u>7,500</u>
Colton	\$ _____	Twentynine Palms	\$ _____
Grand Terrace	\$ _____	Yucaipa	\$ <u>7,500</u>
Highland	\$ _____	Town of Yucca Valley	\$ _____
Loma Linda	\$ _____		

Funds Benefiting Cooperating Cities: **Sub-total** \$ 15,000

- 2) **Unincorporated Regions:** The following regions contain unincorporated areas covered by the County CDBG program. Please determine if the primary service area for your proposed project includes one or more of the following unincorporated areas. Check off the applicable community or communities. Enter the requested amount of CDBG funds needed to provide the proposed project to each applicable unincorporated area. Sub-total your entries below.

	<u>Amount Requested</u>
<input type="checkbox"/> Searles Valley and vicinity (in the First District)	\$ _____
<input type="checkbox"/> Hinkley/Lenwood <input type="checkbox"/> Newberry Springs <input type="checkbox"/> Baker/vicinity (in the First District)	\$ _____
<input type="checkbox"/> Wonder Valley <input type="checkbox"/> Colorado River areas (in the First District)	\$ _____
<input type="checkbox"/> Oro Grande <input type="checkbox"/> other Unincorporated Victor Valley areas (in the First District)	\$ _____
<input type="checkbox"/> Phelan/Pinon Hills <input type="checkbox"/> El Mirage <input type="checkbox"/> Wrightwood/vicinity (in the First District)	\$ _____
<input type="checkbox"/> Lucerne Valley and vicinity (in the First District)	\$ _____
<input type="checkbox"/> Crestline/Cedarpines Park (in the Second District)	\$ _____
<input type="checkbox"/> West Fontana <input type="checkbox"/> Lytle Creek <input type="checkbox"/> Devore (in the Second District)	\$ _____
<input type="checkbox"/> Johnson Valley <input type="checkbox"/> Landers <input type="checkbox"/> Morongo Valley/vicinity (in the Third District)	\$ _____
<input type="checkbox"/> Joshua Tree and areas to the north and east (in the Third District)	\$ _____
<input type="checkbox"/> Lake Arrowhead <input type="checkbox"/> Running Springs <input type="checkbox"/> Big Bear Valley (in the Third District)	\$ _____
<input type="checkbox"/> Bryn Mawr <input type="checkbox"/> Del Rosa <input type="checkbox"/> Mentone (In the Third District)	\$ <u>15,000</u>
<input type="checkbox"/> South Montclair <input type="checkbox"/> Northwest Chino (in the Fourth District)	\$ _____
<input type="checkbox"/> Muscoy <input type="checkbox"/> North Norton <input type="checkbox"/> Bloomington (in the Fifth District)	\$ _____
<input type="checkbox"/> Arrowhead Suburban Farms (in the Fifth District)	\$ _____
Other, Please specify _____	\$ _____

Funds Benefiting Unincorporated Regions: **Sub-total**
\$ **15,000**

- 3) **Total Funds:** The total amount of CDBG funds requested in Section G, (Cooperating Cities + Unincorporated Regions). This amount must equal the amount of CDBG funds requested in this application on Line 1, in Section F.

Total Funds (or countywide amount) Requested \$ 30,000

DETAILED PROJECT DESCRIPTION

(Continuation of Section B, Project Description, Page 1 of 6)

Within the space provided on this page, provide detailed information needed to fully describe the proposed public service, its purpose and its beneficiaries. Please attach applicable maps, plans and brochures.

Friendly Faces Homeless Services (FFH) provides a much needed homeless shelter in the East Valley area of the County. FFH is located in Muscoy and operates a 24-hour, full-service shelter providing 44 beds for men, women and children. The average length of stay is 60 days, with a maximum of 90 days per client. We also provide clothing, meals and personal care items for our homeless clientele. Our agency conducts outreach through various service organizations in the unincorporated area of Mentone, and the cities of Redlands and Yucaipa. In addition, FFH provides referral outside services to a wide range of service agencies. FFH anticipates serving 250-300 persons during the fiscal year.

While able to provide basic shelter and meal services, FFH plans to expand services to include on-site professional counseling and job training assistance. CDBG funding would allow us to address the unmet needs in support service areas such as counseling, case management, job training and job search assistance. Our agency would like not only to address the immediate shelter needs of our clients, but also assist in the transition towards self-sufficiency.

FFH is a member of the homeless coalition.

PLEASE SUBMIT ONE PAPER COPY OF EACH COMPLETED AND SIGNED PROJECT PROPOSAL TO: County of San Bernardino, Department of Community Development and Housing, 290 North "D" Street, Sixth Floor, San Bernardino, CA 92415-0040, Attention: Program and Compliance Section.

For assistance or information regarding the completion of this proposal, call (909) 388-0959 or FAX (909) 388-0929.

PERFORMANCE MEASURES

The National Association for County Community and Economic Development (NACCED), of which the County of San Bernardino is a member, participated in a working group with several other national organizations of local and state grantees to refine a "Performance Outcome Measurement System" framework. The effort, which is in response to CPD Notice 03-09, is expected to lead to a comprehensive approach to the measurement of outcomes for HUD's four major community development formula grant programs - Community Development Block Grants, HOME Investment Partnerships Program, Emergency Shelter Grants, and Housing Opportunities for Persons with AIDS. On March 1, 2006, HUD announced completion of the CPD Outcome Performance Measurement System. This system includes objectives, outcomes and indicators to be used for measuring and reporting the performance of each type of activity undertaken with funds made available from these programs.

To prepare for implementation of the Outcome Performance Measurement System, required by HUD to begin with Fiscal Year 2007-08, the County added a Performance Outcome Measurement section to its standard CDBG application forms. This section requests information about what performance categories would pertain to the proposed project, and asks for information on how the proposal will address the selected program performance categories. The following procedure was developed to assist applicants in filling out the Outcome Performance Measurement section. It takes the applicant through a step-by-step process for writing their proposed outcome statement. The various possible objectives and outcomes are defined, quantifiable indicators are suggested. Finally a formula for developing the Outcome Statement is offered, and examples are provided. The formula: indicator (quantified) plus outcome, plus your activity description, plus objective, produces the Outcome Statement.

Outcome Performance Measurement System Outcome Measurement Statement

- 4 Steps to define the proposal outcome statement
 - Select Objective(s)
 - Suitable Living Environment
 - Decent Housing
 - Economic Opportunity
 - Determine Outcome(s)
 - Availability/ Accessibility
 - Affordability
 - Sustainability
 - Determine Quantifiable Indicators of Performance
 - Put these together into an outcome statement

1) Select Objective(s)

- Suitable Living Environment relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment
- Suitable Living Environment includes:
 - Improving the safety and livability of neighborhoods
 - Increasing access to quality public and private facilities and services
 - Reducing the isolation of income groups within areas through spatial de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods
 - Restoring and preserving properties of historic, architectural or aesthetic value
 - Conservation of energy resources

- Decent Housing focuses on housing programs where the purpose is to meet individual family needs.
- Decent Housing includes:
 - Assisting homeless persons obtain affordable housing
 - Assisting persons at risk of becoming homeless
 - Retention of affordable housing stock
 - Increase the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability
 - Increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence
 - Providing affordable housing that is accessible to job opportunities
- Expanded Economic Opportunities applies to the types of activities related to economic development, commercial revitalization, or job creation.
- Expanded Economic Opportunities includes:
 - Job creation and retention
 - Establishment, stabilization and expansion of small businesses (including micro-businesses)
 - Provision of public services concerned with employment
 - Provision of jobs to low-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan
 - Availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices
 - Access to capital and credit for development activities that promote the long-term economic and social viability of the community
 - Empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing

2) Determining an Outcome

- Improved Availability/Accessibility
 - Make services, infrastructure, housing or shelter available to Low-and Moderate-Income (LMI) and disabled persons
 - Example: providing clean water where none existed before
- Affordability
 - Makes an activity more affordable for LMI persons
 - Example: providing transportation to LMI persons
- Sustainability:
 - Using resources in a targeted area to help make that area more livable or viable by activities that provide benefit to LMI persons or by removing or eliminating slums or blighted areas
 - Example: a downtown improvement in a LMI community

3) Determine Quantifiable Indicators of Performance

– Sample Indicators:

low- and moderate-income persons	jobs
households	jobs with health care benefits
homeless persons	housing units
children	public facilities
youth	businesses
seniors	
at-risk youth	

4) Develop the Outcome Statement

– Indicator (quantified) + Outcome + Your Activity Description + Objective (goals) = Outcome Statement

– Examples

- 15 disabled persons will have affordable access to learn swimming and water safety for the purpose of creating suitable living environments.
- 2,000 homeless persons will have new access to shelter for the purpose of creating decent affordable housing.
- 25 L/M income people will have access to new jobs through job skills training creating economic opportunity.
- The North Norton Community Center sustainability will be improved by the construction of roof and canopy replacement for the purpose of creating suitable living environments.
- Spring Water and Thousand Pines Roads in Crestline will provide improved accessibility by the acquisition and construction of traffic circulation improvements for the purpose of creating suitable living environments.

